



# Administration and Finance Committee Meeting Minutes

March 22, 2018  
4:00 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:51 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X	(arrived @ 4:10 PM)		
Clyde Hill	X			

Other Council Members Present: Joel Wachtel (arrived @ 5:00 PM)

Staff Coordinator: Gwen Pilo, Finance Director (absent) Ruth Black, Treasury Operations Manager (acting Finance Director)

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>Vicki Lockwood spoke to the reclassification of Permit Coordinator to Permit Center Supervisor and urged the committee to be wary of too many supervisory positions in the City. Earl Gipson echoed her concerns.</i>
3. Review of the 03/08/2018 Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 03/08/2018 minutes were provided to the committee for review. The committee had no revisions. Council members Sitterley and Hill approved the minutes as written. Councilmember Kwon absent during vote.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<u>  X  </u> Recommended for Approval  <i>Treasury Operations Manager, Ruth Black, presented two items for committee approval:</i>  <i>1. Expense approval for Mike Siefkes Aviation Noise Conference Lodging Amount: \$418.26</i>  <i>Council members Sitterley and Hill voted to approve.</i>

	<p><i>Councilmember Kwon absent during vote.</i></p> <p>2. <i>Pre-approval for Joel Wachtel &amp; one additional undetermined councilmember</i>  <i>AWC Annual Conference</i>  <i>Lodging: \$1,000 (\$500 each)</i>  <i>Meals: \$150 (\$75 each)</i>  <i>Transportation: \$400 (\$200 each)</i>  <i>Registration: \$850 (\$425 each)</i>  <i>Amount Total: \$2,400 (\$1,200 each)</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i>  <i>Councilmember Kwon absent during vote.</i></p>
<p>5. Reclassification of Permit Coordinator FTE to Permit Center Supervisor FTE</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, along with Building Services Manager Gary Schenk presented the committee with the proposed reclassification of a recently approved Permit Coordinator to a Permit Center Supervisor. The committee had concerns with approving this management position. Discussion ensued. Mr. Scorcio explained the rationale behind the request and why an additional supervisor would be more effective than an additional coordinator at this time. The committee recommended approving this request.</i></p>
<p>6. Audio Recording of Council Committee Meetings</p>	<p><u>  X  </u> Not Recommended for Approval</p> <p><i>City Clerk, Kristina Gregg, asked the committee for their thoughts on audio recording council committee meetings. Mrs. Gregg explained that the technology exists in the meeting rooms if the council wished to begin recording committee meetings, and explained the work involved in recording an additional 12 meetings each month. From the audience, Joe Adamack spoke about his desire to have audio recordings of council committee meetings since study sessions have been eliminated. City Manager, Joe Scorcio, explained how staff has worked hard to make more committee materials available in packets prior to meetings and will continue to do so in the future. The committee also pointed out that any councilmember can move an agenda item to the next council meeting for further discussion if needed. A recommendation for a “committee report out” to be added to council meetings to allow council members to share additional background knowledge for each agenda item discussed in committee meetings prior to voting. The A&amp;F committee is not recommending audio recording of council committee meetings at this time.</i></p>
<p>7. Business License Update</p>	<p><u>  X  </u> Informational Update</p>

	<i>Budget Analyst, Alexis Briggs, provided the committee with the proposed draft model ordinance provided by AWC. The committee was in favor of the proposed language and had no feedback to include in the response to AWC.</i>
8. Draft Budget Development Calendar	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, presented the committee with a draft calendar outlining the budget development schedule for 2018. Mr. Scorcio discussed with the committee important deadlines to be aware of and also reminded the council of a Macro Budget Workshop coming up in June (date TBD). The budget calendar will be distributed to staff and also available on the City's website.</i>
9. Future Meeting Schedule	<i>The next A&amp;F Meeting will be held on April 12 at 4:00PM in Riverton Room 128.</i>
10. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:28 PM.</i>

## Pre-approval or final approval of City Council and City Manager travel related expenses

### Travel Approval/Expenses:

NLC Congressional City Conference  
March 11-14, 2018  
Washington, DC

Budget Information: We budgeted for two Councilmembers to attend in 2018 at \$3,625 each

Peter Kwon	A&F Approval Date: 1.4.18 Estimated Costs	A&F Approval Date: 1.4.18	A&F Approval Date: 3.8.18	A&F Approval Date: 4.12.18
Lodging (5 nights @ conference hotel)	\$1,600			1601.45
Meals				
Transportation - airfare	800		636.61	
Registration (early bird 12/13/17)	705	705		
<b>Total</b>	<b>\$3,105</b>	<b>705</b>	<b>636.61</b>	<b>1601.45</b>

### Travel Pre-approval

NLC Summit  
Nov 7 -10, 2018, Los Angeles

Four councilmembers included in 2018 budget @ \$2,719 each.

Peter has received a 15% discount code that expires April 15 because he attended the March NLC Congressional City Conference. I don't have rates on the conference hotels because you have to register first to see the conference hotels and rates page.

Peter Kwon	A&F Approval Date: 4.12.18 Estimated Costs	A&F Approval Date:	A&F Approval Date:	A&F Approval Date:
Lodging	1125			
Meals	300			
Transportation -	750			
Registration (early bird)	545			
<b>Total</b>	<b>\$2,720</b>			

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Erin Sitterley, A&F Chair

# Current Vacancies

Updated March 26, 2018



Vacancy	AFSCME	Position Funding	Dept	Notes/Status
Admin Asst 2 - Operations Technician	Y	102 (40%) / 403 (40%) / 501 (20%)	PW	Pending Offer
Civil Engineer 1	Y	100% 307 Fund	PW	Pending 2nd Round Interviews
Public Works Program Coordinator	Y	100% 404 Fund	PW	Posted Internally
Admin Asst 1 - Receptionist	Y	100% General Fund	FIN	Hiring Manager Reviewing Applications - Pending Internal Trial
Accounting Technician	Y	100% General Fund	FIN	Hiring Manager Reviewing Applications
GIS Coordinator Analyst (.5 FTE)	N	100% General Fund	FIN	Pending Position Review & PVRB
Limited Term Engineering Technician	Y	100%102 Fund	CED	Pending 2nd Round Interviews
Senior Planner	Y	100% General Fund	CED	Posted Externally
Permit Coordinator	Y	100% General Fund	CED	Pending A&F Reclass to Permit Center Supervisor
Plans Examiner Building Inspector 2	Y	100% General Fund	CED	Posted Externally
Planning Intern	N	100% General Fund	CED	Posted Externally
Civil Paralegal/Legal Assistant	N	100% General Fund	LGL	Pending PVRB

## Fund Key

102 Fund = Street

307 Fund = Public Works Engineering/Transportation CIP


403 Fund = Surface Water Management

404 Fund = Solid Waste

501 Fund = Equipment Rental



# MEMORANDUM

Date: April 6, 2018  
To: Administration and Finance Committee  
From: Joseph Scorcio, City Manager   
cc: Vanessa Audett, Human Resources Manager  
Re: **New Position Classification & Organizational Changes**

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## Summary

The continuing evaluation of the City's organizational structure, has provided an opportunity to improve the alignment of responsibilities in two key areas of ongoing City operations; intergovernmental coordination and communication/outreach. These areas require both tactical (daily and emergency) and strategic (long term policy and action) commitment.

A large number of duties in these two areas have been dispersed to different management level staff, some have been assigned to subordinate staff, and most are either not clearly assigned, or are completed on an ad hoc/time available basis. Coordination and consistency are lacking as a result.

I am seeking A&F Committee support for the creation of a new mid-management level position within the City Manager's Office (CMO) and increased funding for an existing represented position which will enable the realignment of various dispersed duties into a single, focused program. Council members know that I am generally not supportive of adding staff to the CMO, preferring that line departments handle ongoing duties. However, I believe that we need to act on this important issue now, recognizing that the next City Manager can evaluate the long-term organizational alignment.

The new position would be the Government Relations and Communication Manager. The proposal would also increase the existing Admin. Assistant II – Graphics Design Specialist (currently in CED) from 0.5 FTE to a full 1.0 FTE. The workload demand on this position already supports the additional hours. These two positions would be part of the CMO, and the new Manager would report directly to the City Manager (see attached organization chart).

The Government Relations and Communication Manager position needs significant independence in order to effectively represent the City Manager, and to work directly with department heads and the City Council. The position will require pertinent municipal government or private sector experience levels in excess of 5 years (comparable to other manager/director levels). Some of SeaTac's comparable cities have positions of this nature

(see attached list). The projected salary and benefits (salary range 67) were set by comparable market survey, in accordance with established City policy and procedure.

At this time, no vacant position is readily available to convert to make this change happen, so a budget amendment will be required to fully implement this proposal. The realignment itself does not need Council approval but must be discussed as part of this request for the new position classification. If the A&F Committee supports the proposal, and the Council approves the budget adjustment, implementation and recruitment will begin immediately.

**Background and Analysis**

The City Manager’s Office (CMO) is ultimately responsible for overseeing a wide range of services in the areas of communication, relationship with other agencies and governments, state and federal legislative agendas and interlocal agreements (e.g., Sound Transit, Port of Seattle, etc). Since incorporation, the City has opted to disperse some duties, and ignored others.

