



Administration and Finance Committee Meeting Minutes

January 23, 2020
4:00 PM
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:00 P.M.
			Adjourn:	6:00 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: Joel Wachtel, Pam Fernald, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director (absent)

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>Citizen Earl Gipson spoke to the proposed position of a Digital Media Strategist and also posed questions for Investment Report item on the agenda.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 11/14/19 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>Executive Assistant Lesa Ellis provided the following item for committee approval:</i> <ol style="list-style-type: none"> 1. <i>Expense approval for Councilmember Kwon</i> <i>NLC Summit</i> <i>Lodging: \$1,353.50</i> <i>Meals: \$50.00</i> <i>Total: \$1403.50</i> <i>The committee voted to approve.</i> 2. <i>Pre-approval for Councilmember Kwon</i> <i>Aviation Noise & Emissions Symposium</i> <i>Lodging: \$460</i> <i>Meals: \$124</i> <i>Transportation: \$600</i> <i>Registration: \$745</i>

	<p><i>Total: \$1929</i></p> <p><i>The committee voted to approve.</i></p> <p>3. <i>Pre-approval for Councilmember Negusse Aviation Noise & Emissions Symposium</i> <i>Lodging: \$460</i> <i>Meals: \$124</i> <i>Transportation: \$600</i> <i>Registration: \$745</i> <i>Total: \$1929</i></p> <p><i>Council members Sitterley and Hill voted to approve.</i> <i>Councilmember Negusse abstained from voting.</i></p>
5. Celebrate 30 Years Event	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis briefed the committee on the status of plans for the City's 30 Year Celebration Event. Mrs. Ellis asked the committee for direction on the event's program including proposed speakers. The committee provided their suggestion of reaching out to the City's original city councilmembers and showcasing the past as well as present and future of the City. The City's 30 Year Celebration is scheduled for February 29th.</i></p>
6. Contract Renewal – CWA and Associates	<p><u> X </u> Recommended for Approval</p> <p><i>Building Services Manager Gary Schenk presented the committee with a proposed contract renewal with CWA Consultants for structural and non-structural plan review. After soliciting requests for proposals, CWA Consultants was selected based on their bid, qualifications and reputation with the City. The committee recommended this item for approval and it will be placed on the February 11 City Council Meeting Consent Agenda.</i></p>
7. North SeaTac Park Soccer Field Improvements	<p><u> X </u> Recommended for Approval</p> <p><i>Parks, Community Programs and Services Director Lawrence Ellis presented to the committee a proposed budget amendment for work on the North SeaTac Park soccer fields. The bid received was much higher than originally budgeted, due to the construction climate and demand for services. The committee recommended this item for approval and it will be brought forward to the February 11 City Council Meeting.</i></p>
8. Right-Of-Way Permits for Expressive	<p><u> X </u> Recommended for Approval</p>

Activities	<i>Senior Assistant City Attorney Mark Johnsen presented the committee with a proposed ordinance amending the City's right-of-way use code, to ensure the issuance of permits for activities protected under the First Amendment of the Constitution complies with existing Federal jurisprudence. The committee discussed this proposal and the potential impacts to the City. This item was recommended for approval and will be brought forward to the January 28 City Council Meeting.</i>
9. Digital Media Strategist FTE	<p><u> X </u> Recommended for Approval</p> <p><i>Government Relations and Communications Manager Kyle Moore addressed the committee to request funding for a new position, Digital Media Strategist. Mr. Moore presented the importance of outreach by the City through multiple channels, including social media and the other essential duties of the proposed position. The committee was in favor of this position and recommended approval. The funding for this position will be included in the following budget amendment, scheduled for the February 11 City Council Meeting.</i></p>
10. Budget Amendment	<p><u> X </u> Recommended for Approval</p> <p><i>Finance & Systems Director Gwen Pilo presented the committee with a proposed amendment to the 2019-2020 Biennial Budget. The amendment included three decision cards and other adjustments including grant funding. The committee reviewed each decision card and recommended approval. The proposed budget amendment, including funding for the Digital Media Strategist, will be brought forward to the February 11 City Council Meeting.</i></p>
11. Investment Report	<p><u> X </u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with a report detailing the status of the City's investments currently managed with Time Value Investments.</i></p>
12. Future Meeting Schedule	<i>The next A&F Meeting is scheduled for February 13 at 4:00 PM in Riverton Room 128.</i>
13. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 6:00 PM.</i>

**Pre-approval or final approval of City Council and
City Manager travel related expenses
February 25, 2020**

Expense Approvals

Aviation Noise & Emissions Symposium 2020
San Diego Mission Valley Marriott
March 1- 3, 2020

Councilmember Kwon	A&F 1/23/2020 Budgeted	A&F 2/27/2020		
Lodging	460	682.86*		
Meals	124			
Transportation-airfare	600	96.80		
Registration	745	745.00		
Total	1929	1524.66		

Councilmember Negusse	A&F 1/23/2020 Budgeted	A&F 2/27/2020		
Lodging	460	716.64*		
Meals	124			
Transportation-airfare	600	136.79		
Registration	745	745.00		
Total	1929	1598.43		

*Conference block sold out. Staff booked through Expedia, same room on the same day, two different prices.

Pre-Approval and Expenses

NLC Congressional City Conference
Washington DC
March 8 – 11, 2020

Three councilmembers budgeted to attend – see below

Councilmember Kwon	A&F 2/27/2020 Budgeted (prior verbal approval)	A&F 2/27/2020 Expenses		
Lodging	1800			
Meals	256			
Transportation-airfare	725	346.80		
Registration	675	615.00		
Total	3456	961.80		

Pre-Approval

FAA – testify - Washington DC

March 11 – 13, 2020

(using savings of only sending one councilmember to NLC Congressional City Conference \$3,456)

City responsible for airfare, hotel, and some expenses. Port of Seattle paying one dinner and one lunch.

Mayor Sitterley	A&F 2/27/2020 Budgeted	A&F 2/27/2020 Expenses		
Lodging	500			
Meals (Port providing 2)	128			
Transportation-airfare/ground	1000	633		
Registration	0			
Total	1628	633		

Councilmember Hill	A&F 2/27/2020 Budgeted	A&F 2/27/2020 Expenses		
Lodging	500			
Meals (Port providing 2)	128			
Transportation-airfare/ground	1000	633		
Registration				
Total	1628	633		

Erin Sitterley, Chair

Position Title	Department	Full Time	Pay Range/Salary	Recruitment Status
Engineering Technician	Public Works	Full Time	50/66,477-85,096	On Hold-Dept is considering other options
Economic Development Stategist	CED	Full Time	54/73,378-93,930	Candidate Hired -Start Date March 2, 2020
Accounting Technician	Finance	Full Time	42/54,560-69,842	Candidate Accepted Position-Start Date March 2, 2020
Judicial Support Specialist	Court	Full Time	39/50,665-64,855	On Hold
Senior Permit Coordinator	CED/Building	Full Time	47/61,730-79,020	Reposted Position-Released Application to Hiring Manager
Administrative Assistant 2 /Receptionist	Public Works	Full Time	40/51,931-66,477	On Hold
Human Resources Director	Human Resources	Full Time	79/136,038 - 174,140	On Hold
Maintenance Operations Worker (2 vacancies)	Public Works	Full Time	44/57,323 - 73,378	Pending Approval from Manager to Post
Digital Communications Strategist	City Manager	Full Time	45/58,756 - 75,212	Posted Externally
Recreation Leader 2	Parks Community Ctr	Variable	\$15.00 - \$16.50 per hour	Posted Externally
Seasonal Maintenance Worker	Parks Maintenance	Seasonal	\$18.00 - \$21.00 per hour	Four candidates pending recruitment process



MEMORANDUM

To: A&F Committee
Through: City Manager Carl Cole
From: William Appleton, Public Works Director
Date: February 3, 2020
Subject: Conversion of Administrative Assistant 1 to Administrative Assistant II

Purpose:

To convert the current Administrative Assistant 1 position in the City Manager's Office-- currently assigned to provide receptionist duties at City Hall--to an Administrative Assistant II position in the Public Works Department and expand job duties to include both reception and other higher-level administrative support functions.

Background:

The current receptionist position at City Hall is managed out of the City Manager's Office and is classified as an Administrative Assistant 1. This position is extremely underutilized due to a lack of Administrative Assistant 1 level work; however, the Public Works Department is in need of additional administrative assistance. This is due to Public Works Department growth, increasing project and program workload, and the need for redundancy to ensure department continuity and functionality during employee absences and vacancies. The addition of an Administrative Assistant 2 position within Public Works will:

- Provide redundancy in a critical support position within the Department;
- Allows the Administrative Assistant III position to better support the Department Director;
- Provide increased administrative support to each Division within the Department;
- Improve Departmental document management.

