

2021-2022 Biennial Preliminary Budget



VISION

The City of SeaTac is a clean, safe, thriving and healthy global community that welcomes people to live, learn, work and play.

MISSION

Provide fiscally responsible public services in an ethical and transparent manner that continuously strive to: create a clean and healthy city; engage and include; improve community safety and services; and support the growth and development of our community.

GOALS

PROMOTE OUR NEIGHBORHOODS

Develop urban villages around light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.

BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT

Increase community trust through better community engagement, collaboration, and transparency.

CREATE & PRESERVE HOUSING

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

EXPAND GREEN & PUBLIC SPACES

Enhance the community by maintaining and improving parks and community spaces.

INCREASE CONNECTIVITY & SAFETY

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.





2021-2022 Biennial Budget

To: City Council
From: Carl Cole, City Manager
Date: October 1, 2020
Re: 2021-2022 Preliminary Budget

It is with mixed emotions that I present you with the 2021-2022 Preliminary Biennial Budget, designed to continue meeting growing City needs and Council priorities in the midst of a worldwide pandemic. Due to conscious implementation of a policy of fiscal constraint over the past four years, Council has positioned SeaTac to weather the current crisis better than most. We may have to scale back or delay a number of initiatives due to significant current and projected forgone revenues. We continue our policy of conservative revenue projections and have built a budget based on the expectation that our revenues will not bounce back to pre-pandemic levels for several years. We will continue to control expenditures while closely monitoring all revenue sources and be ready to adjust the budget as necessary should the economy perform worse or better than expected.

Over the next few weeks, Council will have the opportunity to examine this budget in detail and make changes based on priorities established at the City Council Workshop held on March 7, 2020. In the meantime, all Departments were directed to reduce expenditures in all funds by 5% over the 2019-2020 budget. This effort along with the anticipated use of some excess reserves will allow SeaTac to continue to provide consistent, cost-effective levels of service to our residents, businesses, and visitors, while also properly maintaining our infrastructure and all policy reserves.

We have never faced a budget challenge quite like this before, but I am confident that the Finance and Information Systems staff, as well as the other Department Directors will continue to diligently take all steps necessary to maintain our sound financial health. I will be forever grateful for the teamwork staff have demonstrated as we have responded to the COVID-19 health crisis and the limitations and requirements placed on us by higher levels of government. I look forward to the budget workshops and together crafting a finished product we can all be proud of despite these challenging circumstances.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Recommended Decision Cards

DEPT/ FUND	DESCRIPTION	2021-2022 EXPENSES		
		TOTAL	ONE-TIME	ONGOING
General Fund (001)				
Finance/IS/ GIS	Microsoft Office 365	72,000		72,000
	ArcGIS Enterprise Licensing Agreement	44,800		44,800
	Windows Server Datacenter/SQL Server (Split with 301)	11,272		11,272
Police	Community Engagement Officer	230,799		230,799
Fire	Emergency Management Position - Full Time	83,271		83,271
CED	Economic Development Programs	161,574		161,574
	Permit Database Upgrade	363,000	363,000	
General Fund Decision Cards		\$ 966,716	\$ 363,000	\$ 603,716
Municipal CIP (301)	Safety Security - City Wide	40,000		40,000
	Windows Server Datacenter/SQL Server (Split with 001)	7,312	7,312	
	Matching Grant Funds - WSDOT Property (2021)	500,000	500,000	
	Matching Grant Funds - WSDOT Property (2022)	1,255,000	1,255,000	
	Municipal Capital Improvements Fund Decision Cards		\$ 1,802,312	\$ 1,762,312

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

General Fund Summary By Year

<u>Source</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>
Taxes:						
Property Tax	\$ 15,511,050	\$ 16,873,810	\$ 17,074,093	\$ 17,300,000	\$ 17,400,000	\$ 17,400,000
Property Tax - BLS	401,928	348,500	434,279	529,810	551,864	566,981
Sales & Use Tax (Includes Crim Justice)	15,001,095	16,993,680	16,818,853	15,286,000	11,686,500	13,578,600
Leasehold Excise Tax	2,550,333	2,790,690	3,203,940	2,600,000	2,000,000	2,000,000
Gambling Tax	582,399	529,601	1,050,857	575,000	505,000	505,000
Utility Tax	-	-	-	-	-	-
Licenses & Permits	1,674,173	2,866,982	1,882,697	1,436,941	1,706,574	1,734,747
Grants & Entitlements	233,395	198,576	217,296	1,223,345	114,838	125,870
State Shared Revenue	491,680	515,427	514,496	516,500	502,100	502,100
Intergovernmental Service Revenue	56,586	46,822	64,254	105,000	41,680	39,680
General Government Charges	127,544	224,736	176,903	166,568	170,937	167,438
Security of Persons & Property Fees	148,490	153,489	142,402	170,979	94,500	94,500
Physical Environment Fees	5,605	0	636	40,000	-	-
Economic Development Fees (Planning)	833,133	1,642,256	1,036,892	1,179,807	1,107,192	995,119
Culture & Recreation Fees	441,934	461,519	447,284	468,625	463,790	468,990
Fines & Forfeits	588,821	286,285	289,119	150,950	140,800	136,925
Interest Earnings	172,224	331,024	558,590	182,000	220,600	220,600
Rents, Leases & Concessions	239,913	274,193	295,368	300,000	306,960	307,060
Other Miscellaneous Revenues	40,309	107,936	1,051,233	1,004,883	1,080,383	1,077,860
Transfers from Other Funds	1,321,012	1,285,667	0	1,400,000	-	-
Total General Fund Revenues	\$40,421,626	\$ 45,931,191	\$45,259,192	\$ 44,636,408	\$ 38,093,718	\$ 39,921,470

General Fund Expenditures by Department

<u>Department</u>	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 BUDGET</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>
Council	\$ 279,299	\$ 292,057	\$ 336,905	\$ 417,079	\$ 301,632	\$ 302,467
Municipal Court	690,552	695,360	767,171	925,580	932,556	952,733
City Manager, Pub. Def.	803,513	1,109,760	1,398,481	1,773,523	1,685,838	1,723,622
Finance & Systems	1,614,028	1,878,132	2,209,411	2,404,887	2,272,191	2,346,907
City Clerk	526,203	519,350	478,503	720,916	604,194	602,875
Legal	1,113,956	1,102,963	1,246,590	1,285,257	2,048,967	2,092,949
Human Resources	5,089,987	943,085	895,575	1,534,184	682,671	632,183
Police, SCORE, Animal Control Services	11,280,722	11,930,470	11,637,813	12,946,315	12,721,490	13,292,946
Fire & Emergency Services	10,046,285	10,135,167	10,752,876	10,753,284	10,895,064	11,115,283
Parks & Recreation	4,977,708	5,297,387	5,612,284	6,847,843	6,499,592	6,518,835
Public Works	-	-	-	-	-	-
Community & Economic Development	2,083,101	2,324,417	2,462,535	3,746,066	3,525,320	3,623,722
Total General Fund Expenditures	\$ 38,505,353	\$ 36,228,148	\$ 37,798,145	\$ 43,354,934	\$ 42,169,515	\$ 43,204,522
YE Estimated Surplus/(Deficit)	\$ 1,916,273	\$ 9,703,043	\$ 7,461,047	\$ 1,281,474	\$ (4,075,797)	\$ (3,283,052)
Beginning Fund Balance	\$ 17,471,668	\$ 19,387,941	\$ 29,090,983	\$ 31,059,086	\$ 29,372,543	\$ 25,296,746
Ending Fund Balance	\$ 19,387,941	\$ 29,090,983	\$ 36,552,030	\$ 32,340,560	\$ 25,296,746	\$ 22,013,694
Fund Balance Target**	\$ 12,835,118	\$ 12,076,049	\$ 12,599,382	\$ 14,451,645	\$ 14,056,505	\$ 14,401,507
Over (Under) Fund Target	\$ 6,552,823	\$ 17,014,934	\$ 23,952,648	\$ 17,888,915	\$ 11,240,241	\$ 7,612,187

