



Administration and Finance Committee Meeting Minutes

April 9, 2020

4:00 PM

Virtual Meeting

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:03 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: Joel Wachtel, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>Public comments were sent in electronically prior to the meeting. Several public comments were received in response to item #7, a resolution regarding residential evictions & encouraging landlords to waive late fees during the COVID-19 emergency. One public comment received regarding item #5, a multi-family tax exemption contract.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 03/12/2020 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 items for committee approval:</i> <ol style="list-style-type: none"> 1. <i>Expense approval for Councilmember Kwon NLC Congressional City Conference Lodging: \$1,298.43 Meals: \$50.00 Transportation: \$129.25 Total: \$1,477.68</i> <i>The committee voted to approve.</i> 2. <i>Expense approval for Mayor Sitterley FAA (Trip Cancelled – Reimbursement Check Voided) Transportation: \$(633)</i>

	<p><i>Total: \$(633)</i></p> <p><i>Councilmember Negusse and Councilmember Hill voted to approve. Mayor Sitterley abstained from voting.</i></p> <p>3. <i>Expense approval for Councilmember Hill FAA (Trip Cancelled – Travel Voucher Held by City) Lodging: \$411.30 Total: \$411.30</i></p> <p><i>Mayor Sitterley and Councilmember Negusse voted to approve. Councilmember Hill abstained from voting.</i></p>
<p>5. Multi-Family Tax Exemption Contract & Easements – Inland Group</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Community and Economic Development Director Steve Pilcher and Senior Assistant City Attorney Mark Johnson provided the committee with a proposed Multi-Family Housing Limited Property Tax Exemption Agreement between the City of SeaTac and Inland Group’s “Polaris at SeaTac” development. If approved a conditional certificate will be awarded and the company will have 3 years to complete the project. Once the project has been completed, a final certificate will be awarded and the exemption will begin for the duration of 12 years. The committee recommended this item for approval and it will be brought forward to the April 14th City Council meeting. The agreement also approves an aerial easement for canopies and a cantilever for a corner of a building that will encroach over City sidewalk.</i></p>
<p>6. COVID-19 CIR</p>	<p><i>City Manager Carl Cole provided the committee a memo in response to a CIR submitted by Councilmember Gobena and asked the committee for directions on the items identified. The committee discussed the suggestions proposed in the CIR and discussed the current measures already taken by the City and the support and options available to residents and businesses through the County, State, and Federal level. The committee agreed there is no further action needed in regards to the CIR and consider it resolved.</i></p>
<p>7. Resolution regarding residential evictions & encouraging landlords to waive late fees during the COVID-19 emergency</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Manager Carl Cole provided the committee with a proposed resolution in support of Governor Inslee’s moratorium on residential evictions, and encouraging residential landlords to waive late fees during the COVID-19 outbreak. The City does not have any authority over evictions, the proposed resolution only expresses the City’s support of the Governor’s proclamation. The mayor expressed opposition to the resolution, and Councilmember Negusse and Hill were in support. Councilmember Negusse proposed some additions to the resolution. A</i></p>

	<i>revised resolution will be drafted and brought forward to a future City Council meeting.</i>
8. Proclamation Related to Gambling Taxes	<u> X </u> Recommended for Approval <i>City Manager Carl Cole presented the committee a proclamation related to gambling taxes, authorizing the City Manager to extend the deadline for payment of 1st and 2nd quarter 2020 gambling taxes by 90 days. The committee was in support of the proclamation and it will be brought forward on the consent agenda at the April 14th City Council meeting.</i>
9. February Investment Report	<u> X </u> Informational Update <i>Finance Director Gwen Pilo provided the committee with a brief update on the City's Investments.</i>
10. Future Meeting Schedule	<i>The next A&F Meeting is scheduled for May 14th at 4:00 PM (Location: TBD)</i>
11. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:03 PM.</i>



4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800

Mayor
Erin Sitterley

Deputy Mayor
Peter Kwon

Councilmembers
Senayet Negusse
Joel Wachtel
Clyde Hill
Takele Gobena
Pam Fernald

City Manager
Carl Cole

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

03/11/2020

Rune Harkestad
Riverton Housing, LLC
845 NE 106th Avenue, #100
Bellevue, WA 98004

Subject: MTE19-0003: Mayer Court Apartments; Approval Letter

Mr. Harkestad:

City staff has completed its review of the Mayer Court Apartments Multi-Family Property Tax Exemption Conditional Certificate Application (MTE19-0003) and has determined that it complies with the requirements of SMC 3.85.070 as follows:

1. **Requirement:** When a new structure is being created, a minimum of twenty (20) new multi-family units are being constructed.
Findings: The development consists of 117 multi-family units.
2. **Requirement:** The proposed project is, or will be at the time of completion, in conformance with all approved plans, and all applicable requirements of the SeaTac Municipal Code or other applicable requirements or regulations in effect at the time the application is approved.
Findings: The City's SEPA Responsible Official issued a Determination of Nonsignificance on October 31, 2019 (SEP19-0006). The preliminary site plan review application (SPR19-0001) for the development was approved on March 09, 2020. The development will undergo further review at the time of the building, right-of-way, and civil permit applications.
3. **Requirement:** The owner has complied with all of the requirements of this chapter, including but not limited to project eligibility requirements contained in SMC 3.85.050, and application requirements contained in SMC 3.85.060.
Findings: The owner has complied with all of the requirements of Chapter 3.85 SMC.
4. **Requirement:** The project site is located within a designated residential targeted area.
Findings: The development is located in SeaTac's Urban Center, which is designated as the City's residential targeted area per SMC 3.85.030(E).

Therefore, your application is approved. The next step in the MTE process is for you, the owner, to enter into a contract with the City, which must be approved by the City Council. Following City Council approval of the contract, and acceptance of the contract by you, the City Manager shall issue a conditional certificate of acceptance of the tax exemption.

If you have any questions concerning the above information, please contact Senior Planner Dennis Hartwick at 206-973-4837 or dhartwick@seatacwa.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Carl Cole'.

Carl Cole, *City Manager*

cc:

Steve Pilcher, Community and Economic Development Department
Gwen Pilo, Finance Department
Jennifer Kester, Planning Division
Dennis Hartwick, Planning Division

**MULTI-FAMILY HOUSING LIMITED PROPERTY
TAX EXEMPTION AGREEMENT BETWEEN THE CITY OF SEATAC AND
RIVERTON HOUSING, LLC FOR THE
MAYER COURT APARTMENTS**

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT (“Agreement”) is entered into this ____ day of June, 2020, by and between the City of SeaTac, a Washington municipal corporation (the “City”) and Riverton Housing, LLC, a Washington limited liability company (the “Owner”).

RECITALS

WHEREAS, the City has an interest in increasing residential opportunities by stimulating construction of new multi-family housing in the South 154th Street Station Area, as designated in the City’s Comprehensive Plan (“154th Street Station Area”) to increase housing opportunities; and

WHEREAS, the City also seeks to achieve development densities that enhance the use of the community’s mass transit opportunities and the public investment in such opportunities and promote community development and fulfillment of the City’s South 154th Street Station Area Plan; and

WHEREAS, the City has, pursuant to the authority granted to it by RCW 84.14, designated the City’s Urban Center, as designated in the City’s Comprehensive Plan, as a Residential Targeted Area for the provision of either eight- or twelve-year limited multi-family property tax exemptions (“MFTE”) for qualifying multi-family residential housing; and

WHEREAS, the South 154th Street Station Area is located with the City’s Urban Center; and

WHEREAS, the City has, through Chapter 3.85 of the SeaTac Municipal Code (“SMC”), enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the King County Assessor that the property owner is eligible to receive a limited property tax exemption; and

WHEREAS, pursuant to SMC 3.85.060, the Owner submitted to the City a complete application, dated August 5, 2019, and subsequently revised on March 2, 2020 (the “Application”), for an eight-year MFTE for constructing 117 units of new multi-family residential housing located in the South 154th Street Station Area, to be referred to as the “Mayer Court Apartments” (the “Project”, more specifically described below); and

WHEREAS, pursuant to SMC 3.85.070, the City’s Community and Economic Development Director and the City Manager have determined that the Project, if completed as proposed, satisfies the requirements for an eight-year Final Certificate of Tax Exemption as required under Chapter 3.85 SMC and has approved the Owner’s Application; and

WHEREAS, the SeaTac City Council passed Resolution No. 20-____ approving this Agreement and the terms of the Project and eligibility for the MFTE under Chapter 3.85 SMC;

AGREEMENT

NOW, THEREFORE, the City and the Owner do mutually agree as follows:

1. Subject Property and Project.

1.1. The Property. The Owner has submitted to the City preliminary site plans (City of SeaTac File No. SPR 19-0001) for a multi-family residential housing development located at generally at 15005 15025 Military Road South, in the City’s South 154th Street Station Area (the “Property”).

1.2. The Project. The proposed Project on the Property is a multi-family development consisting of a six-story mixed-use building with 47 parking spaces in structured parking, 10,445 square feet of commercial space, and 105 residential units. The development also includes two sixplex apartment buildings and 85 surface parking spaces.

2. Conditional Certificate of Acceptance. Upon execution of this Agreement by all parties, the City shall issue the Owner a conditional certificate of acceptance of tax exemption (“Conditional Certificate”), which shall expire three (3) years from the date of City Council approval unless an extension is granted by the City pursuant to SMC 3.85.070 (D).

3. Final Certificate of Tax Exemption.

3.1. Project Requirements. To qualify for a final certificate of tax exemption (“Final Certificate”), the Owner shall complete construction of the Project on the Property:

3.1.1. in compliance with SMC 3.85.040;

3.1.2. substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City Council approval of this Agreement;

3.1.3. pursuant to all applicable Project permit conditions and requirements;

3.1.4. in compliance with all other generally applicable local, state, and federal land use, environmental, development, and building regulations; and

3.1.5. within the three-year time period as provided for on the Conditional Certificate, or within any extension thereof granted by the City.

- 3.2. **Application for Final Certificate.** The Owner may request a Final Certificate upon completion of the Project and the City's issuance of either a temporary or permanent certificate of occupancy. Such request shall be submitted pursuant to the requirements of SMC 3.85.100.
- 3.3. **Granting of Final Certificate.** The City shall review and either grant or deny the Owner a Final Certificate for the Project pursuant to SMC 3.85.100.
- 3.4. **Annual Reporting.** Upon the City's granting of a Final Certificate, the Owner shall be responsible to comply with the annual certification and reporting requirements pursuant to SMC 3.85.110, in addition to any and all other reporting requirements of the King County Assessor's office, to maintain the tax exemption status.
- 3.5. **Cancellation of Tax Exemption.** The tax exempt status of the Project may be cancelled, and the Final Certificate revoked, if the Property no longer qualifies for the tax exemption or for the reasons set forth in SMC 3.85.120.

4. **General Provisions.**

- 4.1. **Statute References.** In this Agreement, unless the context otherwise requires, a reference to the SMC or other statute or law is a reference to that provision as extended, applied, amended, or enacted from time to time and includes any subordinate legislation.
- 4.2. **Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned, or transferred to it. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned, or transferred to it.
- 4.3. **Amendment.** This Agreement may not be modified or amended except by writing signed by the parties and pursuant to SMC 3.85.080.
- 4.4. **Assignment.** The Owner shall not assign or transfer any interest in this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.
- 4.5. **No Waiver.** Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of

the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.

- 4.6. Severability.** Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.
- 4.7. Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed by certified mail with postage prepaid to the address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.
- 4.8. Governing Law/Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.
- 4.9. Attorney's Fees.** If any party initiates legal proceedings related to the validity, construction, enforcement, interpretation, or breach of this Agreement, the substantially prevailing party shall be entitled to all costs of such proceedings including reasonable attorney's fees. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.
- 4.10. Headings.** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.
- 4.11. Recording.** Upon execution by all parties, the Owner shall timely record this Agreement against the Property with the King County Auditor at the sole expense of the Owner.
- 4.12. Authority.** Each individual executing this Agreement on behalf of the City and the Owner represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of each.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF SEATAC

RIVERTON HOUSING, LLC

By: _____
Printed Name: Carl C. Cole
Title: City Manager
Date: May 8, 2020

By: _____
Printed Name: _____
Title: _____
Date: May 8, 2020

Approved as to Form:

City of SeaTac Legal Department

DRAFT

STATE OF WASHINGTON)
) ss.
COUNTY OF SPOKANE)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the Manager of Polaris SeaTac Manager, LLC, the Manager of Polaris at SeaTac, LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

WITNESS my hand and official seal hereto affixed this _____ day of May, 2020.

Printed Name: _____
Notary Public in and for the State of
Washington, residing at _____

My commission expires: _____

DRAFT



MEMORANDUM

Date: May 8, 2020

To: Administration and Finance Committee

From: Carl Cole, City Manager

Re: COVID-19 Security Guard Add

As a result of COVID-19 operational changes required during City closure, reception will be relocated to the first floor lobby. In addition to physical changes (desk and defined reception area) an added safeguard is needed to help City Hall customers with directions and to coordinate an orderly assembly and flow of individuals coming into City Hall. Customers will check in at reception and then wait for the business or city staff representative to provide additional guidance. This added safeguard is another G4S Security Guard. Currently the Courtroom G4S Security Guard is used as a “Lobby Ambassador” helping and guiding customers coming to City Hall during this shutdown and modified opening (allowing construction permits). The Police Department provides mandatory break and lunchtime coverage with the Parking Compliance Officers (CPO’s) Monday-Friday during the hours of 10am-4pm. The current G4S Security Guard, when Municipal Court is back in session, needs to focus attention on courtroom screening and security and would not be able to cover both areas. The additional G4S Security Guard would be able to relieve the use of our Police CPO’s and allow them to resume their normal duties. As we gain more experience with the process of check ins at reception on the first floor modifications can and will be made to accommodate customers coming to City Hall.