Receptionist-related duties such as answering phone calls, receiving guests and processing mail are estimated to account for approximately 20 percent of the Administrative Assistant 2's time. This allows the balance of the work week to be used to support Public Works functions. Converting this position from an Administrative Assistant 1 to an Administrative Assistant 2 will ensure it aligns with the work duties/tasks that are needed in support of the Public Works Department; example tasks include:

Assist in document control for Capital Projects
Purchasing and Invoicing

Mailbox sales program
Monitor Cityworks activity (service requests)
Website updates
Document archiving
Registering employees for training
Public records requests
Department weekly/quarterly report outs

The current Administrative Assistant 1 position in the City Manager's Office is funded entirely from the General Fund. If the proposed conversion is approved, funding for the position would be divided up as follows: 20 percent General Fund, 40 percent Streets Fund and 40 percent Surface Water Fund. No budget adjustments would be required to fund this position through 2020. In 2020, the General Fund will see a savings due to the reduction in General Fund support for the position (from 100 percent to 20 percent) with the balance being covered by salary savings in the Public Works budget. Long-term funding of the position will be addressed in the 2021-2022 biennial budget.

The position will be managed out of the Public Works Department and would work out of the receptionist area located on the third floor of City Hall. The proposed change is fully supported by the Department Directors as well as the City Manager's Office and is viewed as an improvement to overall functionality, customer service, and staff utilization while also addressing Department resiliency.

CITY OF SEATAC

CLASS TITLE: Administrative Assistant 2 – PW

Salary Range: 40

Essential Personnel: Yes **No**

FLSA: Non-Exempt

Union: AFSCME

BASIC FUNCTION:

Under the direction of the Public Works Director or designee, the incumbent will perform a variety of complex administrative support and office coordination to assure smooth, timely and efficient operations for the Public Works Department; type and process records, reports, memos and correspondence; process purchase requisitions, orders, invoices, budget documents and other information related to department operations and programs. The incumbent will also be responsible for performing reception duties, receiving and directing calls, and processing mail for the City.

REPRESENTATIVE DUTIES:

1. Perform customer service and receptionist activities: receive and direct calls for all departments; interact with visitors in-person and provide direction; administer guest badging procedure. *E*
2. Plan and perform complex administrative support and office coordination duties; maintain a comprehensive knowledge of program operations, projects, policies and procedures, systems, and staff assignments. *E*
3. Assist in the maintenance of the City's ClickNRequest Program (a web-based and phone app citizen request system); assign requests to the appropriate department or staff; help respond to a variety of citizen requests. *E*
4. Update and maintain a variety of department electronic records (spreadsheets, databases, web-based programs) as well as an extensive filing and records keeping system for general files and construction projects. *E*
5. Respond to and complete Public Records Requests for the Department; participate as a team member in the City's Records Committee and other various committees, groups or task forces.
6. Assist in preparation of agendas, minutes, and meeting packets for Department and Council Committee meetings. Update and edit website pages and programs with the latest department information. *E*
7. Inspect reports, records, and other data for accuracy, completeness, and compliance with established standards. *E*

8. Process purchase requisitions and orders; register department staff for classes and training; process receipts and invoices in timely manner according to established guidelines. Maintain adequate inventory of supplies, equipment, and business cards. *E*
9. Compose, prepare, and type a variety of correspondence, memoranda, reports, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately. *E*
10. Assist and back up other staff as needed. *E*
11. Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures, and equipment
- Alpha and numeric filing systems.
- Financial and statistical record-keeping techniques.
- Computer software, including Microsoft Office Suite and database management.
- Oral and written communications skills.
- Telephone techniques and etiquette.
- Effective usage of correct grammar, spelling, punctuation, and vocabulary.
- City and department organization, operations, policies, and objectives.

SKILL IN:

- Perform administrative support duties.
- Word processing, spreadsheet and database management.
- Learn department and program objectives and goals.
- Perform clerical accounting duties in the maintenance of assigned accounts.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply, and divide quickly and accurately.
- Understand and work within scope of authority.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Operate computer systems and software used by the City.
- Maintain records, files, and filing systems.

ABILITY TO:

- Use tact, patience and courtesy.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction, and as a member of a team.

- Communicate effectively both orally and in writing.
- Work courteously and effectively with City officials, employees and public.
- Work effectively on several projects concurrently.
- Prioritize tasks with constant timelines.
- Meet schedules and timelines.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED. Two (2) years of office clerical experience with an emphasis on customer service required.
- Experience with word processing, spreadsheets and database management
- A combination of education, training and experience.

PREFERRED QUALIFICATIONS:

- College level coursework in business administration or related field preferred.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to verify accuracy of documents and records; hearing and speaking to exchange information; lifting light objects weighing up to 30 pounds, additional weight with assistance.

HAZARDS:

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

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*)



MEMORANDUM

To: Administration and Finance Committee
Through: Gwen Pilo, Finance and Systems Director
From: Bart Perman, Information Systems Manager
Date: 3/13/2020
Re: Disaster Recovery Solution

History:

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 and data recovery, 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.

Analysis:

In preparation for the mid-Biennium budget adjustments decision card request, Finance and Systems staff received a budgetary estimate of approximately \$92,000 to implement a cloud based Disaster Recovery Solution from Mosaic Technologies who has been one of our technology partners on several large projects.

Budgetary Impacts:

A decision card for this project was approved by City Council as part of the 2019-2020 Mid-Biennium Budget Review.

Action:

Staff is presenting this to you today for Committee recommendation to the full council authorizing the City Manager enter into a contract with the Mosaic Technologies to implement this solution.



Financial Management Report

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Stoplight Charts

Expense Summary by Fund

Salary Expenditures Overview

Capital Expenditures Overview

Select Revenue Graphs

Actuals thru December 31, 2019

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru December 31, 2019

<u>Revenue Description</u>	<u>2018 YTD ACTUAL</u>	<u>2018 % of Budget</u>	<u>2019 Annual BUDGET</u>	<u>2019 YTD ACTUAL</u>	<u>Percent Expected</u>	<u>Percent Collected</u>	
Property Tax - Regular Levy	\$16,974,680	107%	\$16,900,000	\$17,033,267	100%	101%	●
Sales & Use Tax (operating)	\$13,665,929	118%	\$13,100,000	\$14,590,223	92%	111%	●
Parking Tax (#102)	\$9,364,761	116%	\$9,728,321	\$10,083,871	100%	104%	●
Leasehold Excise Tax	\$2,129,360	118%	\$2,600,000	\$2,223,445	75%	86%	●
Stormwater Fees (#403)	\$3,712,430	86%	\$3,979,716	\$3,769,466	100%	95%	●
Long Term Leases (CH & SeaTac Ctr - #108)	\$977,676	82%	\$837,500	\$787,079	100%	94%	●
Permits & Plan Review (building, electrical, etc.)	\$2,961,500	212%	\$1,524,170	\$1,362,624	100%	89%	●
Engineering Plan Review	\$1,008,855	386%	\$327,300	\$593,469	100%	181%	●
Hotel/Motel Special Revenue Tax (#107)	\$1,642,004	109%	\$1,790,000	\$1,777,547	92%	99%	●
Sales & Use Tax (criminal justice)	\$719,835	107%	\$786,000	\$827,926	92%	105%	●
Motor Vehicle Tax - City Streets (#102)	\$535,339	89%	\$635,000	\$570,672	83%	90%	●
Franchise Fees	\$789,439	114%	\$675,819	\$987,090	100%	146%	●
Subtotal: Top Operating Revenues	\$54,886,707	113%	\$52,883,826	\$54,606,679	96%	103%	
Sales & Use Tax (construction) (#301)	\$473,301	73%	\$400,000	\$3,415,688	92%	854%	●
Real Estate Excise Tax - #1 & #2 (#301)	\$993,155	160%	\$700,000	\$1,412,049	100%	202%	●
Valley Ridge Park Turf Field Fees (#301)	\$274,698	114%	\$320,000	\$359,203	100%	112%	●
GMA Traffic Impact Fees (#307)	\$1,069,854	1783%	\$175,000	\$57,672	100%	33%	●
Subtotal: Top Capital Recurring Revenues	\$2,811,008	179%	\$1,595,000	\$5,244,612	98%	329%	
Other Revenues (NO Transfers)	\$15,381,913	139%	\$14,290,334	\$12,941,767	100%	91%	●
TOTAL REVENUES	\$72,674,731	119%	\$68,769,160	\$72,793,058	97%	106%	

LEGEND:

- Green = Annual Performance is within (or better than) expectations set in the budget
- Yellow = Annual performance indicates this may become an area of concern in the future
- Red = Annual Performance in this area is a cause for concern

Notes

Property Taxes: Property taxes are due in April and October. Final Property Tax Levy was \$17,114,889. Taxes collected for the year equal \$17,033,267 leaving \$81,622 outstanding.

State Collected Tax Revenues: There is a two-month lag in the collection and remittance of certain revenues collected by the State. For example, sales tax remitted to the city in May and June is for business activities that occurred in March and April respectively. Revenues impacted by this delay are Sales Tax, Criminal Justice Sales Tax, Motor Vehicle Tax and Hotel/Motel Tax.