** Note: Projected Fund Balance Target amount equals four (4) months of operating expenditures

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Balance Detail - General Fund #001

<i>FUND: General Fund (001)</i>						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	17,471,668	19,387,941	29,090,983	31,059,086	29,372,543	25,296,746
Add: Operating Revenues	38,408,704	44,051,626	44,543,363	41,378,253	37,385,336	39,188,939
Add: Nonoperating Revenues/Grants	691,910	593,898	715,829	1,858,155	708,382	732,531
Add: Other Financing Sources/Trans In/Asset Sales	1,321,012	1,285,667	-	1,400,000	-	-
Total Revenues	40,421,626	45,931,191	45,259,192	44,636,408	38,093,718	39,921,470
Total Expenditures	(38,505,353)	(36,228,148)	(37,798,145)	(43,354,934)	(42,169,515)	(43,204,522)
ENDING FUND BALANCE, DECEMBER 31	19,387,941	29,090,983	36,552,030	32,340,560	25,296,746	22,013,694
Percentage Change in Ending Fund Balance	11%	50%	26%	4%	-14%	-13%

Revenue Detail - General Fund # 001

<i>FUND: General Fund (001)</i>							
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TAXES						
	GENERAL PROPERTY TAXES						
311.10.00.000	Property Taxes	15,511,050	16,873,810	17,074,093	17,300,000	17,400,000	17,400,000
	GENERAL PROPERTY TAXES	15,511,050	16,873,810	17,074,093	17,300,000	17,400,000	17,400,000
	SALES TAX						
313.11.00.000	Sales Tax	14,214,411	16,115,301	15,902,297	14,500,000	11,130,000	13,022,100
313.71.00.000	Criminal Justice Funding	786,684	878,378	916,556	786,000	556,500	556,500
	SALES TAX	15,001,095	16,993,680	16,818,853	15,286,000	11,686,500	13,578,600
	OTHER TAXES						
316.81.00.000	Gambling - Boards & Tabs	28,938	25,165	19,499	25,000	5,000	5,000
316.84.00.000	Gambling - Card Games	553,461	504,436	1,031,357	550,000	500,000	500,000
317.20.00.000	Leasehold Excise Tax	2,550,333	2,790,690	3,203,940	2,600,000	2,000,000	2,000,000
	OTHER TAXES	3,132,732	3,320,291	4,254,797	3,175,000	2,505,000	2,505,000
	TAXES	33,644,877	37,187,781	38,147,743	35,761,000	31,591,500	33,483,600

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
LICENSES AND PERMITS							
BUSINESS LICENSES & PERMITS							
321.30.00.000	Fire Code Permits	48,115	42,248	55,762	18,000	18,000	33,000
321.60.00.000	Parks Concession Spec Use Pmt	10,300	6,000	6,918	12,000	6,500	6,500
321.91.00.000	Franchise Fees - Comcast	293,850	276,223	269,490	173,993	188,643	188,643
321.91.00.001	Franchise Fees - Olympic Pipelin	16,469	17,045	17,523	18,083	17,523	17,523
321.91.00.002	Franchise Fees - SCL	273,207	249,006	264,134	169,267	264,134	264,134
321.91.00.003	Franchise Fees - Application	13,011	-	-	-	-	-
321.99.00.000	City Business License	481,756	506,461	535,980	375,000	500,000	550,000
BUSINESS LIC & PERMITS		1,136,708	1,096,983	1,149,806	766,344	994,800	1,059,800
NON-BUSINESS LIC & PERMITS							
322.10.00.001	Building Permits	267,493	1,159,732	351,107	475,000	450,000	450,000
322.10.00.002	Plumbing Permits	16,100	112,739	26,727	40,000	45,000	40,000
322.10.00.003	Sign Permits	3,095	3,623	5,575	1,800	2,500	1,500
322.10.00.004	Electrical Permits	113,664	236,407	147,849	75,000	95,000	75,000
322.10.00.005	Electrical Permits - Other Juisd	-	612	-	-	-	-
322.10.00.006	Demolition Permits	10,060	7,409	19,335	3,000	4,000	3,000
322.10.00.007	Storage Tank Permits	136	-	-	-	-	-
322.10.00.008	Mechanical Permits	34,248	132,522	54,597	35,000	45,000	35,000
322.10.00.009	Fire Permits	28,299	39,702	54,219	14,000	15,000	15,000
322.10.00.010	Manufactured Home Permits	1,580	1,933	3,002	600	600	600
322.10.22.000	Recording Fee Reimbursements	-	-	-	95	40	40
322.40.00.000	ROW Applic Fee Class A-E	45,398	57,373	55,945	12,500	40,000	40,000
322.90.00.000	Site Permit - Application Fee	8,853	14,463	5,135	5,000	5,000	5,000
322.90.00.001	Minor Conditional Use	-	2,292	-	2,430	2,440	2,488
322.90.00.002	Major Conditional Use	8,364	-	4,416	4,520	4,536	4,627
322.90.00.003	STE SFR Permit Application Fee	-	-	3,250	-	1,000	1,000
322.90.00.004	Temporary Use	177	361	441	191	192	196
322.90.00.005	Shoreline Permit	-	-	-	220	221	226
322.90.00.006	Shoreline Substantial Dev.	-	832	1,293	1,241	1,245	1,270
NON-BUSINESS LIC & PERMITS		537,466	1,769,999	732,890	670,597	711,774	674,947
LICENSES AND PERMITS		1,674,173	2,866,982	1,882,697	1,436,941	1,706,574	1,734,747