Over the last two years, Council members have also noted that this scattered approach is inadequate for the City. Our recent negotiations with the Port of Seattle, and prior and current negotiations with Sound Transit have demonstrated that significant management level experience with consistently focused attention to details are needed. These efforts are an integral part of the City’s basic organization and should have a consistent role and presence within the City’s team.

The following table highlights the key responsibilities the newly-aligned Government Relations and Communication program would handle and/or coordinate. The current assignments are identified for reference.

<b>Area of Responsibility</b>	<b>Current Leads (as assigned by CMO)</b>
Strategic Communication Plan – development and implementation	No assigned lead – <i>this task is not being done</i>
Legislative Agenda (including overseeing contract services)	CED Director
State and Federal delegation issues	City Manager and CED Director (City-wide), individual department heads (when we hear about things)
Public Information Officer (non-emergency)	CED Director (primary), CMO Executive Assistant (secondary)
Public Information Officer (emergency)	City Manager and CED Director (City-wide), Department Heads (per EM Plan)
Primary media contact (press releases, etc)	City Manager and CED Director, Executive Assistant (CMO)



New Position Classification & Organizational Changes  
Government Relations and Communications Manager  
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Press releases	CED Director (primary), CMO Executive Assistant (secondary), individual department heads
City messaging (inc, media contacts, presentations, speeches and talking points)	City Manager (official), individual department heads (varies by program)
City communication standards and misc. issues (inc, logo, branding, protocols, fonts and formats, etc)	City Manager (official), individual department heads (varies by program)
Community Leadership Academy	CMO Executive Assistant (default), coordinates individual departments
Community outreach events	Individual department heads (primary), CMO Executive Assistant (city-wide)
Community Survey	No assigned lead (formerly Asst. CM and program manager ) – <i>this task is not being done</i>
SeaTac Quarterly Magazine	No assigned lead - team representing individual departments - CMO Executive Assistant (default)
City Manager's Weekly Update	Finance and Systems Receptionist (compiles and posts) - CMO Executive Assistant (default)
Snapshots (internal staff newsletter)	CMO Executive Assistant
City Website (non-emergency)	No assigned lead - internal website team (functionality), individual departments (content)
Website notice postings (emergency and 24 hour notice)	CMO Executive Assistant (primary), City Clerk (primary), department heads (per EM Plan)
Social media	No assigned lead - individual departments (very limited and not coordinated)
SeaTV Channel 21	Legal Department (default) - Records Specialist & City Clerk
Port of Seattle (ILA related issues)	City Manager and CED Director (City-wide), ILA Implementation Team (ongoing)
Port of Seattle (non-ILA issues)	City Manager (official), individual department heads (when we hear about things)
Sound Transit issues (inc, past and proposed projects, interlocal agreements, MOUs, concurrence letters, land sales/swaps, etc)	CMO Management Analyst, CED Director, Public Works Director, internal project team
WSDOT SR509 Project (inc, interlocal agreements, land swap/sales, etc)	Public Works Director, internal project team, City Manager
Puget Sound Regional Council issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)
Suburban Cities Association issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)
Association of Washington Cities issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)

Regional, state and national association-related issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)
King County issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)
Multi-County issues	No assigned lead - City Manager (official), individual department heads (when we hear about things)
Interlocal agreements, memoranda of understanding, etc (project and program related)	No assigned lead - City Manager (official), individual department heads (when we hear about things)

From a practical viewpoint, the current organizational structure relies on the City Manager and department heads' ability to respond and react. Even the assigned duties tend to be secondary (at best) to the primary responsibilities of the various departments. Active monitoring in most of these areas does not exist. Collectively, it represents a survival-by-necessity approach rather than a managed, planned and strategic approach to all of these issues.

Historically, individuals (most who are no longer with the City) have been relied upon to conduct negotiations, develop drafts, and prepare final documents for Council approval. As a result, most end up as one-of-a kind versions (no consistency) that are not effectively monitored for performance and duration, in part because of a lack of institutional memory and corresponding responsibility. The recent success with the Port of Seattle ILA required significant team and City Manager effort to accomplish while many other duties were relegated. An equally conscious effort will be required to monitor and insure performance. The City organization is not currently aligned to accomplish this in the long-run. This same problem existed with the previous ILA, as has been noted by lost opportunities. We have already begun to lose some of the key members of the City's negotiating team and their institutional knowledge.

Of additional importance is that the City does not have a Strategic Communication Plan with the corresponding implementation monitoring and consistent performance. This lack severely limits the City's ability to effectively and consistently provide information, outreach, education and involvement opportunities to our community.

While a key issue for any City Manager, this is a long-term organizational issue that should be addressed now, rather than kicking the can down the road again as has been our history. In total, these are the reasons why this organizational change and reassignment of ongoing responsibilities needs to occur before the next City Manager is on board.

**Fiscal Impact**

This proposal will cost annually approximately \$270,000 (2018 costs). While the largest costs are salary-related (2 FTE), a moderate operating budget (\$20,000) will also be needed. As both positions provide services to all City departments and programs, a portion of the total costs can be reasonably assigned to the dedicated revenue funds as well as the General Fund. The budget amendment for 2018 would be approximately \$125,000 (partial year with additional 1.5 FTE).

**Authority**

RCW 35A, sections 13.080 through 13.102, provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

The proposed realignment, resulting in the reassignment of existing programs from within multiple departments is within the general authority of the City Manager and does not require formal Council action. However, the Council would need to approve the creation of the new non-represented employee classification and compensation; expand the existing .5 FTE represented position to 1.0 FTE and allocate a 2018 operating budget through a budget amendment.

**Recommendation**

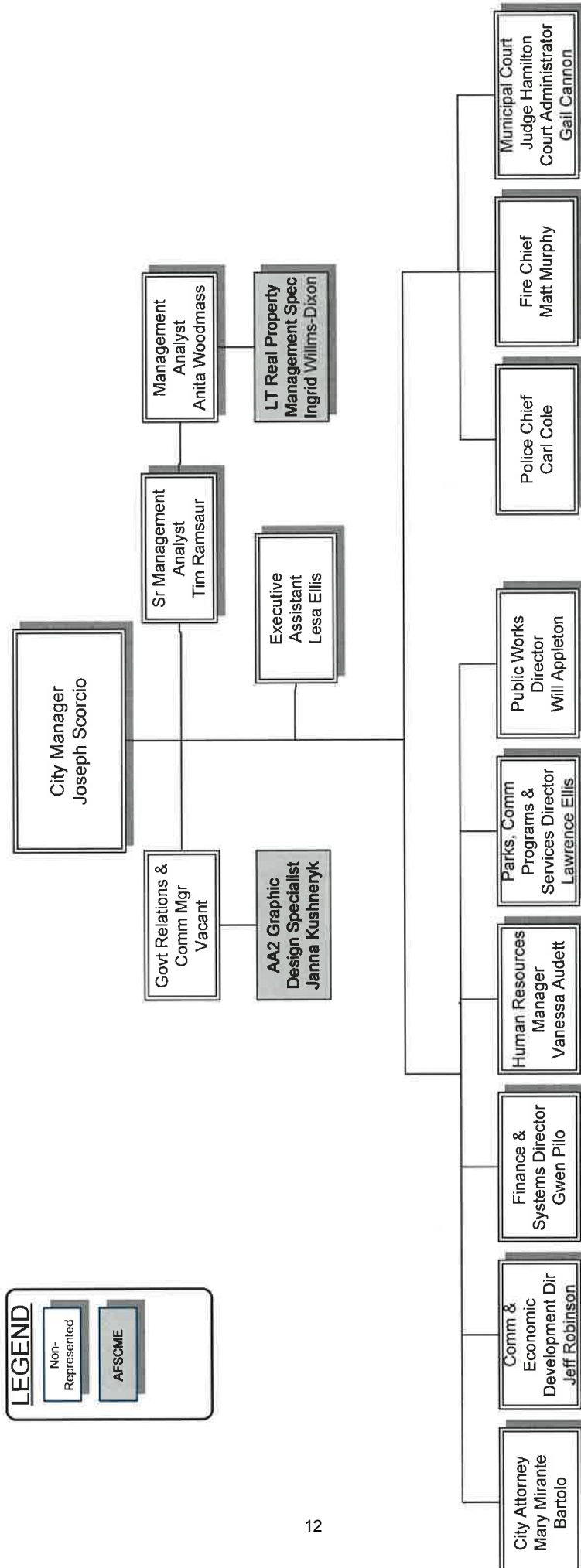
At its April 12, 2018 meeting, the Administration and Finance Committee reviewed the creation of the new position and other 2018 budget changes as described above and recommended the City Council (*approve/modify/reject*) the proposal.