G4S is expected to provide the necessary care and experience to meet the needs required of the position as a Lobby Security Ambassador. This position is expected to be able to help and provide the necessary overlap with Courtroom screening and security duties for the mandatory break times and vice versa for the Lobby Ambassador.

G4S current contract outlining their standard of performance, scope of work, and compensation is attached for reference. G4S was chosen to provide security for the City because they would be able to have flexibility in adding additional services as requested. The modified scope of services would begin June 1, 2020 or as soon as Municipal Court begins hearing cases. Also attached is the G4S Change Order adding the additional security guard. The additional compensation would be less than \$40,000 for the remainder of this year and be covered by COVID-19 Funding (CARES) available to the City. Based upon the needs of the City the request is to have this position for the remainder of the contract with the understanding that notice can be given to terminate the added service with 30-60 days’ notice.

**CONTRACT
BETWEEN THE CITY OF SEATAC
and G4S Secure Solutions (USA) Inc.
For
CONTRACT SECURITY SERVICES**

THIS CONTRACT is made and entered into effective on the date upon which the last party to sign this Contract so signs the Contract, by and between the City of SeaTac, a municipal corporation of the State of Washington, hereinafter referred to as the "City", and G4S Secure Solutions (USA) Inc., hereinafter referred to as the "Contractor", on the following terms and conditions in conjunction with the project indicated above.

1. **EMPLOYMENT.** The City hereby agrees to retain and employ the Contractor, as an independent contractor, and the Contractor hereby agrees to serve the City pursuant to this Contract.
2. **SCOPE OF SERVICES.** The Contractor shall be responsible for those outlined in Attachment A.
3. **TIME FOR BEGINNING AND COMPLETION.** The Contractor shall begin work under this Contract by May 15, 2018 with 4 additional one (1) year renewals.
4. **PROFESSIONAL STANDARDS.** The Contractor shall be responsible, to the level of competency presently maintained by other practicing professionals in the same type of work in this community.
5. **COMPENSATION AND INVOICING.** The Contractor shall be paid only for services actually rendered and per the schedule outlined in Attachment B. The City shall pay the Contractor within 30 days of receipt of invoice compensation not to exceed the amount of \$52,050 not including Washington State sales tax.
6. **EQUAL EMPLOYMENT OPPORTUNITY.** The Contractor shall strictly abide by all local, state and federal equal employment opportunity laws and policies relating to the establishment of non-discrimination in hiring and employment practices, and assuring the service of all clients, customers or involved members of the public without discrimination.
7. **RESTRICTION AGAINST ASSIGNMENT.** The Contractor shall not assign this Contract or any interest herein, nor any money due or to become due hereunder without first obtaining the consent of the City. The Contractor shall not subcontract part of the services to be performed under the terms of this contract.
8. **CONTINUATION OF PERFORMANCE.** In the event that any dispute or conflict arises between the parties regarding any of the performance of the Contractor while this Contract is in effect, the Contractor agrees that, notwithstanding such dispute or conflict, the Contractor shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities. If any dispute or conflict arises that is not either of the above performance or product issues, the Contractor may elect to stop work until the dispute or conflict is resolved.
9. **TERMINATION OF CONTRACT.** Either the City or the Contractor may terminate this Agreement in the event the other party fails to perform in accordance with the provisions of this Contract. Termination of this Contract is accomplished by either party giving the other party written notice of such termination, specifying the reason for the termination, the extent and effective date thereof, by not sooner than thirty (30) days from date of such notice, providing that the Contractor shall complete and be compensated for any duties previously assigned and accepted. Either party may terminate this Agreement for any or no reason, at its convenience and without penalty, by providing sixty (60) days prior written notice.

AGREEMENT NO. 18-A059

- 10. CONTRACT ADMINISTRATION.** This Contract shall be administered by G4S Secure Solutions (USA) Inc. on behalf of the Contractor and by the City Managers representative on behalf of the City. Any written notices required by terms of this Contract shall be served or mailed as follows:

TO THE CITY:

Joseph Scorcio, AICP

City Manager

4800 South 188th Street
SeaTac, WA 98188-8605
Phone: (206) 973-4671
E-mail: lellis@ci.seatac.wa.us

TO THE CONTRACTOR:

G4S Secure Solutions (USA) Inc.
1395 University Blvd.
Jupiter, FL 33458
Email: contracts@usa.g4s.com

- 11. CONSTRUCTION AND VENUE AND DISPUTE RESOLUTION.** This Contract shall be construed in accordance with the laws of the State of Washington. It is agreed that King County, Washington shall be the venue for any arbitration or lawsuit arising out of this Contract. Except as otherwise provided by law, it is expressly understood that neither party can institute any legal action against the other based on this Contract until the parties have exhausted the arbitration procedures required in the following paragraph.

If a dispute arises from or relates to this Contract or the breach thereof, and if the dispute cannot be resolved through direct negotiations between the parties, then the parties agree to first settle their dispute by arbitration, which shall be conducted under the American Arbitration Association's Arbitration Rules. The arbitrator may be selected by agreement of the parties or through the American Arbitration Association. All fees and expenses for arbitration shall be borne equally by the parties, and each party shall bear the expenses of its own counsel, experts, witnesses, and preparation of evidence.

- 12. INDEMNIFICATION.** Contractor shall defend, indemnify and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the Contractor's negligent performance, willful misconduct, breach of duties or failure to perform under this Agreement, except to the extent caused by the City's negligence or willful misconduct. Contractor's obligation to defend, indemnify and hold harmless includes any claim by Contractors' agents, employees, representatives, or any Subcontractor or its employees. The provisions of this section shall survive the expiration or termination of this Agreement.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

- 13. INSURANCE.** The Contractor shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as **Primary-Non-Contributory Additional Insured's** of said policies.

The Contractor shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The Contractor shall file with the City a

certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form

\$1,000,000 per occurrence liability /\$2,000,000 annual aggregate.

Stop Gap Liability-\$1,000,000/\$1,000,000/\$1,000,000

Primary-Non Contributory Additional Insured coverage for the City of SeaTac, and its officers, officials, employees and volunteers.

AUTOMOBILE LIABILITY

\$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile.

WORKER'S COMPENSATION

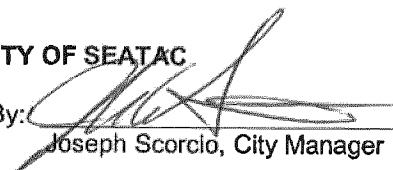
Employees of Contractor and Subcontractors are to be insured under Washington State Industrial Insurance.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract

14. MERGER AND AMENDMENT. This Contract contains the entire understanding of the parties with respect to the matters set forth herein and any prior or contemporaneous understandings are merged herein. This Contract shall not be modified except by written instrument executed by all parties hereto.


IN WITNESS WHEREOF, the parties hereto have executed this contract.

CITY OF SEATAC

By: 
Joseph Scorcio, City Manager

Date: 4-18-18

CONTRACTOR

By: 
CHRISTOPHER W. PHILLIPS, G.M.

Date: 04/09/18

APPROVED AS TO FORM:



ATTACHMENT A

SCOPE OF SERVICES

G4S Secure Solutions (USA) Inc. shall follow procedures and practices as outlined in their Request for Proposal (attached) for the following areas: Licensing Requirements; Security Officer Background Investigations and Pre-Employment Screening Requirements; and, Training and Appearance Requirements.

The Scope of Work **(Required)**

- City Hall Building and Parking Facilities - 4800 South 188th Street, SeaTac, WA 98188
 - Foot patrol, emergency response, and courtroom security operations.

Foot Security Patrols: Foot Security Patrols will frequently and systematically patrol assigned areas with a particular awareness for hazardous conditions, suspicious and/or unlawful activity, disorderly or unusual activity and violations of City security procedures.

Emergency Response: Emergency Response activities security officers may be required to respond to include fire alarms, large and small scale criminal actions, bomb threats, suspicious packages, hazardous materials, medical emergencies, elevator entrapments, extreme weather or earthquakes, terrorist actions, and both partial and full building evacuations and drills.

Courtroom Security Operations: Courtroom Security Operations include screening persons, bags, packages and parcels for weapons and prohibited items at the City of SeaTac Courtroom using walk through metal detectors and hand held metal detectors. The discovery of weapons and prohibited items are reported to City Police Officers.

Scope of Work **(Optional)** will be provided as denoted to the properties named below:

- Valley Ridge – 4644 South 188th Street,
 - Vehicle and foot patrol, emergency response
- SeaTac Community Center – 13735 24th Ave. S
 - Vehicle and foot patrol, emergency response
- Various City Parks and Special Events
 - Vehicle and foot patrol, emergency response
- Public Works/Parks Maintenance Facility – 2000 South 136th Street
 - Vehicle and foot patrol, emergency response

G4S Secure Solutions (USA) Inc. will develop performance accountability programs and metrics; develop and maintain Standard Operating Procedures for City Hall Building/Parking Facilities and provided to the City of SeaTac Police Department; provide Post Management (G4S Secure Trax), Performance Reporting (G4S Insight), Labor Scheduling and Time and Attendance systems per their RFP.

In addition, G4S Secure Solutions (USA) Inc.:

- Will maintain a highly experienced and qualified leadership team responsible for the management of contract security staff and operations; ensuring consistent delivery of services as required by City of SeaTac throughout the term of the contract.
- Shall provide a dedicated account manager responsible for leading, training and supervising contractor's employees and security operations. The account manager serves as the primary point of contact for the City of SeaTac Security Manager. The account manager shall have extensive and demonstrated experience in security enforcement and leadership positions. The account manager position is not billable to the City.
- The dedicated account manager is required to attend any City of SeaTac security meetings as necessary and present reports on the contract security program and operations as directed.
- Shall operate a staffing schedule designed to serve the needs of the City security program and operations per the schedule attached.
- Contractor shall meet with the City as needed to review contract security operations, performance, metrics, accounting and other issues as required.

Miscellaneous Requirements

1. Contractor shall provide and maintain communications equipment for use by Contractor's employees.
2. Contractor shall be capable of providing additional fully trained and equipped security officers to supplement the security staff assigned to City of SeaTac in order to maintain full staffing at all times and provide additional staffing on short notice in the event of emergency or critical incident.



INTERNAL USE ONLY

Customer ID: 225873
 PO Number: _____
 Project Number: 0225299

CHANGE ORDER

Customer name: ("Company")
City of SeaTac

Request date:
May 6, 2020

Effective date of the change:
June 01, 2020

Service Location:
SeaTac Washington

Change requested by: Tim Ramsaur, Sr. Management Analyst Customer Name & Title
Angela De Leo District Manager G4S Name & Title

Proposed changes include:	Add	Delete	Change	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay Rate
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bill Rate
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One Time Bonus
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service Address
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Billing Address
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Service

The proposed change is as follows:
 Add new position, Lobby Ambassador to start effective June 1st, 2020.
 New position will be 40 hours per week
 Wage will be \$19.50, bill rate \$32.03

COMPANY ACCEPTANCE OF CHANGE ORDER: The proposed changes above are acceptable and you are authorized to proceed. By signing this change order, I represent that I have the authority to approve the proposed change and to sign this document on behalf the Company.

Name: _____ Date: _____

Signature: _____ Title: _____

G4S ACCEPTANCE OF CHANGE ORDER: The above proposed changes are acceptable. By signing this change order, I represent that I have the authority to approve the proposed change and to sign this document on behalf of G4S.

Name: Ed Billington Date: 05.06.2020

Signature: [Signature] Title: Market Vice President-NW



MEMORANDUM

Date: May 11, 2020

To: Administration and Finance Committee

From: Carl Cole, City Manager

Re: Limited Term Judicial Support Specialist

A number of factors have occurred that put us in the position of possibly having to fund a Limited Term Judicial Support Specialist (JSS) in the Court.

- 1) We have an JSS on long term medical leave. This employee has been in unpaid status for much of this time, receiving required medical benefits only.
- 2) This employee will run out of protected leave this month, however, due to COVID-19 Proclamation 20-46 (attached), we are unable to medically separate this employee.
- 3) Due to workload and the requirement to meet statutory mandated deadlines on the filing and disposition of cases, the Court has backfilled the absent employee's position with a Temporary JSS for almost six months, which is the maximum time allowed under the Collective Bargaining Agreement (CBA).

The workload mentioned in #3 remains and must be met, so on behalf of the Court, I am requesting the addition of a Limited Term JSS so that the temporary JSS can continue to work at the court until the employee on medical leave is allowed to return, is medically separated following a declaration by the Governor that the Emergency State is over, or if he lifts the restrictions outlined in Proclamation 20-46, whichever comes first.

The attached Decision Card reflects the full cost of the position for the rest of the year but does not reflect that a position was already budgeted for, salary dollars that have not been fully spent. Assuming the Emergency Declaration lasts the rest of the year and we are obligated to pay the salary and benefits to the Limited Term JSS in addition to the benefits for the employee on medical leave, the difference will be just under \$10,000 (potentially reimbursable under the CARES Act) which would result in a need for a budget amendment later this year. Not knowing what the next few months will bring, we may not need it and this Decision Card is simply put forward for your approval to add the additional FTE.

