



Administration and Finance Committee Meeting Minutes

October 10, 2019

4:00 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:03 P.M.
			Adjourn:	5:25 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Clyde Hill	X			

Other Council Members Present: Stanley Tombs, Joel Wachtel, Pam Fernald, Rick Forscher

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:03 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 09/26/19 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<i>None</i>
5. Current Vacancies & Staffing Report	<u> X </u> Informational Update <i>Human Resources and Risk Management Director Vanessa Audett provided the committee with a brief update on vacant positions within the City.</i>
6. Unclaimed Property	<u> X </u> Recommended for Approval <i>Finance Director Gwen Pilo presented the committee with an unclaimed property report detailing accounts payable and payroll checks that have not been cashed. RCW requires a resolution to cancel stale checks. The</i>

	<i>committee recommended this item for approval and it will be on the consent agenda on October 22nd.</i>
7. 3 rd Quarter Financial Reports	<u> X </u> Informational Update <i>Finance Director Gwen Pilo presented to the committee the 3rd quarter financial reports detailing actuals through September 30, 2019. Overall the City is in a positive position ending the 3rd quarter.</i>
8. Year End Estimates	<u> X </u> Informational Update <i>Finance Director Gwen Pilo presented to the committee estimated 2019 ending fund balances. Based on estimated revenue and expenditures for 2019, the City is projected to end the year \$18 million over what was budgeted in all funds.</i>
9. 2020 Policy Direction	<i>City Manager Carl Cole addressed the committee to gauge their thoughts on spending excess funds as we head into the Mid-Biennium Review and Council will be presented with decision cards. The committee provided staff some direction and indicated a desire to spend a reasonable amount of excess reserves on projects or programs that benefit SeaTac residents.</i>
10. Future Meeting Schedule	<i>The next special A&F Meeting is scheduled for October 17 at 4:00 PM in Riverton Room 128.</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:25 PM.</i>

Decision Card Prioritization - General Fund (001)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
<i>Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.</i>					
1	Court	Judicial Support Specialist	98,541		98,541
2	Legal	Rule 9 Intern	18,584	18,584	
3	Finance	Disaster Recovery Solution (1 of 2)	72,175		72,175
4	PCPS	Facilities Maintenance Worker 1	108,912		108,912
5	Finance	Parking Tax Audit	25,000	25,000	
5		Category Total	\$ 323,212	\$ 43,584	\$ 279,628
Category 2 - Medium					
<i>Example: Consistent with budget objectives or outside agency actions.</i>					
1	Council	30 Year Celebration Increase	10,000	10,000	
2	CED	Economic Development Restructuring (1 of 2)	80,743		80,743
3	CED	Buxton Market Data Contract	60,000		60,000
3		Category Total	\$ 150,743	\$ 10,000	\$ 140,743
Category 3 - Low					
<i>Example: Could impact future budgets by either impacting current spending or delaying future projects.</i>					
			-		
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
<i>These items have no net impact to the budget and will always be presented for consideration.</i>					
N/A	CED	Peer Review Environmental Consulting Services	15,000		15,000
1		Category Total	\$ 15,000	\$ -	\$ 15,000
Fund Total			\$ 488,955	\$ 53,584	\$ 435,371

General Fund Decision Cards
Category 1: High

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Judicial Support Specialist		Department: Municipal Court
Amount: \$ 98,541.00		Division:
BARS#: Various		Director: Gail Cannon
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Gail Cannon
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

The court is requesting the addition of a full-time Judicial Support Specialist to cover the increase in filings of citations.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

In 2019, the city hired two new parking enforcement officers and rolled out a new parking enforcement program. At the same time, the city also hired two new motorcycle police officers. The addition of these employees has created an increased workload for the Court. With just one new parking enforcement officer and the two new motorcycle police officers, the parking citation and infraction filings combined have increased by 318%, from January 2019 through June 2019. In January of this year, 92 infractions were filed. In comparison, in June of this year, 338 infractions were filed. There were 30 parking citations filed in January of this year. The parking citations have steadily increased as the year has progressed. In May, for example, there were 139 parking citations issued and in June there were 172 parking citations issued. It should be noted that the court has not yet seen the effects of the second parking enforcement officer, who was just hired in August 2019. However, the addition of the second parking enforcement officer, will most certainly cause the workload to increase even more.

Furthermore, the addition of the two motorcycle police officers has caused the court to add 2-3 additional court calendars each month in order to accommodate community members requesting to go before a Judge for contested, mitigation, and mandatory misdemeanor and gross misdemeanor hearings.

As of right now we have a temporary employee processing the work. Per the union contract we are not allowed to exceed six months of temporary help. Once the six months have been exceeded they must become a represented employee. After twelve months, we are not allowed to have a temporary employee doing the same body of work.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

If not approved, the Court will be required to enforce mandatory overtime with the existing employees so that the work can be completed in accordance with the deadlines set forth by State law.

City Goal: (Identify one or more City Goal addressed by this request):

CITY OPERATIONS: Continuously improve the effectiveness and efficiency of city government.
ACCOUNTABILITY: Improve public safety.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	General Fund		\$ 98,541.00
Ending Fund Balance:			
Grant:			
Other:			
TOTAL		\$ 0.00	\$ 98,541.00

City of SeaTac
New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Judicial Support Specialist

Position Title *(Provided by HR)*: Judicial Support Specialist

Salary Range/Step *(Provided by HR)*: 39 B

Limited Position?: NO

Primary Duties/Responsibilities:

1. Customer service
2. Prepare assigned calendars 1 week ahead
3. Process/Intake all infractions (includes ETP/VRV) daily
4. Process all e-hearings
5. Process all hearings requests including requests for hearing via email daily
6. Process Infraction pleadings: Notices of Appearance and Withdrawal, Motions, Demands for Discovery/etc. daily upon receipt
7. Process infraction correspondence/mail
8. Audit and maintain handwritten citations: Pull infractions for FTA/pre-collection processing weekly
9. Receipt payments: US mail/AllianceOne/Signal/nCourt daily
10. Process CRS/FTA report on all Infraction Conditions weekly
11. Process Bankruptcy: Send to AllianceOne/use AOC procedures – upon receipt
12. Scan & Index – Daily Records Management
13. Process daily mail: pick-up/open/disperse; Retrieve mail from drop box in Court lobby
14. Back-up I/C (2nd)

	2019	2020
Total Salary <i>(provided by Finance)</i>		54,578.00
Total Benefits <i>(provided by Finance)</i>		41,963.00
Subtotal Salary and Benefits	\$ 0.00	\$ 96,541.00
Furniture and Office Equipment		
Computer Hardware and Software		2,000.00
Uniform		
Vehicle <i>(provided by Public Works)</i>		
Equipment Rental Charges <i>(from 501 Fund - provided by Public Works)</i>		
Training		
Telephone <i>(cell/pager, etc.)</i>		
Other <i>(specify)</i> :		
Subtotal Associated Costs	\$ 0.00	\$ 2,000.00
TOTAL:	\$ 0.00	\$ 98,541.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Rule 9 Intern		Department: Legal
Amount: \$ 18,584.00		Division: Criminal
BARS#: Various		Director: Mary Mirante Bartolo
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Mary Mirante Bartolo
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Rule 9 Intern to provide additional prosecution services.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

At the end of 2018, the City hired 6 additional police officers. Since that time the Legal Department has been monitoring the filing statistics to determine whether the Department needs additional assistance with prosecution services. Traffic infractions have steadily increased from 89 in January, 2019 to 403 in July, 2019. There has also been an increase in referrals of code compliance and fire code violation cases which necessitate additional prosecution services.