At the end of the year, revenue paid in January and February for November and December are accrued back to the previous year. This report includes revenue paid in January for November.

Eleven month benchmark is 92%

Sales & Use Operating: Sales tax revenues through November are up 6.3% over 2018 totals.

Parking Taxes: Parking tax is based on the number of transactions that occur and not on occupancy or the value of service provided. There is a one month lag on collection of parking tax. The first half of the year ran below expected, however revenues in the second half of the year exceeded the budget by 4%.

Eleven month benchmark is 92%

Leasehold Taxes: These taxes are remitted to the State quarterly. Payments are recorded in June, September, December and March.

Stormwater Fees: Fees are collected by King County with Property taxes. 2019 Budget was high. Approximately \$100,000 is delinquent.

Long Term Leases: Revenue budgeted for 9 months at the SeaTac Center and 12 months at City Hall.

Franchise Fees: The collection of Franchise Fees vary from monthly to quarterly, depending on the contract.

Permits & Plan Review: Permits that were anticipated have not been realized due to project delays.

Sales & Use Construction: The Port of Seattle provided an updated construction vendor list in December 2018. The new list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. That, coupled with increased construction at the airport, has greatly increased the revenue identified for the 301 fund.

Real Estate Excise Tax: Real estate sales in the city continue to be above average. Average sales for the first half of 2019 were \$28.2M. Average sales for Q4 were \$22.5M.

GMA Traffic Impact Fees: Traffic impact fees are dependent upon the amount and type of development within the City.

Other Revenues: Other revenues account for grant funding that is not realized until a project expends the money and the granting agency is billed. Currently there are several grants budgeted for projects that are not yet in progress.

BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru December 31, 2019

<u>Expense Category</u>	<u>2018 YTD ACTUAL</u>	<u>2018 % of Budget</u>	<u>2019 Annual BUDGET</u>	<u>2019 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 14,315,600	93%	\$ 16,981,951	\$ 15,727,019	93%	●
SUPPLIES	\$ 699,757	86%	\$ 929,152	\$ 780,755	84%	●
SERVICES & CHARGES	\$ 9,279,566	75%	\$ 12,903,683	\$ 9,383,324	73%	●
POLICE- Base ILA with King Co.	\$ 10,855,847	96%	\$ 11,721,558	\$ 11,049,969	94%	●
FIRE/EMS- ILA with Kent RFA	\$ 10,084,973	98%	\$ 10,037,708	\$ 10,675,977	106%	●
CAPITAL	\$ 11,580,889	50%	\$ 31,192,937	\$ 10,728,923	34%	●
DEBT SERVICE	\$ 343,211	100%	\$ -	\$ -		●
TOTAL EXPENSES	\$ 57,159,842	77%	\$ 83,766,989	\$ 58,345,968	70%	●

YTD Target: 100%

LEGEND:

- Green = Annual Performance is within (or better than) expectations set in the budget
- Yellow = Annual performance indicates this may become an area of concern in the future
- Red = Annual Performance in this area is a cause for concern

Notes

General Fund: 55% of the total General Fund budget is allocated to contracted police and fire services; 30% is allocated to Personnel.

Fire Contract: Billed quarterly.

Police Contract: King County "trues up" 2018 contract costs in the first quarter of 2019. A reconciling bill is provided in May for the first 5 months of 2019 and any credit or additional cost owed from 2018. the 2018 credit was \$829,000.

Capital: See Capital Expense report for project status.

Debt Service: SCORE Bond debt service for 2019 will be paid from SCORE contract revenue.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending December 31, 2019

GENERAL FUND		2018 YTD	2018 %	2019 YTD		YTD %		
Department	Section	Actual	Expended	2019 Budget	2019 Q4 Actual	Expended	Expended	
City Council		\$ 292,057	73%	\$ 431,778	\$ 63,315	\$ 336,905	78%	●
Municipal Court		\$ 695,236	83%	\$ 802,322	\$ 216,612	\$ 767,171	96%	●
City Manager		\$ 1,093,575	77%	\$ 1,534,926	\$ 383,430	\$ 1,398,481	91%	●
Finance & Systems		\$ 1,844,517	84%	\$ 2,377,791	\$ 572,890	\$ 2,209,411	93%	●
City Clerk		\$ 462,386	80%	\$ 618,248	\$ 147,546	\$ 464,114	75%	●
Legal Services		\$ 1,102,963	89%	\$ 1,299,580	\$ 306,855	\$ 1,246,590	96%	●
Human Resources		\$ 941,191	79%	\$ 1,213,755	\$ 131,190	\$ 895,500	74%	●
Police Services		\$ 11,980,317	98%	\$ 12,436,691	\$ 3,966,811	\$ 11,637,813	94%	●
Fire Services		\$ 10,135,167	98%	\$ 10,155,131	\$ 6,128,227	\$ 10,753,041	106%	●
	<i>Central Facilities</i>	\$ 818,631	96%	\$ 929,929	\$ 221,851	\$ 828,290	89%	●
	<i>Fire Stations (2)</i>	\$ 30,914	83%	\$ 34,895	\$ 23,343	\$ 55,315	159%	●
	<i>Maintenance Facility</i>	\$ 73,860	166%	\$ 86,340	\$ 20,369	\$ 67,306	78%	●
	<i>Human Services</i>	\$ 645,208	86%	\$ 719,147	\$ 211,282	\$ 568,156	79%	●
	<i>Park, CP & Admin</i>	\$ 308,427	110%	\$ 450,262	\$ 98,163	\$ 390,591	87%	●
	<i>Rec. Svcs/Classes</i>	\$ 915,481	107%	\$ 966,118	\$ 213,798	\$ 938,753	97%	●
	<i>Rec Prgms/Camps</i>	\$ 725,357	101%	\$ 741,315	\$ 174,955	\$ 772,005	104%	●
	<i>Comm Ctr. Facility</i>	\$ 151,092	111%	\$ 162,753	\$ 37,461	\$ 135,413	83%	●
	<i>Parks Maintenance</i>	\$ 1,558,813	103%	\$ 1,907,188	\$ 476,745	\$ 1,856,457	97%	●
Parks, CS & Fac. Total		\$ 5,227,781	101%	\$ 5,997,947	\$ 1,477,968	\$ 5,612,284	94%	●
	<i>Planning</i>	\$ 656,437	81%	\$ 1,017,591	\$ 280,031	\$ 917,041	90%	●
	<i>Building</i>	\$ 1,263,069	86%	\$ 1,606,809	\$ 322,428	\$ 1,270,881	79%	●
	<i>Engineering Review</i>	\$ 72,746	55%	\$ 65,000	\$ -	\$ 3,711	6%	●
	<i>Economic Dvlpmnt</i>	\$ 17,361	113%	\$ 4,100	\$ (22)	\$ 289	7%	●
	<i>Code Compliance</i>	\$ 315,318	84%	\$ 337,636	\$ 68,896	\$ 270,592	80%	●
Comm & Econ Devm't Total		\$ 2,324,932	83%	\$ 3,031,136	\$ 671,333	\$ 2,462,513	81%	●
TOTAL GENERAL FUND		\$ 36,100,122	94%	\$ 39,899,305	\$ 14,066,178	\$ 37,783,824	95%	●

YTD Target: 100%

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending December 31, 2019

Summary of Expenditures by Department and Division Notes:

City Clerk - Election Services and Voter Registration costs are paid late in the year.

Human Resources - Cost related to insurance deductibles vary greatly in both expense and timing.

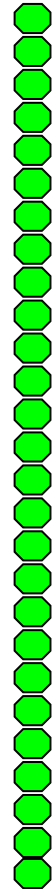
Police Services - First contract billing arrives in May. Five months with \$829,000 credit was paid in June and is split with the 105 Fund.

Fire Stations - Air Conditioning problems at both stations have resulted in costly repairs.