**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATION 20-05**

20-46

High-Risk Employees – Workers’ Rights

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout Washington State as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in the state of Washington; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued amendatory Proclamations 20-06 through 20-45, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, the COVID-19 disease, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout the state of Washington, significantly increasing the threat of serious associated health risks statewide; and

WHEREAS, the Centers for Disease Control and Prevention reports that groups at higher risk of severe illness or death from COVID-19 are those over 65 years of age, and people of any age who have certain chronic underlying health conditions; and

WHEREAS, the threat of severe illness and death from COVID-19 to Washington State’s public and private sector workers who are in these higher-risk groups is recognized, and action must be taken to protect them from working conditions that require them to be placed in situations where they may be exposed to infection by the virus that causes the COVID-19 disease; and

WHEREAS, during this critical period of virus spread throughout our state, public and private sector workers in these high-risk groups must have access to accommodations to prevent greater risk of contracting COVID-19, and these decisions cannot be left solely to the employer; and

WHEREAS, to protect our public and private sector workers in these high-risk categories from the significant life, health and safety risks of the COVID-19 disease, it is necessary that employers seek any and all options for alternative work arrangements and that these workers are protected from job displacement, loss of employment benefits, and any requirement that they use personal accrued leave before applying for any available unemployment benefits; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to threaten the life and health of our people, as well as the state economy, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues to coordinate resources across state government to support the Department of Health and local health officials in alleviating the impacts to people, property, and infrastructure, and continues to coordinate with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim: that a State of Emergency continues to exist in all counties of Washington State; that Proclamation 20-05 and all amendments thereto remain in effect; and, that Proclamation 20-05 is amended, through the exercise of my prohibitory powers under RCW 43.06.220(1)(h), to prevent all employers, public or private, from failing to provide accommodation to high-risk workers, as defined by the Centers for Disease Control and Prevention, that protects them from risk of exposure to the COVID-19 disease on the job. If an employer determines that alternative work arrangements are not feasible, the employer is prohibited from failing to permit an employee to utilize all available accrued leave options free from risk of adverse employment action.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies

to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace, I hereby prohibit all public and private employers in Washington State from taking any action that is inconsistent with the following practices related to high-risk employees, as that term is described or defined in guidance issued by the Centers for Disease Control and Prevention. This prohibition shall remain in effect until 11:59 PM on June 12, 2020, unless extended beyond that date:

1. Employers are prohibited from failing to utilize all available options for alternative work assignments to protect high-risk employees, if requested, from exposure to the COVID-19 disease, including but not limited to telework, alternative or remote work locations, reassignment, and social distancing measures; and
2. Employers are prohibited from failing to permit any high-risk employee in a situation where an alternative work arrangement is not feasible to use any available employer-granted accrued leave or unemployment insurance in any sequence at the discretion of the employee; and
3. In the event the employee's paid time off exhausts during the period of leave, employers are prohibited from failing to fully maintain all employer-related health insurance benefits until the employee is deemed eligible to return to work; and
4. Employers are prohibited from taking adverse employment action against an employee for exercising their rights under this Proclamation that would result in loss of the employee's current employment position by permanent replacement.

FURTHERMORE, based on the above situation and under the provisions of RCW 43.06.220(1)(h), to help preserve and maintain life, health, property or the public peace and to support implementation of the above prohibited activities by employers, I also hereby prohibit all public and private employers in Washington State and labor unions representing employees in Washington State from applying or enforcing any employment contract provisions that contradict or otherwise interfere with the above prohibitions and the intent of this Proclamation as described herein until 11:59 PM on June 12, 2020, unless extended beyond that date.

To the greatest extent possible, all prohibitions in this Proclamation shall be construed to protect the employee from loss of their position, loss of employment benefits, and retaliation for decisions made regarding whether and how to work for their employer pursuant to this Proclamation.

This Proclamation shall not be construed to prohibit employers from hiring temporary employees so long as it does not negatively impact the permanent employee's right under this Proclamation to return to their employment position without any negative ramifications to their employment status by the employer.

This Proclamation also shall not be construed to prohibit an employer from requiring an employee who does not report to work under this Proclamation to give up to five days' advance notice to the employer of any decision to report to work or return to work under this Proclamation.

This Proclamation also shall not be construed to prohibit an employer from taking employment action when no work reasonably exists, such as in a circumstance of a reduction in force, for a high-risk employee during this Proclamation. However, in the case that no work exists, employers shall not take action that may adversely impact an employee's eligibility for unemployment benefits.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 13th day of April, A.D., Two Thousand and Twenty at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

City of SeaTac Budget Decision Card

Title:		Department:
Amount:		Division:
BARS#:		Director:
On-Going	Mandatory	Preparer:
One-Time	Discretionary	

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

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

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

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

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

	<u>Source/Fund (be specific)</u>	<u>Amount</u>	<u>Amount</u>
Current Operations:			
Ending Fund Balance:			
Grant:			
Other:			
TOTAL			

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card:

Position Title *(Provided by HR) :*

Salary Range *(Provided by HR) :*

Limited Term Position? (Y/N)

Primary Duties/Responsibilities:

Total Salary *(provided by Finance)*

Total Benefits *(provided by Finance)*

Subtotal Salary and Benefits

	BARS
Office Supplies	XXX.XX.31.008
Uniform & Safety Clothing	XXX.XX.31.018
Office Furniture & Equipment	XXX.XX.35.000
Computer & Hardware	301 FUND
Telephone	
Cell Phone Purchase	XXX.XX.35.000
Cell Phone Monthly Charges	XXX.XX.42.028
Software Subscriptions	XXX.XX.49.053
Training & Conferences	
Lodging	XXX.XX.43.031
Meals	XXX.XX.43.032
Transportation	XXX.XX.43.033
Registration	XXX.XX.49.061
Vehicle	
Vehicle Purchase	501 FUND
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002

Other *(specify) :*

Subtotal Associated Costs

TOTAL:



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: May 14, 2020
Re: March 31, 2020 Investment Report

Attached is the March 2020 Investment Compliance Report and Portfolio Analysis.

At the end of March, the City had \$ 82,405,253 in cash and short-term investments, and \$29,224,440 in long-term investments at market value. Total cash on hand and investments equals \$111,629,693.

Interest received during the month was \$55,960 from the bonds and \$81,513 from the LGIP. Interest paid to date is \$346,443.

The 2-year Treasury note and 90-day T-bill continued the sharp decline in March and the LGIP continues to follow the trend.

SeaTac Yield is 1.58% compared to the LGIP at 1.30%.

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	74%	82,405,253	YES
Under 1 year	25%	80%	89,713,100	YES
Under 5 years	100%	100%	111,629,693	YES
Maximum Weighted Average Maturity	3.00		2.61	
Maximum Single Maturity	5 Years		4.96	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		1.82%	\$ 2,036,608	
U.S. Agencies Primary	100%		16.80%	\$ 18,749,062	YES
FHLB		30%	3.85%	\$ 4,298,066	YES
FNMA		30%	7.43%	\$ 8,292,952	
FHLMC		30%	1.92%	\$ 2,139,644	
FFCB		30%	3.60%	\$ 4,018,400	
U.S. Agencies Secondary	20%		6.56%	\$ 7,323,993	YES
FICO		10%	4.72%	\$ 5,271,239	YES
FARMER MAC		10%	1.84%	\$ 2,052,754	
Municipal Debt Obligations	20%	5%	1.00%	\$ 1,114,777	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		8.47%	\$ 9,459,471	YES
Local Government Investment Pool	100%		65.35%	\$ 72,945,782	YES
Total			100%	\$ 111,629,693	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield at Cost
City of SeaTac - Core Investment Funds	\$ 28,340,000	\$ 28,408,238	\$ 29,224,440	\$ 816,202	1.58%
City of SeaTac Liquidity Funds	\$ 82,405,253	\$ 82,405,253	\$ 82,405,253		
TOTAL PORTFOLIO	\$ 110,745,253	\$ 110,813,491	\$ 111,629,693	\$ 816,202	

Cit of SeaTac
Investment Portfolio Analysis
As of 3/31/2020

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	27,840,000	15,750	15,750	-	52,140,799	53,190,487	74,864,270	58,921	102,542	99,719	137,877	230,633	208,970
March	9,982,295	9,982,295	28,340,000	-	-	55,960	52,199,720	53,293,029	72,945,782	69,849	114,197	81,513	207,726	344,829	346,443
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	7,001,667	5,449	9,265	4,663	52,487,480	70,456,297	18,547,884	83,379	131,429	24,207	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%	0.86%	1.65%	2.45%	1.25%	1.96%	1.54%	1.85%	1.47%	2.52%	1.68%	99,719	41,574	240%
March	2.27%	2.27%	0.23%	1.73%	2.40%	0.11%	1.97%	1.53%	1.58%	1.58%	2.53%	1.30%	137,473	41,574	331%
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%	0.81%	2.01%	2.07%	0.96%	1.87%	1.58%	1.76%	1.90%	2.31%	1.57%	346,443	498,885	69.44%

Public Funds Investments Information

Prepared For:
The City of SeaTac



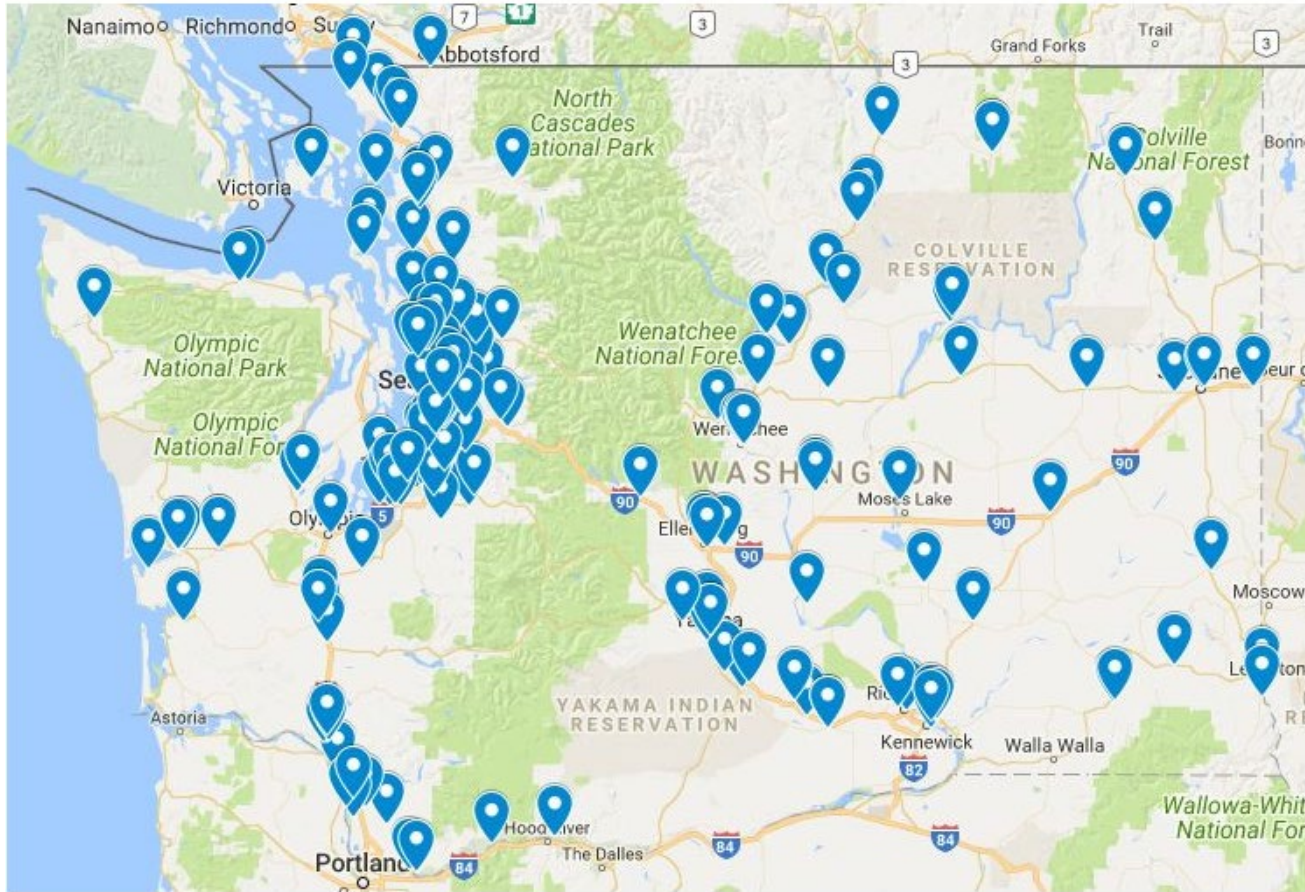
Prepared by:

**Paul Jarvis
Managing Director
Time Value Investments
(206) 365 – 3000
paul.jarvis@timevalueinv.com**

- Local firm, home office in Seattle, Washington.



- Over 150 public entity accounts in Washington, including:
 - City of Renton
 - City of Auburn
 - City of Federal Way
 - City of Des Moines
 - City of Fife



TIME VALUE INVESTMENTS
Seattle, WA
2010 - Present

EXPERIENCE

As the current Managing Director of Time Value Investments, Paul continues serving public entities across the West Coast. He has been retained to provide investment advisory/management services to a number of public entity accounts. He also provides securities on a brokerage basis to institutional public entity investors.

PIPER JAFFRAY
Seattle, WA
2001 - 2010

Paul was promoted to Managing Director at Piper Jaffray where his role was to develop multi-state institutional public entity investment accounts, including the continued development of Alaskan institutional investors.

US BANCORP INVESTMENTS
Seattle, WA
1989 - 2001

Paul served as a Vice President in the US Bank Bond Department. Paul's principal responsibility was to provide securities for institutional public entity investors in the Northwest region.

RAGEN MACKENZIE
Seattle, WA
1988 - 1989

Directly out of graduate school in 1988, Paul was hired by Ragen Mackenzie as an institutional investment provider. In this role, Paul's primary function was to provide fixed-income securities for local institutional public entity investors.

EDUCATION

MBA
Indiana University
Bloomington, IN

After receiving his Bachelor's degree, Paul went on to earn his MBA in Finance at Indiana University's Kelley School of Business, at the time, one of the top MBA programs in the nation.



Source: Bloomberg

Here are US Treasury yields for various maturities earlier in the COVID 19 crisis (3/26/20). (Note negative yields. More in our future?)