**Attachment**

- Draft Job Description
- Proposed CMO Department org. chart
- List of comparable positions



# City of SeaTac City Manager 2018 Organization Chart



**DRAFT**

**CITY OF SEATAC**

<b>CLASS TITLE: Government Relations and Communications Manager</b>	Salary Range: 67
Essential Personnel: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	FLSA: Exempt
	Union: Non Represented

**BASIC FUNCTION:**

Serve as a member of the City administration’s Leadership Team. Under the direction of the City Manager, develops, directs and implements a full range of agency government relations and communication activities, including identifying and resolving substantive issues and carrying out internal and external communications and public information activities, and public-involvement processes. This position supervises the Graphic Design Specialist and provides direction to staff on identified topics and issues specifically relative to government relations and communications.

**REPRESENTATIVE DUTIES:**

1. Prepare and monitor the City’s strategic communications plan. Oversee and coordinate the City’s external and internal communication efforts and public, government and media relations to promote citywide issues, initiatives and/or events; supervise the Graphic Design Specialist and other assigned staff; enhance the City’s image by communicating on City issues, actions and services. *E*
2. Serve as City Public Information Officer (PIO); manage all community relations, media relations, public relations and marketing; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and recommends solutions; provides leadership, direction and guidance in communication strategies and priorities. *E*
3. Prepare SeaTac’s state legislative agenda by attending departmental meetings with the lobbyist, compelling issues and co-presenting to the City Council for approval. Facilitate final City Council approval of the agenda and manage any potential changes. *E*
4. Serve as the City’s primary legislative contact to review, analyze and advise the City Council, Department Heads and staff of the impacts of potential as well as recently passed legislation; work with the City’s legislative liaison to ensure the City’s interests are represented. *E*
5. Monitor and track City communications with other government organizations at the federal, state, regional, county and local levels. Support City Council, Department Heads and key staff in tracking intergovernmental correspondence on key policy issues to ensure timely communication. *E*
6. Serve as the City’s principal spokesperson and a resource to the media on breaking stories, news features and publicity campaigns; coordinate communications citywide to ensure consistent, accurate messaging. *E*

7. Develop information and public statements to assure key City messages reach internal and external customers; writes, edits and disseminates press releases, newsletters, bulletins, information packages, marketing materials and public service announcements. *E*
8. Oversee production and provide approval of fact sheets, web page copy, social media posts, weekly newsletters, quarterly magazine, traffic alerts, City Council messages, educational and promotional materials and other innovative communication tools as needed. *E*
9. Provides staff support to the City Manager and assigned committees. Communicates matters that have implications for the immediate and future welfare of the agency and recommends policies and procedures accordingly. *E*
10. Researches, develops and oversees the accuracy, quality and distribution of printed materials such as flyers, brochures and newsletters. Monitors, edits and proofreads agency products. Develops new methods for promoting agency projects to the public. Maintains primary responsibility for City magazine and website content. *E*
11. Assists the City Manager and Department Heads by providing advice regarding public involvement and communication strategies. Participates in policy discussions. Manages specific projects and tasks as needed. *E*
12. Supports City Council member's communications needs including coordinating speech making and other interaction with a wide variety of external audiences. *E*
13. Perform other duties as assigned.

*E* denotes an essential function of the job

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### KNOWLEDGE OF:

- Current principles, techniques and objectives of marketing, public information, media relations and community relations programs.
- Professional journalistic methods, including research, publication and presentation.
- Current legislative, political and economic trends in local governmental activities.
- Local, regional, state and federal governmental organizations and functions.
- Principles and practices of advanced strategic planning, particularly in a municipal setting.
- Principles and practices of public relations, media relations, public speaking, community relations, government relations, economic development, public information, marketing and advertising.

### SKILL IN:

- Developing community relations and communications programs and strategies.
- Communicating effectively with members of the media, other agencies and the public.
- Personnel management, leadership and team building.
- Developing community relations and communications programs and strategies.
- Professional journalistic methods, including research, publication and presentation.
- Resolving conflict through critical thinking and problem solving.

- Public speaking as well as preparation of supporting print and online materials and multimedia presentations.
- Prioritization and management of multiple, concurrent projects and tasks.
- Strategic short and long-range planning in a rapidly changing environment.

#### ABILITY TO:

- Establish and maintain effective working relationships with City staff, elected officials, the community, businesses, consultants and other governmental agencies.
- Take on tough issues and initiate action when appropriate.
- Research, analyze, and compose stories, reports, research papers and other documents to clearly communicate information to target audiences.
- Prioritize and manage multiple, concurrent projects and tasks.
- Accurately assess the intent of the municipal political environment and translate that intent into effective presentations and communications.
- Analyze and strategize to develop creative solutions to pertinent communications issues.
- Develop and implement strategic communications and marketing strategies.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures, goals and objectives to the public, the media, internal and external sources.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university in communications, journalism, public relations, marketing, economic development or closely related field required. Advanced degree preferred.
- Minimum of eight (8) years progressively responsible administrative, supervisory and management experience in communications, public/community relations, journalism, economic development or a closely related field, including a verifiable track record of success and a stable work history.
- Minimum of five (5) supervisory experience required,
- An equivalent combination of education and experience that provides the candidate with the knowledge, skills and abilities to perform the job will be considered.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

#### **WORKING CONDITIONS:**

##### ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a desktop computer.

**HOURS:**

As an executive level position, the incumbent is often required to attend meetings outside of normal working hours, during evenings and on weekends.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate general clerical office equipment and to fold papers, stuff envelopes, file papers; seeing to review projects and work product; hearing and speaking to exchange information and provide customer service to the general public.

**HAZARDS:**

None other than standard hazards involved in working in an office position.

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Developed: 03/2018 J. Scorcio

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (*PRINTED*)



## Bothell

- Public Information Officer

## Burien

- Communications Officer
- Management Intern - Communications

## Des Moines

- City Clerk / Communications Director

## Issaquah

- Communications Coordinator
- Neighborhood Engagement Coordinator
- TV Coordinator

## Kenmore

- Communications Assistant

## Maple Valley

N/A

## Shoreline

- Intergovernmental/CMO Programs Manager
- Communications Program Manager
- Communications Specialist

## Tukwila

- Communications/Government Relations Manager
- Communications Internship
- High School Internship - Communications

## Auburn

- Communications Coordinator

## Federal Way

- Senior Policy Advisor



## MEMORANDUM

Date: April 12, 2018  
To: Administration and Finance Committee  
From: Joseph Scorcio, City Manager *JS*  
cc: Mary Mirante Bartolo, City Attorney *MMB*  
Gwen Pilo, Finance Director  
Vanessa Audett, Human Resources Director

Re: Update on Legal Department Positions

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On April 13, 2017, the A&F Committee approved a series of non-represented job title and classification changes within the Legal Department. At that time two positions, (Chief Prosecutor/Assistant City Attorney and Paralegal 2) were assigned working job titles of Civil Paralegal and Legal Analyst, pending additional review and final evaluation. The Legal Analyst position has since been completed, recruited and filled at Range 49. The Civil Paralegal position has warranted some additional review of the Department's longer term needs.

### **Proposed Change:**

The needs have been further analyzed and it is determined that the Department is not in need of a Civil Paralegal position, but rather a Legal Department Assistant supervised by the Legal Analyst. Human Resources conducted a market salary survey for a Legal Department Assistant and the Legal Analyst position determined compensation at Range 40 and 54 respectively. An updated Department organization chart and revised Legal Department Assistant job description are attached.

### **Fiscal Impact:**

The amount budgeted for these two positions in 2018 was \$227,260.00. The actual amount required to maintain the Legal Analyst position and fill the new Legal Department Assistant position commencing on June 1, 2018, is \$176,242.00. This results in savings for 2018 in the amount of \$51,018.00. These reduced expenses will be reflected in the ongoing department expenditures in 2019-2020 Biennial Budget.

### **Authority:**

SMC 2.65.030 states "With written justification, the City Manager is authorized to adjust non-represented employee classification, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives with the City's defined commitments."

RCW 35A, Sections 13.080 through 13.102, provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may

deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

The proposed realignment of positions in the department is within the general authority of the City Manager and does not require formal Council action. However, the A&F Committee would need to approve the changes in non-represented employee classification and compensation.

**Approval**

At its April 12, 2018 meeting, the Administration and Finance Committee reviewed the proposed reclassification of the position and approval the proposal.

Ratified:

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Erin Sitterley, Chair

**Attachments**

Draft Job Description

Revised Department Organization Chart

## CITY OF SEATAC

**CLASS TITLE: LEGAL DEPARTMENT ASSISTANT**

Salary Range: 40

**Essential Personnel:** Yes  No

FLSA: Non-Exempt

Union: Non-Represented

### **BASIC FUNCTION:**

Under the supervision of the Legal Analyst, perform technical, clerical and administrative duties in support of the legal department; prepare legal documents to assure timely and efficient work output; prepare, maintain and generate a wide variety of legal forms and documents while maintaining confidentiality of department operations and information. Exercise substantial tact, discretion, independence, and initiative to complete confidential work accurately and timely.