Also, Criminal Non-Traffic (Domestic Violence) cases have also increased from 27 in January, 2019 to 40 in July, 2019. While the number of cases tells part of the story, it does not tell the entire story. The type of case filed is also a relevant factor when determining workload. For example, domestic violence and driving while under the influence cases take much more preparation time, as opposed to traffic infraction cases.

All that being said, based on the trends that we are currently observing, it is likely that there will be an increase in case filings that will warrant additional assistance. At this time, we are not entirely sure what the impacts will be for the remainder of 2019 and 2020. A conservative approach to contract with a Rule 9 Intern to work 10-15 hours per week is recommended at this time. A Rule 9 Intern is one who is a current law student with a limited license to practice law which includes appearing in Court. This is an economical way to obtain additional prosecution services while also providing a professional growth opportunity to a current law student.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Potential back log of timely filing of cases could negatively affect the safety and welfare of the community. Another alternative would be to have a civil attorney spend more time on criminal matters. However, with the current civil caseload, this is not a viable option.

City Goal: (Identify one or more City Goal addressed by this request):

Accountability (Improve Public Safety).

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: General Fund		\$ 18,584.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 18,584.00

Additional BARS #s:	Amount:
001.000.06.515.30.31.008	\$ 2,500.00
001.000.06.515.30.35.000	\$ 1,000.00
001.000.06.515.30.42.028	\$ 100.00
001.000.06.515.31.XX.XXX	\$ 14,984.00

\$ 18,584.00

City of SeaTac
New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Rule 9 Intern

Position Title *(Provided by HR)*: Intern

Salary Range/Step *(Provided by HR)* :

Limited Position?: Yes

Primary Duties/Responsibilities:

- Perform a variety of work assisting in the research and preparation of legal pleadings, briefs or other documents.
- Provide legal assistance to attorneys and criminal paralegal in various phases of discovery, trial preparation and case management.
- Procure, review and summarize records, perform legal research.
- Organize legal files, assist in preparing for dockets in Municipal court including arraignments, pretrial conferences and review hearings.
- Assist in the preparation and prosecution of traffic infractions, code compliance violations, and misdemeanor cases
- Perform related duties as assigned.

	2019	2020
Total Salary <i>(provided by Finance)</i>		14,400.00
Total Benefits <i>(provided by Finance)</i>		584.00
Subtotal Salary and Benefits	\$ 0.00	\$ 14,984.00
Furniture and Office Equipment		2,500.00
Computer Hardware and Software		1,000.00
Uniform		0.00
Vehicle <i>(provided by Public Works)</i>		0.00
Equipment Rental Charges <i>(from 501 Fund - provided by Public Works)</i>		0.00
Training		0.00
Telephone <i>(cell/pager, etc.)</i>		100.00
Other <i>(specify)</i> :		
Subtotal Associated Costs	\$ 0.00	\$ 3,600.00
TOTAL:	\$ 0.00	\$ 18,584.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Disaster Recovery Solution		Department: Finance
Amount: \$ 91,969.00		Division: IS
BARS#: Various		Director: Gwen Pilo
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Bart Perman
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Disaster recovery solution for SeaTac data network.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

The City currently does regular backups of its data network and stores these backups on both onsite and cloud storage locations. This solution is adequate for day to day business, but is not adequate to support the City's continued operation in the event that our physical network infrastructure was compromised due to a disaster. With our current setup, it could take weeks or months to rebuild our system and get it up and running. The proposed solution would provide a virtual replication of our critical hardware and software systems that could make all of our critical applications and network services available in a matter of hours. Costs for the first year are estimated at \$91,969 which includes the software, initial setup and cloud storage. Ongoing costs are estimated at \$43,727 per year for cloud replication and storage.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Alternatives include creating a physical disaster recovery site located outside the region, delaying, or not creating a disaster recovery solution. Costs for a physical Disaster Recovery Site would likely be comparable to a virtual site, but would be less scalable and efficient. Delaying or not implementing a Disaster Recovery solution will put the City at great risk of not being able to function in the event of a disaster.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations, Accountability

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	General Fund/301 Fund		\$ 91,969.00
Ending Fund Balance:			
Grant:			
Other:			
TOTAL		\$ 0.00	\$ 91,969.00

Additional BARS #s:

Amount:

301.000.04.594.18.64.093	\$ 19,794.00
001.000.04.518.88.48.050	\$ 67,775.00
001.000.04.518.88.41.000	\$ 4,400.00

\$ 91,969.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Facilities Maintenance Worker 1		Department: PCPS
Amount: \$ 108,912.00		Division: Facilities
BARS#: Various		Director: Lawrence Ellis
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Brian Ruda
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Facilities Maintenance Worker 1, FTE position for the Facilities Division

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See attached page.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Continue with current staffing level and potentially fall behind on maintenance.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations- Successfully implement programs, facilities and parks to achieve adopted City Council goals and policy direction. Community Engagement- Meet community needs with facilities and maintaining infrastructure to a level that generates community pride. Infrastructure Investment- Cost efficiently deliver high quality, long lasting buildings that are well designed and promote community pride. All parks and public buildings must connect with the community and create economic opportunity.

Funding Source: (How will this request be funded):

	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: <u>Source/Fund (be specific)</u>		
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 115,332.00

Additional BARS #s:

Amount:

001.000.10.518.30.XX.XXX	\$ 107,212.00
001.000.10.518.30.35.000	\$ 1,300.00
001.000.10.518.30.31.023	\$ 200.00
001.000.10.518.30.42.028	\$ 100.00
001.000.10.518.30.49.061	\$ 100.00

\$ 108,912.00

The City's 8 buildings account for 165,135 total square feet and approximately \$38 million in value. Because we have aging buildings (6 of the 8 are older than 10yrs) and maintenance equipment, each require more ongoing maintenance.

Facilities Division has had to use Labor Ready, contracts, and other City departments to help with the current project load of remodeling (offices and leased space), cubicle reconfiguration, painting, and repairing building assets. With the project list continuously growing we are behind on preventative maintenance; especially building checks (interior/exterior), HVAC, electrical, and plumbing.

According to the International Facilities Management Association study (Operations and Maintenance benchmark report #26), a facility maintenance worker should be maintaining a maximum of 47,000 sq ft. Currently our maintenance workers are maintaining 82,567.5 sq ft per employee, which greatly exceeds the recommended amount. The addition of one FTE would decrease that amount to 55,045 sq ft per FTE. In addition, this proposal will refocus the Facilities Manager's time fulfilling on-site maintenance duties to more administration duties and responsibilities. This is a much more manageable condition and would greatly reduce the amount of time the manager spends in the field working. The manager would have more time to forecast projects and maintenance requirements and turn our maintenance into more predictive/preventative maintenance rather than reactive.

Looking at the surrounding cities that are similarly set up like SeaTac, I found Auburn and Issaquah. Both Auburn and Issaquah have full time custodial staff that take care of their city owned buildings. SeaTac has just 1 full time custodian. (custodians were not added into the maintenance employee calculations)

City	Full Time Maintenance Employees	Total Square Feet for maintenance	Average Square Feet per FTE
Auburn	4	220,000	55,000
Issaquah	5	175,000	35,000
SeaTac	2	165,135	82,567.5

City of SeaTac
New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Facilities Maintenance Worker 1

Position Title *(Provided by HR)*: Facilities Maintenance Worker 1

Salary Range/Step *(Provided by HR)*: 44 B

Limited Position?: NO

Primary Duties/Responsibilities:

-Perform a variety of responsible maintenance, repair, alteration and installation tasks for City buildings and associated structures involving painting, masonry, carpentry and other manual skills. Repair damaged surfaces; replace worn or broken parts; replace broken windows. Operate specialized hand and power driven equipment to perform duties.

-Repair and repaint damaged drywall surfaces, paint walls, doors and associated surfaces. Install new hardware, light bulbs, electrical switches and outlets. Replace ballasts in florescent light fixtures.