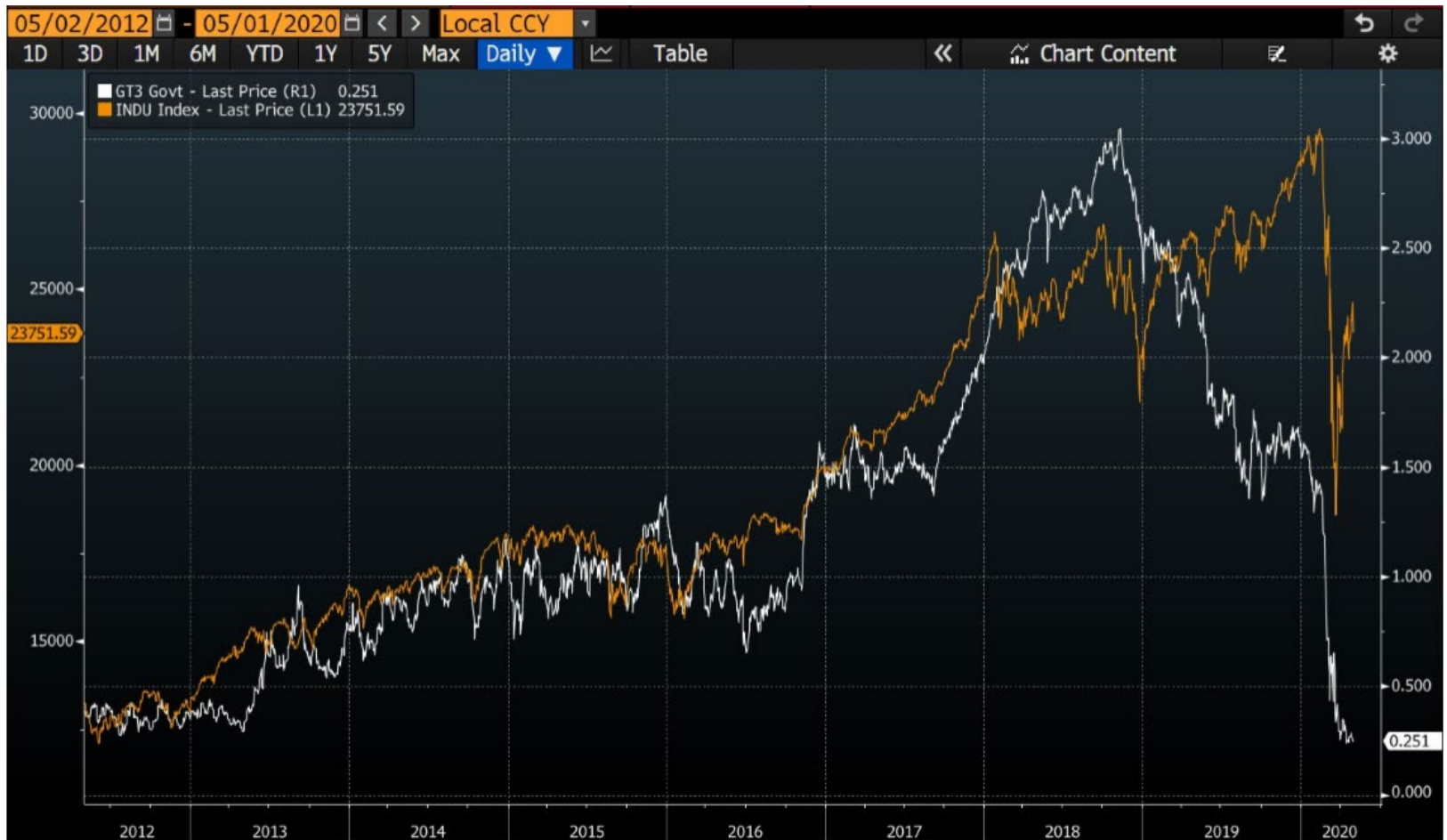
PUBLIC FUNDS INVESTMENTS



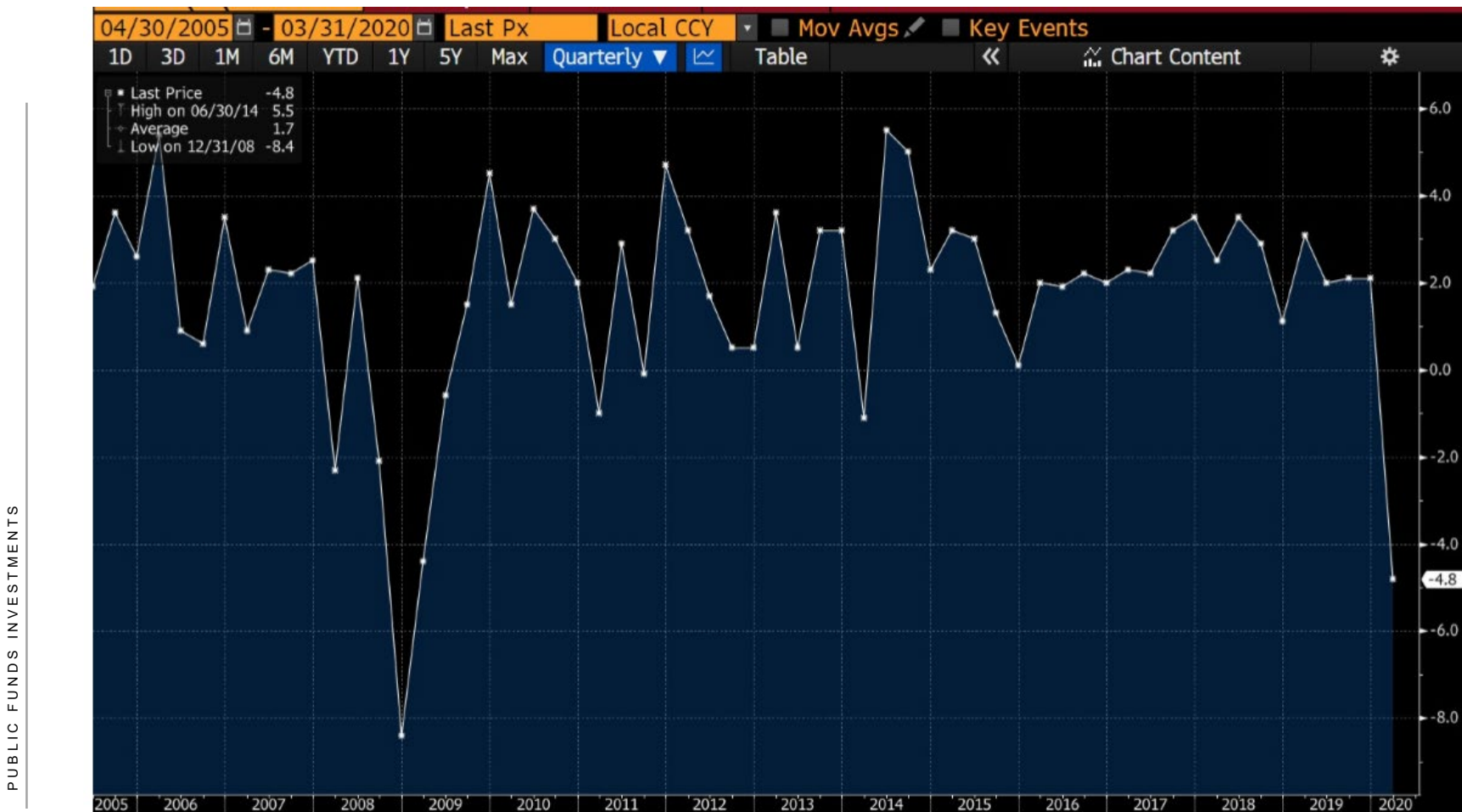
What influences interest rates?

Note how the Dow (orange) and 3 Year UST yields are correlated... usually.

PUBLIC FUNDS INVESTMENTS



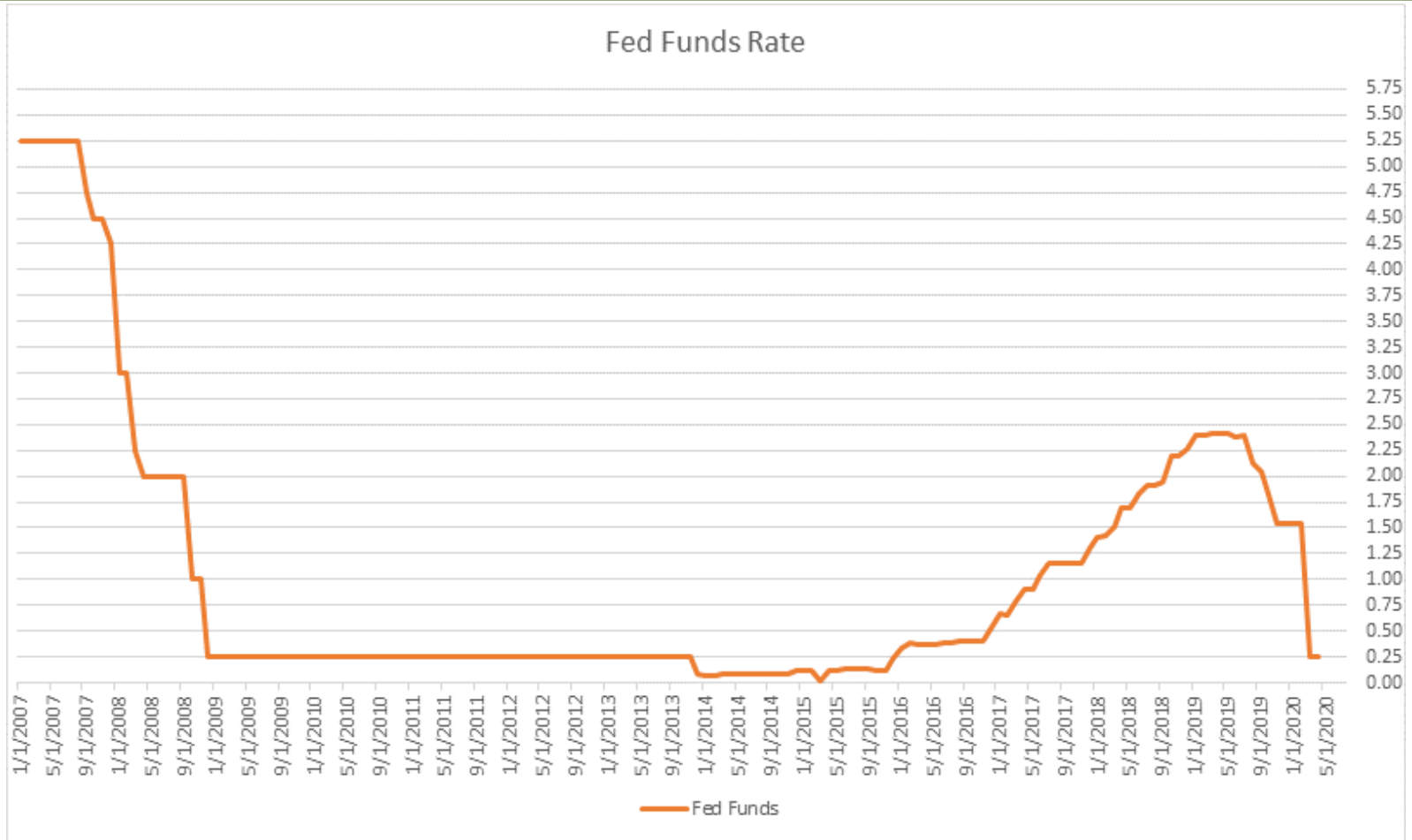
If a recession is
 “2 consecutive quarters of negative GDP growth,”
 we’re already ½ way there.



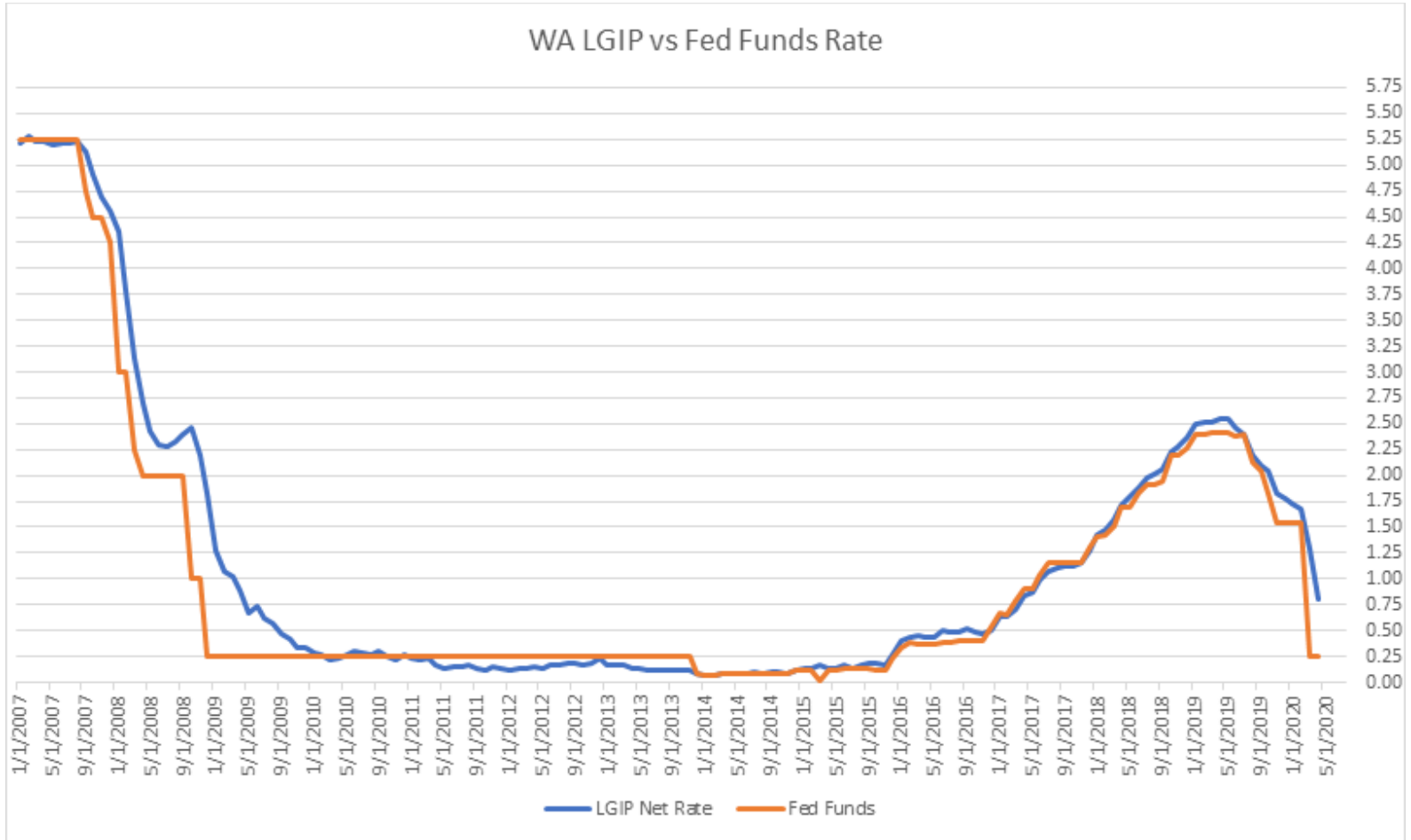
PUBLIC FUNDS INVESTMENTS

Source: Bloomberg

³⁷ The Federal Funds rate has been cut to the same level it was during the last recession (12/07-6/09).