### **REPRESENTATIVE DUTIES:**

1. Coordinate and perform technical, clerical, and administrative legal department assignments to assure timely and efficient work output; perform administrative duties involving department-wide impact; assist and support professional staff in the department as assigned. *E*
2. Communicate with City staff, the public, and outside organizations to assist in the coordination and completion of department activities. *E*
3. Transcribe, revise and/or edit court pleadings, resolutions, ordinances, agenda bills, contracts, confidential legal memorandums, and legal opinions for the City Attorney, Senior Assistant City Attorney and Assistant City Attorney as assigned. *E*
4. Assist civil division attorneys in civil litigation matters; assist in preparing pleadings, including motions, discovery, legal briefs and responses thereto and any other pleadings necessary for Superior Court and Federal Court matters; assist with civil appellate matters, as assigned. *E*
5. Provide support and back up to legal department divisions as assigned; provide support to civil attorneys as needed, including assistance with projects that may be confidential in nature; assist with special projects as assigned. *E*
6. Prepare a variety of correspondence, legal documents, and court pleadings, including sensitive and confidential materials. *E*
7. Review cases to determine proper filing to comply with court requirements; maintain calendars of court appearances and filing deadlines. Maintain case files and provide file maintenance program to assure compliance with case schedule system and court rules, and ensure timely follow-up with defendants, attorneys, and the Municipal Court, Superior Court, Court of Appeals, United States District Court and Supreme Court. *E*
8. Maintain confidentiality of department operations and information including all labor-management affairs, collective bargaining negotiations, grievances, arbitrations and disciplinary matters. *E*
9. Communicate by telephone, electronic means, or personally with City staff, the public, and outside organizations to assist in the coordination and completion of department activities. *E*
10. Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of department functions and programs; represent department as required. *E*

11. Maintain the City Attorney's and Assistant City Attorneys' calendars, schedule meetings and make travel arrangements, as assigned. *E*
12. Maintain a current understanding of court rules, statutes and case law. *E*
13. Operate business and office machines including typewriter, computer, photocopy machines, and facsimile machine. *E*
14. Perform related duties as assigned. *E*

*E* denotes an essential function of the job.

## **KNOWLEDGE AND SKILLS:**

### **KNOWLEDGE OF:**

- Organization, principals, functions and activities of a legal department, Municipal Court, Superior Court, District Court, Court of Appeals, Supreme Court and municipal government.
- Legal procedures, terminology and law library use and maintenance.
- Civil and criminal case filing procedures.
- Document formatting in accordance with court rules or established practice.
- The Washington State retention and storage guidelines.
- Principles, practices and procedures of civil law, including court procedures and rules.
- Basic federal, State and City laws, codes and protocol.

### **SKILL IN:**

- Relieving the Legal Analyst of clerical and administrative duties having department-wide impact.
- Drafting or preparing legal documents, including correspondence, memos, pleadings, discovery, and court documents.
- Effectively using computer software, including word processing, graphics, and spreadsheets.
- Communication, including coordination with other agencies and law offices and discussion of legal issues with attorney staff.
- Maintaining interrelated files and records.

### **ABILITY TO:**

- Ability to handle multiple and competing deadlines and priorities, organize and manage workload, and make decisions necessary to respond to information requests in an expeditious manner.
- Ability to work cooperatively and respectfully with the public and staff.
- Ability to take initiative and work independently as well as part of a team, under tight deadlines.
- Communicate effectively both orally and in writing using tact and courtesy.
- Ability to respond to a variety of inquiries.
- Plan, organize, prioritize and schedule work.
- Meet deadlines and appropriately manage schedules and timelines.
- Work confidentially with discretion.
- Understand and follow written and oral directions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, explain and apply rules, regulation policies and procedures.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Graduation from high school or equivalent. Associates degree in secretarial or legal administrative arts or related field is preferred.
- Three (3) years of increasingly responsible legal assistant or legal office administration experience is required. Municipal legal department or private law firm within the State of Washington is preferred.
- Advanced skills in MS Office, word processing, spreadsheet and database management software preferred.
- Knowledge of Washington State retention schedules for local government preferred.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Notary license or ability to obtain.
- Valid Washington State driver's license. A three (3) year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Work is performed in an office environment with extensive time spent at a desktop computer, or on the telephone, or standing at a photocopy machine.

**PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate office equipment, including computers, keyboards and photocopy machines; seeing to read a variety of materials; hearing and speaking to exchange information.

**HAZARDS:**

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Developed: 02/2018 M. Mirante Bartolo / E. Wi

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

\_\_\_\_\_

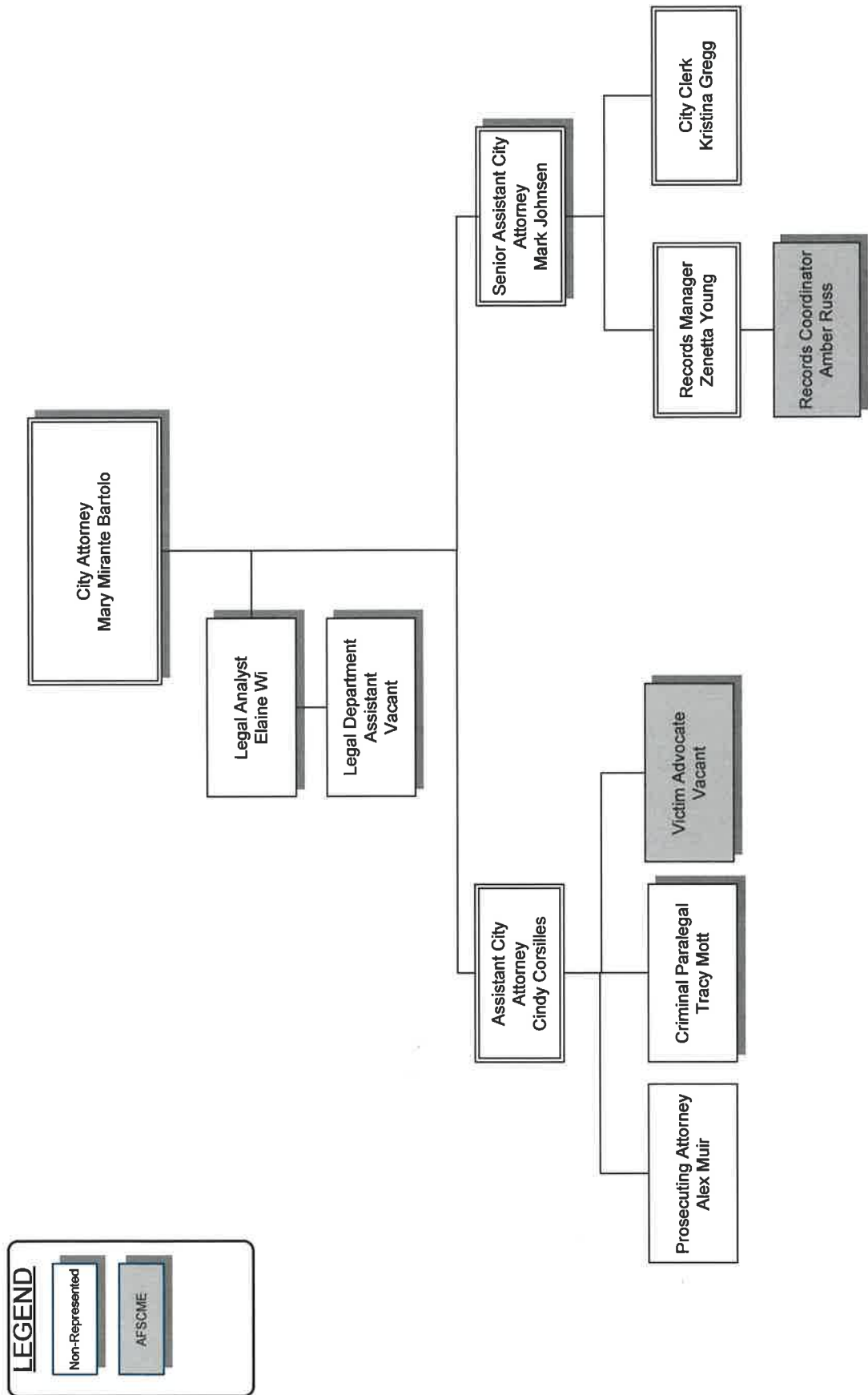
Employee Signature \_\_\_\_\_ Date

\_\_\_\_\_

Employee Name (*PRINTED*)



# City of SeaTac Legal Department 2018 Organization Chart



The City Council on March 27, 2018 referred to the Administration and Finance (A&F) Committee the issue of whether the City Council should provide comments to the Highline School Board on the naming of the new Middle School located in SeaTac at the old Glacier High School site.

The order of logistics is as follows:

#### Highline School District Board Meetings

**April 4, 2018** A list of 5 names for the new Middle School located on the old Glacier High School site will be presented to the Highline School Board. Attached is the Action Report, Highline School District resolution, and a Memorandum to the Board of Directors providing the Final List of Names for the New Middle School and Rationale.

Also attached is a response by Highline School district on Board action on April 4<sup>th</sup>. The Board received the list as well as a timeline of the process taken to get to the five names. A vote will be taken April 18<sup>th</sup>.