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
INTERGOVERNMENTAL REVENUES							
DIRECT FEDERAL GRANTS							
331.16.00.001	COPS Grant - DOJ	-	-	-	-	32,788	43,820
331.16.57.004	Justice Assistance Grant	16,202	-	16,573	18,000	17,500	17,500
		16,202	-	16,573	18,000	50,288	61,320
INDIRECT FEDERAL GRANTS							
333.10.60.000	US Forest Service Arbor Day Cele	500	500	500	500	500	500
333.11.00.001	DOC CARES - WA ST	-	-	-	875,400	-	-
333.11.00.002	DOC CARES - King County	-	-	-	44,565	-	-
333.14.20.007	CDBG Minor Home Repair - HUD	41,653	16,183	17,852	26,000	30,000	30,000
333.20.60.001	Traffic Safety Commission	13,654	28,551	17,334	12,000	15,000	15,000
333.97.04.000	Em Mgt Perf Grant (EMPG)-WSM	10,513	15,792	16,189	16,000	16,000	16,000
		66,320	61,026	51,874	974,465	61,500	61,500
STATE GRANTS							
334.00.90.000	Commuter Trip Reduction Credit	587	570	-	300	300	300
334.01.20.001	Adm Off of the Courts - Interprete	5,781	5,580	3,914	5,580	2,500	2,500
334.01.20.002	Legal Financial Oblig Interest Los	-	-	7,521	-	-	-
334.03.10.004	Shoreline Master Program Update	-	5,031	12,779	-	-	-
334.03.50.001	Various Grants - Traffic Safety Co	-	-	500	-	250	250
334.04.20.000	Financial Fraud & ID Theft Task F	134,480	126,370	124,135	125,000	-	-
334.04.20.002	Inc Residential Building Capacity	-	-	-	100,000	-	-
334.06.90.000	Stay at Work Program - WA L&I	10,025	-	-	-	-	-
		150,873	137,550	148,849	230,880	3,050	3,050
STATE ENTITLEMENTS							
336.06.20.000	Criminal Justice - Violent	31,327	33,617	17,146	40,000	-	-
336.06.21.000	Criminal Justice - Population	7,863	8,366	8,732	9,500	9,600	9,600
336.06.25.000	Criminal Justice - Contracted Ser	48,542	51,610	53,822	50,000	59,000	59,000
336.06.26.000	Criminal Justice - Special Progran	28,538	30,237	31,416	31,000	34,000	34,000
336.06.51.000	DUI Other Crim Justice Assistanc	4,221	4,258	3,957	4,000	4,000	4,000
336.06.94.000	Liquor & Beer Excise Tax	136,394	148,291	161,963	145,000	165,000	165,000
336.06.95.000	Liquor Control Board Profits	234,796	239,049	237,460	237,000	230,500	230,500
		491,680	515,427	514,496	516,500	502,100	502,100
INTERLOCAL GRANTS							
337.00.00.001	Sound Transit FWLE (ST3)	8,993	41,814	14,137	15,000	-	-
337.07.00.001	Waste Reduction/Recycling - KC	32,593	-	-	-	-	-
337.07.00.004	Emergency Medical Services	401,928	348,500	434,279	529,810	551,864	566,981
337.07.00.005	CP-Arts Support - 4 Culture	7,500	-	-	-	-	-
334.07.00.010	Economic Dev Partnership Grant	-	-	19,577	-	29,180	29,180
337.07.00.011	Youth and Amateur Sports Grant	-	5,007	2,493	-	-	-
337.07.00.012	Senior Center Investments - KC	-	-	20,547	90,000	-	-
337.07.00.013	Police Strategic Programs Fed Reimb	-	-	-	-	5,000	3,000
337.07.04.000	CP-Arts Sustained Support - KC	7,500	-	7,500	-	7,500	7,500
		458,514	395,322	498,533	634,810	593,544	606,661
		1,183,590	1,109,325	1,230,325	2,374,655	1,210,482	1,234,631

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CHARGES FOR GOODS & SVCS							
GENERAL GOVERNMENT							
341.32.03.000	Court/Appeal Record Preparation	-	27	-	-	-	-
341.33.02.000	Warrant Fees	4,453	4,215	3,126	-	-	-
341.33.03.000	Deferred Prosecution Administrat	692	246	77	300	300	300
341.33.06.000	ITTime Pay Fee-Court	1,502	3,101	7,740	-	-	-
341.43.00.002	Misc Handling, Mailing & General	-	300	6	-	-	-
341.62.00.000	Duplicating Charges - Court	164	212	222	-	-	-
341.70.00.000	Sales of Merchandise (Taxable)	188	-	54	100	50	50
341.70.00.001	Sales Of Maps/Pubs/CDs (Taxabl	70	55	24	-	-	-
341.70.00.002	Sale of Mailing Labels	18	-	-	-	-	-
341.70.00.003	Picture ID/Badge	30	20	45	-	-	-
341.81.00.000	Photocopies	512	99	26	-	-	-
341.81.00.003	Custom GIS Services/Maps	440	18	370	150	-	-
341.81.00.004	Technology Fee	40,395	136,067	118,160	90,000	95,000	90,000
341.81.00.005	Public Records Request Rev	12	272	10,210	100	50	50
341.93.00.000	Fire Facility Maintenance	57,717	79,785	36,550	75,293	75,087	76,588
341.99.00.000	Passport Fees	21,350	-	-	-	-	-
343.30.00.001	Electric Car Charging	-	319	293	625	450	450
GENERAL GOVERNMENT		127,544	224,736	176,903	166,568	170,937	167,438
SEC OF PERSONS & PROPERTY							
342.10.00.000	Law Enforcement Services	3,700	11,041	500	72,000	-	-
342.10.00.001	Law Enforcement Services-HSD	72,500	80,855	83,281	85,779	90,000	90,000
342.10.11.000	DNA Collection Fee	-	-	20	-	-	-
342.20.00.005	Fire Protection - HSD	4,442	4,764	4,635	-	-	-
342.30.00.000	Recognitive Thinking Class	-	3,140	476	10,000	-	-
342.33.00.000	Adult Probation	56,554	44,054	44,828	1,200	3,000	3,000
342.33.12.000	Court-Work Crew Fee	165	-	-	-	-	-
342.36.00.000	Housing & Monitoring Prisoners	1,721	2,732	2,242	-	-	-
342.37.00.000	Booking Fees	495	2,169	835	-	-	-
342.37.00.002	Fingerprint/Picture Identifications	535	450	357	1,000	500	500
342.38.00.000	Pre-Conviction Supervision Costs	7,934	3,950	5,100	1,000	1,000	1,000
342.40.00.000	Code Enf Recording Fee	-	101	-	-	-	-
342.50.00.000	DUI Emergency Response	445	235	128	-	-	-
SEC OF PERSONS & PROPERTY		148,490	153,489	142,402	170,979	94,500	94,500

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	ECONOMIC DEVELOPMENT						
344.10.00.003	ROW Construction-POS	5,605	-	636	40,000	-	-
345.29.00.000	Abatement Charges-Code Enf	-	770	-	1,000	1,000	1,000
345.70.00.000	Pre-Application Fee	10,404	6,862	9,705	1,000	3,318	3,384
345.81.00.001	Lot Line Adjustment Fees	2,385	3,843	1,326	1,356	2,723	2,777
345.81.00.002	Short Plat/Subdivision Fees	58,891	65,500	38,971	31,400	25,000	25,000
345.81.00.003	Rezone Fees	7,191	-	-	7,775	-	7,956
345.81.00.004	Variance Fees	7,196	1,409	-	5,538	-	-
345.81.00.005	Site Plan Review I	-	-	8,691	-	3,897	3,975
345.81.00.006	Zoning Compliance Requests	4,180	4,687	4,415	2,160	3,628	3,700
345.81.00.008	Development Agreement Fees	-	-	7,995	8,482	-	-
345.81.00.010	Appeals and Waivers	2,040	208	431	-	-	-
345.81.00.012	Hearing Examiner Costs	3,281	-	1,813	-	3,000	3,000
345.81.00.013	Easement Dedication	1,500	-	-	-	-	-
345.81.00.014	Zoning Code Departure	-	-	800	-	822	839
345.83.00.000	Fire Plan Review	51,887	79,937	57,604	30,000	30,000	25,000
345.83.00.001	Plan Review/Building Related	453,962	577,884	443,972	400,000	375,000	270,000
345.83.00.002	Plan Review Electrical Fees	29,993	33,203	13,735	20,000	20,000	10,000
345.83.00.004	ROW Permit Review Fee Class A	22,044	29,411	26,234	7,500	20,000	20,000
345.83.00.005	Plan Review Sign Fees	1,293	1,952	3,401	1,300	1,300	1,300
345.83.00.006	Investigative Fee	3,838	1,506	1,559	750	750	750
345.83.00.007	STE Permit Review Fee	20,917	133,593	56,412	35,000	35,000	35,000
345.83.00.008	ROW Construction Inspections	50,792	81,941	69,258	25,000	50,000	50,000
345.83.00.009	ROW Maintenance Inspections	5,424	9,087	6,887	3,500	5,000	5,000
345.83.00.010	STE Const Inspections	42,289	113,292	34,748	45,000	35,000	35,000
345.83.00.011	STE Maintenance Inspections	9,027	63,170	11,877	25,000	7,500	7,500
345.83.00.012	Variance-Noise	406	624	754	300	876	876
345.83.00.013	ROW Construction Inspec Wkend	1,969	14,259	3,184	-	10,000	10,000
345.83.00.014	Variance - Engineering Review	1,200	1,223	1,267	-	500	500
345.83.00.015	Plan Review-Professional Service	21,131	237,600	24,114	275,000	225,000	222,000
345.83.00.016	AFH Inspection Fee	-	422	582	140	148	148
345.83.00.017	Code Modification	-	204	106	200	200	200
345.83.00.018	POS Permitting Fees	-	165,000	170,280	226,600	226,600	226,600
345.83.00.019	ROW Permit - Other	-	-	-	10,000	-	-
345.83.00.020	STE SFR Permit Review	-	-	6,500	-	3,250	3,250
345.83.00.021	Inspections - Other Jurisdictions	-	1,070	-	-	-	-
345.89.00.011	SEPA Checklist Fees	13,817	11,330	21,128	14,423	14,468	14,758
345.89.00.012	Accessory Dwelling Unit	1,792	2,218	1,620	1,383	2,000	2,000
345.89.00.013	Comprehensive Plan Amendment	4,284	-	4,524	-	-	2,370
345.89.00.015	Other Planning/Dev Services	-	51	-	-	-	-
345.89.00.020	Multi-Family Prop Tax Exemption	-	-	3,000	-	1,212	1,236
	ECONOMIC DEVELOPMENT	838,738	1,642,256	1,037,528	1,219,807	1,107,192	995,119