-Maintain plumbing fixtures in working order. Clean clogged drains and sewer lines.

-Perform minor maintenance to heating, ventilation, and air conditioning (HVAC) equipment such as changing filters, thermostat and batteries.

-Respond to emergency clean up of accidental spills, using appropriate infection control materials and techniques. Occasionally perform small amounts of surface cleaning. Repair or replace items that may present safety hazards to employees or the public.

-Operate a variety of hand and power driven equipment, including backhoe, forklift, hydrocrane, manlift, skillsaw, drill motors, rotohammer, sawzall, jackhammer, router, paint sprayer, sander, grinder, cutoff saw, screwgun, impact wrench, tablesaw, nailgun, and powder actuated nailer.

-Inspect building and equipment on a regular basis, make necessary repairs and modifications as needed and reports damage to supervisor. Repair or replace locks. Set up rooms for different City events, lock and unlock buildings.

-Set up new office space to tenant's specifications. Assist with the installation of modular office and wall systems.

-May remove snow or debris from sidewalks, entryways and driveways of buildings.

-Respond to emergency call-out situations as necessary.

	2019	2020
Total Salary <i>(provided by Finance)</i>		61,749.00
Total Benefits <i>(provided by Finance)</i>		45,463.00
Subtotal Salary and Benefits	\$ 0.00	\$ 107,212.00
Furniture and Office Equipment		
Computer Hardware and Software		1,300.00
Uniform		200.00
Vehicle <i>(provided by Public Works)</i>		
Equipment Rental Charges <i>(from 501 Fund - provided by Public Works)</i>		
Training		100.00
Telephone <i>(cell/pager, etc.)</i>		100.00
Other <i>(specify)</i> :		
Subtotal Associated Costs	\$ 0.00	\$ 1,700.00
TOTAL:	\$ 0.00	\$ 108,912.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Parking Tax Audit		Department: Finance
Amount: \$ 25,000.00		Division: Finance
BARS#: 001.000.04.514.23.41.018		Director: Gwen Pilo
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Gwen Pilo
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Professional Service Contract to audit compliance with Parking Tax SMC 3.70.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

In 2019, Council requested a Parking Tax audit be performed for compliance with SMC 3.70. Council has also expressed an interest in increasing the frequency with which compliance audits are performed. The last audit was conducted by ClarkNuber in 2013.

Two options for the scope of work have been provided. Staff is recommending Option #2 that includes site visits for up to 10 vendors and provides training to finance staff on how to create an internal audit program in order to continue the process into the future.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

- 1) Select Option #1 (\$22,000) and continue to contract for these types of audits.
- 2) Do not audit for compliance.

City Goal: (Identify one or more City Goal addressed by this request):

Auditing for parking tax compliance supports the city goal of Revenue and Development by ensuring the appropriate collection of taxes. Adding the option to train staff how to perform the process promotes Life Long Learning and City Operations.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:		
Ending Fund Balance: General Fund		\$ 25,000.00
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 25,000.00

**City of SeaTac
Parking Study
Option#1-Clark Nuber Does the Project**

PHASE I – PLANNING

1. Meet with management to:
 - a. Fine tune proposed scope of work. We will remove non-value-added steps or steps not practical to do, change proposed procedures as needed to meet your needs such as adjusting sample sizes to address your concerns and control costs of the project, and add additional steps that we haven't contemplated that you would like performed.
 - b. Agree on timing of work on-site and delivery of reports.
 - c. Agree on form and content of final report.
 - d. Agree on timing and method of periodic updates.
 - e. Finalize contract for services.
 - f. Coordinate access to key personnel.
 - g. Obtain and review policies and procedures and requirements for parking lots.
2. Prepare listing of items we are requesting from each party.
3. Set up secure internet portals, if needed, to exchange sensitive information.

PHASE II - TESTING

1. Review the applicable Municipal Code governing the Local Option Transportation tax for commercial parking facilities.
2. Obtain from the City of SeaTac a listing of all parking operators with an approved business license for calendar year 2019.
3. Obtain from the City of SeaTac a listing by parking operator, of the parking tax remitted to the City per City approved parking stall.
4. Obtain from the City of SeaTac a listing of hotels with an approved hospitality business license but without a separate approved parking operator business license for 2019.
 - a. Research online (local web addresses) and drive by street location in person to determine if commercial parking transactions may be occurring.
 - b. If evidence of commercial transactions exists, pick five different locations to visit unannounced, and:
 - i. Determine whether it appears to be functioning as a commercial parking facility.
 - ii. Engage in a transaction and review the transaction receipt to determine whether it is collecting the required tax.
5. From the information obtained in #3 above, identify the five operators who remit the least amount of tax per approved staff, and:
 - a. Contact the operator to arrange a mutually convenient time for a pre-audit meeting to discuss the general audit process, the nature of their business, and their accounting system, etc. This meeting can be conducted over the phone.

- b. Obtain from the City of SeaTac one recently filed parking tax remittance forms for the identified operators, for the quarter ended September 30, 2019.
- c. Request support from the operators for the selected parking tax remittance forms to include the number of short-stay transactions, the number of other transactions, and the number of exempt vehicle transactions.
- d. Recalculate the tax owed for the time period selected based on the information obtained above.
- e. Discuss with the operator any significant variances between our calculated tax owed and the tax remitted by the operator to resolve any variances, where possible.

PHASE III - REPORTING

1. After completion of the testing, we will issue a draft report with the results of our testing, and then a final report based upon your feedback, discussions, and revisions.
 - a. Because these types of documents can be subject to public disclosure requirements, we have found it best to hold an exit conference meeting with management to discuss preliminary findings. The goal is to ensure that there have been no misconceptions or miscommunications prior to committing something to writing.
2. Prepare draft report specifically identifying:
 - a. Any operators without a licensed parking business that display evidence of commercial transactions.
 - b. The results of our unannounced visits to locations.
 - c. The results, by operator, of our calculation of tax owed compared to the tax remitted.
3. Review draft with management to ensure all are comfortable with the tone and content and revise as necessary.
4. Issue final report, and present the report to relevant stakeholders, if desired.

Fee = \$22,000

**City of SeaTac
Parking Study
Option#2 – Internal Audit Program Added**

PHASE I – PLANNING

4. Meet with management to:
 - a. Fine tune proposed scope of work. We will remove non-value-added steps or steps not practical to do, change proposed procedures as needed to meet your needs such as adjusting sample sizes to address your concerns and control costs of the project, and add additional steps that we haven't contemplated that you would like performed.
 - b. Agree on timing of work on-site and delivery of reports.
 - c. Agree on form and content of final report.
 - d. Agree on timing and method of periodic updates.
 - e. Finalize contract for services.
 - f. Coordinate access to key personnel.
 - g. Obtain and review policies and procedures and requirements for parking lots.
 - h. Coordinate shadowing by SeaTac personnel
5. Prepare listing of items we are requesting from each party.
6. Set up secure internet portals, if needed, to exchange sensitive information.