**April 18, 2018** The Highline School Board takes final action on naming the new Middle School

#### City of SeaTac

**March 27, 2018** Referred to A&F Committee the discussion concerning taking a position on the naming of the Highline School Districts New Middle School located in SeaTac

**April 10, 2018** The Regular City Council Meeting for providing additional guidance to the Administration and Finance Committee based upon the Highline School District schedule and any action taken on April 4<sup>th</sup>. Guidance could be do nothing; authorize the City Manager to respond to Highline School Board with the A&F Committee recommendation as the City's position.

**April 12, 2018** Next regular meeting of the A&F Committee for discussing the position of the City with the naming of the New Highline School District Middle School.



## Joseph Scorcio

---

**From:** Rose Eades <Rose.Eades@highlineschools.org>  
**Sent:** Monday, April 02, 2018 1:46 PM  
**To:** Rose Eades  
**Subject:** Media Advisory: Highline Breaks Ground for New Middle School in SeaTac



15675 Ambaum Blvd. SW  
Burien, WA 98166  
P: 206.631.3000

For Immediate Release

2 April 2018

Contact: Catherine Carbone Rogers  
[catherine.carbone@highlineschools.org](mailto:catherine.carbone@highlineschools.org)  
206-631-3002 (O) 206-683-9198 (C)

### **Media Advisory**

#### **Highline Breaks Ground for New Middle School in SeaTac**

*A new chapter begins Wednesday at the Glacier site*

**What:** Groundbreaking Ceremony for New Middle School in SeaTac

**When:** Wednesday, April 4, at 2 p.m.

**Where:** Glacier Site, 2450 South 142nd Street, SeaTac

**Who:** Media, elected state, city, port and district officials, planning committee members, Integrus Architecture, Bayley Construction, district and project staff, including:

- Sen. Karen Keiser
- Sen. David Frocht
- Rep. Mia Gregerson
- SeaTac City Council Members
- School Board Member Bernie Dorsey
- Superintendent Susan Enfield

**Details:** Media are invited to attend the groundbreaking ceremony for the Highline Public Schools new middle school in SeaTac. The district is building a new middle school for sixth through eighth grade students in SeaTac. The new school, with capacity for 950 students, will be named later this spring. The school is on schedule to open in fall 2019.

###

## Tim Ramsaur

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**From:** Kyle Minaglia <Kyle.Minaglia@highlineschools.org>  
**Sent:** Thursday, April 05, 2018 3:01 PM  
**To:** Rose Eades; Tim Ramsaur  
**Subject:** RE: New Middle School

So far the board has been presented the list as well as a timeline of the process they took to get to the five. The board will hold a discussion and vote on April 18.

Kyle Minaglia

Executive Assistant to  
the Superintendent and  
the Board of Directors  
15675 Ambaum Blvd. SW  
Burien, WA 98166  
P: 206.631.3070 F: 206.631.3393

[Highlineschools.org](http://Highlineschools.org)

[Website](#) | [Facebook](#) | [Twitter](#)



**From:** Rose Eades  
**Sent:** Thursday, April 5, 2018 2:59 PM  
**To:** Tim Ramsaur <tramsaur@ci.seatac.wa.us>; Kyle Minaglia <Kyle.Minaglia@highlineschools.org>  
**Subject:** FW: New Middle School

Tim,

At this point in the process, I think I will copy Kyle Minaglia who supports the Superintendent and school board, in case he has further information. I do know it was introduced last night with a short presentation, with action/vote planned for April 18.

And I think you have the link to the [current article](#) on our website.

Thanks for your interest,

*Rosie Eades*

*Communications Specialist*

Highline Public Schools  
phone 206.631.3094  
cell 206.335.6100  
email [rose.eades@highlineschools.org](mailto:rose.eades@highlineschools.org)



**From:** Tim Ramsaur [<mailto:tramsaur@ci.seatac.wa.us>]

**Sent:** Thursday, April 05, 2018 2:54 PM

**To:** Rose Eades <[Rose.Eades@highlineschools.org](mailto:Rose.Eades@highlineschools.org)>

**Cc:** Tim Ramsaur <[tramsaur@ci.seatac.wa.us](mailto:tramsaur@ci.seatac.wa.us)>

**Subject:** New Middle School

Rosie,

I am trying to put together a report for the SeaTac City Council and am interested in the action (if any) the School Board may have taken with respect to the New Middle School Name. Was the list of five names narrowed at all last night by the Board or will the final discussion and selection take place April 18<sup>th</sup>. Any assistance would be appreciated. I am out of the office next week (9<sup>th</sup> -16<sup>th</sup> ) and would like to finish my report by this Friday afternoon. Thanks,

Tim Ramsaur, Sr. Management Analyst | City Manager's Office | City of SeaTac  
4800 S 188th St | SeaTac | WA | 206 973 4811 | [tramsaur@ci.seatac.wa.us](mailto:tramsaur@ci.seatac.wa.us)



# Highline Public Schools Board Action Report

"A Path to Success for Every Student"

Supports the Strategic Plan

**DATE:** March 30, 2018

**For Introduction:** April 4, 2018

**FROM:** Dr. Susan Enfield, Superintendent

**For Action:** April 18, 2018

**LEAD STAFF:** Scott L. Logan, Chief Operations Officer  
Diana Garcia, Director of Education Specifications and Transition Planning *DG*

**I. TITLE:** Resolution 05-18 Naming of the New Middle School at Glacier Site

### II. WHY BOARD ACTION IS NECESSARY

With passage of the 2016 Bond, the District will build a new middle school on the district-owned Glacier site. Administrative procedures for Board Policy No. 6970 state that new district buildings, either funded publicly or through public-private partnerships, shall be named after persons who have attained international, national, or local prominence in the fields of education, arts and science, politics, military achievements, and statesmanship, after past U.S. presidents or Washington national senators or representatives, or after the geographic characteristics of the area in which the facility is located.

### III. BACKGROUND INFORMATION

A new middle school naming committee was selected and approved by the superintendent. The committee held monthly meetings and gathered name suggestions from the community, staff, students, and parents. In addition, a survey was placed on the district website for a two-week period and input was received. According to board policy, the committee then selected three to five proposed names for the new middle school, from which the Board will select the final name.

The proposed new middle school names, in alphabetical order, are Barack Obama Middle School; Duwamish Middle School, Glacier Middle School; Seike Middle School; and Sunset Middle School. The proposed names were rationalized, according to board policy criteria, and provided in a memo to the Board on March 22, 2018.

### IV. RECOMMENDED MOTION

I move that the board select and approve of the name for the new middle school at the Glacier site, following Policy 6970. The list provided gives five choices, and were collected from the community by the New Middle School Naming Committee. The name selected is \_\_\_\_\_.

### V. FISCAL IMPACT/REVENUE SOURCE

Expenditure:  One-time  Annual

### VI. APPLICABLE POLICY(S)

This action is in compliance with Board Policy 6970 – Naming Facilities

### VII. ALTERNATIVES

N/A

### VIII. COMMUNITY ENGAGEMENT

Community Engagement Required:  Yes  No

### IX. ATTACHMENTS:

Resolution 05-18 Naming of the New Middle School at Glacier Site

**HIGHLINE SCHOOL DISTRICT NO. 401**  
**RESOLUTION NO. 05-18**  
**Naming of the New Middle School at Glacier Site**

THIS RESOLUTION of the Board of Directors of Highline School District No. 401 presents five proposed school names for the new middle school at Glacier site, from which the board shall select the final name.

WHEREAS, according to Board Policy No. 6970, the board shall select the name of a new facility from a list submitted by a school naming committee for a new district building.

WHEREAS, a school naming committee was approved by the superintendent, whose purpose it is to submit to the board a list of not less than three, nor more than five, names for the new school; and

WHEREAS, the committee solicited names from the community, staff, students, and parents for the purpose of gathering suggested names and getting input from a wide-range of perspectives for the new middle school at Glacier site; and

WHEREAS, the committee took suggested names and reduced them to a list of 10 to post on a district website survey for district and community input; and

WHEREAS, the committee reviewed the survey results and, per board policy, established five proposed names for the board to consider for naming the new middle school at Glacier site; and

WHEREAS, the final list of proposed school names presented to the board are Barack Obama Middle School; Duwamish Middle School; Glacier Middle School; Seike Middle School; and Sunset Middle School.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Highline School District No. 401, King County, Washington, that the Board of Directors will select the final name for the new middle school at Glacier site.

The name selected is \_\_\_\_\_.

ADOPTED this 4th day of April, 2018.

HIGHLINE SCHOOL DISTRICT NO. 401

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Directors

I, Susan Enfield, Secretary to the Board of Directors of Highline School District No. 401, do hereby certify that the above is a true and accurate copy of Resolution No. 05-18, for the use and purpose intended.

\_\_\_\_\_  
Susan Enfield, Ed.D  
Secretary to the Board



MEMORANDUM

**TO:** Board of Directors

**FROM:** Diana Garcia, Director of Education Specifications and Transition Planning

**DATE:** March 22, 2018

**RE:** Naming of New Middle School

The New Middle School Naming Committee was formed in October 2017. Committee members solicited names from neighbors, staff, parents, and alumni through conversations, meetings, and social media. Between October 2017 and January 2018, a total of 49 names were submitted for consideration.