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CULTURE AND RECREATION							
347.30.00.000	Sports Fields and Lighting Fees	44,483	44,032	40,126	48,000	60,000	65,000
347.31.00.000	YMCA Activity Fees	1,005	825	1,477	1,000	1,500	1,650
347.61.00.000	Sports	23,034	31,011	18,249	27,000	19,000	19,000
347.62.00.000	Classes	21,636	19,061	16,494	24,500	19,500	19,500
347.62.00.001	Drop-In Activities	16,812	15,024	13,317	16,000	14,500	14,500
347.63.00.000	Senior Trips	25,175	20,993	21,377	28,550	30,330	30,330
347.65.00.000	Afterschool Program and Camps	295,890	301,414	305,943	300,000	288,060	288,060
347.66.00.000	Teen Programs	11,426	26,424	24,491	20,800	25,050	25,050
347.90.00.000	Art/Photo Reg. Fees	345	225	390	375	600	600
347.90.00.001	Seniors-Holiday Bazaar Vendor Reg Fees		-	3,140	-	2,800	2,800
347.90.00.002	Other Fees-Special Events	1,709	2,070	1,859	2,000	2,000	2,000
347.90.00.005	Other Fees-Convenience Fees	421	439	421	400	450	500
CULTURE AND RECREATION		441,934	461,519	447,284	468,625	463,790	468,990
CHARGES FOR GOODS & SVCS		1,556,706	2,482,000	1,804,117	2,025,979	1,836,419	1,726,047

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	FINES AND FORFEITS						
	CIVIL PENALTIES						
352.30.00.000	Vehicle Insurance Administration	2,612	933	12,394	300	5,000	2,000
	CIVIL PENALTIES	2,612	933	12,394	300	5,000	2,000
	NON-PARKING INFRACTIONS						
353.10.03.000	Traffic Infraction Penalties	108,988	94,430	154,730	100,000	100,000	100,000
353.10.20.000	Distracted Driving Infraction	36	-	-	-	-	-
	NON-PARKING INFRACTIONS	109,023	94,430	154,730	100,000	100,000	100,000
	PARKING INFRACT PENALTIES						
354.00.00.000	Parking Infraction Penalties	58,188	37,338	24,126	30,000	20,000	20,000
354.00.07.000	Accessible/Multimodal Trans Acco	3,411	5,273	4,000	1,600	1,500	1,500
354.00.41.000	Red Light Photo Enforcement	344,902	71,315	34,169	4,000	5,000	4,000
	PARKING INFRACT PENALTIES	406,502	113,925	62,296	35,600	26,500	25,500
	CRIMINAL TRAF MISDEMEANOR						
355.20.00.000	Driving Under the Influence Fines	14,427	16,133	11,194	1,000	500	600
355.20.03.000	Criminal Conviction Fee-DUI	752	1,029	967	800	500	500
355.80.01.000	Other Criminal Traffic MISD	15,507	19,530	16,516	5,000	2,500	2,525
355.80.02.000	Criminal Conviction Fee-Traffic	2,108	1,980	1,843	2,200	800	800
	CRIMINAL TRAF MISDEMEANOR	32,794	38,672	30,521	9,000	4,300	4,425
	CRIMINAL NON-TRAF PENALTIES						
356.90.04.000	Other Non-Traffic Penalties	3,705	3,023	5,987	2,000	1,000	1,000
356.90.08.000	Domestic Violence Assistance	736	455	478	250	200	200
356.90.13.000	D/M Prostitution	898	1,966	2,483	-	-	-
356.90.14.000	Criminal Fee - Non-Traffic	749	489	401	200	200	200
	CRIMINAL NON-TRAF PENALTIES	6,088	5,933	9,350	2,450	1,400	1,400
	CRIMINAL COSTS						
357.31.00.000	Criminal Jury Demand Costs	349	-	-	-	-	-
357.33.00.000	Public Defense Costs	17,317	13,594	8,628	-	-	-
357.34.00.000	Law Enforcement Services	5	47	-	-	-	-
357.35.00.000	Court Interpreter Costs	82	59	98	-	-	-
357.39.00.000	Court Cost Recoup	476	1,937	1,312	-	-	-
	CRIMINAL COSTS	18,230	15,637	10,039	-	-	-
	NON-COURT FINES/PENALTIES						
359.90.00.000	Miscellaneous Fines & Penalties	128	325	225	100	100	100
359.90.00.002	Penalties on Business Licenses	5,270	8,605	2,640	-	-	-
359.90.00.005	False Alarm Fines	7,500	7,200	6,500	3,000	3,000	3,000
359.90.00.006	False Alarm Penalties	675	625	425	500	500	500
	NON-COURT FINES/PENALTIES	13,573	16,755	9,790	3,600	3,600	3,600
	FINES AND FORFEITS	588,821	286,285	289,119	150,950	140,800	136,925