PHASE II - TESTING

1. In this phase we will perform the procedures with a member of the SeaTac team shadowing us for a portion of the on-site testing.
2. Review the applicable Municipal Code governing the Local Option Transportation tax for commercial parking facilities.
3. Obtain from the City of SeaTac a listing of all parking operators with an approved business license for calendar year 2019.
4. Obtain from the City of SeaTac a listing by parking operator, of the parking tax remitted to the City per City approved parking stall.
5. Obtain from the City of SeaTac a listing of hotels with an approved hospitality business license but without a separate approved parking operator business license for 2019.
 - a. Research online (local web addresses) and drive by street location in person to determine if commercial parking transactions may be occurring.
 - b. If evidence of commercial transactions exists, pick five different locations to visit unannounced, and:
 - i. Determine whether it appears to be functioning as a commercial parking facility.
 - ii. Engage in a transaction and review the transaction receipt to determine whether it is collecting the required tax.
6. From the information obtained in #4 above, identify the five operators who remit the least amount of tax per approved staff, and:

- a. Contact the operator to arrange a mutually convenient time for a pre-audit meeting to discuss the general audit process, the nature of their business, and their accounting system, etc. This meeting can be conducted over the phone.
 - b. Obtain from the City of SeaTac one recently filed parking tax remittance forms for the identified operators, for the quarter ended September 30, 2019.
 - c. Request support from the operators for the selected parking tax remittance forms to include the number of short-stay transactions, the number of other transactions, and the number of exempt vehicle transactions.
 - d. Recalculate the tax owed for the time period selected based on the information obtained above.
 - e. Discuss with the operator any significant variances between our calculated tax owed and the tax remitted by the operator to resolve any variances, where possible.
7. At the conclusion of the testing phase we will meet with management to develop and document the process for SeaTac staff to perform this function on a periodic basis.

PHASE III - REPORTING

5. After completion of the testing, we will issue a draft report with the results of our testing, and then a final report based upon your feedback, discussions, and revisions.
 - a. Because these types of documents can be subject to public disclosure requirements, we have found it best to hold an exit conference meeting with management to discuss preliminary findings. The goal is to ensure that there have been no misconceptions or miscommunications prior to committing something to writing.
6. Prepare draft report specifically identifying:
 - a. Any operators without a licensed parking business that display evidence of commercial transactions.
 - b. The results of our unannounced visits to locations.
 - c. The results, by operator, of our calculation of tax owed compared to the tax remitted.
7. Review draft with management to ensure all are comfortable with the tone and content and revise as necessary.
8. Issue final report, and present the report to relevant stakeholders, if desired.

Fee = \$25,000

General Fund Decision Cards
Category 2: Medium

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: 30 Year Celebration Event (Increase)		Department: City Council
Amount: \$ 10,000.00		Division:
BARS#: 001.000.01.511.60.31.041		Director: City Council
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Lesa Ellis
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Additional funding for the 30-Year celebration public event(s) and giveaways.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

The City Council previously approved a decision card for \$10,000, requested during the 2019-2020 budget process. During the kick-off meeting for planning the celebration event, the employee committee felt it would be wise to ask for another \$10,000 for a total of \$20,000. The additional \$10,000 may be needed due to higher costs than experienced ten years prior. Additionally, we want the party and the giveaways to be memorable for our residents and businesses since we most likely will not host another birthday party for another ten years.

The initial discussion with the City Council occurred at the 9/26/19 A&F Council Committee Meeting. There was consensus to consider an increase to the budget via the decision card process. The idea of providing food for our guests was well-received which will also increase the budget.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Work within the \$10,000 budget already approved for 2020.

City Goal: (Identify one or more City Goal addressed by this request):

Public Engagement

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:		
Ending Fund Balance: General Fund		\$ 10,000.00
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 10,000.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Economic Development Division Restructuring		Department: CED
Amount: \$ 124,369.00		Division: Economic Development
BARS#: Various		Director: Steve Pilcher
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Steve Pilcher
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Restructuring of the Economic Development Division to add a position by: 1) re-establishing the Manager position; 2) reclassifying the Strategist position to a Specialist position.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See attached page.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Economic development activities would continue at a limited scale. Re-establishing the Manager position will reduce the amount of day-to-day program management by the CED Director, while also providing greater credibility in interactions with private corporations, business contacts, and local and regional entities.

City Goal: (Identify one or more City Goal addressed by this request):

REVENUE AND DEVELOPMENT: Steward the City's financial resources and promote economic development to ensure sustainability and future growth.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	Hotel/Motel Fund/General Fund		\$ 277,640.00
Ending Fund Balance:			
Grant:			
Other:	Econ. Dev Strategist Current Budget (107)		-\$ 153,271.00
	TOTAL	\$ 0.00	\$ 124,369.00

Economic development is a top priority for the City and helps ensure the long-term economic sustainability of City government. Adding an additional staff position will provide needed resources to address the multitude of issues, including business recruitment and retention; promoting the City to national and regional prospects; facilitating property sales; interacting with Port of Seattle economic development staff; and maintaining positive working relationships with existing businesses, potential developers, and landowners. Having only a single staff person has resulted in minimal time being allocated to many of these functions. Areas of economic development that will benefit from greater staff resources include:

1. Developing a Strategic Economic Development Plan.
2. Maximizing Opportunity Zone investment flow and driving desired outcomes; creating a SeaTac Investment Profile.
3. Expanding and improving Lodging Tax funding applications and outcomes.
4. Initiating proactive business recruitment efforts and developer/landowner interactions.
5. Creation of a SeaTac Business Forum to retain and grow existing businesses.

Creating a two-level division will ensure operational continuity, expand capacity to address emerging issues and opportunities, and establish a career path within the division, while providing a Manager position with program management responsibilities. A two-level division will also help facilitate the transfer of knowledge and continuity of productive business relationships. The positions are proposed to be funded through a combination of General Fund and Lodging Tax funds.

Our neighboring cities of Burien and Tukwila both have two-level economic development teams, which allows their staffs to cover a broad range of initiatives of importance to their objectives.

City of SeaTac
New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Economic Development Division Restructuring

Position Title *(Provided by HR)*: Economic Development Manager

Salary Range/Step *(Provided by HR)*: 66 B

Limited Position?: No

Primary Duties/Responsibilities:

This position will replace the current Economic Development Strategist position, which was created after the former Manager was promoted to Community & Economic Development Director. (The Strategist position is proposed for elimination). The current proposal is to expand the Economic Development division by adding an Economic Development Specialist position, which the re-established Manager position would supervise. The Economic Development Manager would be responsible for planning, managing and supervising the City's various economic development initiatives. The Manager will be responsible for setting the direction for the division; representing the City at various economic development activities and with regional entities such as the Soundside Alliance; Greater Seattle Partners; Seattle Southside Chamber of Commerce; and the Regional Tourism Authority. The Manager will manage the Lodging Tax Fund program and provide staffing to the Hotel Motel Tax Advisory Committee. This position would report to the CED Director and operate with greater independence than the current Strategist position. The position is proposed for 50% funding through the General Fund, with the other 50% being funded with Lodging Tax Funds.

	2019	2020
Total Salary <i>(provided by Finance)</i>		106,307.00
Total Benefits <i>(provided by Finance)</i>		55,179.00
Subtotal Salary and Benefits		\$ 161,486.00
Furniture and Office Equipment		0.00
Computer Hardware and Software		0.00
Uniform		0.00
Vehicle <i>(provided by Public Works)</i>		0.00
Equipment Rental Charges <i>(from 501 Fund - provided by Public Works)</i>		0.00
Training		3,000.00
Telephone <i>(cell/pager, etc.)</i>		0.00
Other <i>(specify)</i> :		
Subtotal Associated Costs		\$ 3,000.00
TOTAL:		\$ 164,486.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Buxton Market Data Contract		Department: CED
Amount: \$ 60,000.00		Division: Economic Development
BARS#: 001.000.13.558.70.41.000		Director: Steve Pilcher
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Aleksandr Yeremeyev
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Buxton Analytics Solutions offers a digital consumer database which provides market and consumer analytics to support retail recruitment and retention, and to accurately define the size of the City's consumer market, including visitors and workers.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See attached page.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

1) Add economic development staffing resources who have expertise in analysis and market studies. 2) Purchase datasets and contract for analysis on a project specific basis. 3) If not funded, opportunities may be missed as they are often time sensitive and require prompt responses. The City would continue to be less competitively positioned to evaluate and pursue retail related opportunities in the future.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations; Revenue and Development.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: General Fund		\$ 60,000.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 60,000.00

Buxton Analytics Solutions provides market and consumer analytics to support retail recruitment and retention, and to accurately define the size of the City's consumer market, including visitors and workers. Buxton also provides retail/restaurant recruitment assistance: 20 specific retailer match marketing packets, introductions to site selectors, and ongoing support in recruitment efforts.