The committee eliminated names that they felt did not fit the criteria, and narrowed the list to 32 proposed names for the middle school. At the January 9, 2018 meeting, the committee selected 10 names for community input: Barack Obama, Dolores Huerta, Duwamish, Ellen Ochoa, Glacier, Malala Yousafzai, Michelle Obama, Sonya Sotomayor, Sunset, and Seike.

The survey, posted on the Highline Public Schools website from February 14 through February 28, 2018, invited community members, district employees, former employees, students, and alumni to choose three names. We received 2,400 responses. (The survey included both new elementary and new middle school proposed names.) Respondents included 712 family members, 466 community members, 404 current district staff members, 41 former district staff, 325 alumni and 292 students.

*Note - The survey requested names of those submitting a survey. It was brought to our attention that a number of Latino families chose not to submit a survey because they were being asked to identify themselves on the survey, something they did not feel comfortable doing in this current political climate.*

The survey was one data point. We also collected input from student representatives from Hilltop Elementary, Beverly Park Elementary, Cedarhurst staff, Hablemos parent group at Cedarhurst, Sylvester Middle School students and staff, and the Des Moines staff.

After extensive discussion and review of data, per *Board Policy No. 6970 - Naming Facilities*, the Middle School Naming Committee is recommending that the board consider the following names for the new middle school:

- Barack Obama Middle School

- Duwamish Middle School
- Glacier Middle School
- Seike Middle School
- Sunset Middle School

### **Final List of Names for the New Middle School & Rationale**

**Barack Obama:** Barack Obama, 44<sup>th</sup> president of the United States of America, was the first African American president. He also served in the State Senate in Illinois for seven years. Obama was educated at Harvard and Columbia universities and Occidental College. He was awarded the Nobel Peace Prize in 2009 and the Profile in Courage Award in 2017. His background includes being a civil rights attorney, professor and a community organizer. Barack Obama, nominated by a sixth grader, is seen as a role model for many youth and adults in our community.

**Duwamish:** Duwamish (Dkhw'Duw'Absh) is the name of our local Indigenous Peoples. Duwamish means "People of the Inside." This name refers to Elliot Bay, the Duwamish River, and other rivers, lakes, and waterways that connect the Duwamish ancestral homeland. Naming the school "Duwamish" would honor the Duwamish Tribe and our Indigenous student population. As the First Peoples of this area, the Duwamish Tribe is working to become a federally recognized tribe.

**Glacier:** Glacier High School, previously located on the middle school site, closed in 1980. Although the original Glacier was open for a comparatively short time, there is a passionate and vocal group of alumni and staff that would like the new middle school to be named "Glacier." Keeping the name alive will honor the history of their beloved Glacier High School.

**Seike:** The Seike family is a local Japanese family in SeaTac with many years in our community. During World War II, along with more than 110,000 Americans of Japanese descent on the West Coast, they were relocated to internment camps. The parents, and the younger children attending school in Highline, were relocated. The older Seike brothers Toll and Ben were students at WSU. Both left WSU to enlist in the army. Toll was killed at age 21 in 1944 during a battle in France. After eight years, the Seike family returned to this area in 1953. They owned and operated the Des Moines Way Nursery for 50 years. The property was purchased by the Port of Seattle for its third runway expansion. In 2006, with grants from the state Legislature and the City of SeaTac, the Seike Japanese Garden was created within the Highline Botanical Garden. The Seike Garden, a tribute to Toll Seike, could offer learning and volunteer opportunities for middle school students.

**Sunset:** In 1980, district junior high schools became middle schools, but other than this designation, they all kept their original names. The previous junior high school serving the area where the new middle school will be built was Sunset Junior High School. Sunset Middle School could be a logical choice for naming the new middle school since, years later, it is replacing the previous junior high. The new middle school is in close proximity to Sunset Park, used by local youth groups and many residents.

***New Middle School Naming Committee:***

- **Diana Garcia, Director of Education Specification and Transition Planning and former Cascade and Pacific Middle School principal**
- **Terri Sankey, neighbor, former district staff, Glacier High School alumnus**
- **Robin Landers, Glacier High School alumnus**
- **Marta Hood, neighbor, district family, district staff**
- **Julie Kastien, Sylvester Middle School teacher, district alumnus**
- **Sheila Murray, former Glacier High School teacher**
- **Debbie Strayer, neighbor, district staff, district family member**
- **Sonya Vasiliieff, Glacier High School alumnus, longtime neighbor**
- **Janis Landon, former district staff, former neighbor, district family, Glacier High School alumni, Highline Heritage Museum volunteer**
- **Kim Meschter, district staff**
- **Roger Kadeg, neighbor, Glacier High School alumnus**







## NAMING FACILITIES

Policy No. 6970  
Management Support  
Page 1 of 1

New district buildings, either funded publicly or through public-private partnerships, shall be named after persons who have attained international, national or local prominence in the fields of education, arts and sciences, politics, military achievements and statesmanship, after past U.S. presidents or Washington national senators or representatives or after the geographic characteristics of the area in which the facility is located.

It is also recognized that occasionally portions of existing facilities (i.e. conference rooms) and other district properties (i.e. sports fields, tracks) may be named after individuals who have made significant contributions to the field of education and have had substantial impact on student success.

Highline School District 401  
Adopted by the Board: November 2008  
Classification: Discretionary



## NAMING FACILITIES PROCEDURE

Policy No. 6970P  
Management Support  
Page 1 of 1

The naming of a publicly and/or privately funded facility, portion of a facility, related structure, or property enhancement shall take place in the following manner:

- A. The board will review naming proposals submitted by the superintendent, or designee, whereby private funding has been, or is planned to be, generated to design and construct a public facility, related structure, or property enhancement. Such proposals will contain the overall project funding goals, project timeline, and other pertinent project information.

The board supports and encourages private/public funding, and as such specific naming rights may be granted when a private funder has contributed approximately 50% of the private fundraising total. Criteria or conditions other than the 50% rule may be considered on a case by case basis. Naming of a facility in this manner will be approved by board action.

The naming of a publicly-funded facility, portion of a facility, related structure, or property enhancement shall take place in the following manner:

- A. The superintendent shall select a committee whose purpose it shall be to submit to the board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, by each name, why the committee nominated the name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines and criteria for submitting names:
  - 1. A summary of contributions and achievements will be provided with each name; priority will be given to those achievements and contributions that advance public education and/or promote and support student success.
  - 2. Achievements shall span across multiple years.
  - 3. Contributions shall be known to, and be significant to, the people of the district.
- C. The board shall select the name of the new facility from the list. Formal dedication of the facility shall take place on a date and time specified by the board.

### Naming Ceremony and Dedication:

It is the intent of the board to recognize the naming of a facility with an appropriate plaque, or structure, and a ceremony. The plaque or structure will include the following:

Facility name  
Names of board members  
Name of superintendent  
Architect and contractor

Highline School District 401  
Adopted by the Superintendent: November 2008



# MEMORANDUM

To: Administration and Finance Committee  
Through: Joseph Scorcio, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: April 12, 2018  
Re: Declaring City Property Surplus

---

**Purpose/Action Requested:** Recommendation to Council authorizing Department Heads to dispose of surplus equipment.

**Analysis:** Departments are responsible for reporting assets ready for disposal to the Finance Department. The Finance Department is responsible for preparing this list of assets for disposal and presenting the list to the City Council for approval at least annually.

The list of various obsolete and/or inoperable items identified by city staff is attached. Finance is requesting City Council declare these items as surplus property. Departments have 30 days in which to dispose of the assets declared surplus; including resale, donation or recycling, using the most cost effective method for the City.

**Budget Significance:** Any money received from the sale of an asset shall be returned to the fund where the asset resided.