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
MISCELLANEOUS REVENUES							
INTEREST EARNINGS							
361.10.00.000	Investment Interest	-	-	52,700	-	188,600	188,600
361.11.00.000	LGIP Investment Interest	124,797	258,597	484,799	150,000	12,000	12,000
361.40.00.000	Interest on Sales Tax/AR/Leasehold	14,860	27,123	6,749	8,000	8,000	8,000
361.40.01.000	Interest on Court Collections	13,694	10,052	7,172	12,000	6,000	6,000
361.40.03.000	Other Interest - Court	13,694	10,052	7,172	12,000	6,000	6,000
361.90.00.000	Other Interest Earnings	5,180	25,200	-	-	-	-
INTEREST EARNINGS		172,224	331,024	558,590	182,000	220,600	220,600
RENTS, LEASES & CONCESSION							
362.10.00.000	Equipment Rentals - CC	500	400	900	500	400	500
362.30.00.000	Parking Leases	443	-	-	-	-	-
362.40.00.000	Space & Facility Rental	6,955	6,080	7,500	6,900	7,000	7,000
362.40.00.001	Fitness Area Rental - Community	21,000	21,309	19,066	22,500	20,950	20,950
362.40.00.002	Facility Rental - Community Center	127,764	162,099	169,383	180,000	180,000	180,000
362.40.00.003	Park Shelter Rentals	25,660	25,280	28,635	18,500	27,010	27,010
362.40.00.007	Community Garden Rentals	80	920	1,040	1,100	1,100	1,100
362.50.00.000	Long-Term Facility Leases	57,013	57,646	68,344	70,000	70,000	70,000
362.80.00.000	Vending & Concessions	497	458	500	500	500	500
RENTS, LEASES & CONCESSION		239,913	274,193	295,368	300,000	306,960	307,060
CONTRIBUTIONS & DONATIONS							
367.00.00.000	Private Sources	7,500	12,500	11,500	5,000	7,500	9,000
367.01.00.002	Senior Program	1,364	4,398	2,902	1,500	3,000	3,000
367.01.00.005	Senior Fund Raiser	4,090	257	3,769	5,000	5,000	5,000
367.01.00.007	Senior Funds to Renton Fund	-	2,721	-	-	-	-
CONTRIBUTIONS & DONATIONS		12,954	19,876	18,171	11,500	15,500	17,000
OTHER MISCELLANEOUS REVS							
369.10.00.000	Sale of Recyclable Material	234	2,146	477	-	-	-
369.30.00.000	Narcotic Seizure Fund	-	24,589	16,633	5,000	15,000	15,000
369.40.00.000	Judgments & Settlements	5,290	166	935	-	-	-
369.81.00.000	Overage/Shortage - Finance	-	695	(13)	-	-	-
369.81.00.001	Overage/Shortage-Court	(21)	63	50	-	-	-
369.81.00.002	Overage/Shortage-Comm Center	(48)	2	(0)	-	-	-
369.90.00.000	Other Miscellaneous Revenue	9,054	1,496	1,956	10,000	-	-
369.90.00.002	Misc Wellness Program Proceeds	222	194	161	115	100	100
369.90.00.003	Misc Prior Year Rev/Adj	12,599	-	-	-	-	-
369.90.00.004	Court NSF Check Revenue	25	34	91	-	50	50
369.90.00.005	Mailbox Replacement Program	-	11,826	13,338	21,600	11,000	11,000
369.91.00.000	General Fund Overhead	-	-	953,338	956,668	1,038,733	1,034,710
388.10.00.000	Prior Year Adjustments	-	46,849	46,097	-	-	-
OTHER MISCELLANEOUS REVS		27,355	88,060	1,033,063	993,383	1,064,883	1,060,860
MISCELLANEOUS REVENUES		452,446	713,152	1,905,192	1,486,883	1,607,943	1,605,520

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - General Fund # 001

FUND: General Fund (001)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	OTHER FINANCING SOURCES						
	TRANSFERS IN						
397.03.00.000	Transfer In-Fund 102	414,690	450,616	-	-	-	-
397.04.00.000	Transfer In-Fund 403	335,898	367,515	-	-	-	-
397.05.00.000	Transfer In-Fund 404	15,000	20,000	-	-	-	-
397.41.00.000	Transfer In-Fund 108	253,125	270,256	-	-	-	-
397.55.00.000	Transfer In-Fund 501	23,416	21,783	-	-	-	-
397.58.00.000	Transfer In-Fund 110	276,879	153,497	-	-	-	-
397.65.00.000	Transfer In-Fund 111	2,004	2,000	-	-	-	-
397.76.00.000	Transfer In-Fund 301	-	-	-	1,400,000	-	-
	CAP ASSETS AND TRANSFERS IN	1,321,012	1,285,667	-	1,400,000	-	-
	OTHER FINANCING SOURCES	1,321,012	1,285,667	-	1,400,000	-	-
	TOTAL GENERAL FUND REVENUES	40,421,626	45,931,191	45,259,192	44,636,408	38,093,718	39,921,470

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Legislative Services (511.60)

DEPT: City Council (01)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CITY COUNCIL - FTE'S		0.42	0.42	0.42	0.42	0.42	0.42
MAYOR		0.06	0.06	0.06	0.06	0.06	0.06
COUNCILMEMBER		0.36	0.36	0.36	0.36	0.36	0.36
LEGISLATIVE SERVICES							
SALARIES AND BENEFITS							
511.60.11.000	Salaries & Wages	86,400	84,900	85,900	86,400	86,400	86,400
511.60.12.000	Overtime	-	-	-	-	-	-
511.60.20.000	Personnel Benefits	133,498	132,383	133,487	135,069	135,066	135,066
SALARIES AND BENEFITS		219,898	217,283	219,387	221,469	221,466	221,466
SUPPLIES							
511.60.31.008	Office & Operating Supplies	1,352	692	1,604	1,800	600	600
511.60.31.011	Publications	-	-	-	200	200	200
511.60.31.013	Food Supplies	1,955	1,141	133	2,300	1,000	1,000
511.60.31.023	Uniforms	-	237	79	200	200	200
511.60.31.040	Volunteer Appreciation Dinner	2,411	2,609	2,904	3,600	3,600	3,600
511.60.31.041	30 Year Anniversary Event	-	-	-	20,000	-	-
511.60.35.000	Small Tools & Minor Equipment	543	298	10	500	300	300
SUPPLIES		6,261	4,976	4,730	28,600	5,900	5,900
OTHER SERVICES & CHARGES							
511.60.41.000	Professional Services	1,000	877	45,101	70,500	10,000	10,000
511.60.42.028	Telephone	6,134	4,177	4,995	6,000	5,000	5,000
511.60.42.029	Postage	47	3	527	80	50	50
511.60.43.031	Lodging	2,001	6,177	2,367	13,160	-	-
511.60.43.032	Meals	1,385	1,988	1,457	4,540	-	-
511.60.43.033	Transportation	1,046	1,388	678	5,730	-	-
511.60.43.034	Mileage Reimbursements	635	374	-	1,170	-	-
511.60.45.000	Operating Rentals & Leases	-	-	-	1,500	-	-
511.60.49.000	Subscriptions	-	90	100	-	100	100
511.60.49.056	Filing & Recording	-	-	-	150	-	-
511.60.49.058	Printing & Binding	-	324	73	400	300	300
511.60.49.059	Memberships	38,441	50,255	53,785	57,375	58,816	59,651
511.60.49.061	Registration	2,450	4,145	1,844	6,405	-	-
OTHER SERVICES & CHARGES		53,140	69,798	110,927	167,010	74,266	75,101
LEGISLATIVE SERVICES		279,299	292,057	335,044	417,079	301,632	302,467
PRIOR YEAR ADJUSTMENTS							
588.10.00.000	Prior Year Corrections	-	-	1,861	-	-	-
PRIOR YEAR ADJUSTMENTS		-	-	1,861	-	-	-
TOTAL CITY COUNCIL EXPENDITURES		279,299	292,057	336,905	417,079	301,632	302,467



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Gail Cannon, Court Administrator
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The SeaTac Municipal Court will continue to operate as a highly respected judicial entity that serves the community by providing a safe forum, accessible to all individuals, for the fair, impartial, and efficient administration of justice. The court strives to provide effective and accountable government through the direct services offered to the citizens we serve as well as the programs that have been developed by the court's probation department.