Rec Programs/Camps - Programs exceeded budget in several line items; however bottom line budget does not exceed authority.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending December 31, 2019

OTHER FUNDS	Fund Name	2018 YTD Actual	2018 % Expended	2019 Budget	2019 Q4 Actual	YTD Actual Expended	YTD % Expended
	<i>Permit Parking Program</i>			\$ 339,653	\$ 46,729	\$ 206,546	61%
	<i>Roadway Maintenance</i>			\$ 2,399,643	\$ 525,103	\$ 1,779,514	74%
	<i>Engineering Review</i>			\$ 301,782	\$ 77,300	\$ 230,159	76%
	<i>Admin & Engineering</i>			\$ 1,075,153	\$ 200,709	\$ 695,837	65%
	<i>Capital and Transfers</i>			\$ 10,822,970	\$ 4,851,951	\$ 9,668,079	89%
102	Street Fund Total	\$ 11,515,907	87%	\$ 14,939,201	\$ 5,701,792	\$ 12,580,135	84%
105	Port of Seattle ILA	\$ 1,016,868	72%	\$ 1,638,000	\$ 432,125	\$ 1,394,187	85%
106	Transit Planning	\$ -		\$ 443,212	\$ 52,577	\$ 158,693	36%
107	Hotel/Motel Tax	\$ 1,091,575	97%	\$ 1,326,062	\$ 393,941	\$ 1,273,599	96%
108	Building Mgmt	\$ 1,070,294	96%	\$ 1,236,670	\$ 138,356	\$ 944,709	76%
111	DC Basin ILA	\$ 53,782	16%	\$ 156,058	\$ 7,646	\$ 21,718	14%
206	2009 LTGO Refunding	\$ 343,200	100%	\$ 16,226	\$ 16,226	\$ 16,226	100%
207	2009 Score Bonds	\$ -	0%	\$ -	\$ -	\$ -	0%
301	Municipal CIP	\$ 4,632,830	64%	\$ 3,974,302	\$ 379,967	\$ 1,233,071	31%
306	Facility Construction CIP	\$ 86,167	80%	\$ 25,000	\$ -	\$ -	0%
307	Transportation CIP	\$ 4,666,546	38%	\$ 21,078,931	\$ 2,167,292	\$ 6,958,604	33%
308	Light Rail Area CIP	\$ 1,980	0%	\$ 500,000	\$ -	\$ -	0%
	<i>SWM Admin</i>			\$ 468,733	\$ 80,237	\$ 372,887	80%
	<i>SWM Compliance</i>			\$ 769,682	\$ 150,005	\$ 371,572	48%
	<i>SWM Maintenance</i>			\$ 895,319	\$ 240,906	\$ 872,926	97%
	<i>SWM Engineering Rev</i>			\$ 270,876	\$ 67,597	\$ 210,082	78%
	<i>Capital and Transfers</i>			\$ 2,385,023	\$ 187,072	\$ 953,721	40%
403	Surface Wtr Mgt Total	\$ 2,477,673	67%	\$ 4,789,633	\$ 725,818	\$ 2,781,188	58%
404	Solid Waste & Env	\$ 188,745	68%	\$ 270,859	\$ 63,847	\$ 222,447	82%
501	Equipment Rental	\$ 399,912	41%	\$ 1,454,555	\$ 356,675	\$ 958,596	66%
SUBTOTAL OTHER FUNDS		\$ 27,698,975	64%	\$ 51,848,709	\$ 10,436,262	\$ 28,543,172	55%
ALL FUNDS - EXPENDITURE TOTAL		\$ 63,799,097	78%	\$ 91,748,014	\$ 24,502,440	\$ 66,326,997	72%



YTD Target: 100%

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending December 31, 2019

Summary of Expenditures by Fund Notes:

Permit Parking Program - Budgeted for half year. Fully staffed as of August.

Roadway Maintenance - Lower costs for street lighting are a result of the LED upgrades.

Engineering Review - Unrealized salary savings due to unfilled positions.

Admin and Engineering - Unrealized salary savings due to unfilled positions.

Port of Seattle ILA - Gateway Analysis to start in the fourth quarter. ILA SAMP contract services as needed.

Transit Planning - Expenditures for permits unrealized.

DC Basin ILA - No projects planned.

SWM Compliance - Unrealized salary savings from vacant positions. Professional services for new SWM rate structure not required.

Equipment Rental - Equipment purchases have been ordered. Waiting for delivery.

**SALARY
AND
BENEFITS
EXPENDITURES**

City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending December 31, 2019

GENERAL FUND		2018 YTD	2018 %	2019 Q4		YTD Actual	YTD %
Department	Section	Actual	Expended	2019 Budget	Actual	Expended	Expended
City Council		\$ 217,283	99%	\$ 220,430	\$ 55,364	\$ 219,387	100%
Municipal Court		\$ 618,459	88%	\$ 715,722	\$ 189,618	\$ 693,615	97%
City Manager	<i>City Manager Admin</i>			\$ 806,184	\$ 203,975	\$ 783,722	97%
	<i>Communications</i>			\$ 301,113	\$ 64,083	\$ 293,245	97%
		\$ 800,402	86%	\$ 1,107,297	\$ 268,058	\$ 1,076,967	97%
Finance & Systems	<i>Finance Administration</i>	\$ 788,518	88%	\$ 977,692	\$ 233,802	\$ 958,930	98%
	<i>Systems/GIS</i>	\$ 643,331	89%	\$ 840,743	\$ 210,313	\$ 731,441	87%
		\$ 1,431,849	89%	\$ 1,818,435	\$ 444,114	\$ 1,690,371	93%
City Clerk		\$ 364,016	100%	\$ 384,181	\$ 93,022	\$ 373,024	97%
Legal Services		\$ 1,048,455	93%	\$ 1,166,605	\$ 284,955	\$ 1,139,912	98%
Human Resources		\$ 408,128	100%	\$ 448,052	\$ 110,697	\$ 437,885	98%
Police Services		\$ 93,490	104%	\$ 100,182	\$ 25,507	\$ 97,953	98%
Fire Service - LEOFF 1		\$ 40,832	55%	\$ 74,150	\$ 11,908	\$ 46,461	63%
Parks, CS & Facilities	<i>Central Facilities</i>	\$ 435,844	96%	\$ 457,931	\$ 130,190	\$ 468,405	102%
	<i>Human Services</i>	\$ 106,183	79%	\$ 110,705	\$ 28,455	\$ 113,433	102%
	<i>Park & Rec Admin.</i>	\$ 291,543	109%	\$ 308,922	\$ 77,799	\$ 309,934	100%
	<i>Rec. Svcs/Events</i>	\$ 1,062,391	107%	\$ 1,073,402	\$ 269,976	\$ 1,139,144	106%
	<i>Comm Center Operations</i>	\$ 180,696	110%	\$ 185,711	\$ 42,424	\$ 177,939	96%
	<i>Parks Maintenance</i>	\$ 1,000,776	105%	\$ 1,208,903	\$ 328,789	\$ 1,190,783	99%
		\$ 3,077,433	104%	\$ 3,345,574	\$ 877,634	\$ 3,399,639	102%
Comm & Econ Devm't	<i>Planning</i>	\$ 630,625	87%	\$ 913,546	\$ 226,517	\$ 818,832	90%
	<i>Building</i>	\$ 974,810	90%	\$ 1,271,966	\$ 307,666	\$ 1,208,912	95%
	<i>CED/Engr. Review</i>	\$ 83,239	107%	\$ -	\$ -	\$ -	0%
	<i>Code Compliance</i>	\$ 297,457	99%	\$ 257,769	\$ 58,276	\$ 246,242	96%
		\$ 1,986,132	91%	\$ 2,443,281	\$ 592,459	\$ 2,273,986	93%
TOTAL GENERAL FUND		\$ 10,086,478	94%	\$ 11,823,909	\$ 2,953,339	\$ 11,449,201	97%

OTHER FUNDS		2018 YTD	2018 %	2019 Q4		YTD Actual	YTD %
Fund Name		Actual	Expended	2019 Budget	Actual	Expended	Expended
<i>Permit Parking Program</i>				\$ 173,834	\$ 39,477	\$ 101,106	58%
<i>Roadway Maintenance</i>				\$ 895,374	\$ 157,006	\$ 645,490	72%
<i>Engineering Review</i>				\$ 286,767	\$ 74,450	\$ 222,197	77%
<i>Admin & Engineering</i>				\$ 688,483	\$ 106,617	\$ 459,209	67%
102 Street Fund Total		\$ 1,537,291	86%	\$ 2,044,458	\$ 377,550	\$ 1,428,002	70%
106 Transit Planning Fund		\$ -	0%	\$ 161,412	\$ 51,854	\$ 146,712	91%
107 Hotel/Motel Tax Fund		\$ 242,310	105%	\$ 192,960	\$ 52,260	\$ 215,356	112%
307 Transportation CIP Fund		\$ 915,066	90%	\$ 1,039,087	\$ 232,937	\$ 983,692	95%
403 Surface Water Mgt.	<i>SWM Admin</i>			\$ 213,293	\$ 52,437	\$ 208,742	98%
	<i>SWM Compliance</i>			\$ 447,915	\$ 98,248	\$ 251,974	56%
	<i>SWM Maintenance</i>			\$ 581,441	\$ 170,338	\$ 622,745	107%
	<i>SWM Engineering Rev</i>			\$ 270,876	\$ 67,597	\$ 209,939	78%
		\$ 1,358,143	93%	\$ 1,513,525	\$ 388,620	\$ 1,293,401	85%
404 Solid Waste & Environ		\$ 129,464	78%	\$ 155,383	\$ 40,235	\$ 160,065	103%
501 Equipment Rental Fund		\$ 45,579	86%	\$ 51,217	\$ 12,770	\$ 50,591	99%
SUBTOTAL OTHER FUNDS		\$ 4,227,853	90%	\$ 5,158,042	\$ 1,156,227	\$ 4,277,819	83%
ALL FUNDS TOTAL		\$ 14,314,331	93%	\$ 16,981,951	\$ 4,109,565	\$ 15,727,019	93%

YTD Target: 100%

Notes

Rec. Svcs/Events - Majority of events happen during summer months. This reflects the higher staffing levels.