The LGIP rate follows the Federal Funds rate very closely.



Let's look at the City of SeaTac's Portfolio. Here's a simple summary.

5/1/2020

BOND PORTFOLIO SUMMARY (Excluding Liquid Balances)

*YIELD

Yield To Maturity

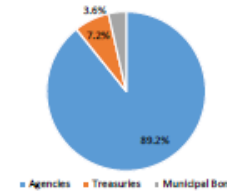
The yield of this portfolio is: **1.58%**

*Yield to Maturity of 1.58% means that this portfolio is currently generating approximately \$15,800 per \$1,000,000 invested per year.

*RISK

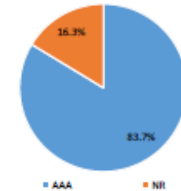
Portfolio Composition

The type of investments in this portfolio are displayed below:



Portfolio Ratings: S&P Format

The S&P Ratings of the bonds in this portfolio are displayed below:

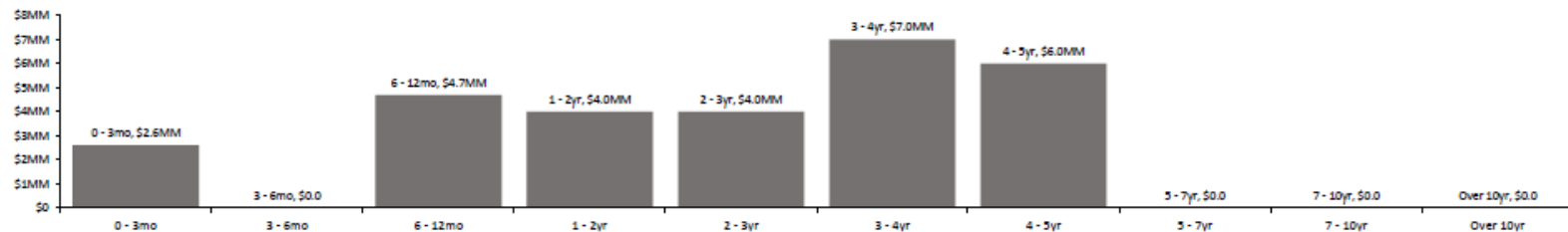


*These charts provide a useful measure of "Default" risk (the risk the investor doesn't get all their money back). The bonds are subject to many other risks such as market value risk, call risk, etc. that are not measured by the above charts.

*MATURITIES

Maturity Distribution

The Maturities of this portfolio are displayed below:



*If the portfolio contains any "callable" bonds, the issuer of the bonds may pay them off earlier than the dates shown above.

Here's a closer look.

All bonds in the SeaTac portfolio are conservative and authorized by Washington State RCW.

Portfolio Details - Sorted by Maturity

#	CUSIP/Sec-ID	Sec Desc 1	Weight	Par Value	Coupon *	Settle Dt	Mat Dt	Nxt Call Dt	Rating ***	YTM **	YTW **	Duration
1	76116FAD9	RFCSP	9.3%	2,630,000	0.000	5/18/2017	7/15/2020		NR	1.62	1.62	0.29
2	76116FAG2	RFCSP	9.4%	2,662,000	0.000	5/18/2017	1/15/2021		AAA	1.73	1.73	0.79
3	912833LC2	UST 0 COUPON	7.2%	2,038,000	0.000	12/5/2019	2/15/2021		AAA	1.59	1.59	0.87
4	3135G0Q89	FNMA	7.1%	2,000,000	1.375	12/5/2019	10/7/2021		AAA	1.58	1.58	1.49
5	3135G0T45	FNMA	7.1%	2,000,000	1.875	12/5/2019	4/5/2022		AAA	1.57	1.57	1.96
6	3135G0W33	FNMA	7.1%	2,000,000	1.375	12/5/2019	9/6/2022		AAA	1.59	1.59	2.39
7	313381BR5	FHLB	7.1%	2,000,000	1.875	12/5/2019	12/9/2022		AAA	1.60	1.60	2.62
8	3137EAEN5	FHLMC	7.1%	2,000,000	2.750	12/5/2019	6/19/2023		AAA	1.56	1.56	3.07
9	3135G0U43	FNMA	7.1%	2,000,000	2.875	12/5/2019	9/12/2023		AAA	1.60	1.60	3.30
10	31422BPQ7	FAMCA	7.1%	2,000,000	1.625	12/5/2019	11/22/2023		NR	1.60	1.60	3.52
11	833068NB1	SNOHOMISH & ISLAI	3.6%	1,010,000	4.000	3/18/2020	12/15/2023		AAA	1.10	1.10	3.44
12	3133ELCQ5	FFCB	7.1%	2,000,000	1.830	12/5/2019	6/3/2024	12/3/2020	AAA	1.83	1.83	0.66
13	3130A3GE8	FHLB	7.1%	2,000,000	2.750	12/13/2019	12/13/2024		AAA	1.65	1.65	4.42
14	3133ELTE4	FFCB	7.1%	2,000,000	1.220	3/17/2020	3/17/2025	6/17/2020	AAA	1.22	1.22	0.21
TOTAL and AVERAGES			100.0%	28,340,000			2.61 yrs	2.03 yrs		1.58	1.58	1.95

* Semi-Annual interest payment

** Yields calculated using cost price, at settlement date

*** NR AGY = Non-Rated U.S. Government Agency

Note also that the portfolio maturities are well diversified.

Portfolio Details - Sorted by Maturity

#	CUSIP/Sec-ID	Sec Desc 1	Weight	Par Value	Coupon *	Settle Dt	Mat Dt	Nxt Call Dt	Rating ***	YTM **	YTW **	Duration
1	76116FAD9	RFCSP	9.3%	2,630,000	0.000	5/18/2017	7/15/2020		NR	1.62	1.62	0.29
2	76116FAG2	RFCSP	9.4%	2,662,000	0.000	5/18/2017	1/15/2021		AAA	1.73	1.73	0.79
3	912833LC2	UST 0 COUPON	7.2%	2,038,000	0.000	12/5/2019	2/15/2021		AAA	1.59	1.59	0.87
4	3135G0Q89	FNMA	7.1%	2,000,000	1.375	12/5/2019	10/7/2021		AAA	1.58	1.58	1.49
5	3135G0T45	FNMA	7.1%	2,000,000	1.875	12/5/2019	4/5/2022		AAA	1.57	1.57	1.96
6	3135G0W33	FNMA	7.1%	2,000,000	1.375	12/5/2019	9/6/2022		AAA	1.59	1.59	2.39
7	313381BR5	FHLB	7.1%	2,000,000	1.875	12/5/2019	12/9/2022		AAA	1.60	1.60	2.62
8	3137EAEN5	FHLMC	7.1%	2,000,000	2.750	12/5/2019	6/19/2023		AAA	1.56	1.56	3.07
9	3135G0U43	FNMA	7.1%	2,000,000	2.875	12/5/2019	9/12/2023		AAA	1.60	1.60	3.30
10	31422BPQ7	FAMCA	7.1%	2,000,000	1.625	12/5/2019	11/22/2023		NR	1.60	1.60	3.52
11	833068NB1	SNOHOMISH & ISLAI	3.6%	1,010,000	4.000	3/18/2020	12/15/2023		AAA	1.10	1.10	3.44
12	3133ELCQ5	FFCB	7.1%	2,000,000	1.830	12/5/2019	6/3/2024	12/3/2020	AAA	1.83	1.83	0.66
13	3130A3GE8	FHLB	7.1%	2,000,000	2.750	12/13/2019	12/13/2024		AAA	1.65	1.65	4.42
14	3133ELTE4	FFCB	7.1%	2,000,000	1.220	3/17/2020	3/17/2025	6/17/2020	AAA	1.22	1.22	0.21

TOTAL and AVERAGES	100.0%	28,340,000		2.61 yrs	2.03 yrs		1.58	1.58	1.95
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* Semi-Annual interest payment

** Yields calculated using cost price, at settlement date

*** NR AGY = Non-Rated U.S. Government Agency

Summary

1. When the economy is doing poorly, interest rates tend to decrease as investors flock to the safety of bonds and the “Fed” cuts rates.
2. Economic indicators suggest we are likely in recession now.
3. The Fed has cut the Federal Funds rate to .25% just as it did in the last recession.
4. The City of SeaTac's investment portfolio is very conservative (highly rated) and appropriately structured with well diversified maturities.

What questions do you have?



THANK YOU!

The information provided, while not guaranteed as to its accuracy or completeness, has been obtained from sources believed to be reliable. This is for informational purposes only. Because of individual client requirements, it should not be construed as advice designed to meet the particular needs of any client. This information should not be used as the primary basis of investment decisions. Contact your financial and tax advisors before implementing any strategies outlined in this material. Member SIPC and FINRA.



Financial Management Report

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Capital Expenditures Overview

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Actuals thru March 31, 2020

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru March 31, 2020

<u>Revenue Description</u>	<u>2019 YTD ACTUAL</u>	<u>2019 % of Budget</u>	<u>2020 Annual BUDGET</u>	<u>2020 ACTUAL</u>	<u>Percent Expected</u>	<u>Percent Collected</u>	
Property Tax - Regular Levy	\$649,358	4%	\$17,300,000	\$883,232	0%	5%	●
Sales & Use Tax (operating)	\$1,116,037	9%	\$14,500,000	\$1,031,903	8%	7%	●
Parking Tax (#102)	\$1,388,921	14%	\$9,922,887	\$1,367,728	17%	14%	●
Leasehold Excise Tax	(\$949)	*	\$2,600,000	(\$1,361)	0%	*	●
Stormwater Fees (#403)	\$923,608	23%	\$3,979,716	\$934,647	0%	23%	●
Long Term Leases (CH & SeaTac Ctr - #108)	\$247,211	30%	\$588,650	\$110,783	25%	19%	●
Permits & Plan Review (building, electrical, etc.)	\$350,667	23%	\$1,708,104	\$557,555	25%	33%	●
Engineering Plan Review	\$64,185	20%	\$327,300	\$113,536	25%	35%	●
Hotel/Motel Special Revenue Tax (#107)	\$116,085	6%	\$1,810,000	\$131,258	8%	7%	●
Sales & Use Tax (criminal justice)	\$67,131	9%	\$786,000	\$70,184	8%	9%	●
Motor Vehicle Tax - City Streets (#102)	\$55,281	9%	\$635,000	\$51,427	8%	8%	●
Investment Interest			\$560,885	\$260,435	25%	46%	●
Franchise Fees	\$134,145	20%	\$686,343	\$168,291	25%	25%	●
Subtotal: Top Operating Revenues	\$5,111,681	10%	\$55,404,885	\$5,679,618	7%	10%	
Sales & Use Tax (construction) (#301)	\$367,081	92%	\$400,000	\$308,572	8%	77%	●
Real Estate Excise Tax - #1 & #2 (#301)	\$150,864	22%	\$700,000	\$117,208	25%	17%	●
Valley Ridge Park Turf Field Fees (#301)	\$58,073	18%	\$320,000	\$153,615	25%	48%	●
GMA Traffic Impact Fees (#307)	\$6,525	4%	\$175,000	\$483,654	25%	276%	●
Subtotal: Top Capital Recurring Revenues	\$582,543	37%	\$1,595,000	\$1,063,049	21%	67%	
Other Revenues (NO Transfers)	\$3,407,916	25%	\$17,643,371	\$6,071,244	25%	34%	●
TOTAL REVENUES	\$9,102,140	13%	\$74,643,256	\$12,813,911	12%	17%	

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. King County has deferred Property Tax payment to June 1. However, King County has notified us that tax receipts for the entire county were nearly 60% collected as of April 20th.

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. For that reason we will not know the full impact to sales tax until the end of June. Revenues impacted by this delay are Sales Tax, Criminal Justice Sales Tax, Motor Vehicle Tax and Hotel/Motel Tax.

One month benchmark is 8%

Sales & Use Operating: Sales tax revenues are down 2% over 2019. See Sales Tax report for more details.

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. See Revenue Charts for more details.

Two month benchmark is 17%

Leasehold Taxes: These taxes are remitted to the State quarterly. Payments are recorded in June, September, December and March; however, the Department of Revenue has extended the deadline for first quarter payment to June 30th. This means revenue due to SeaTac will be deferred until well into the third quarter.

Stormwater Fees: Fees are collected by King County with Property taxes.

Long Term Leases: Revenue budgeted for 4 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: Collect Permit revenues are at 33% of the budget due to the Amazon TI and Inland Group projects, both which have made application and were not anticipated when the budget projection was made.

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. See sales tax report for more details.

Real Estate Excise Tax: Real estate sales in the city have slowed after two the high performing years. Average sales for the first quarter of 2020 were \$6.2M compared to \$28.3 in Q1 of 2019.