Probation officers may develop and oversee rehabilitation and support programs. Currently, our department facilitates a Domestic Violence Moral Reconciliation Therapy (DVMRT). DVMRT is a cognitive-behavioral group process that is based on the theory that thoughts, beliefs, and attitudes are the primary determinants of behaviors. DVMRT is designed to facilitate a change in the client's process of conscious decision-making and enhance appropriate behavior through development of higher moral reasoning. The court charges a minimal fee to take the DVMRT class which allows lower income individuals to afford the treatment they need or have been court-ordered to complete. This same treatment can cost thousands of dollars at private agencies outside of the court. The revenue generated by this program helps support the court's probation department. Furthermore, the court has collaborated with several South King County jurisdictions to design a program that helps indigent individuals pay off their fines at minimal cost to them which allows them to obtain their driver's license prior to their fines being paid in full. The revenue generated by this program goes into the general fund.

The programs offered by the court ensure that the services can be accessible to all regardless of an individual's socioeconomic status. The court strives to maintain effective and accountable government to all.

Municipal Court

Court Administrator: Gail Cannon

Fund: General (001)

Mission

Operate as a highly respected judicial entity that serves the community by providing a safe forum, accessible to all individuals, for the fair, impartial, and efficient administration of justice.

Department Description

The SeaTac Municipal Court is a court of limited jurisdiction. The Judge is authorized by the Revised Code of Washington to preside over civil infractions, traffic infractions, criminal misdemeanor and gross misdemeanor violations, and civil orders for protection.

Our probation department supervises individuals who have been placed on probation. They work to ensure that the defendant is not a danger to the community and to help in their rehabilitation. The probation counselor help defendants fulfill their probation by employing various monitoring techniques and arranging additional services as may be required and acts as an intermediary between the judge and the defendant, tracking their progress and makes recommendations as needed. The Probation Division facilitates a Domestic Violence Moral Reconation Therapy (DVMRT) program. DVMRT is a cognitive-behavioral group process based on the theory that thoughts, beliefs, and attitudes are the primary determinants of behaviors. DVMRT is designed to facilitate a change in the client’s process of conscious decision-making and enhance appropriate behavior through development of higher moral reasoning.

2021-2022 Department Objectives

Objective	City Goal	Completion
Implement hybrid based court system that allows for both virtual and in-person court hearings once the Court is open to the public.	Build Effective and Accountable Government	December 2021
Research the cost and identify the potential of implementing a therapeutic DUI Court.	Build Effective and Accountable Government	December 2022
Implement “Thinking for a Change” within Probation Department (Cognitive Behavioral Program)	Build Effective and Accountable Government	December 2022

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Percent of domestic cases fast tracked through the court 60 days from the date of arraignment	N/A	N/A	N/A	50%	60%
Percent of criminal cases set for trial within 80 days of their first appearance in court.	N/A	N/A	N/A	75%	90%
Percent of DVMRT graduates that don't recidivate, specific to convictions for violent crimes	100%	100%	100%	100%	100%
Percent of civil infractions set within 90 days of the notice of infraction	N/A	N/A	N/A	65%	75%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Municipal Court (02)

PROGRAM: Municipal Court - Judicial (512.50)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
MUNICIPAL COURT - JUDICIAL FTE'S		5.17	4.67	4.67	4.45	5.45	5.45
	JUDGE	0.72	0.72	0.72	0.50	0.50	0.50
	COURT ADMINISTRATOR	0.95	0.95	0.95	0.95	0.95	0.95
	LEAD JUDICIAL SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
	JUDICIAL SUPPORT SPECIALIST	2.50	2.00	2.00	2.00	3.00	3.00
MUNICIPAL COURT - JUDICIAL SALARIES AND BENEFITS							
512.50.11.000	Salaries & Wages	364,221	375,997	398,155	457,027	467,259	481,371
512.50.12.000	Overtime	1,700	-	4,850	2,419	2,419	2,419
512.50.20.000	Personnel Benefits	151,590	154,665	164,388	225,451	224,369	224,350
SALARIES AND BENEFITS		517,511	530,662	567,393	684,897	694,047	708,140
SUPPLIES							
512.50.31.008	Office & Operating Supplies	2,428	4,311	2,184	4,000	3,500	3,500
512.50.31.023	Regular Uniforms	-	-	-	-	-	600
512.50.35.000	Small Tools & Minor Equipment	-	2,519	69	2,000	200	250
SUPPLIES		2,428	6,830	2,253	6,000	3,700	4,350
OTHER SERVICES & CHARGES							
512.50.41.000	Professional Services	120	-	816	1,300	1,300	1,300
512.50.41.007	Judge	18,805	6,419	10,234	10,800	11,016	11,237
512.50.42.028	Telephone	2,895	3,627	3,185	1,800	3,300	3,300
512.50.42.029	Postage	2,507	4,439	2,753	5,000	4,000	4,000
512.50.43.031	Lodging	642	233	360	900	-	-
512.50.43.032	Meals	123	-	223	400	-	-
512.50.43.033	Transportation	250	294	20	480	-	-
512.50.45.000	Operating Rentals & Leases	2,320	2,311	2,328	2,150	2,400	2,400
512.50.48.049	Equipment Repair & Maintenance	743	869	958	1,144	950	950
512.50.49.000	Codesmart Hosting	2,385	3,055	7,911	10,935	10,900	10,900
512.50.49.054	Memberships	800	1,279	1,295	1,279	1,300	1,300
512.50.49.057	Witness Fees	585	3,861	62	600	600	600
512.50.49.058	Printing & Binding	403	217	1,553	2,600	1,000	1,000
512.50.49.061	Registration	645	-	-	500	-	-
512.50.49.062	Laundry Services	11	-	-	100	40	40
512.50.49.064	Jury Fees	8,706	5,182	7,590	11,000	10,000	10,000
512.50.49.065	Interpreter Fees	26,752	20,386	26,597	28,000	28,000	28,000
OTHER SERVICES & CHARGES		68,692	52,173	65,886	78,988	74,806	75,027
MUNICIPAL COURT - JUDICIAL		588,631	589,665	635,531	769,885	772,553	787,517

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Municipal Court (02)