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
**for**  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
FA	9681	Postage Machine	0001328	7/5/2007	Replaced	9/1/2017	Records Center

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	3503	Stihl BR 600 backpack blower	299612107	9/30/2014	Stolen	7/1/16	Garden storage shed
CP	5033	1996 Power Ease Power Washer S-006	2478861	5/14/1996	Retired	11/4/2005	Parks building 3
CP	8566	Garnett metal detector	22204059	8/12/2002	Broken	8/1/15	Parks secured storage
CP	8574	Pressure Washer Sandblaster	N/A	8/12/2002	Broken	11/28/17	Parks secured storage
CP	8575	Pressure Washer Rotary Broom	N/A	8/12/2002	Retired	11/28/17	Parks secured storage
CP	8583	Ryan tractor mount aerator	99508308	2/1/2003	Retired	11/28/17	Parks building 3
CP	8588	200 gallon skid sprayer with pump	N/A	2/1/2003	Retired	11/28/17	Parks building 3
CP	8589	60 Gal. 12 volt sprayer	N/A	2/1/2003	Retired	11/28/17	Parks building 3
CP	8848	Stihl chainsaw MS 290	269571372	10/23/2006	Broken	1/1/16	Parks secured storage
CP	8971	Curtis Fast Cast fertilizer spreader	7100841	10/5/2001	Retired	12/31/2013	Parks building 3
CP	9442	DeWalt cordless drill (combo kit)	878573	9/22/2004	Retired	12/31/13	Parks secured storage
CP	9443	DeWalt Sawsall (combo kit)	894834	9/22/2004	Retired	12/31/13	Parks secured storage
CP	9444	DeWalt Radial Saw (combo kit)	833804	9/22/2004	Retired	12/31/13	Parks secured storage
CP	9445	Dewalt cordless light (combo kit)	883968	9/22/2004	Retired	12/31/13	Parks secured storage
CP	9459	Bosch hammer drill	611236739	8/25/2002	Broken	1/1/16	Parks secured storage
CP	9665	Parker debris sweeper 1/3	G7KSU833104	10/19/2007	Retired	11/28/17	Parks building 3
CP	9666	Parker debris sweeper 2/3	G7KSU833105	10/19/2007	Retired	11/28/17	Parks building 3
CP	9667	Parker debris sweeper 3/3	G7KSU833106	10/19/2007	Retired	11/28/17	Parks building 3
CP	9940	DeWalt cordless drill	786789	1/27/2009	Broken	11/28/17	Parks secured storage
CP	9961	Tomark painter	N/A	5/22/2008	Retired	11/28/17	North SeaTac Park storage
CP	9970	Earthway walk behind fertilizer spreader	N/A	2/25/2009	Retired	11/28/17	Parks building 3
CP	9980	Stihl FS 130R Line Trimmer	285145731	5/10/2011	Broken	6/1/15	Parks secured storage
CP	9982	Stihl KM 130 powerhead	285578139	5/10/2011	Retired	11/28/17	Parks secured storage
CP	9983	Stihl chainsaw MS 192	284560029	5/10/2011	Broken	11/28/17	Parks secured storage
CP	9988	Toro blower for wide area mower	20000128	6/21/2011	Retired	11/28/17	Parks building 3
CP	10325	Stihl BR 600 backpack blower	289124790	2/8/2012	Broken	11/28/17	Parks secured storage
CP	10327	Stihl FS 110 line trimmer	287037632	2/8/2012	Retired	11/28/17	Parks secured storage
CP	10328	Stihl FS 110 line trimmer	286362702	2/8/2008	Missing	11/28/17	Missing 11/28/2017
CP	10329	Powertrim edger	C11131	2/8/2012	Retired	11/28/17	Parks secured storage
CP	10330	Rankin tractor mount fertilizer spreader	2569422011	2/24/2012	Retired	11/28/17	Parks building 3

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
 for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

<b>Property Type (FA or CP)</b>	<b>Asset Tag No.</b>	<b>Detailed Description of Asset</b>	<b>Serial No.</b>	<b>Purchase Date</b>	<b>Reason for Disposal</b>	<b>Surplus Date</b>	<b>Location</b>
CP	10800	Stihl BR 600 backpack blower	297579171	3/18/2014	Broken	11/28/17	Parks secured storage
CP	10801	Stihl FCS-KM lawn edger attachment	N/A	3/18/2014	Broken	7/24/00	Parks secured storage
		<b>SEATAC COMMUNITY CENTER</b>					
CP	6012	HP laser jet 1320TN	CNFD547109	5/31/2005	Active	11/28/17	SeaTac Community Center
CP	6021	Brother intellifax 2820 fax machine	U51325H1N974866	2/20/2013	Active	11/28/17	SeaTac Community Center
CP	7924	HP laser jet C4254A	US70042195	4/28/2000	Active	11/28/17	SeaTac Community Center
		<b>VALLEY RIDGE COMMUNITY CENTER</b>					
CP	6061	Play Station 3 controller (silver)	2RG0091100565	8/9/2013	Retired	11/28/17	Valley Ridge Community Center
CP	6064	Play Station 3 controller (blue)	K3032054403495	9/17/2013	Retired	11/28/17	Valley Ridge Community Center
CP	6065	Play Station 3 controller (blue)	K033051901566	9/17/2013	Retired	11/28/17	Valley Ridge Community Center
CP	6107	EA sports- FIFA 15 game for Play Station 3	N/A	4/1/2015	Retired	11/28/17	Valley Ridge Community Center
CP	6108	Sony- MLB The Show 15 game for Play Station 3	N/A	4/1/2015	Retired	11/28/17	Valley Ridge Community Center
CP	6109	Sony Play Station 3 controller (Black)	N/A	9/28/2016	Retired	11/28/17	Valley Ridge Community Center
CP	6110	Sony Play Station 3 controller (Black)	N/A	9/28/2016	Retired	11/28/17	Valley Ridge Community Center

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	740	TASER - X26	X00-283440	6/19/2007	OUTDATED-DESTROY	3/28/2018	POLICE
CP	871	TASER - X26	X00-335615	11/5/2007	OUTDATED-DESTROY	3/28/2018	POLICE
CP	872	TASER - X26	X00-335551	11/15/2007	OUTDATED-DESTROY	3/28/2018	POLICE
CP	873	TASER - X26	X00-335484	11/15/2007	BROKEN-DESTROY	3/28/2018	POLICE
CP	875	TASER - X26	X00-280972	5/1/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	878	TASER - X26	X00-466650	7/2/2009	OUTDATED-DESTROY	3/28/2018	POLICE
CP	879	TASER - X26	X00-466648	7/2/2009	OUTDATED-DESTROY	3/28/2018	POLICE
CP	880	TASER - X26	X00-466672	6/1/2009	OUTDATED-DESTROY	3/28/2018	POLICE
CP	891	TASER - X26	X00-521264	12/1/2009	OUTDATED-DESTROY	3/28/2018	POLICE
CP	892	TASER - X26	X00-515127	1/29/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	893	TASER - X26	X00-514787	2/19/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	894	TASER - X26	X00-513154	2/19/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	895	TASER - X26	X00-514799	2/19/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	896	TASER - X26	X00-532734	2/19/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	897	TASER - X26	X00-510896	2/19/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	899	TASER - X26	X00-513095	2/19/2010	BROKEN-DESTROY	3/28/2018	POLICE
CP	908	TASER - X26	X00-695064	1/10/2013	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5390	FALCON HAND HELD RADAR GUN	FF13565	UNKNOWN	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5392	FALCON HAND HELD RADAR GUN	FF12812	Jan-97	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5393	FALCON HAND HELD RADAR GUN	FF13663	UNKNOWN	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5396	FALCON HAND HELD RADAR GUN	FF12506	Jan-97	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5402	FALCON HAND HELD RADAR GUN	FF13719	UNKNOWN	OUTDATED-DESTROY	3/28/2018	POLICE
CP	5455	FALCON PRO1000 DS	D55149	UNKNOWN	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8675	FALCON PRO1000 DS	D519845	Aug-04	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8677	TASER - X26	X00-063531	Jan-05	BROKEN-DESTROY	3/28/2018	POLICE
CP	8678	TASER - X26	X00-061927	Jan-13	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8680	TASER - X26	X00-063094	Sep-09	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8751	TASER - X26	X00-150707	pre-2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8783	POCKETJET3 200DPI PRINTER	041214119	3/12/2009	BROKEN-RECYCLE	3/28/2018	POLICE
CP	8784	POCKETJET3 200DPI PRINTER	041214116	3/12/2009	BROKEN-RECYCLE	3/28/2018	POLICE



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Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	8791	TASER - X26	X00-150682	pre-2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	8792	TASER - X26	X00-151043	UNKNOWN	BROKEN-DESTROY	3/28/2018	POLICE
CP	8981	PBT	1091564	pre-2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9261	DIGITAL CAMERA (FUJI)	9G20543	pre-2007	BROKEN-DESTROY	3/28/2018	POLICE
CP	9264	CNB SURVEILLANCE CAMERA	BN330IR	Sep-08	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9266	WHELAN EMERGENCY LIGHTS	NONE	Jan-09	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9267	WHELAN EMERGENCY LIGHTS	NONE	Jan-09	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9268	WHELAN EMERGENCY LIGHTS	NONE	Jan-09	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9269	WHELAN EMERGENCY LIGHTS	NONE	Jan-09	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9278	FOOT PEDAL FOR TRANSCRIPTION UNIT	100103886	Feb-09	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9279	POCKETJET3 PRINTER	41214612	Mar-09	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9280	POCKETJET3 PRINTER	0412 14613	Mar-09	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9350	DELL 3200MP PROJECTOR	69779920	Feb-06	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9352	CANON FAX MACHINE LC710	42S04430	2/1/2003	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9434	LAS/RADAR GOLDEN EAGLE	E31364	3/4/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9485	CANON DIGITAL CAMERA A550	4522136304	Jun-07	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9497	DIGITAL CAMERA (CANON)	4522133223	6/5/2007	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9507	DVD BURNER - DELKIN	C0906A000278-N	Jun-07	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9508	DVD BURNER - DELKIN	C0906A000185-N	Jun-07	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9514	DIGITAL CAMERA (CANON)	4522133230	6/5/2007	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9519	DIGITAL CAMERA (CANON)	4522133663	6/5/2007	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9522	USB BAR CODE SCANNER	08155A12EC	3/12/2009	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9526	USB BAR CODE SCANNER	08149A1466	3/12/2009	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9601	POCKETJET3 PRINTER	41214445	3/12/2009	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9615	WINDOW TINT METER	2051000059663	8/27/2009	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9632	WHELAN EMERGENCY LIGHTS	NONE	9/4/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	9637	POCKETJET3 200DPI PRINTER	U62280-EOT111876	1/24/2011	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9640	POCKETJET3 200DPI PRINTER	U62280-EOT111875	1/24/2011	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9646	USB BAR CODE SCANNER	10102B1606	12/22/2010	BROKEN-RECYCLE	3/28/2018	POLICE
CP	9650	USB BAR CODE SCANNER	10110B0564	3/25/2011	BROKEN-RECYCLE	3/28/2018	POLICE