Council members regularly inquire about the potential of attracting various retail/consumer-focused businesses and amenities to the city; Buxton Analytics Solutions will support prompt and accurate evaluation and pursuit of opportunities.

Buxton is a sole-source provider of consumer analytics. In 2019, Buxton entered into a strategic partnership with Costar Group, which is a leading provider of information, analytics and marketing services to the commercial real estate industry in the United States. Their unique positioning within the data aggregation industry makes Buxton the only provider with such aggregated capabilities. (Other vendors usually focus on project specific analysis). Much of the data and analytics that can be provided by Buxton is an aggregation of proprietary information that is not otherwise available to City Staff.

Specific data on the SeaTac market is not readily available to the business community or City staff. Quality data and analysis is needed to better understand and capture the opportunities for commercial growth in the city. Historically, data has been gathered from traditional sources (such as the Census). Specific consumer analysis has occurred only as a component of larger reports. Static reports soon become irrelevant/dated as market dynamics shift. Having access to a constantly updated digital consumer data base with built-in analytics and a team of experts will greatly reduce the amount of time staff needs to spend sourcing, gathering and analyzing data from fragmented sources. Access to this information is especially relevant when working to attract retailers and other service businesses.

This would be the first year of a 3-year contract, which can be terminated for year two and three upon a 60-day notice. The first year cost is \$60,000; years 2 and 3 are at \$50,000 each. The recruitment cycle of a business usually takes 12-36 months depending on the project complexity and market dynamics.

**General Fund Decision Cards
Revenue Neutral**

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Peer Review Environmental Consulting Services	
Amount: \$ 15,000.00	Department: CED
BARS#: 001.000.13.558.60.41.000	Division: Planning
On-Going <input checked="" type="checkbox"/> Mandatory <input checked="" type="checkbox"/>	Director: Steve Pilcher
One-Time <input type="checkbox"/> Discretionary <input type="checkbox"/>	Preparer: Jennifer Kester

Description: (Provide a brief overview of what is being requested)

Consultant services contract to conduct peer review of submitted wetland and stream delineations, and critical area reports, as required by SMC 15.700.100(C).

Justification: (Explain why this is being requested and/or how the request will benefit the City):

The City's Critical Area code, Chapter 15.700 SMC, provides permit applicants two options for the preparation and review of critical area reports: 1) select a consultant from a roster of qualified professionals and be exempt from peer review, or 2) choose a consultant not on the roster and the City will hire a consultant from the roster to peer review the report. In order to conduct such peer review, the City must enter into a consultant services contract. Per SMC 15.700.100(C), the City is reimbursed the cost of the consultant. In 2018, the City entered into a development agreement with Sound Transit for the Federal Way Link Extension (FWLE) that acknowledges that critical area reports from Sound Transit will require peer review. CED entered into a consultant services contract for peer review in 2019 that could be covered by the 2019 budget request. The FWLE permit review is extending into 2020 and additional peer review of critical area reports is expected, which was not budgeted.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

These are pass-through funds, collected from applicants. Without these funds, CED will not be able to meet the requirements of SMC 15.700.100(C).

City Goal: (Identify one or more City Goal addressed by this request):

City Operations - Continuously improve the effectiveness and efficiency of city government.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	General Fund		\$ 15,000.00
Ending Fund Balance:			
Grant:			
Other:	Reimbursement from Customers		-\$ 15,000.00
	TOTAL	\$ 0.00	\$ 0.00

Decision Card Prioritization - Street Fund (102)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
<i>Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.</i>					
1	PW	Real Property Management Specialist (1 of 2)	28,854		28,854
2	PW	Additional Staff Training	4,660	4,660	
2		Category Total	\$ 33,514	\$ 4,660	\$ 28,854
Category 2 - Medium					
<i>Example: Consistent with budget objectives or outside agency actions.</i>					
1	PW	Engineering Furniture & Fixtures	10,000	10,000	
1		Category Total	\$ 10,000	\$ 10,000	\$ -
Category 3 - Low					
<i>Example: Could impact future budgets by either impacting current spending or delaying future projects.</i>					
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
<i>These items have no net impact to the budget and will always be presented for consideration.</i>					
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 43,514	\$ 14,660	\$ 28,854

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Real Property Management Specialist		Department: Public Works
Amount: \$57,708.00		Division: Admin/Engineering
BARS#: Various		Director: William Appleton
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Conversion of the Real Property Management Specialist Limited Term Position (LTP) to a full time, permanent position.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See attached page.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

1) Continue the position as Limited Term and extend for another 3-year period, or 2) Allow the position to expire and have staff respond to issues as they arise and/or use external consultants as needed to supplement work and knowledge. Due to existing workload and the technical specialty this position requires, City efforts may not be as effective and property related issues may go unresolved for longer periods of time.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations and Revenue and Development. The proper management of these important City assets will be better achieved through the work of this position.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: Street Fund (50%)/SWM Fund (50%)		\$ 57,708.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 57,708.00

Additional BARS #'s:

102.000.11.544.21.XX.XXX

403.000.11.531.31.XX.XXX

Amount:

\$ 28,854.00

\$ 28,854.00

\$ 57,708.00

This LTP was approved through the decision card process in July 2017 with an end date of July 30, 2020. The initial decision card identified this position as likely to become an ongoing position. Since filling this position, a database of 48 City 'fee owned' properties and 32 leased properties has been established. Additionally this position has also 'cleaned up' inconsistencies in tax roll information, identified and resolved issues regarding City property ownership and leases, corrected City beneficiary easements, assisted with sale/transfer of property, established language for storm water covenants and short-plat documents, assessed compliance with standard WSDOT and Federal real property management, acquisition and disposition procedures, and was instrumental in facilitating property sales and payments and transfers of property rights. This position has been and continues to be instrumental in providing daily active real property oversight, analysis, and making recommendations related to projects and property matters.

Conversion of this position to a permanent full time position within Public Works is justified given the current and projected real estate related workload within the Department as well as the continued need across multiple Departments for expertise in the acquisition, conveyance and disposition of real property and oversight of City long-term leases. The position will also continue to maintain a reliable inventory (database) to ensure city owned property is accurately accounted for and actively managed. The estimated 2020 Full Year salary and benefits are \$137,092.

City of SeaTac
New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Real Property Management Specialist

Position Title *(Provided by HR)*: Real Property Management Specialist

Salary Range/Step *(Provided by HR)*: 54 E

Limited Position?: NO

Primary Duties/Responsibilities:

This position supports all real estate related activities within the City including property acquisition, property disposal, right-of-way, easements, appraisals, property management and leasing. Performs real property analysis, researches and analyzes legal property descriptions; partners and assists various City departments, public agencies, contractors and private property owners on issues related to City owned real property; markets City-owned property for disposal through lease or sale; attends to due diligence issues including title reports, escrow documents, and environmental surveys related to purchase and sale agreements; performs real property analysis and marketing plan development; researches and analyzes legal property descriptions.