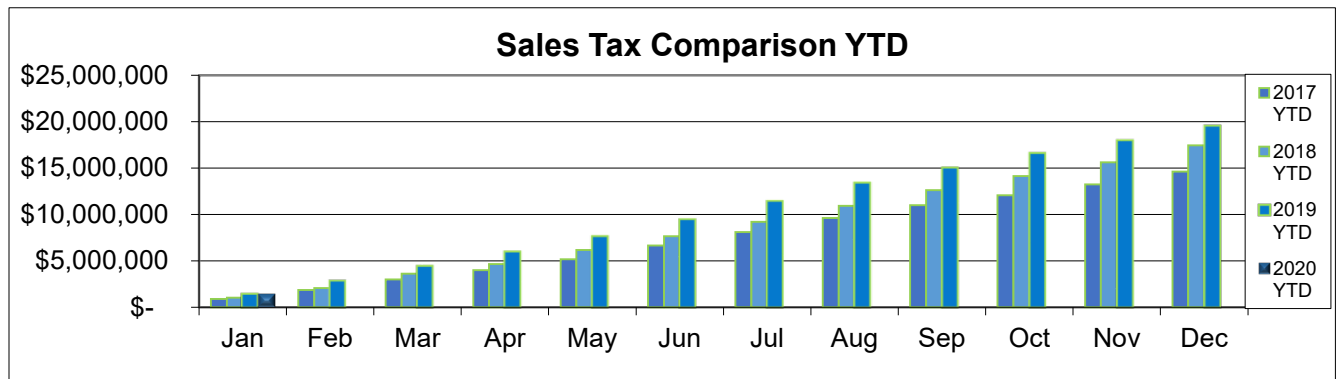
GMA Traffic Impact Fees: Traffic impact fees are dependent upon the amount and type of development within the City. The Copper River Project Impact fee payment is reflected in the first quarter of 2020.

Other Revenues: Other revenues account for grant funding that is not realized until a project expends the money and the granting agency is billed. Grants budgeted for projects, the Community Relief Revenue from the Port of Seattle, and the sale of property are all accounted for in this category.

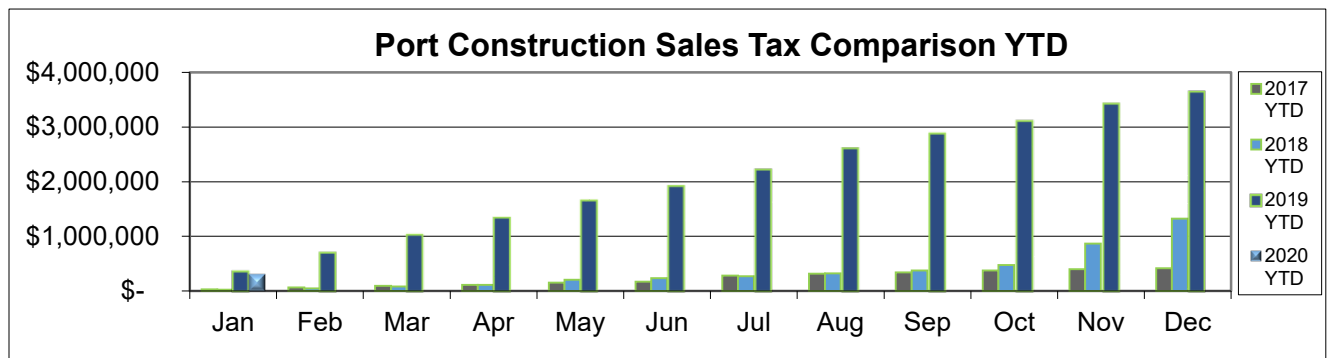
Sales Tax

When analyzing monthly sales tax receipts, there are two items of note: First, most businesses remit their sales tax collections to the Washington State Department of Revenue (DOR) on a monthly basis. However, small businesses only have to remit quarterly or annually; this can create anomalies when comparing the same month between different years. Second, there is a two-month lag from the time sales tax is collected to the time it is distributed to the City.

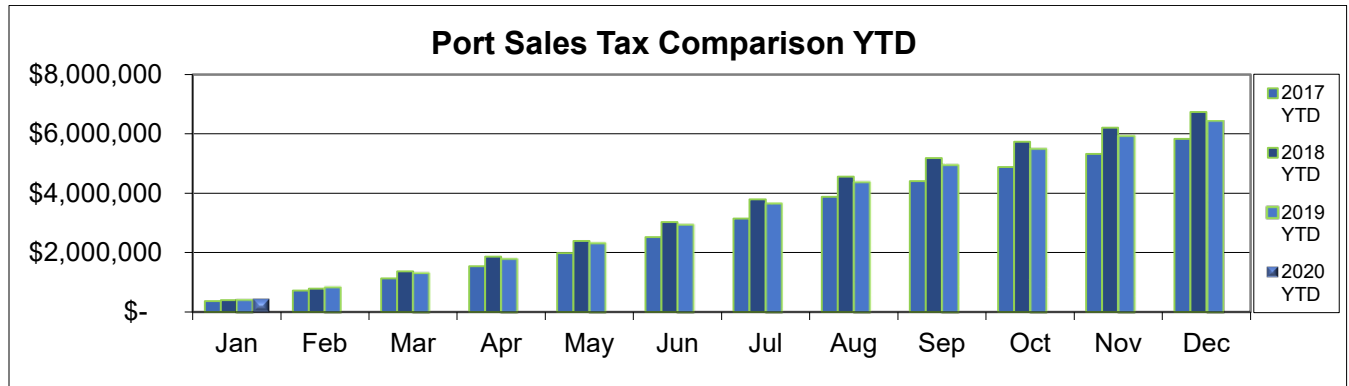
The chart below reflects total sales tax paid to the City, both operational and Port construction sales tax. Sales tax receipts in January 2020 were just 9.6% below those from the same period of time in 2019. Operational sales tax is receipted into the General Fund, while Port construction sales tax is receipted into the Municipal Capital Improvement Program Fund and pays for general capital improvements.



Construction sales tax is considered a one-time revenue because once the project is complete the revenue is gone. In 2003, the City decided to dedicate construction sales tax from Port of Seattle projects to fund capital improvements around the city. In November of 2018, the Port provided the city a list of construction vendors to assist us with accurately identify the payers of the tax. This resulted in a significant increase in revenue to the fund and now the Port provides a list to us each year. It is important to note, prior to 2018 the tax was deposited into the general fund. According to a presentation given at the April 14, 2020 Port Commission meeting, projects in active construction will continue to advance, however projects in the development stage may be delayed. Construction sales tax receipts were down 16% from January 2019.



The chart below tracks the sales tax attributed to retail trade specifically at the airport. 2019 saw declining revenue from the previous year due to construction within the airport that will continue in 2020. With the pandemic essentially shutting down air travel we anticipate a significant decline in revenue from airport retail sales.



Sales Tax by Sector

Comparing sales tax data by sector allows for better understanding of where the City's revenues are coming from, and therefore, track trends that may impact various sectors differently. Comparing monthly data year over year provides a better insight into business sector performance, controlling for seasonal cycles in sales as well as occasional adjustments.

In analyzing all sectors operating within the City of SeaTac for the past five years the top five sectors are:

- Retail Trade;
- Accommodations & Food Services;
- Construction;
- Transportation/Warehousing/Utilities, and
- Finance/Insurance/Real Estate.

Other sectors Operating within the City include:

- Services,
- Manufacturing;
- Wholesale Trade;
- Arts/Entertainment/Recreation;
- Administration/Support/Waste Management;
- Information; and
- Public Administration.

The following table illustrates the **January** performance of the 5 top sectors compared to all other sectors over the last five years. In 2020, **Retail** fell **11.2%** with a decline in electronics and clothing sales. **Construction** declined **22.6%** and **Transportation** declined **17.1%** from the previous year from a significant decrease in the Air Transportation group. All Other sectors decreased **2.3%**. **January** saw a total decline of **9.6%**, compared to 2019 which saw a **44.7%** increase overall.

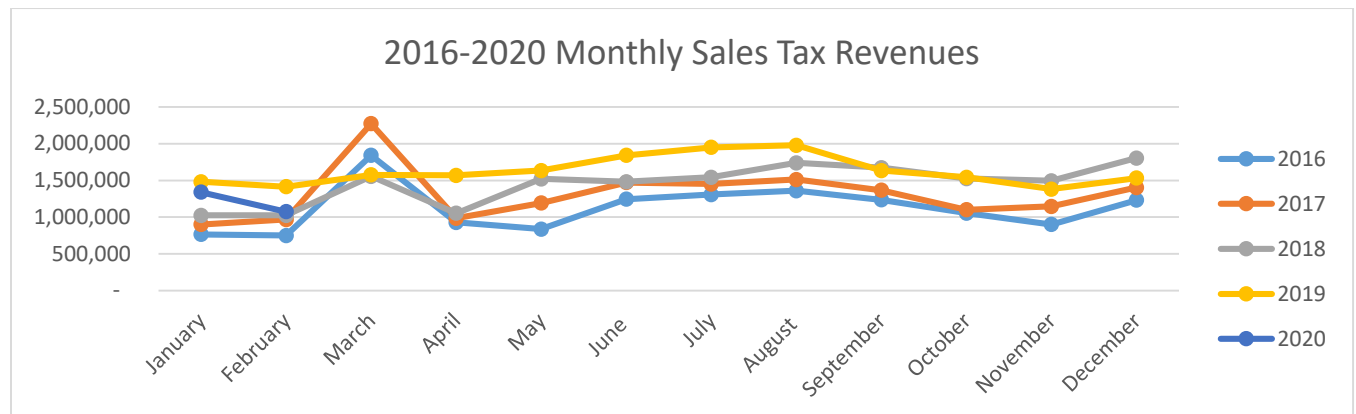
January	2016	2017	2018	2019	2020
Retail Trade	\$ 66,613	\$ 90,535	\$ 99,638	\$ 117,125	\$ 103,953
	\$ Change	\$ 23,922	\$ 9,103	\$ 17,486	\$ (13,171)
	% Change	35.9%	10.1%	17.5%	-11.2%
	% of Total	10.0%	9.7%	7.9%	7.8%
Accommodation & Food Services	\$ 190,613	\$ 234,977	\$ 235,621	\$ 261,062	\$ 288,170
	\$ Change	\$ 44,364	\$ 643	\$ 25,441	\$ 27,108
	% Change	23.3%	0.3%	10.8%	10.4%
	% of Total	26.1%	23.0%	17.6%	21.5%
Construction	\$ 109,363	\$ 133,470	\$ 256,584	\$ 588,044	\$ 455,159
	\$ Change	\$ 24,107	\$ 123,114	\$ 331,460	\$ (132,885)
	% Change	22.0%	92.2%	129.2%	-22.6%
	% of Total	14.8%	25.0%	39.6%	34.0%
Transportation/Warehousing/Utilities	\$ 148,346	\$ 181,697	\$ 158,295	\$ 222,205	\$ 184,209
	\$ Change	\$ 33,351	\$ (23,402)	\$ 63,910	\$ (37,996)
	% Change	22.5%	-12.9%	40.4%	-17.1%
	% of Total	20.2%	15.4%	15.0%	13.7%
Finance/Insurance/Real Estate	\$ 157,147	\$ 141,419	\$ 141,515	\$ 149,914	\$ 167,555
	\$ Change	\$ (15,728)	\$ 96	\$ 8,399	\$ 17,641
	% Change	-10.0%	0.1%	5.9%	11.8%
	% of Total	15.7%	13.8%	10.1%	12.5%
All Others	\$ 93,440	\$ 119,116	\$ 133,366	\$ 144,768	\$ 141,429
	\$ Change	\$ 25,677	\$ 14,249	\$ 11,403	\$ (3,339)
	% Change	27.5%	12.0%	8.5%	-2.3%
	% of Total	13.2%	13.0%	9.8%	10.6%
Total	\$ 765,522	\$ 901,215	\$ 1,025,018	\$ 1,483,118	\$ 1,340,475
	\$ Change	\$ 135,693	\$ 123,803	\$ 458,099	\$ (142,642)
	% Change	17.7%	13.7%	44.7%	-9.6%

February sales tax receipts are not included in the first quarter reports, due to the two-month lag from the time sales tax is collected to the time it is distributed to the City. However, due to the pandemic and the anticipated loss of revenue, the **February** receipts are provided in this report.

February month over month saw a decrease of **24%** from the previous year with **Accommodation & Food Services** and **Construction** seeing the largest decreases at **43.5%** and **38.1%** respectively. **Transportation** declined **10.3%**, again from a reduction in the Air Transportation group as the Covid-19 virus started to impact travel across the world.

February	2016	2017	2018	2019	2020
Retail Trade	\$ 69,384	\$ 85,485	\$ 87,608	\$ 96,983	\$ 103,854
	\$ Change	\$ 16,101	\$ 2,124	\$ 9,375	\$ 6,871
	% Change	23.2%	2.5%	10.7%	7.1%
	% of Total	8.8%	8.6%	6.9%	9.7%
Accommodation & Food Services	\$ 194,878	\$ 269,288	\$ 257,577	\$ 261,537	\$ 147,737
	\$ Change	\$ 74,410	\$ (11,711)	\$ 3,960	\$ (113,800)
	% Change	38.2%	-4.3%	1.5%	-43.5%
	% of Total	27.8%	25.2%	18.5%	13.8%
Construction	\$ 69,921	\$ 183,953	\$ 234,602	\$ 510,194	\$ 315,763
	\$ Change	\$ 114,033	\$ 50,649	\$ 275,592	\$ (194,431)
	% Change	163.1%	27.5%	117.5%	-38.1%
	% of Total	19.0%	22.9%	36.1%	29.4%
Transportation/Warehousing/Utilities	\$ 147,215	\$ 163,556	\$ 179,024	\$ 237,200	\$ 212,732
	\$ Change	\$ 16,342	\$ 15,468	\$ 58,176	\$ (24,468)
	% Change	11.1%	9.5%	32.5%	-10.3%
	% of Total	16.9%	17.5%	16.8%	19.8%
Finance/Insurance/Real Estate	\$ 166,067	\$ 134,349	\$ 147,079	\$ 144,463	\$ 149,357
	\$ Change	\$ (31,718)	\$ 12,730	\$ (2,616)	\$ 4,894
	% Change	-19.1%	9.5%	-1.8%	3.4%
	% of Total	13.9%	14.4%	10.2%	13.9%
All Others	\$ 103,769	\$ 131,644	\$ 118,250	\$ 163,199	\$ 144,431
	\$ Change	\$ 27,875	\$ (13,394)	\$ 44,949	\$ (18,768)
	% Change	26.9%	-10.2%	38.0%	-11.5%
	% of Total	13.6%	11.5%	11.5%	13.4%
Total	\$ 751,233	\$ 968,275	\$ 1,024,140	\$ 1,413,576	\$ 1,073,874
	\$ Change	\$ 217,042	\$ 55,865	\$ 389,436	\$ (339,702)
	% Change	28.9%	5.8%	38.0%	-24.0%

The chart below shows SeaTac's monthly sales tax revenues through **February 2020** compared to the four prior years.