CAPITAL EXPENDITURES

**City of SeaTac
Capital Funds Summary
Capital Expenditures by Type
Month Ending December 31, 2019**

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
62 Buildings					
Fund 108	SeaTac Center Tenant Imprvmnts	20,000	-	0%	
	City Hall Improvements	150,500	85,019	56%	Project Completed June 2019
Fund 301	City Hall Elevator Hydraulics	133,127	-	0%	Starting Q1 2020
	City Hall Improvements	-	4,425		* Retainage-LED Upgrade
	Fire Station #46 HVAC	-	3,934		* Retainage
	Maintenance & Storage Facilities	29,508	21,836	74%	Lighting Upgrades Q4 Start
	SeaTac Community Center Improvements				Senior Center Doors Complete, Lighting Upgrades Q1
		53,178	23,669	45%	2020 Start
Fund 306	Maintenance Facility Roof Repair	25,000	-	0%	Substantially complete, awaiting Final Acceptance
Fund 308	International Marketplace	500,000	-	0%	Project Cancelled
Buildings Total		911,313	138,883	15%	
63 Other Improvements					
Fund 102	2018 Overlay Military Rd S from 200th to 209th	457,228	258,254	56%	Final Acceptance Done
	2019 Overlay- DMMD from 128th to 136th	1,628,755	1,386,353	85%	Final Acceptance Done
	200th Street & I-5 Access Ramp	1,476,807	780,326	53%	In Construction - Complete Q1 2020
Fund 111	DMC Capital Replacement	37,000	-	0%	No project expected 2019
Fund 301	City Hall Parking Lot Repaving	280,067	183,269	65%	Complete May 2019
	Valley Ridge Park Improvements	612,112	325,803	53%	Final Acceptance Done
	Angle Lake Park-Playground Equip	23,529	23,529	100%	Completed in January 2019
	Sunset Park Tennis Court Renovation	121,000	-	0%	Scheduled for 2020 - On Hold
	Riverton Heights Property Development	30,000		0%	Scheduled for Q1 2020 - In Design
	S 188th Street Fence Beautification	12,000	13,200	110%	Complete February 2019
	North SeaTac Park Improvements	112,946	-	0%	Scheduled for 2020 - On Hold
	Veterans War Memorial	75,020	91,622	122%	Complete Q4 2019
	North SeaTac Soccer Fields	2,077,093	158,356	8%	In Design to Bid Advertisement Q4 2019
Fund 307	34th Ave S from S 160th to S 166th	2,932,690	234,310	8%	In Design to Bid Advertisement Q1 2020
	Military Rd. S & S 152nd St	5,632,346	2,849,748	51%	In Construction
	Des Moines Memorial Dr & S 200th Intersection	5,414,485	1,357,976	25%	In Construction
	International Blvd Safety Imp Program	650,000	-	0%	In Design

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
	Intelligent Transportation Systems	182,000	-	0%	In RFP Q1 2020
	Ped Crossing Program	50,000	-	0%	Study and Program launch 2020
	S 166th ST Ped Improvements	2,931,576	1,463,842	50%	Substantially complete, awaiting Final Acceptance
	S 200th ST Ped & Bicycle Shared Pathway	2,222,491	50,884	2%	In Design to Bid Advertisement Q2 2020
Fund 403	Spot Drainage Project	202,500	34,033	17%	In Design
	Miller Creek Realignment & Daylight Project	500,000	-	0%	Burien led project - Design/ILA Complete
	Des Moines Memorial Dr S 128th to S 136th	421,000	382,338	91%	Final Acceptance Done
	S 221st St Drainage Improvements	351,000	17,221	5%	In Design
	S 166th St Drainage Improvements	10,000	-	0%	On Hold - 2021
	S 180th St Flood Reduction	250,000	72,106	29%	In Design
	S 200th St Path Water Quality Retrofit	202,500	-	0%	In Design with 200th St Pedestrian Path Project
	Other Improvements Total	28,896,145	9,683,172	34%	
	64 Equipment				
Fund 301	Council Chambers A/V Equipment	150,000	113,552	76%	Completed Q4 2019
	Permitting Software	-	3,190	*	
	Computer Software	30,000	-	0%	
	Computer Hardware	140,377	141,122	101%	Project completed
	SeaTV Upgrade	-	1,332	*	
	Tools and Equipment-Parks Mtc	11,000	10,644	97%	Soccer Net Replacement
Fund 501	Vehicles/Heavy Equipment	975,650	575,023	59%	Purchase orders submitted, awaiting delivery
	Tools and Equipment	78,452	62,006	79%	
	Equipment Total	1,385,479	906,869	65%	
	Total Capital Expenditures	31,192,937	10,728,923	34%	

Definition of Project Status Terms:

- Planning = Includes scoping, budgeting, and grant funding work
- Design = Includes both design and ROW acquisition work
- Bid Advertisement = Advertising for construction bids
- Construction = Construction contract awarded and project being built
- Substantial Completion = Construction complete to a point where facility can be used or occupied
- Final Acceptance = Owner acceptance of the facility/project as complete

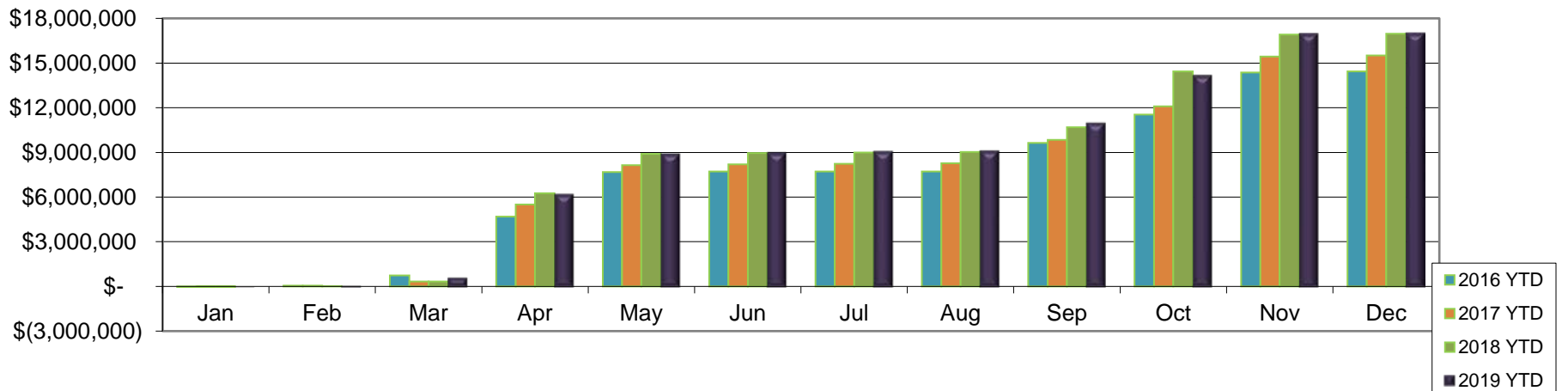
REVENUE CHARTS

**City of SeaTac
Year to Year Revenue Comparison**

Property Taxes

Month	2016	2016 YTD	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	Variance YTD
Jan	\$ (43,546)	\$ (43,546)	\$ (11,008)	\$ (11,008)	\$ (19,741)	\$ (19,741)	\$ (3,347)	\$ (3,347)	\$ 16,394
Feb	\$ 93,211	\$ 49,665	\$ 66,113	\$ 55,106	\$ 33,789	\$ 14,048	\$ 71,988	\$ 68,641	\$ 54,593
Mar	\$ 693,945	\$ 743,610	\$ 275,653	\$ 330,758	\$ 309,901	\$ 323,949	\$ 580,717	\$ 649,358	\$ 325,408
Apr	\$ 3,936,702	\$ 4,680,312	\$ 5,171,967	\$ 5,502,726	\$ 5,933,349	\$ 6,257,298	\$ 5,640,002	\$ 6,289,360	\$ 32,062
May	\$ 3,004,853	\$ 7,685,165	\$ 2,633,783	\$ 8,136,508	\$ 2,635,257	\$ 8,892,555	\$ 2,705,570	\$ 8,994,930	\$ 102,375
Jun	\$ 28,255	\$ 7,713,421	\$ 52,621	\$ 8,189,129	\$ 55,700	\$ 8,948,255	\$ 61,213	\$ 9,056,143	\$ 107,888
Jul	\$ (4,927)	\$ 7,708,494	\$ 43,410	\$ 8,232,539	\$ 36,458	\$ 8,984,713	\$ 102,221	\$ 9,158,364	\$ 173,651
Aug	\$ 4,374	\$ 7,712,867	\$ 42,777	\$ 8,275,316	\$ 44,907	\$ 9,029,620	\$ 37,753	\$ 9,196,117	\$ 166,497
Sep	\$ 1,919,510	\$ 9,632,377	\$ 1,563,240	\$ 9,838,556	\$ 1,669,464	\$ 10,699,084	\$ 1,850,454	\$ 11,046,571	\$ 347,487
Oct	\$ 1,913,347	\$ 11,545,724	\$ 2,247,105	\$ 12,085,662	\$ 3,740,442	\$ 14,439,526	\$ 3,168,330	\$ 14,214,902	\$ (224,625)
Nov	\$ 2,824,190	\$ 14,369,915	\$ 3,351,718	\$ 15,437,379	\$ 2,471,043	\$ 16,910,569	\$ 2,781,257	\$ 16,996,158	\$ 85,589
Dec	\$ 60,980	\$ 14,430,895	\$ 73,670	\$ 15,511,050	\$ 64,111	\$ 16,974,680	\$ 37,109	\$ 17,033,267	\$ 58,587
Total	\$ 14,430,895	\$ 12,889,000	\$ 15,511,050	\$ 14,800,000	\$ 16,974,680	\$ 15,800,000	\$ 17,033,267	\$ 16,900,000	100.8%