	2019	2020
Total Salary <i>(provided by Finance)</i>		37,253.00
Total Benefits <i>(provided by Finance)</i>		20,455.00
Subtotal Salary and Benefits	\$ 0.00	\$ 57,708.00

Furniture and Office Equipment

Computer Hardware and Software

Uniform

Vehicle *(provided by Public Works)*

Equipment Rental Charges *(from 501 Fund - provided by Public Works)*

Training

Telephone *(cell/pager, etc.)*

Other *(specify)*:

Subtotal Associated Costs	\$ 0.00	\$ 0.00
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TOTAL:	\$ 0.00	\$ 57,708.00
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**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Additional Staff Training		Department: Public Works
Amount: \$4,660.00		Division: Administration
BARS#: Various		Director: William Appleton
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Provide funding for up to two Operations and Maintenance Staff to attend the national Snow and Ice conference and one Staff member to attend a pruning class.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Past attendance at the Snow and Ice conference led to the purchase of our Brine maker which has been instrumental in helping to keep ice from forming on and snow bonding to our streets. We have also changed the type of snow plow blades we use based on information gathered at this conference, and have seen significant improvement with respect to performance and durability. The information and education obtained from this conference in the past has clearly benefited the City's snow and ice operations and the expectation is that it will again be a valuable learning opportunity.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Operate within the existing training budget and prioritize accordingly.

City Goal: (Identify one or more City Goal addressed by this request):

CITY OPERATIONS: This conference helps us stay up to date on different types of products to help with snow removal and ice prevention.
PUBLIC SAFETY: This conference helps us improve on keeping our roadways safe for the traveling public during snow and ice events.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	Street Fund		\$ 4,660.00
Ending Fund Balance:			
Grant:			
Other:			
	TOTAL	\$ 0.00	\$ 4,660.00

Additional BARS #s:

102.000.11.542.30.49.061

102.000.11.542.30.43.033

102.000.11.542.30.43.031

102.000.11.542.30.43.032

Amount:

\$ 1,500.00

\$ 1,500.00

\$ 1,200.00

\$ 460.00

\$ 4,660.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Engineering Furniture and Fixtures	
Amount: \$10,000.00	Department: Public Works
BARS#: 102.000.11.544.21.35.000	Division: Engineering
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>
Director: William Appleton	
Preparer: William Appleton	

Description: (Provide a brief overview of what is being requested)

Provide additional funding for new office furniture/fixtures and desk chairs.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Much of the PW office furniture has reached its useful life and is in need of replacement. Improved workstations offer more comfortable working conditions as well as improve overall functionality and ergonomics for staff; no longer is a fixed desk and standard office chair sufficient. The proposed funding will allow for replacement of the most worn out and antiquated office furniture within the department ensuring that all employees have comfortable seating and workstations at a minimum.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Continue to purchase new furniture and chairs as the current budget allows. This approach may result in some employees having to wait multiple years before their workstations are fully improved.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations - Provides staff with the office furniture and fixtures needed to be most effective and comfortable while conducting work.

Funding Source: (How will this request be funded):

	<u>2019 Amount</u>	<u>2020 Amount</u>
<u>Source/Fund (be specific)</u>		
Current Operations:		\$ 10,000.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 10,000.00

Decision Card Prioritization - Transit Planning Fund (106)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
		Category Total	\$ -	\$ -	\$ -
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
		Category Total	\$ -	\$ -	\$ -
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
N/A	PW	Sound Transit Office & Operating Supplies	4,000		4,000
N/A	PW	Sound Transit Small Tools & Minor Equipment	3,000		3,000
2		Category Total	\$ 7,000	\$ -	\$ 7,000
		Fund Total	\$ 7,000	\$ -	\$ 7,000

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Sound Transit Office and Operating Supplies		Department: Public Works
Amount: \$4,000.00		Division: Administration
BARS#: 106.000.03.519.70.31.008		Director: William Appleton
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Provide funding for office and operating supplies for staff associated with the Sound Transit (ST) Project.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Sound Transit has provided dedicated funding to support staff and operations associated with the ST Project; dedicated funds (106 fund) will be used to ensure that all costs associated with ST project activities are paid for by Sound Transit. No funding has been identified for this expenditure category within the 106 fund; this request provides the necessary budget.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Support ST activities from the 102 fund; this is not recommended since ST has provided the City with adequate funding to support all activities associated with the project.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment - facilitates the review and management of the ST project by the City.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	Transit Planning Fund		\$ 4,000.00
Ending Fund Balance:			
Grant:			
Other:	Sound Transit Reimbursement		-\$ 4,000.00
	TOTAL	\$ 0.00	\$ 0.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Sound Transit Small Tools and Minor Equipmnet		Department: Public Works
Amount: \$3,000.00		Division: Administration
BARS#: 106.000.03.519.70.35.000		Director: William Appleton
On-Going <input checked="" type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Provide funding for office and operating supplies for staff associated with the Sound Transit (ST) Project.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Sound Transit has provided dedicated funding to support staff and operations associated with the ST Project; dedicated funds (106 fund) will be used to ensure that all costs associated with ST project activities are paid for by Sound Transit. No funding has been identified for this expenditure category within the 106 fund; this request provides the necessary budget.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Support ST activities from the 102 fund; this is not recommended since ST has provided the City with adequate funding to support all activities associated with the project.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment - facilitates the review and management of the ST project by the City.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	Transit Planning Fund		\$ 3,000.00
Ending Fund Balance:			
Grant:			
Other:	Sound Transit Reimbursement		-\$ 3,000.00
	TOTAL	\$ 0.00	\$ 0.00

Decision Card Prioritization - Hotel/Motel Fund (107)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
			-		
		Category Total	\$ -	\$ -	\$ -
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
1	CED	Economic Development Restructuring (2 of 2)	43,626		43,626
1		Category Total	\$ 43,626	\$ -	\$ 43,626
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
			-		-
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
			-		
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 43,626	\$ -	\$ 43,626

Decision Card Prioritization - Municipal CIP Fund (301)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
1	Finance	Disaster Recovery Solution (2 of 2)	19,794	19,794	
2	PCPS	RFQ - A/E Consultants	100,000	100,000	
2		Category Total	\$ 119,794	\$ 119,794	\$ -
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
2	Finance	Replacement of IP Phones	27,819	27,819	
1		Category Total	\$ 27,819	\$ 27,819	\$ -
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
			-		
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 147,613	\$ 147,613	\$ -

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Request for Qualifications - Architecture/Engineering (A/E) Consultant		Department: PCPS/PW
Amount: \$ 100,000.00		Division: Facilities
BARS#: Fund 301		Director: Ellis/Appleton
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Tim Ramsaur
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Selection of a A/E Consultant for a multiple phase project/program for City Hall Evaluation and Improvements and a new Public Works Maintenance Facility/Emergency Response Center.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See Attached Sheet

Alternatives: (List possible alternatives and/or risks if funding is not approved):

The risk for not approving the request is for further increased cost for deferred maintenance, staff safety measures not implemented at City Hall, delayed building of necessary Operations and Maintenance facilities, and the COOP/COG plan deficiencies.

City Goal: (Identify one or more City Goal addressed by this request):

Three city goals would be met through this decision card. City Operations would be improved with efficiency of city government. Infrastructure Investment will be made to help serve the city residents. This will also improve Public Safety.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:		
Ending Fund Balance:		\$ 100,000.00
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 100,000.00

RFQ A/E Consultant

City Hall is now 40 years old (built in 1979) and is in need of system improvements (Seismic, HVAC, Electrical, Plumbing, etc.), physical layout/department adjacency updates and modifications and safety improvements (based on the Department of Homeland Security Report) to meet the needs of customers, staffing, and departments.

A new maintenance facility is needed as both the Parks and Public Works Operations and Maintenance responsibilities and staff increase. This new maintenance facility would also allow for an Emergency Response Center/alternative City Hall relocation center. When preparing the Continuity of Operations and Continuity of Government (COOP/COG) Plan it was apparent the Community Center is proving inadequate for an alternative City Hall location.