March is historically SeaTac's largest grossing month for sales tax receipts. In reviewing the historical data, it appears March is the month construction picks up after the winter months. However, in 2019 the spike flattened and gradually increased through August. In 2020, the decline will continue for March, April and May as three of SeaTac's sectors (retail, transportation and accommodations) have been severely impacted by the pandemic.

BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru March 31, 2020

<u>Expense Category</u>	<u>2019 YTD ACTUAL</u>	<u>2019 % of Budget</u>	<u>2020 Annual BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 3,821,263	22%	\$ 18,426,003	\$ 4,158,072	23%	●
SUPPLIES	\$ 161,485	18%	\$ 1,019,644	\$ 220,000	22%	●
SERVICES & CHARGES	\$ 2,263,991	19%	\$ 13,150,699	\$ 2,152,939	16%	●
POLICE- Base ILA with King Co.	\$ -	*	\$ 12,862,571	\$ -	*	●
FIRE/EMS- ILA with Kent RFA	\$ -	*	\$ 10,389,028	\$ 2,664,957	26%	●
CAPITAL	\$ 1,278,623	5%	\$ 38,050,752	\$ 4,362,378	11%	●
DEBT SERVICE	\$ -		\$ -	\$ -		●
TOTAL EXPENSES	\$ 7,525,361	10%	\$ 93,898,697	\$ 13,558,345	14%	●

YTD Target: 25%

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.

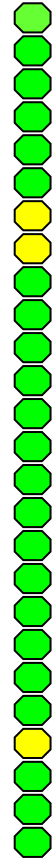
Police Contract: King County "trues up" 2019 contract costs in the first quarter of 2020. A reconciling bill is provided in May for the first 5 months and any credit or additional cost owed from the previous year. The 2019 credit is anticipated to be \$852,600.

Capital: See Capital Expense report for project status.

Debt Service: SCORE Bond debt service for 2020 will be paid from SCORE contract revenue.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending March 31, 2020

GENERAL FUND		2019 YTD	2019 %	2020 YTD		YTD %
Department	Section	Actual	Expended	2020 Budget	2020 Q1 Actual	Expended
City Council		\$ 120,322	28%	\$ 417,079	\$ 143,263	\$ 143,263 34%
Municipal Court		\$ 167,311	21%	\$ 925,580	\$ 221,501	\$ 221,501 24%
City Manager		\$ 390,224	27%	\$ 1,760,923	\$ 359,326	\$ 359,326 20%
Finance & Systems		\$ 583,303	25%	\$ 2,309,887	\$ 573,796	\$ 573,796 25%
City Clerk		\$ 100,299	16%	\$ 714,916	\$ 112,271	\$ 112,271 16%
Legal Services		\$ 323,605	25%	\$ 1,285,257	\$ 292,991	\$ 292,991 23%
Human Resources		\$ 447,044	37%	\$ 1,534,184	\$ 632,350	\$ 632,350 41%
Police Services		\$ 397,415	3%	\$ 12,946,315	\$ 261,628	\$ 261,628 2%
Fire Services		\$ 16,152	0%	\$ 10,523,284	\$ 2,676,145	\$ 2,676,145 25%
	<i>Central Facilities</i>	\$ 199,835	21%	\$ 1,101,307	\$ 190,063	\$ 190,063 17%
	<i>Fire Stations (2)</i>	\$ 2,990	9%	\$ 34,895	\$ 7,153	\$ 7,153 20%
	<i>Maintenance Facility</i>	\$ 12,844	15%	\$ 84,634	\$ 10,307	\$ 10,307 12%
	<i>Human Services</i>	\$ 45,756	6%	\$ 750,866	\$ 85,735	\$ 85,735 11%
	<i>Park, CP & Admin</i>	\$ 83,065	18%	\$ 413,388	\$ 92,855	\$ 92,855 22%
	<i>Rec. Svcs/Classes</i>	\$ 242,348	26%	\$ 1,027,758	\$ 259,545	\$ 259,545 25%
	<i>Rec Prgms/Camps</i>	\$ 162,308	22%	\$ 895,462	\$ 164,513	\$ 164,513 18%
	<i>Comm Ctr. Facility</i>	\$ 30,376	19%	\$ 265,510	\$ 24,853	\$ 24,853 9%
	<i>Parks Maintenance</i>	\$ 355,033	20%	\$ 2,165,741	\$ 443,040	\$ 443,040 20%
Parks, CS & Fac. Total		\$ 1,134,554	19%	\$ 6,739,561	\$ 1,278,065	\$ 1,278,065 19%
	<i>Planning</i>	\$ 199,802	21%	\$ 1,043,356	\$ 237,692	\$ 237,692 23%
	<i>Building</i>	\$ 312,052	19%	\$ 1,712,642	\$ 309,652	\$ 309,652 18%
	<i>Engineering Review</i>	\$ 3,518	5%	\$ 65,000	\$ -	\$ - 0%
	<i>Economic Dvlpmnt</i>	\$ 155	4%	\$ 144,843	\$ 68,729	\$ 68,729 47%
	<i>Code Compliance</i>	\$ 78,362	20%	\$ 330,225	\$ 64,190	\$ 64,190 19%
Comm & Econ Devm't Total		\$ 593,888	20%	\$ 3,296,066	\$ 680,263	\$ 680,263 21%
TOTAL GENERAL FUND		\$ 4,274,116	11%	\$ 42,453,052	\$ 7,231,599	\$ 7,231,599 17%



YTD Target: 25%

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending March 31, 2020

Summary of Expenditures by Department and Division Notes:

City Council - Memberships are due at beginning of year. 30th Celebration expenses from February are one-time expenses.

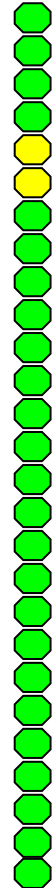
Human Resources - Insurance premiums are due at beginning of year and two settlements have been paid.

Police Services - The first contract billing arrives in May. However, even with the credit from 2019, it is anticipated the retro pay resulting from the recently settled contract will require an additional appropriation.

Economic Development - Professional Services for the Buxton Retail Recruitment Analysis Contract were paid in the 1st quarter.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending March 31, 2020

OTHER FUNDS	Fund Name	2019 YTD Actual	2019 % Expended	2020 Budget	2020 Q1 Actual	YTD Actual Expended	YTD % Expended
	<i>Permit Parking Program</i>			\$ 211,093	\$ 44,187	\$ 44,187	21%
	<i>Roadway Maintenance</i>			\$ 2,696,194	\$ 377,780	\$ 377,780	14%
	<i>Engineering Review</i>			\$ 328,013	\$ 76,917	\$ 76,917	23%
	<i>Admin & Engineering</i>			\$ 1,336,898	\$ 178,759	\$ 178,759	13%
	<i>Capital and Transfers</i>			\$ 6,946,309	\$ 3,075,522	\$ 3,075,522	44%
102	Street Fund Total	\$ 1,449,422	15%	\$ 11,518,507	\$ 3,753,165	\$ 3,753,165	33%
105	Port of Seattle ILA	\$ 3,784	0%	\$ 1,537,920	\$ 6,848	\$ 6,848	0%
106	Transit Planning	\$ -		\$ 716,865	\$ 54,135	\$ 54,135	8%
107	Hotel/Motel Tax	\$ 344,048	26%	\$ 1,360,154	\$ 282,255	\$ 282,255	21%
108	Building Mgmt	\$ 245,057	20%	\$ 975,500	\$ 92,423	\$ 92,423	9%
111	DC Basin ILA	\$ 4,509	3%	\$ 218,808	\$ 8,641	\$ 8,641	4%
206	2009 LTGO Refunding	\$ -	0%	\$ -	\$ -	\$ -	0%
207	2009 Score Bonds	\$ -	0%	\$ -	\$ -	\$ -	0%
301	Municipal CIP	\$ 214,313	5%	\$ 5,799,692	\$ 142,715	\$ 142,715	2%
306	Facility Construction CIP	\$ -	0%	\$ 25,000	\$ -	\$ -	0%
307	Transportation CIP	\$ 1,252,668	8%	\$ 20,893,873	\$ 2,109,797	\$ 2,109,797	10%
308	Light Rail Area CIP	\$ -	0%	\$ 2,495,625	\$ -	\$ -	0%
	<i>SWM Admin</i>			\$ 504,704	\$ 73,953	\$ 73,953	15%
	<i>SWM Compliance</i>			\$ 579,634	\$ 101,462	\$ 101,462	18%
	<i>SWM Maintenance</i>			\$ 999,284	\$ 222,700	\$ 222,700	22%
	<i>SWM Engineering Rev</i>			\$ 282,083	\$ 67,410	\$ 67,410	24%
	<i>Capital and Transfers</i>			\$ 3,047,321	\$ 112,816	\$ 112,816	4%
403	Surface Wtr Mgt Total	\$ 594,163	13%	\$ 7,958,026	\$ 923,340	\$ 923,340	12%
404	Solid Waste & Env	\$ 57,911	21%	\$ 302,896	\$ 39,768	\$ 39,768	13%
501	Equipment Rental	\$ 83,401	6%	\$ 1,537,247	\$ 112,276	\$ 112,276	7%
SUBTOTAL OTHER FUNDS		\$ 4,249,275	10%	\$ 55,340,113	\$ 7,525,363	\$ 7,525,363	14%
ALL FUNDS - EXPENDITURE TOTAL		\$ 8,523,392	10%	\$ 97,793,165	\$ 14,756,962	\$ 14,756,962	15%



YTD Target: 25%

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending March 31, 2020

Summary of Expenditures by Fund Notes:

Street Fund Capital and Transfers - *The one-time payment for the local contribution to the 509 extension was made in the 1st quarter.*

SALARY
AND
BENEFITS
EXPENDITURES

City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending March 31, 2020

GENERAL FUND		2019 YTD	2019 %	2020 Q1		YTD Actual	YTD %
Department	Section	Actual	Expended	2020 Budget	Actual	Expended	Expended
City Council		\$ 53,293	24%	\$ 221,469	\$ 55,365	\$ 55,365	25%
Municipal Court		\$ 153,529	21%	\$ 836,980	\$ 200,015	\$ 200,015	24%
City Manager	City Manager Admin	\$ 250,490	33%	\$ 911,114	\$ 229,469	\$ 229,469	25%
	Communications	\$ 75,949	25%	\$ 415,371	\$ 62,371	\$ 62,371	15%
City Manager		\$ 326,439	31%	\$ 1,326,485	\$ 291,840	\$ 291,840	22%
Finance & Systems Total	Finance Administration	\$ 239,688	25%	\$ 900,653	\$ 205,396	\$ 205,396	23%
	Systems/GIS	\$ 145,152	16%	\$ 753,647	\$ 185,044	\$ 185,044	25%
		\$ 384,841	20%	\$ 1,654,300	\$ 390,441	\$ 390,441	24%
City Clerk		\$ 93,339	24%	\$ 428,819	\$ 101,366	\$ 101,366	24%
Legal Services		\$ 296,515	25%	\$ 1,146,107	\$ 285,773	\$ 285,773	25%
Human Resources		\$ 107,539	24%	\$ 471,745	\$ 129,250	\$ 129,250	27%
Police Services		\$ 24,148	24%	\$ 103,947	\$ 25,370	\$ 25,370	24%
Fire Service - LEOFF 1		\$ 13,199	18%	\$ 103,250	\$ 7,881	\$ 7,881	8%
Parks, CS & Facilities Total	Central Facilities	\$ 112,847	25%	\$ 581,009	\$ 121,847	\$ 121,847	21%
	Human Services	\$ 28,325	26%	\$ 117,424	\$ 28,904	\$ 28,904	25%
	Park & Rec Admin.	\$ 80,160	26%	\$ 324,512	\$ 83,984	\$ 83,984	26%
	Rec. Svcs/Events	\$ 262,917	24%	\$ 1,249,500	\$ 270,403	\$ 270,403	22%
	Comm Center Operations	\$ 43,328	23%	\$ 176,611	\$ 42,065	\$ 42,065	24%
	Parks Maintenance	\$ 262,487	23%	\$ 1,485,184	\$ 319,255	\$ 319,255	21%
		\$ 790,064	24%	\$ 3,934,240	\$ 866,458	\$ 866,458	22%
Comm & Econ Devm't Total	Planning	\$ 191,460	22%	\$ 983,871	\$ 231,053	\$ 231,053	23%
	Building	\$ 297,110	23%	\$ 1,339,597	\$ 300,703	\$ 300,703	22%
	Econ Development	\$ -	0%	\$ 80,743	\$ 18,327	\$ 18,327	0%
	Code Compliance	\$ 74,190	23%	\$ 246,940	\$ 57,732	\$ 57,732	23%
Comm & Econ Devm't Total		\$ 562,760	23%	\$ 2,651,151	\$ 607,815	\$ 607,815	23%
TOTAL GENERAL FUND		\$ 2,805,666	24%	\$ 12,878,493	\$ 2,961,573	\$ 2,961,573	23%