Property Tax Comparisons YTD



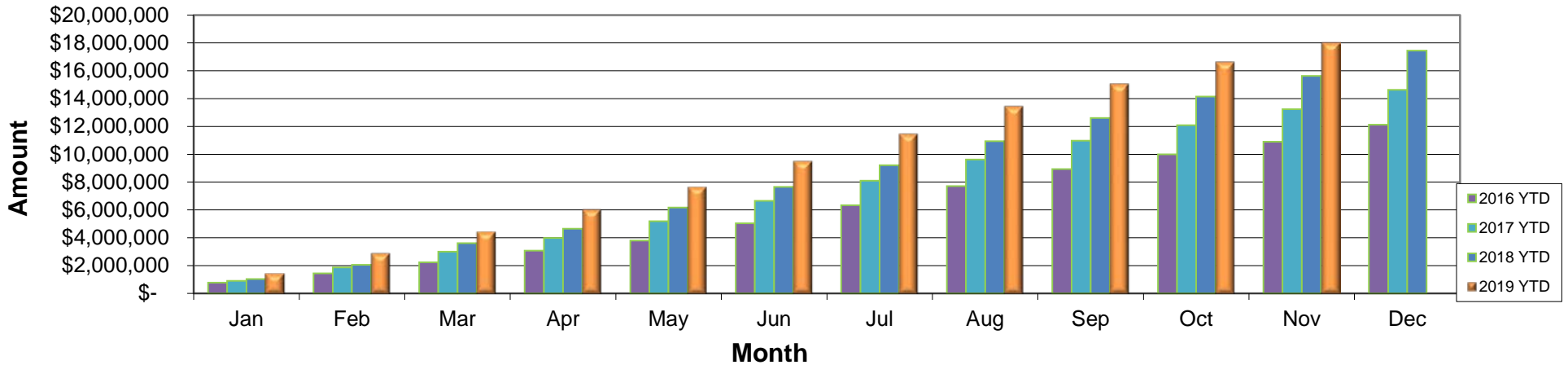
**City of SeaTac
Year to Year Revenue Comparison**

Sales Tax (Total Operating + Construction Activity)

(Monthly Spread reflects business activity: There is a 60 day delay for State to remit to Cities, so city will receive Nov/Dec amounts in the following year)

Month	2016	2016 YTD	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	Variance YTD
Jan	\$ 765,522	\$ 765,522	\$ 901,215	\$ 901,215	\$ 1,025,018	\$ 1,025,018	\$ 1,483,118	\$ 1,483,118	\$ 458,100
Feb	\$ 666,186	\$ 1,431,708	\$ 968,275	\$ 1,869,490	\$ 1,024,140	\$ 2,049,158	\$ 1,413,576	\$ 2,896,694	\$ 847,536
Mar	\$ 814,925	\$ 2,246,633	\$ 1,135,777	\$ 3,005,267	\$ 1,555,125	\$ 3,604,283	\$ 1,576,188	\$ 4,472,882	\$ 868,599
Apr	\$ 828,543	\$ 3,075,176	\$ 984,468	\$ 3,989,735	\$ 1,053,245	\$ 4,657,528	\$ 1,568,578	\$ 6,041,460	\$ 1,383,932
May	\$ 716,317	\$ 3,791,493	\$ 1,191,949	\$ 5,181,684	\$ 1,520,561	\$ 6,178,089	\$ 1,633,968	\$ 7,675,428	\$ 1,497,339
Jun	\$ 1,244,867	\$ 5,036,360	\$ 1,470,185	\$ 6,651,869	\$ 1,483,137	\$ 7,661,226	\$ 1,841,672	\$ 9,517,100	\$ 1,855,874
Jul	\$ 1,307,394	\$ 6,343,754	\$ 1,452,074	\$ 8,103,943	\$ 1,542,458	\$ 9,203,684	\$ 1,950,691	\$ 11,467,791	\$ 2,264,107
Aug	\$ 1,359,686	\$ 7,703,440	\$ 1,512,582	\$ 9,616,525	\$ 1,738,207	\$ 10,941,891	\$ 1,979,124	\$ 13,446,915	\$ 2,505,024
Sep	\$ 1,235,549	\$ 8,938,989	\$ 1,366,547	\$ 10,983,072	\$ 1,672,767	\$ 12,614,658	\$ 1,635,320	\$ 15,082,235	\$ 2,467,577
Oct	\$ 1,056,287	\$ 9,995,276	\$ 1,100,233	\$ 12,083,305	\$ 1,524,571	\$ 14,139,229	\$ 1,542,095	\$ 16,624,330	\$ 2,485,101
Nov	\$ 901,682	\$ 10,896,958	\$ 1,146,368	\$ 13,229,673	\$ 1,496,054	\$ 15,635,282	\$ 1,381,581	\$ 18,005,911	\$ 2,370,629
Dec	\$ 1,230,949	\$ 12,127,907	\$ 1,403,791	\$ 14,633,464	\$ 1,805,079	\$ 17,440,361	\$	\$ -	\$
Total	\$ 12,127,907	\$ 12,470,000	\$ 14,633,464	\$ 12,002,000	\$ 17,440,361	\$ 12,237,000	\$ 18,005,911	\$ 13,500,000	133.4%

Sales Tax Comparison YTD



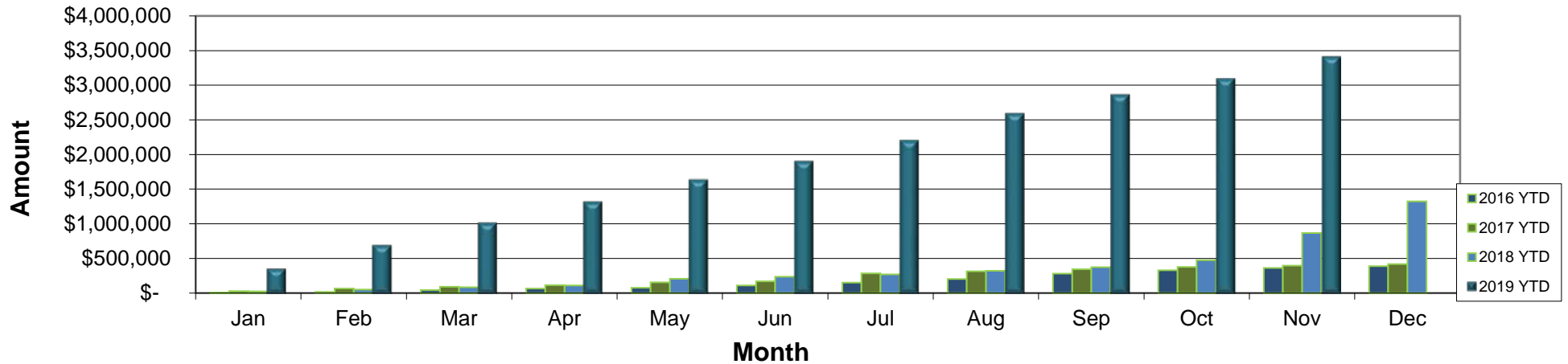
**City of SeaTac
Year to Year Revenue Comparison**

Port Construction Sales Tax

(Monthly Spread reflects business activity: There is a 60 day delay for State to remit to Cities, so city will receive Nov/Dec amounts in the following year)