Consultant experience is needed in the following partial list: space analysis, facility system evaluations and reporting, workflows, schematic designs, site evaluations, increasing customer service through design, LEED principles with design plans and specifications, bid processes, construction inspections, and asset management.

The initial budget amount is to allow the consultant the ability to understand the different phases of City Hall Improvements and PW Maintenance Facility Improvements and provide the scope, schedule and costs estimates for each phase of both Projects. The budget will be amended as necessary per council action and approval.

By having an A/E Consultant with expertise in government facilities, public service, and safety improvements for both public and staff will be of great benefit in serving our city for the next 40 years.

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Replacement of IP Phones		Department: Finance
Amount: \$ 27,819.00		Division: IS
BARS#: 301.000.04.518.88.35.000		Director: Gwen Pilo
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: Bart Perman
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Replacement of Cisco desktop IP phones at City facilities.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

The City currently uses a Cisco IP based phone system. The majority of the phones in use were purchased in 2002 when the system was put in place. Over time, many of the phones have failed and have needed replacement. Since these phones are past end of sale and end of support with the manufacturer, we have been purchasing refurbished phones when they need replacement. The City's desktop computers connect to these phones for network connectivity. Due to the age of our current phones, they are a bottleneck to network speed as they are only capable of 100Mbps connection, while our network and desktop computers are capable of 1Gbps connection speed. Replacing these phones will allow full use of our 1Gbps network connection speed. Cost is based on 190 5-line phones at \$128 ea. for general users and five 5-line phones with expansion modules for administrative staff at \$194 ea. plus WA State sales tax.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Alternatives would include continuing with existing phones and replacing as needed or replacing phones with lower functionality and a lower cost until no other parts are available, creating an emergency need.

City Goal: (Identify one or more City Goal addressed by this request):

City Operations

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: Municipal CIP Fund		\$ 28,719.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 28,719.00

Decision Card Prioritization - Transportation CIP Fund (307)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
1	PW	Engineering Software Subscriptions	5,000		5,000
1		Category Total	\$ 5,000	\$ -	\$ 5,000
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
		Category Total	\$ -	\$ -	\$ -
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
			-		
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 5,000	\$ -	\$ 5,000

**City of SeaTac 2019-2020 Budget
Decision Card**

<p>Title: Engineering Software Subscriptions Amount: \$5,000.00 BARS#: 307.000.11.595.30.49.053</p> <p>On-Going <input checked="" type="checkbox"/> Mandatory <input type="checkbox"/> One-Time <input type="checkbox"/> Discretionary <input checked="" type="checkbox"/></p>	<p>Department: Public Works Division: Administration Director: William Appleton Preparer: William Appleton</p>
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Description: (Provide a brief overview of what is being requested)

Provide funding for software subscriptions that support both the capital and engineering operations within Public Works.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Essential software such as AutoCAD (used for drafting plans), Pavia Headlight Inspection software (used for creating and tracking daily inspection reports and other inspection related activities) and Blue Beam (used for reviewing project plans) are all subscription based and costs are increasing to upgrade to the most current versions. Additionally, as staff are added, more "seats" or licenses are needed to ensure everyone who needs access and use of the software has it; therefore, additional funding in this category is required.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

If this item is not funded, staff will be unable to efficiently/effectively conduct day to day business within the Public Works Department.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment and City Operations are supported by this request. Engineering and inspection software is essential to operations within the Public Works Department. Having the most current versions of this software ensures seamless interactions with private developers, architects and engineers.

Funding Source: (How will this request be funded):

	<u>2019 Amount</u>	<u>2020 Amount</u>
<u>Source/Fund (be specific)</u>		
Current Operations:		\$ 5,000.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 5,000.00

Decision Card Prioritization - SWM Fund (403)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
1	PW	Real Property Management Specialist (2 of 2)	28,854		28,854
2	PW	NPDES Phase II Permit Fees	5,877		5,877
3	PW	KC Conservation Futures Grant	2,200,000	2,200,000	
3		Category Total	\$ 2,234,731	\$ 2,200,000	\$ 34,731
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
1	PW	Miller Creek Stream Realignment & Daylight Project	485,000	485,000	
1		Category Total	\$ 485,000	\$ 485,000	\$ -
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
			-		
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
			-		
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 2,719,731	\$ 2,685,000	\$ 34,731

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: NPDES Phase II Permit Fees		Department: Public Works
Amount: \$5,877.00		Division: Administration
BARS#: 403.00.11.531.32.49.055		Director: William Appleton
On-Going <input checked="" type="checkbox"/>	Mandatory <input checked="" type="checkbox"/>	Preparer: William Appleton
One-Time <input type="checkbox"/>	Discretionary <input type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Providing additional funding in 2020 to cover the increased cost of the City's National Pollutant Discharge and Elimination System (NPDES) Phase II Permit.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Each year, the City is responsible for paying the permit fee associated with our NPDES Phase II Permit. This fee has gone up significantly; in 2020, the fee is expected to be approximately \$15,000.00, \$5,877.00 more than what is currently budgeted. This is a mandatory payment.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Underspend other line items within the budget and use the cost savings to off-set an over expenditure in the subject cost center.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment - allows for the continued discharge of stormwater from our Municipal Separate Storm Sewer System (MS4)

Funding Source: (How will this request be funded):

	<u>2019 Amount</u>	<u>2020 Amount</u>
Source/Fund (be specific)		
Current Operations: SWM Fund		\$ 5,877.00
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 5,877.00

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: King County Conservation Futures Grant Amount: \$ 2,200,000.00 BARS#: Various		Department: Public Works Division: Administration Director: William Appleton Preparer: William Appleton
On-Going <input type="checkbox"/> Mandatory <input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Discretionary <input checked="" type="checkbox"/>		

Description: (Provide a brief overview of what is being requested)

Providing matching funds towards a King County Conservation Futures Grant to facilitate the purchase of additional property for the Des Moines Creek Park.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

See attached sheet.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

1. Utilize unallocated funds from the general fund to match the subject grant; 2. Reject the grant offer and do not purchase the additional property

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment - Expansion of the Des Moines Creek Park will allow for improved access, expanded recreational activities and help to preserve valuable habitat for the enjoyment of future generations.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	KC Grant		\$ 1,100,000.00
Ending Fund Balance:	SWM Fund		\$ 1,100,000.00
Grant:	KC Conservation Grant		-\$ 1,100,000.00
Other:			
	TOTAL	\$ 0.00	\$ 1,100,000.00

With the new alignment of the proposed State Route 509, WSDOT surplus property has become available for purchase adjacent to the Des Moines Creek Park. Grant funding to facilitate the purchase of a portion of this property in 2020 has been tentatively committed to the City of SeaTac through the King County Conservations Futures Program in an amount of \$1.1M; this program requires a 50% match. Property acquired through the use of Conservation Futures funds must be held as open space property in perpetuity and have the appropriate restrictive covenants placed over it. The acquisition of this property benefits the City of SeaTac in the following ways:

- Facilitates the sale of 3,155 square feet of City owned conservation property (Parcel #508300-0070) to Sound Transit by replacing it in-kind;
- Expands the amount of forested uplands surrounding Des Moines Creek, which is the City's most significant salmon bearing stream; this helps to maintain water quality and the existing hydrology in the area which influences stream flow.
- Allows for the development of a larger trailhead facility that will accommodate more vehicles and have safer access compared to the current facility. Additionally, the new trailhead area will provide an opportunity to incorporate stormwater education and outreach elements that visitors to our regional park can experience and learn from.
- Expands the Des Moines Creek Park, allowing for additional passive uses and trail opportunities.