OTHER FUNDS		2019 YTD	2019 %	2020 Q1		YTD Actual	YTD %
Fund Name		Actual	Expended	2020 Budget	Actual	Expended	Expended
Permit Parking Program				\$ 168,326	\$ 38,668	\$ 38,668	23%
Roadway Maintenance				\$ 967,057	\$ 163,235	\$ 163,235	17%
Engineering Review				\$ 312,498	\$ 74,526	\$ 74,526	24%
Admin & Engineering				\$ 864,971	\$ 144,455	\$ 144,455	17%
102 Street Fund Total		\$ 322,760	16%	\$ 2,312,852	\$ 420,884	\$ 420,884	18%
106 Transit Planning Fund		\$ -	0%	\$ 217,192	\$ 51,960	\$ 51,960	24%
107 Hotel/Motel Tax Fund		\$ 46,431	24%	\$ 224,380	\$ 38,090	\$ 38,090	17%
307 Transportation CIP Fund		\$ 257,451	25%	\$ 1,052,860	\$ 269,689	\$ 269,689	26%
SWM Admin				\$ 295,906	\$ 70,480	\$ 70,480	24%
SWM Compliance				\$ 289,002	\$ 65,159	\$ 65,159	23%
SWM Maintenance				\$ 646,743	\$ 158,820	\$ 158,820	25%
SWM Engineering Rev				\$ 282,083	\$ 67,186	\$ 67,186	24%
403 Surface Water Mgt.		\$ 335,980	23%	\$ 1,513,734	\$ 361,645	\$ 361,645	24%
404 Solid Waste & Environ		\$ 39,989	26%	\$ 106,833	\$ 25,245	\$ 25,245	24%
501 Equipment Rental Fund		\$ 12,946	25%	\$ 119,659	\$ 28,987	\$ 28,987	24%
SUBTOTAL OTHER FUNDS		\$ 1,015,558	19%	\$ 5,547,510	\$ 1,196,499	\$ 1,196,499	22%
ALL FUNDS TOTAL		\$ 3,821,223	22%	\$ 18,426,003	\$ 4,158,072	\$ 4,158,072	23%

YTD Target: 25%

Notes

CAPITAL EXPENDITURES

**City of SeaTac
Capital Funds Summary
Capital Expenditures by Type
Month Ending March 31, 2020**

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
61 Land					
Fund 307	509 Extension Land Exchange	397,800	397,800	100%	Complete
Fund 403	Stormwater Pond at 26th Ave	345,000	345,000	100%	Complete
	Des Moines Creek Park Land Acq	2,200,000	-	0%	
Land Total		2,942,800	742,800	25%	
62 Buildings					
Fund 108	SeaTac Center Tenant Imprvmnts	20,000	-	0%	
	City Hall Improvements	93,296	2,015	2%	Project Complete-Tenant Improvements
Fund 301	City Hall Elevator Hydraulics	133,127	43,241	32%	Completed Q1 2020
	Maintenance & Storage Facilities	7,672	2,426	32%	Lighting Upgrades Complete
	SeaTac Community Center Improvements	108,159	-	0%	Lighting Upgrades Q1 2020 Start
Fund 306	Maintenance Facility Roof Repair	25,000	-	0%	Substantially complete, awaiting Final Acceptance
Fund 308	International Marketplace	2,495,625	-	0%	Project Cancelled
Buildings Total		2,882,879	47,682	2%	
63 Other Improvements					
Fund 102	2018 Overlay Military Rd S from 200th to 209th	-	255		* Awaiting Final Acceptance
	2020 Overlay Project	920,000	-	0%	Defer to 2021
	200th Street & I-5 Access Ramp	696,480	6,547	1%	Awaiting Final Acceptance
	509 Extension Local Contribution	2,000,000	2,000,000	100%	WSDOT Led Project, SeaTac Portion Complete
Fund 111	DMC Capital Replacement	62,000	-	0%	No project expected 2020
Fund 301	Valley Ridge Park Improvements	286,309	1,712	1%	Completed Q2 2020
	Sunset Park Tennis Court Renovation	121,000	-	0%	On Hold
	Riverton Heights Property Development	311,409	-	0%	In Design thru Q2
	North SeaTac Park Baseball Field Improvements	112,946	-	0%	On Hold
	North SeaTac Soccer Fields	4,359,246	4,495	0%	In Construction - Complete Q3 2020
Fund 307	34th Ave S from S 160th to S 166th	4,898,379	840	0%	In Design to Bid Advertisement Q3 2020
	Military Rd. S & S 152nd St	3,882,597	622,115	16%	In Construction
	Des Moines Memorial Dr & S 200th Intersection	5,486,508	786,391	14%	In Construction
	S 200th St Corridor Study	125,000	-	0%	In progress - may be deferred
	Military Rd S/S 164th Intersection Study	125,000	-	0%	In Planning
	24th Ave & S 208th Intersection Imp	300,000	30,000	10%	Des Moines Led Project - In progress
	International Blvd Safety Imp Program	1,000,000	-	0%	In Design
	Intelligent Transportation Systems	282,000	-	0%	In RFP Q2 2020
	Ped Crossing Program	100,000	-	0%	Study and Program launch 2020-Possible Defer

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
	S 166th ST Ped Improvements	-	1,047		* Substantially complete, awaiting Final Acceptance
	S 200th ST Ped & Bicycle Shared Pathway	2,857,587	1,000	0%	In Design to Bid Advertisement Q2 2020
	2021 Sidewalk - Near Airport Light Rail Station	350,000	-	0%	In Planning, Design begins Q3 2020
Fund 403	Small Works Drainage Project	370,967	3,624	1%	In Design, In bid Q3
	Miller Creek Realignment & Daylight Project	985,000	-	0%	Burien led project - Design/ILA Complete
	2020 Annual Overlay Project	421,000	-	0%	Defer to 2021
	S 221st St Drainage Improvements	333,779	5,028	2%	In Design, In Construction Bid Q2 2020
	S 166th St Drainage Improvements	199,000	-	0%	On Hold - 2021
	S 180th St Flood Reduction	177,893	14,868	8%	In Design
	S 200th St Path Water Quality Retrofit	202,500	-	0%	In Design with 200th St Pedestrian Path Project
	Other Improvements Total	30,966,600	3,477,922	11%	
	64 Equipment				
Fund 301	Council Chambers A/V Equipment	24,880	-	0%	Completed Q4 2019
	Computer Software	49,794	-	0%	
	SeaTV Upgrade	50,096	40,216	80%	
	Tools and Equipment-Parks	69,935	9,344	13%	Community Center Appliances
Fund 501	Vehicles/Heavy Equipment	792,268	44,413	6%	Purchase orders submitted, awaiting delivery
	Tools and Equipment	271,500	-	0%	
	Equipment Total	1,258,473	93,973	7%	
	Total Capital Expenditures	38,050,752	4,362,378	11%	

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

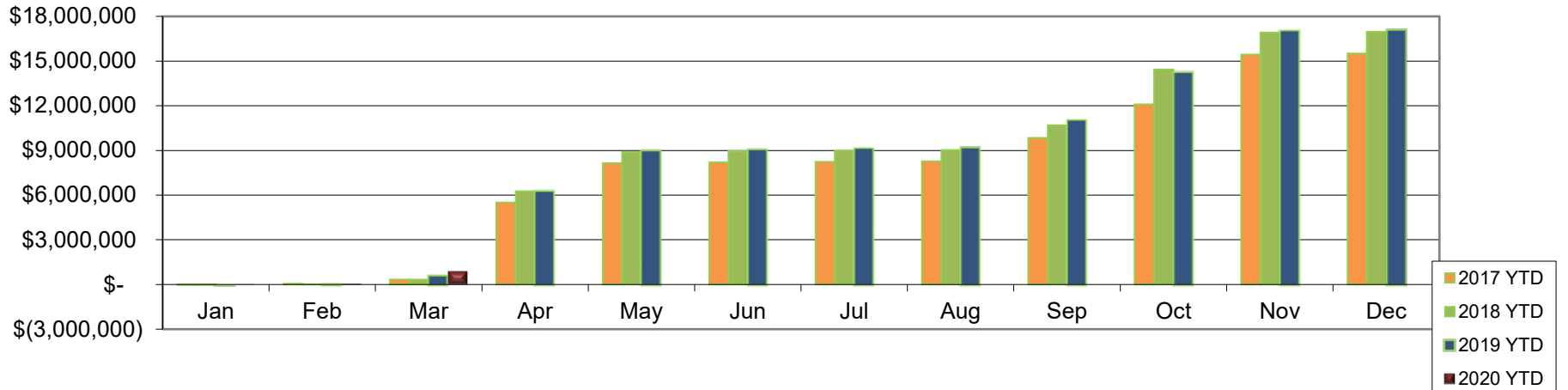
REVENUE CHARTS

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

Property Taxes

Month	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	Variance YTD
Jan	\$ (11,008)	\$ (11,008)	\$ (19,741)	\$ (19,741)	\$ (3,347)	\$ (3,347)	\$ 16,551	\$ 16,551	\$ 19,898
Feb	\$ 66,113	\$ 55,106	\$ 33,789	\$ 14,048	\$ 71,988	\$ 68,641	\$ 40,881	\$ 57,433	\$ (11,209)
Mar	\$ 275,653	\$ 330,758	\$ 309,901	\$ 323,949	\$ 580,717	\$ 649,358	\$ 825,799	\$ 883,232	\$ 233,874
Apr	\$ 5,171,967	\$ 5,502,726	\$ 5,933,349	\$ 6,257,298	\$ 5,640,002	\$ 6,289,360	\$ -	\$ -	\$ -
May	\$ 2,633,783	\$ 8,136,508	\$ 2,635,257	\$ 8,892,555	\$ 2,705,570	\$ 8,994,930	\$ -	\$ -	\$ -
Jun	\$ 52,621	\$ 8,189,129	\$ 55,700	\$ 8,948,255	\$ 61,213	\$ 9,056,143	\$ -	\$ -	\$ -
Jul	\$ 43,410	\$ 8,232,539	\$ 36,458	\$ 8,984,713	\$ 102,221	\$ 9,158,364	\$ -	\$ -	\$ -
Aug	\$ 42,777	\$ 8,275,316	\$ 44,907	\$ 9,029,620	\$ 37,753	\$ 9,196,117	\$ -	\$ -	\$ -
Sep	\$ 1,563,240	\$ 9,838,556	\$ 1,669,464	\$ 10,699,084	\$ 1,850,454	\$ 11,046,571	\$ -	\$ -	\$ -
Oct	\$ 2,247,105	\$ 12,085,662	\$ 3,740,442	\$ 14,439,526	\$ 3,168,330	\$ 14,214,902	\$ -	\$ -	\$ -
Nov	\$ 3,351,718	\$ 15,437,379	\$ 2,471,043	\$ 16,910,569	\$ 2,781,257	\$ 16,996,158	\$ -	\$ -	\$ -
Dec	\$ 73,670	\$ 15,511,050	\$ 64,111	\$ 16,974,680	\$ 37,109	\$ 17,033,267	\$ -	\$ -	\$ -
Total	\$ 15,511,050	Budget \$ 14,800,000	\$ 16,974,680	Budget \$ 15,800,000	\$ 17,033,267	Budget \$ 16,900,000	\$ 883,232	Budget \$ 17,300,000	% of Budget 5.1%

Property Tax Comparisons YTD



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

Parking Tax

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

Month	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	Variance YTD
Jan	\$ 508,304	\$ 508,304	\$ 741,564	\$ 741,564	\$ 709,223	\$ 709,223	\$ 675,925	\$ 675,925	\$ (33,298)
Feb	\$ 515,429	\$ 1,023,733	\$ 618,026	\$ 1,359,591	\$ 679,698	\$ 1,388,921	\$ 691,803	\$ 1,367,728	\$ (21,193)
Mar	\$ 793,520	\$ 1,817,253	\$ 915,630	\$ 2,275,221	\$ 831,438	\$ 2,220,359	\$ -	\$ -	\$ -
Apr	\$ 747,252	\$ 2,564,505	\$ 870,641	\$ 3,145,863	\$ 830,660	\$ 3,051,018	\$ -	\$ -	\$ -
May	\$ 881,535	\$ 3,446,040	\$ 884,907	\$ 4,030,770	\$ 767,290	\$ 3,818,308	\$ -	\$ -	\$ -
Jun	\$ 186,849	\$ 3,632,889	\$ 906,526	\$ 4,937,296	\$ 906,546	\$ 4,724,854	\$ -	\$ -	\$ -
Jul	\$ 1,485,522	\$ 5,118,411	\$ 953,957	\$ 5,891,253	\$ 957,916	\$ 5,682,770	\$ -	\$ -	\$ -
Aug	\$ 962,517	\$ 6,080,928	\$ 970,217	\$ 6,861,470	\$ 960,816	\$ 6,643,586	\$ -	\$ -	\$ -
Sep	\$ 777,243	\$ 6,858,171	\$ 869,216	\$ 7,730,686	\$ 885,914	\$ 7,529,500	\$ -	\$ -	\$ -
Oct	\$ 787,877	\$ 7,646,048	\$ 824,174	\$ 8,554,860	\$ 735,478	\$ 8,264,978	\$ -	\$ -	\$ -
Nov	\$ 756,741	\$ 8,402,789	\$ 809,901	\$ 9,364,761	\$ 909,725	\$ 9,174,703	\$ -	\$ -	\$ -
Dec	\$ 921,748	\$ 9,324,537	\$ 933,198	\$ 10,297,959	\$ 914,403	\$ 10,089,106	\$ -	\$ -	\$ -
Total	\$ 9,324,537	Budget \$ 7,956,704	\$ 10,297,959	Budget \$ 8,100,266	\$ 10,089,106	Budget \$ 9,728,321	\$ 1,367,728	Budget \$ 9,922,887	% of Budget 13.8%

Parking Tax Comparison YTD