Month	2016	2016 YTD	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	Variance YTD
Jan	\$ 5,733	\$ 5,733	\$ 27,528	\$ 27,528	\$ 25,324	\$ 25,324	\$ 367,081	\$ 367,081	\$ 341,757
Feb	\$ 11,509	\$ 17,242	\$ 36,816	\$ 64,344	\$ 24,180	\$ 49,504	\$ 339,093	\$ 706,174	\$ 656,670
Mar	\$ 25,793	\$ 43,035	\$ 27,899	\$ 92,243	\$ 32,881	\$ 82,385	\$ 327,414	\$ 1,033,588	\$ 951,203
Apr	\$ 22,206	\$ 65,241	\$ 20,436	\$ 112,679	\$ 28,414	\$ 110,799	\$ 306,247	\$ 1,339,835	\$ 1,229,036
May	\$ 10,177	\$ 75,418	\$ 41,446	\$ 154,125	\$ 96,609	\$ 207,408	\$ 313,176	\$ 1,653,011	\$ 1,445,603
Jun	\$ 34,948	\$ 110,366	\$ 16,438	\$ 170,563	\$ 28,528	\$ 235,936	\$ 261,889	\$ 1,914,900	\$ 1,678,964
Jul	\$ 38,920	\$ 149,286	\$ 113,437	\$ 284,000	\$ 33,908	\$ 269,844	\$ 299,200	\$ 2,214,100	\$ 1,944,256
Aug	\$ 55,145	\$ 204,431	\$ 31,859	\$ 315,859	\$ 52,808	\$ 322,652	\$ 386,437	\$ 2,600,537	\$ 2,277,885
Sep	\$ 76,910	\$ 281,341	\$ 26,765	\$ 342,624	\$ 51,246	\$ 373,898	\$ 269,241	\$ 2,869,778	\$ 2,495,880
Oct	\$ 48,676	\$ 330,017	\$ 34,901	\$ 377,525	\$ 99,403	\$ 473,301	\$ 231,701	\$ 3,101,479	\$ 2,628,178
Nov	\$ 32,989	\$ 363,006	\$ 19,778	\$ 397,303	\$ 394,110	\$ 867,411	\$ 314,209	\$ 3,415,688	\$ 2,548,277
Dec	\$ 26,452	\$ 389,458	\$ 21,750	\$ 419,053	\$ 457,650	\$ 1,325,061	\$ -	\$ -	\$ -
Total	\$ 389,458	\$ 1,340,000	\$ 419,053	\$ 650,000	\$ 1,325,061	\$ 650,000	\$ 3,415,688	\$ 400,000	853.9%

Port Construction Sales Tax Comparison YTD



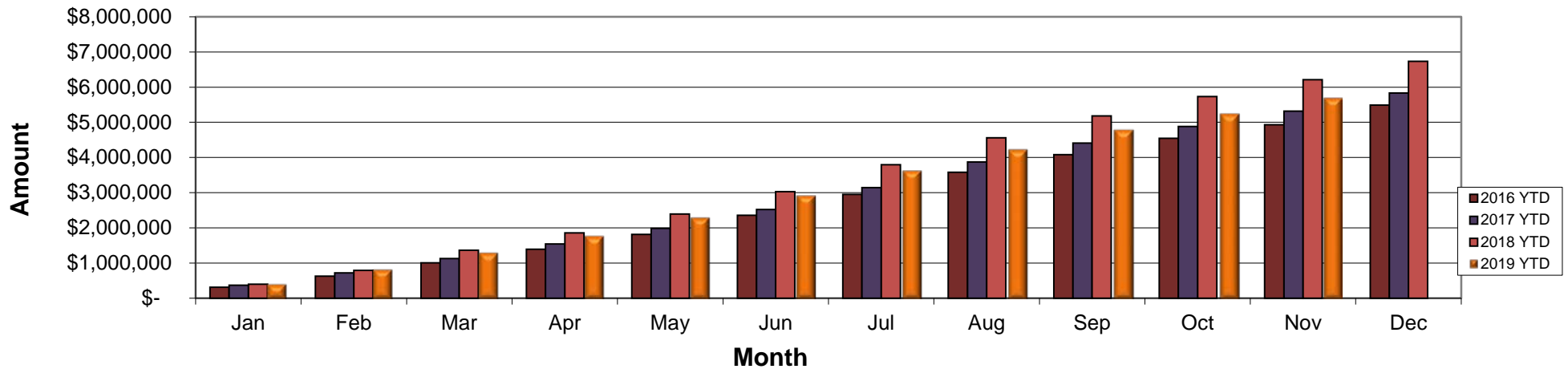
**City of SeaTac
Year to Year Revenue Comparison**

Other Port Sales Tax (excludes Construction; Includes Parking)

(Monthly Spread reflects business activity: There is a 60 day delay for State to remit to Cities, so city will receive Nov/Dec amounts in the following year)

Month	2016	2016 YTD	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	Variance YTD
Jan	\$ 313,188	\$ 313,188	\$ 367,560	\$ 367,560	\$ 396,039	\$ 396,039	\$ 420,387	\$ 420,387	\$ 24,348
Feb	\$ 317,033	\$ 630,221	\$ 350,991	\$ 718,551	\$ 391,870	\$ 787,909	\$ 420,222	\$ 840,609	\$ 52,700
Mar	\$ 376,327	\$ 1,006,548	\$ 409,469	\$ 1,128,020	\$ 578,750	\$ 1,366,659	\$ 475,571	\$ 1,316,180	\$ (50,479)
Apr	\$ 388,574	\$ 1,395,122	\$ 413,275	\$ 1,541,295	\$ 492,426	\$ 1,859,085	\$ 477,242	\$ 1,793,422	\$ (65,663)
May	\$ 416,570	\$ 1,811,692	\$ 442,849	\$ 1,984,144	\$ 534,749	\$ 2,393,834	\$ 519,412	\$ 2,312,834	\$ (81,000)
Jun	\$ 545,086	\$ 2,356,778	\$ 539,787	\$ 2,523,931	\$ 637,584	\$ 3,031,418	\$ 620,287	\$ 2,933,121	\$ (98,297)
Jul	\$ 594,935	\$ 2,951,713	\$ 622,639	\$ 3,146,570	\$ 762,122	\$ 3,793,540	\$ 706,124	\$ 3,639,245	\$ (154,295)
Aug	\$ 628,914	\$ 3,580,627	\$ 730,383	\$ 3,876,953	\$ 769,749	\$ 4,563,289	\$ 585,813	\$ 4,225,058	\$ (338,231)
Sep	\$ 502,762	\$ 4,083,389	\$ 532,090	\$ 4,409,043	\$ 619,892	\$ 5,183,181	\$ 553,483	\$ 4,778,541	\$ (404,640)
Oct	\$ 460,923	\$ 4,544,312	\$ 474,151	\$ 4,883,194	\$ 548,868	\$ 5,732,049	\$ 462,271	\$ 5,240,812	\$ (491,237)
Nov	\$ 388,713	\$ 4,933,025	\$ 438,354	\$ 5,321,548	\$ 481,185	\$ 6,213,234	\$ 437,351	\$ 5,678,163	\$ (535,071)
Dec	\$ 557,277	\$ 5,490,302	\$ 514,718	\$ 5,836,266	\$ 523,484	\$ 6,736,718	\$ -	\$ -	\$ -
Total	\$ 5,490,302	% of Total Tax 45%	\$ 5,836,266	% of Total Tax 40%	\$ 6,736,718	% of Total Tax 39%	\$ 5,678,163	% of Total Tax 32%	

Port Sales Tax Comparison YTD



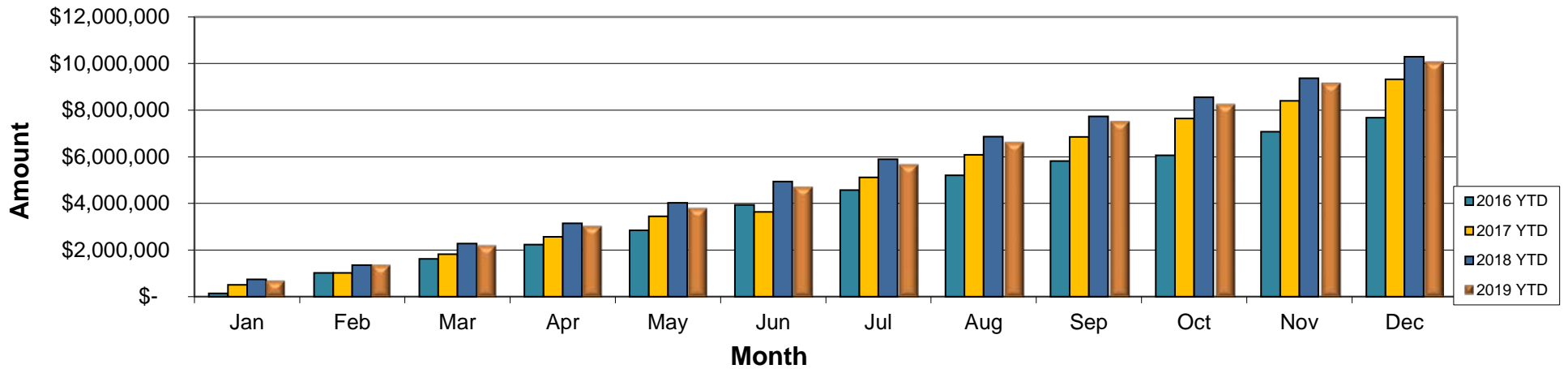
**City of SeaTac
Year to Year Revenue Comparison**