PROGRAM: Probation & Parole Svs (523.30)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
MUNICIPAL COURT PROBATION - FTE'S		1.33	0.83	0.83	1.10	1.10	1.10
	JUDGE	0.08	0.08	0.08	0.05	0.05	0.05
	COURT ADMINISTRATOR	0.05	0.05	0.05	0.05	0.05	0.05
	JUDICIAL SUPPORT SPECIALIST	0.50					
	PROBATION COUNSELOR	0.70	0.70	0.70	1.00	1.00	1.00
MUNICIPAL COURT - LEGAL SALARIES AND BENEFITS							
523.30.11.000	Salaries & Wages	68,638	67,984	85,894	101,348	107,706	110,087
523.30.12.000	Overtime	100	-	-	-	-	-
523.30.20.000	Personnel Benefits	24,797	19,813	40,329	50,735	48,347	50,179
	SALARIES AND WAGES	93,535	87,797	126,223	152,083	156,053	160,266
SUPPLIES							
523.30.31.008	Office & Operating Supplies	435	297	267	307	250	250
523.30.35.000	Small Tools and Minor Equipment	460	419	-	-	-	-
	SUPPLIES	895	716	267	307	250	250
OTHER SERVICES & CHARGES							
523.30.42.028	Telephone	-	-	751	-	840	840
523.30.43.031	Lodging	1,151	342	319	450	-	-
523.30.43.032	Meals	210	81	30	100	-	-
523.30.43.033	Transportation	1,423	873	198	350	-	-
523.30.49.000	Miscellaneous Services	2,678	1,220	1,320	1,200	1,320	1,320
523.30.49.054	Memberships	40	40	40	40	40	40
523.30.49.058	Printing & Binding	87	1,599	2,370	1,000	1,500	2,500
523.30.49.061	Registration	1,902	465	175	165	-	-
	OTHER SERVICES & CHARGES	7,491	4,621	5,203	3,305	3,700	4,700
	MUNICIPAL COURT - LEGAL	101,921	93,134	131,692	155,695	160,003	165,216
PRIOR YEAR ADJUSTMENTS							
588.10.00.000	Prior Year Corrections	-	-	(53)	-	-	-
	PRIOR YEAR ADJUSTMENTS	-	-	(53)	-	-	-
CAPITAL EXPENDITURES							
CAPITAL OUTLAY							
594.12.64.093	Computer Software	-	12,562	-	-	-	-
	CAPITAL OUTLAY	-	12,562	-	-	-	-
	CAPITAL EXPENDITURES	-	12,562	-	-	-	-
TOTAL MUNICIPAL COURT EXPENDITURES		690,552	695,360	767,171	925,580	932,556	952,733



2021-2022 Biennial Budget

To: 2021-2022 Budget
From: Carl Cole, City Manager
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The City Manager's Office (CMO) is responsible for managing the day to day operations of the City in accordance with the Comprehensive Plan and the Biennial Budget as informed by the collective will of the City Council. With the exceptions noted below (Police, SCORE and Fire), the CMO is supported by the General Fund the revenues of which come primarily from sales and property tax.

In addition to overseeing the work of the City's eight departments, the CMO also manages programs that affect more than one department or are managed on behalf of the City Council.

Lobbying

SeaTac contracts with Gordon Thomas Honeywell (GTH), a firm that provides for our lobbying needs in Seattle (King County), Olympia and Washington DC. Each year, GTH assists the City Council with establishing its legislative priorities and then advocating for City interests at the County, State, and Federal levels. In addition, they provide regular reports throughout the year on what legislation is being introduced and what impact the passage of it might have on the City. This effort is a necessary element for achieving the Council Goal of Building Effective and Accountable Government.

Communications

The CMO is also responsible for overseeing customer communications. External communication to residents and businesses is accomplished primarily through consistent updates to our SeaTac Blog and via the City Manager's Weekly Update, an electronic assembly of links to articles about the interesting and important things that our residents might need to know each week. We also publish and mail to every address in the City a quarterly SeaTac Magazine, filled with interesting articles and announcements about programs and services available to residents. Though publication has been suspended during the pandemic, I expect it to resume, in some form, during the 2021/2022 budget cycle, if not sooner.

We also maintain excellent working relationships with our legislators and other governments through a series of meetings and conversations over issues where our interests overlap. Often these relationships are facilitated through our contract with GTH, but, especially with our neighboring jurisdictions, we view ourselves as partners interested in advancing the needs of South King County and see this as important.

In 2020, the City Council approved the hire of a Social Media Strategist whose job will be to inspire community engagement in all city priorities through the robust use of modern technology and social media platforms. They will also be charged with improving internal communications

either enhancing the reach of the employee newsletter Snapshots, or finding a more effective alternative.

Effective execution of all of the tasks associated with the communications areas above will help achieve the Council Goal of Building Effective and Accountable Government.

Service Contracts

The CMO oversees four contracts for services that are not provided directly by the City. These contracts are regularly evaluated for value and to ensure that the scope and scale of the services provided are in alignment with the cost.

The Public Defender contract provides for equitable indigent defense for anyone who becomes involved with the municipal criminal justice system and cannot afford legal representation.

Regional Animal Services of King County (RASKC) provides animal services in the City including licensing, education, and feral and stray animal control.

The Puget Sound Regional Fire Authority (RFA) provides full service fire and medical responses to the City of SeaTac as well as several neighboring jurisdictions. An important component of the services provided by the RFA is the FD Cares program. An FD Cares unit is staffed with a Medic and a Nurse trained in mental health issues and their response to low acuity 911 calls is significantly more cost effective than sending a fully staffed fire engine and a police officer to these types of calls, and provides better service to the patient. The year after year increase in calls for people experiencing behavioral crisis for different reasons has led to a change in the way first response is handled. FD Cares provides an alternative response to low acuity police and fire calls where the patient is in need of human services rather than law enforcement or fire/medical aid. In addition to first response to 911 calls, the RFA provides a number of education and other services that help achieve the City Council Goal of Increasing Public Safety. While the majority of the RFA contract is paid for out of the General Fund, we also receive revenue from the Emergency Medical Services (EMS) levy to help offset emergency fire/medical aid responses.

Police Services in SeaTac are provided for by the King County Sheriff's Office (KCSO) through an Interlocal Agreement (ILA) with King County. The ILA allows for customizations to the services provided to ensure that SeaTac can pick and choose the right mix to provide the best value to our residents and the CMO works with the Police Department to determine those needs and program for them. These efforts help to achieve the Council Goal of Building Accountable and Effective Government through Increasing Public Safety.

South Correctional Entity (SCORE)

The City Manager serves as a voting member of the Administration Board of SCORE. SCORE is an 802 bed jail built and operated in collaboration with five neighboring cities to serve the incarceration and rehabilitation needs of misdemeanor prisoners. SCORE is primarily paid for out of the General Fund, however, the portion of debt service SeaTac is responsible for is paid for with revenue generated by renting excess to need jail beds to non-owner cities. The operation of SCORE helps to achieve the Council Goal of Building Accountable and Effective Government through Increasing Public Safety.

Of course, there are many other functions and duties of the CMO. This memorandum was intended to provide an overview of the bigger programs that affect the most people and are the largest parts of the budget.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

City Manager's Office

City Manager: Carl Cole

Fund: General (001), Port ILA (105)

Mission

Provide ethical and visionary leadership that inspires high quality, innovative and fiscally responsible public policy, services and projects.

Department Description

The City Manager's Office consists of eight full-time employees. The primary responsibilities of the City Manager are to prepare a proposed budget for the City Council's review and adoption, submit policy options and recommendations to the City Council, and oversee the day-to-day operations of the municipal government to ensure the attainment of the policy goals set by the City Council.

Key functions of the City Manager's Office include: administrative support to the Council, community relations and communications, contract negotiations, inter-governmental coordination with surrounding communities as well as the SEA International Airport, Sound Transit, legislative and Congressional representation, research on regional issues, and leadership of the City's strategic planning, professional development, and process improvement efforts.