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Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	10222	POCKETJET3 PRINTER	U62280-G0T111641	4/8/2011	BROKEN-RECYCLE	3/28/2018	POLICE
CP	10223	POCKETJET3 PRINTER	U62280-G0T111642	4/8/2011	BROKEN-RECYCLE	3/28/2018	POLICE
CP	10231	UPPER RECEIVER FOR COLT SIM	GDL-ME-0535-10	3/8/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10232	UPPER RECEIVER FOR COLT SIM	GDL-ME-0539-10	3/8/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10257	WIRELESS HEADSET FOR RADIO	F2111000005999	6/16/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10260	WIRELESS HEADSET FOR RADIO	A21110000011935	6/16/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10283	WIRELESS HEADSET FOR RADIO	F2111000006852	11/2/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10284	WIRELESS HEADSET FOR RADIO	F2111000006733	11/2/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10285	WIRELESS HEADSET FOR RADIO	F2111000006228	11/2/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10286	WIRELESS HEADSET&ADAPTER	A21110000012148	11/3/2011	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10373	SUPER LED LIGHTS	NONE	3/3/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10379	WIRELESS ROUTER	1201668781	3/20/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10382	WIRELESS ROUTER	1201669196	3/20/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10386	WIRELESS ROUTER	1201674168	3/20/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10390	DIGITAL CAMERA (PANASONIC)	WN1SB001225	6/4/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10402	DIGITAL CAMERA (PANASONIC)	WN1SB001116	6/4/2012	BROKEN-DESTROY	3/28/2018	POLICE
CP	10409	UPPER RECEIVER FOR COLT SIM	GDL-ME-0632-10	6/16/2012	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10410	UPPER RECEIVER FOR COLT SIM	GDL-ME-0733-10	6/26/2012	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10442	UPPER RECEIVER FOR COLT SIM	GDL-ME-0709-10	6/26/2012	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10443	UPPER RECEIVER FOR COLT SIM	GDL-ME-0728-10	6/26/2012	OUTDATED-DESTROY	3/28/2018	POLICE
CP	10444	GPS TRACKER	867844000229685	7/10/2012	OUTDATED-DESTROY	3/28/2018	POLICE
CP	008779-1	16 CHANNEL DVR IN TOWER	311291	2/4/2010	BROKEN-RECYCLE	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1014966	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1014967	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1014968	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1014969	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1017492	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1017493	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1017494	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1017494	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE

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Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	None	SONY TAPE RECORDER	1017495	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018121	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018122	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018123	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018124	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018125	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018206	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018207	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018208	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018210	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018957	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018958	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1018959	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1019016	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1019018	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1019019	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1019020	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	SONY TAPE RECORDER	1019144	5/5/2005	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	WINDOW BARS (19 sets)	NONE	8/25/2010	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307981	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307982	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307984	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307985	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307986	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307987	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307988	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307989	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307990	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307992	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307993	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE

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<b>Property Type (FA or CP)</b>	<b>Asset Tag No.</b>	<b>Detailed Description of Asset</b>	<b>Serial No.</b>	<b>Purchase Date</b>	<b>Reason for Disposal</b>	<b>Surplus Date</b>	<b>Location</b>
CP	None	VISOR SPEAKER	802307994	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307995	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307996	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307997	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307998	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307999	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802308000	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311021	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311022	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311023	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311024	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311025	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311026	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311027	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311028	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311029	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311032	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311033	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311034	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311035	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311036	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311038	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311039	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311040	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311035	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311036	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311038	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802311039	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	OFFICE CHAIR	1715109	7/8/2003	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	OFFICE CHAIR	1715101	7/8/2003	OUTDATED-DESTROY	3/28/2018	POLICE

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<b>Property Type (FA or CP)</b>	<b>Asset Tag No.</b>	<b>Detailed Description of Asset</b>	<b>Serial No.</b>	<b>Purchase Date</b>	<b>Reason for Disposal</b>	<b>Surplus Date</b>	<b>Location</b>
CP	None	OFFICE CHAIR	1715097	7/8/2003	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	OFFICE CHAIR	1715106	7/8/2003	OUTDATED-DESTROY	3/28/2018	POLICE
CP	None	VISOR SPEAKER	802307983	5/23/2008	OUTDATED-DESTROY	3/28/2018	POLICE

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Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	004994	Confined Space Hose/Blower/Tri Pod	N/A		EXPIRED	3/28/2018	MAINT SHOP
CP	005482	Makita Cut Off Saw	39507-95.08	3/31/1998	BROKEN	3/28/2018	MAINT SHOP
CP	009826	STIHL BACK PACK BLOWER BR600	272348644	1/28/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009827	STIHL BACK PACK BLOWER BR600	272348692	1/28/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009831	HONDA 21" LAWN MOWER	MAKA-1069597	12/20/2007	RETIRED	3/28/2018	MAINT SHOP
CP	009833	STIHL FS110R STICK EDGER	262409217	2/7/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009859	STIHL 4 MIX EDGER FC 110	270016937	12/12/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009860	STIHL LOOP TRIMMER WEEDEATER	277926800	12/12/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009862	STIHL CHAIN SAW MS 192TC 14 " (C-7)	277278858	12/12/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009863	Stihl Chop Saw 400 Quick Cut	167370137	12/12/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009865	VIBRATORY PLATE COMPACTOR	6665527	11/7/2008	RETIRED	3/28/2018	MAINT SHOP
CP	009867	OLYMPUS DIGITAL CAMERA FE-46	U85A 16742	10/5/2009	BROKEN	3/28/2018	MAINT SHOP
CP	009868	OLYMPUS DIGITAL CAMERA FE-46	U85A 16741	10/5/2009	BROKEN	3/28/2018	MAINT SHOP
CP	009869	OLYMPUS DIGITAL CAMERA FE-46	U85A 16771	10/5/2009	BROKEN	3/28/2018	MAINT SHOP
CP	010037	STIHL HEDGE TRIMMER HL100-Z	283352944	7/30/2010	BROKEN	3/28/2018	MAINT SHOP
CP	010042	STIHL WEEDEATER	284562395	11/22/2010	EXPIRED	3/28/2018	MAINT SHOP
CP	010043	STIHL WEEDEATER	284562396	11/22/2010	EXPIRED	3/28/2018	MAINT SHOP
CP	010050	CHAPIN WIL-GRO BACKPACK SPRAYER	N/A	6/3/2011	BROKEN	3/28/2018	MAINT SHOP
CP	010059	Nikon Coolpix Digital Camera	37254654	10/11/2011	BROKEN	3/28/2018	MAINT SHOP
CP	010334	STIHL BR600 BACKPACK BLOWER	287872898	10/11/2011	RETIRED	3/28/2018	MAINT SHOP
CP	010702	Stihl FS130R Weedeater	291163933	9/25/2012	RETIRED	3/28/2018	MAINT SHOP
CP	010703	HONDA 21" LAWN MOWER	MAKA-1129894	9/25/2012	BROKEN	3/28/2018	MAINT SHOP
CP	010704	STIHL BR600 BACKPACK BLOWER	291714173	9/25/2012	EXPIRED	3/28/2018	MAINT SHOP
CP	010714	Stihl HT 131 Telescopic Pruner	292897592	5/30/2013	BROKEN	3/28/2018	MAINT SHOP
CP	010717	Fuji Finepix AX650 Digital Camera	3UA34246	11/6/2013	BROKEN	3/28/2018	MAINT SHOP
CP	010948	SHINDAWA POWER BROOM	2034761	8/20/2014	EXPIRED	3/28/2018	MAINT SHOP
CP	010950	Banner 5 Ton Jack	43108300	8/20/2014	BROKEN	3/28/2018	MAINT SHOP
CP	010951	VIBCO ROLLER HAND	200925	8/20/2014	EXPIRED	3/28/2018	MAINT SHOP
FA	004858	1993 Plymouth Acclaim	1P3XA46K8PF676490	7/13/1993	EXPIRED	3/28/2018	CITY HALL
FA	009732	2004 Ford Taurus	1FAHP532X5A104673	6/18/2004	EXPIRED	3/28/2018	CITY HALL