Parking Tax

(There is a 30 day delay for remittance to City)

Month	2016	2016 YTD	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	Variance YTD
Jan	\$ 143,696	\$ 143,696	\$ 508,304	\$ 508,304	\$ 741,564	\$ 741,564	\$ 709,223	\$ 709,223	\$ (32,342)
Feb	\$ 876,565	\$ 1,020,261	\$ 515,429	\$ 1,023,733	\$ 618,026	\$ 1,359,591	\$ 679,698	\$ 1,388,921	\$ 29,330
Mar	\$ 597,360	\$ 1,617,620	\$ 793,520	\$ 1,817,253	\$ 915,630	\$ 2,275,221	\$ 831,438	\$ 2,220,359	\$ (54,862)
Apr	\$ 616,506	\$ 2,234,126	\$ 747,252	\$ 2,564,505	\$ 870,641	\$ 3,145,863	\$ 830,660	\$ 3,051,018	\$ (94,844)
May	\$ 606,516	\$ 2,840,642	\$ 881,535	\$ 3,446,040	\$ 884,907	\$ 4,030,770	\$ 767,290	\$ 3,818,308	\$ (212,462)
Jun	\$ 1,097,841	\$ 3,938,484	\$ 186,849	\$ 3,632,889	\$ 906,526	\$ 4,937,296	\$ 906,546	\$ 4,724,854	\$ (212,442)
Jul	\$ 634,365	\$ 4,572,849	\$ 1,485,522	\$ 5,118,411	\$ 953,957	\$ 5,891,253	\$ 957,916	\$ 5,682,770	\$ (208,483)
Aug	\$ 635,939	\$ 5,208,788	\$ 962,517	\$ 6,080,928	\$ 970,217	\$ 6,861,470	\$ 960,816	\$ 6,643,586	\$ (217,884)
Sep	\$ 610,696	\$ 5,819,484	\$ 777,243	\$ 6,858,171	\$ 869,216	\$ 7,730,686	\$ 885,914	\$ 7,529,500	\$ (201,186)
Oct	\$ 239,879	\$ 6,059,363	\$ 787,877	\$ 7,646,048	\$ 824,174	\$ 8,554,860	\$ 735,478	\$ 8,264,978	\$ (289,881)
Nov	\$ 1,016,826	\$ 7,076,189	\$ 756,741	\$ 8,402,789	\$ 809,901	\$ 9,364,761	\$ 909,725	\$ 9,174,703	\$ (190,057)
Dec	\$ 606,699	\$ 7,682,889	\$ 921,748	\$ 9,324,537	\$ 933,198	\$ 10,297,959	\$ 909,167	\$ 10,083,870	\$ (214,088)
Total	\$ 7,682,889	Budget \$ 7,206,489	\$ 9,324,537	Budget \$ 7,956,704	\$ 10,297,959	Budget \$ 8,100,266	\$ 10,083,870	Budget \$ 9,728,321	% of Budget 103.7%

Parking Tax Comparison YTD



Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	75%	84,570,770	YES
Under 1 year	25%	82%	92,304,814	YES
Under 5 years	100%	100%	112,667,351	YES
Maximum Weighted Average Maturity	3.00		2.39	
Maximum Single Maturity	5 Years		4.87	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		1.78%	\$ 2,007,273	
U.S. Agencies Primary	100%		16.74%	\$ 18,861,152	YES
FHLB		30%	5.90%	\$ 6,652,156	YES
FNMA		30%	7.20%	\$ 8,115,814	
FHLMC		30%	1.85%	\$ 2,088,070	
FFCB		30%	1.78%	\$ 2,005,112	
U.S. Agencies Secondary	20%		6.42%	\$ 7,228,157	YES
FICO		10%	4.64%	\$ 5,226,467	YES
FARMER MAC		10%	1.78%	\$ 2,001,690	
Municipal Debt Obligations	20%	5%		\$ -	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		8.70%	\$ 9,806,220	YES
Local Government Investment Pool	100%		66.36%	\$ 74,764,550	YES
Total			100%	\$ 112,667,351	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield at Cost
City of SeaTac - Core Investment Funds	\$ 27,840,000	\$ 27,779,653	\$ 28,096,581	\$ 316,928	1.86%
City of SeaTac Liquidity Funds	\$ 84,570,770	\$ 84,570,770	\$ 84,570,770		
TOTAL PORTFOLIO	\$ 112,410,770	\$ 112,350,423	\$ 112,667,351	\$ 316,928	

Cit of SeaTac
Investment Portfolio Analysis
As of 1/31/2020

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
January	9,982,295	9,982,295	27,840,000	-	-	-	52,077,592	53,078,146	74,764,550	63,206	112,341	109,251	63,206	112,341	109,251
February	9,982,295	9,982,295	-	15,750	15,750	-	52,140,799	53,190,487	-	58,921	102,542	-	137,877	230,633	-
March	9,982,295	9,982,295	-	-	-	-	52,199,720	53,293,029	-	69,849	114,197	-	207,726	344,829	-
April	9,982,295	9,982,295	-	16,943	16,943	-	52,269,568	73,407,225	-	73,673	119,790	-	298,341	481,562	-
May	9,982,295	9,982,295	-	-	-	-	52,343,241	73,527,016	-	79,802	155,829	-	378,143	637,392	-
June	9,982,295	9,982,295	-	-	-	-	52,423,043	73,682,845	-	81,290	151,763	-	459,433	789,154	-
July	9,982,295	9,982,295	-	-	-	-	52,504,333	73,834,608	-	88,552	155,365	-	547,986	944,519	-
August	9,982,295	7,802,000	-	15,750	15,750	-	52,592,885	73,989,973	-	89,990	143,750	-	653,725	1,104,020	-
September	9,982,295	7,802,000	-	-	-	-	52,682,875	74,133,723	-	89,286	134,326	-	743,011	1,238,346	-
October	9,982,295	7,802,000	-	16,943	16,493	-	52,772,161	84,268,050	-	100,025	147,118	-	859,978	1,401,957	-
November	9,982,295	7,802,000	-	-	-	-	52,872,186	84,415,168	-	99,171	126,876	-	959,150	1,528,833	-
December	9,982,295	27,840,000	-	-	46,250	-	52,971,357	74,655,299	-	106,789	113,256	-	1,065,939	1,688,338	-
Average	9,982,295	10,743,672	2,320,000	5,449	9,265	-	52,487,480	70,456,297	6,230,379	83,379	131,429	9,104	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2020 Budget		
	2 Yr T-Note 2018	2 Yr T-Note 2019	2 Yr T-Note 2020	90 Day TBill 2018	90 Day TBill 2019	90 Day TBill 2020	City 2018	City 2019	City 2020	LGIP 2018	LGIP 2019	LGIP 2020	Actual	Budget	% of Budget
January	2.14%	2.45%	1.33%	1.46%	2.41%	1.52%	1.96%	1.54%	1.86%	1.43%	2.49%	1.72%	109,251	41,574	263%
February	2.25%	2.52%	-	1.65%	2.45%	-	1.96%	1.54%	-	1.47%	2.52%	-	-	41,574	0%
March	2.27%	2.27%	-	1.73%	2.40%	-	1.97%	1.53%	-	1.58%	2.53%	-	-	41,574	0%
April	2.49%	2.27%	-	1.87%	2.43%	-	2.08%	1.53%	-	1.71%	2.54%	-	-	41,574	0%
May	2.40%	1.95%	-	1.93%	2.35%	-	1.94%	1.52%	-	1.80%	2.50%	-	-	41,574	0%
June	2.52%	1.75%	-	1.93%	2.12%	-	1.96%	1.52%	-	1.87%	2.51%	-	-	41,574	0%
July	2.67%	1.85%	-	2.03%	2.08%	-	1.98%	1.52%	-	1.99%	2.48%	-	-	41,574	0%
August	2.62%	1.50%	-	2.11%	1.99%	-	1.91%	1.59%	-	2.01%	2.29%	-	-	41,574	0%
September	2.81%	1.63%	-	2.19%	1.88%	-	1.91%	1.60%	-	2.06%	2.20%	-	-	41,574	0%
October	2.87%	1.52%	-	2.34%	1.54%	-	1.86%	1.59%	-	2.23%	2.06%	-	-	41,573	0%
November	2.80%	1.61%	-	2.37%	1.59%	-	1.79%	1.59%	-	2.28%	1.83%	-	-	41,573	0%
December	2.48%	1.58%	-	2.45%	1.55%	-	1.63%	1.87%	-	2.37%	1.77%	-	-	41,573	0%
Average	2.53%	1.91%	1.33%	2.01%	2.07%	1.52%	1.87%	1.58%	1.86%	1.90%	2.31%	1.72%	109,251	498,885	21.90%