Because the subject property will be held as open space with restrictive covenants that provides direct benefit to a salmon bearing riparian corridor within the City and will allow for expanded stormwater education and outreach opportunities, it is appropriate for Surface Water Utility funds to be used to provide the grant match. This approach to acquisition will result in the Surface Water Utility owning the property in perpetuity for the benefit of the parks system, the stream corridor and the Utility's education and outreach program; the Parks Department will be responsible for all maintenance and operations.

This topic was presented to the Parks and Recreation Committee at the June 6, 2019 meeting; the committee voted in favor (3-0) of the WSDOT surplus property acquisition and the use of Surface Water Utility Funds to match the subject grant. If approved, funding available in 2020 will be used to purchase a portion of the available property; with Council approval, the balance of the available property would be pursued in 2021 with the same grant funding source.

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Miller Creek Stream Realignment and Daylighting Project		Department: Public Works
Amount: \$485,000.00		Division: Administration
BARS#: 403.000.11.595.40.63.211		Director: William Appleton
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

Provide additional funding for the construction of the Miller Creek Stream Realignment and Daylighting Project.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Provide \$485,000 of additional funding for a total contribution not to exceed \$985,000 for the construction of the Miller Creek Stream Realignment and Daylighting Project. An interlocal agreement (ILA) between the City of Burien and SeaTac will be brought before Council in early 2020, authorizing participation and use of the subject funding for the project.
See attached pages for more detail.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Do not provide additional funding. This action will likely delay the project and may result in killing it altogether; it will also require Public Works to re-program the culvert replacement project at this location to ensure it is replaced prior to failure.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment - This project will provide a long term fix to the City's stormdrainage system as well as environmental enhancements benefiting Miller Creek.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations: SWM Fund		\$485,000
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 485.00

The City of SeaTac’s Miller Creek culvert crossing under Des Moines Memorial Drive (just south of South 144th Street) was identified in the Surface Water Management capital improvement plan for repair/replacement in 2018. Connected to the downstream side of this culvert is a private conveyance system that runs underneath the Des Moines Way Self Storage business, discharging to a Port owned wetland to the south. This private culvert is known to be in poor condition and has suffered multiple pipe separation events leading to sinkholes and significant amounts of sediments being introduced into the downstream wetland system. Relocation of the stream crossing will remove the stream from the failing private culvert and reduce risk to the business.

The City of Burien has received grant funding from the FAA through the Port of Seattle to design public infrastructure improvement projects in the vicinity of their Northeast Redevelopment Area along Des Moines Memorial Drive. The subject project will provide environmental enhancements to Miller Creek as it leaves Burien and crosses Des Moines Memorial Drive into the City of SeaTac. Project goals include: improving water quality and habitat within the creek by flattening the slope of the creek to reduce erosive flows; creating additional floodplain to allow the water to spread out during high flows; restoring and creating high quality riparian habitat along the creek; replacing failing culverts with new fish friendly culverts; and, daylighting a portion of Miller Creek to a natural open channel

Updated project construction costs, based on the completed design, are estimated at \$3.5M, of which \$1.22M has been identified as improvements within the City of SeaTac. To date, SeaTac has committed \$500K (within the Surface Water Fund – 403) towards the project. Given the various funding sources and amounts identified in Table 1, below, the City of Burien is requesting that an additional \$485K be allocated towards the project by SeaTac, bringing total project costs to \$985K; this amount is less than the \$1.22M identified as the cost of improvements within the city of SeaTac due to sharing in grant funding. Additionally, SeaTac has not been asked to participate in the design costs.

Table 1: Anticipated Project Funding Sources

Ecology Centennial	\$500,000
Ecology Water Quality	\$200,000
Port of Seattle (for discussion)	\$700,000
City of Burien Adopted Budget 2019	\$515,000
City of SeaTac Adopted Budget 2019	\$500,000
City of Burien 2020 Budget Request	\$600,000
<i>City of SeaTac 2020 Budget Request</i>	<i>\$485,000</i>
Total Project	\$3,500,000

Construction of this project will greatly benefit the City of SeaTac by removing flows from the City’s culvert crossing as well as the private culvert downstream, allowing for their removal/abandonment. SeaTac also stands to benefit from the environmental improvements that this project will provide. Miller creek is a salmon bearing stream and it is appropriate to support efforts to improve the long term environmental prospects of restoring habitat and fish utilization for our future generations. Construction of the project is expected in 2020 provided adequate funding is available. Unencumbered funds within the 403 are available to allow for increasing SeaTac’s contribution by the requested amount without impacting ongoing operations or planned capital projects.

Decision Card Prioritization - SWE Fund (404)

2019-2020 Biennial Budget

CM Priority Ranking	Dept.	Decision Card Title	2019-2020 Expenses		
			Total	One-Time	Ongoing
Category 1 - High					
Example: Items already contractually committed to, requested by Council, required by law, considered high risk or deemed a safety issue if not approved.					
1	PW	Waste Reduction and Recycling Education Grant	80,000	80,000	
1		Category Total	\$ 80,000	\$ 80,000	\$ -
Category 2 - Medium					
Example: Consistent with budget objectives or outside agency actions.					
			-		
		Category Total	\$ -	\$ -	\$ -
Category 3 - Low					
Example: Could impact future budgets by either impacting current spending or delaying future projects.					
			-		
		Category Total	\$ -	\$ -	\$ -
"Revenue Neutral"					
These items have no net impact to the budget and will always be presented for consideration.					
			-		
		Category Total	\$ -	\$ -	\$ -
		Fund Total	\$ 80,000	\$ 80,000	\$ -

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: Waste Reduction and Recycling Education Grant Match		Department: Public Works
Amount: \$ 80,000.00		Division: Solid Waste
BARS#: 404.000.11.537.94.41.000		Director: William Appleton
On-Going <input type="checkbox"/>	Mandatory <input type="checkbox"/>	Preparer: William Appleton
One-Time <input checked="" type="checkbox"/>	Discretionary <input checked="" type="checkbox"/>	

Description: (Provide a brief overview of what is being requested)

The City of SeaTac applied for the Waste Reduction and Recycling Education Grant (WRRE), which requires a 33% match. SeaTac's grant application was selected for funding and matching funds in the amount of \$20,000 will be needed in 2020 to fulfill grant requirements and fully fund the program.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

The City of SeaTac has successfully competed for a Waste Reduction and Recycling Education (WRRE) Grant from the Washington State Department of Ecology, in the amount of \$60,000 and will use the funding along with matching funds in the amount of \$20,000 to implement a program within the City that aims to reduce the amount of contamination found in the recycling streams at multi-family properties and hotels. The project will achieve this by providing targeted, relevant outreach that meets customers at their homes and places of work as well as assisting with the design of waste collection locations within buildings and multifamily properties. Through education and outreach, this program is helping to further reduce the amount of material going into our landfill thereby helping to extend the overall life of the facility.

This project will target 25 to 35 multifamily properties and 10 to 15 hotels in the City of SeaTac. A recycling consultant education team will work with multifamily and hotel management to provide technical assistance to minimize contamination and craft an education plan for residents (multifamily), maintenance, housekeeping, and food service staff (hotels) that address identified contamination problems.

Alternatives: (List possible alternatives and/or risks if funding is not approved):

Do not accept the grant.

City Goal: (Identify one or more City Goal addressed by this request):

Infrastructure Investment and lifelong learning - the proposed program (SeaTac Recycling Contamination Reduction) will aim to reduce the amount of contamination found in the recycling streams at multi-family properties and hotels in the City of SeaTac. It will educate our citizens and help to address long term solid waste related issues.

Funding Source: (How will this request be funded):

	<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:	SWE Fund		\$ 80,000.00
Ending Fund Balance:			
Grant:	WRRE Grant		-\$ 60,000.00
Other:			
	TOTAL	\$ 0.00	\$ 20,000.00