2021-2022 Department Objectives

Objective	City Goal	Completion
Review teleworking policy and adjust as necessary to promote efficiencies	Build Effective & Accountable Government	March 2021
Launch NextDoor Social Media Platform	Build Effective & Accountable Government	March 2021
Promote and conduct quarterly virtual meetings with residents to increase engagement and connection with services and programs.	Build Effective & Accountable Government	June 2021
Research and identify the cost of implementing professional development plans for all employees.	Build Effective & Accountable Government	June 2021
Facilitate the successful consolidation of the three Sound Transit Transitway Agreements.	Increase Connectivity & Safety	December 2021
Promote and support the Indoor Ultrafine Particle Impact study.	Promote Our Neighborhoods	December 2021
Review/revise as necessary the Interlocal Agreement with the Puget Sound Regional Fire Authority.	Promote Our Neighborhoods	December 2021
Implement improvements as recommended by 2020 Gateway Analysis.	Promote Our Neighborhoods	December 2022

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Average rating in the overall satisfaction question of the employee survey	N/A	71%	75%	80%	90%
Percent of employees with a professional development plan	N/A	N/A	N/A	50%	100%
Number of impressions on communications to the public per year	N/A	N/A	N/A	1,000	2,000
Percent of responses to requests for service made within two working days	N/A	N/A	N/A	75%	90%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: City Manager's Office (03)

PROGRAM: City Manager Admin (513.10)
 Legal Activities (515.90)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CITY MANAGER ADMINISTRATION FTE'S		5.50	5.00	4.00	5.00	5.00	5.00
	CITY MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
	DEPUTY CITY MANAGER				1.00	1.00	1.00
	GOV RELATIONS & COMM. MGR		1.00				
	EXECUTIVE ASSISTANT	1.00	1.00	1.00	1.00	1.00	1.00
	ADMIN ASSISTANT II GRAPHIC DESIGN	0.50					
	REAL PROPERTY MGMT SPECIALIST	1.00					
	SENIOR MANAGEMENT ANALYST	2.00	2.00	2.00	2.00	2.00	2.00
CITY MANAGER ADMINISTRATION							
SALARIES AND BENEFITS							
513.10.11.000	Salaries & Wages	438,776	601,853	599,853	665,948	711,559	725,767
513.10.12.000	Overtime	-	-	-	-	-	-
513.10.20.000	Personnel Benefits	142,933	198,549	183,869	245,166	234,433	239,125
SALARIES AND BENEFITS		581,709	800,402	783,722	911,114	945,992	964,892
SUPPLIES							
513.10.31.008	Office & Operating Supplies	3,508	4,041	1,583	3,000	1,500	1,500
513.10.31.011	Publications	-	-	105	100	100	100
513.10.31.013	Food Supplies	391	308	426	200	200	200
513.10.35.000	Small Tools & Minor Equipment	577	12,132	8,006	500	200	200
SUPPLIES		4,475	16,482	10,120	3,800	2,000	2,000
OTHER SERVICES & CHARGES							
511.20.41.000	Professional Svc - Lobbyist	33,600	33,600	-	-	-	-
513.10.41.000	Professional Services	6,755	60,311	25,470	49,600	20,000	20,000
513.10.41.200	Advertising	754	-	-	-	-	-
513.10.42.028	Telephone	3,327	3,908	3,331	6,500	3,600	3,600
513.10.42.029	Postage	98	226	81	300	100	100
513.10.43.031	Lodging	-	584	1,625	5,200	-	-
513.10.43.032	Meals	766	996	570	1,665	-	-
513.10.43.033	Transportation	16	657	551	1,965	-	-
513.10.43.034	Mileage Reimbursement	-	96	322	1,146	-	-
513.10.45.000	Operating Leases & Rentals	2,394	2,552	2,965	2,328	2,460	2,460
513.10.48.049	Equipment Repair & Maintenance	374	334	176	500	100	100
513.10.49.053	Subscriptions	588	1,286	235	383	915	915
513.10.49.054	Memberships	1,138	698	3,075	3,000	3,430	3,430
513.10.49.056	Filing & Recording	27	89	-	-	-	-
513.10.49.058	Printing & Binding	211	6,797	639	500	300	300
513.10.49.061	Registration	180	1,175	1,599	3,790	-	-
515.93.41.014	Indigent Defense Costs	167,100	170,150	185,850	206,000	206,000	206,000
OTHER SERVICES & CHARGES		217,329	283,459	226,490	282,877	236,905	236,905
CITY MANAGER ADMINISTRATION		803,513	1,100,343	1,020,331	1,197,791	1,184,897	1,203,797

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: City Manager's Office (03)

PROGRAM: Communications (518.90)
 Legislative Activities (511.20)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
COMMUNICATIONS FTE'S			0.00	3.00	4.00	3.20	3.20
GOV RELATIONS & COMM. MGR				1.00	1.00	1.00	1.00
DIGITAL MEDIA SPECIALIST					1.00	1.00	1.00
ADMIN ASSISTANT II GRAPHIC DESIGN				1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT II						0.20	0.20
ADMINISTRATIVE ASSISTANT I				1.00	1.00		
COMMUNICATIONS							
SALARIES AND BENEFITS							
518.90.11.000	Salaries & Wages		-	222,787	299,023	301,903	316,604
518.90.12.000	Overtime		-	193	-	-	-
518.90.20.000	Personnel Benefits		-	70,265	116,348	115,564	119,812
SALARIES AND BENEFITS			-	293,245	415,371	417,467	436,416
SUPPLIES							
518.90.31.008	Office & Operating Supplies		-	2,854	4,400	3,000	3,000
518.90.31.011	Publications		-	-	200	100	100
518.90.35.000	Small Tools & Minor Equipment		-	354	3,600	1,000	1,000
SUPPLIES			-	3,208	8,200	4,100	4,100
OTHER SERVICES & CHARGES							
511.20.41.000	Professional Svc - Lobbyist		-	33,600	36,000	39,996	39,996
518.90.41.000	Professional Services		-	2,210	37,000	20,000	20,000
518.90.41.065	Secretarial Pool Services		-	10,995	14,100	-	-
518.90.41.200	Advertising		-	-	500	400	400
518.90.42.028	Telephone		2,255	825	1,440	1,400	1,400
518.90.42.029	Postage		-	4,894	7,600	2,000	2,000
518.90.43.031	Lodging		-	835	3,410	-	-
518.90.43.032	Meals		-	945	1,165	-	-
518.90.43.033	Transportation		-	719	1,975	-	-
518.90.43.034	Mileage Reimbursement		-	727	817	-	-
518.90.45.000	Operating Rentals & Leases		-	1,680	1,650	-	-
518.90.49.053	Subscriptions		382	4,702	10,289	10,068	10,068
518.90.49.054	Memberships		-	185	445	510	445
518.90.49.058	Printing & Binding		6,780	16,969	27,500	5,000	5,000
518.90.49.061	Registration		-	2,409	8,270	-	-
OTHER SERVICES & CHARGES			9,418	81,696	152,161	79,374	79,309
COMMUNICATIONS			9,418	378,150	575,732	500,941	519,825
TOTAL CITY MGR'S OFFICE EXPENDITURES		803,513	1,109,760	1,398,481	1,773,523	1,685,838	1,723,622



2021-2022 Biennial Budget

To: Carl Cole, City Manager

From: Gwen Pilo, Finance & Systems Director; Bart Perman, Information Systems Manager

Date: August 3, 2020

Re: 2021-2022 Biennial Budget Department Memo

Finance Division

The Finance Division can be broken into three functional areas; Budget, Financial Reporting, and Treasury Operations. All functions are primarily internal facing and support all departments and the City goal of Building Effective and Accountable Government.

Finance and Systems is not responsible for any direct funding sources, however all taxes and business licenses are estimated by the finance department, and all revenues are run through the department. Because the departments customers are internal a cost allocation plan was designed to capture the cost of providing services to other funds as overhead.

1. **Budget:** The City creates a Biennium budget and the budget function manages and maintains the budget process in support of all departments and funds. The budget function reviews and creates budget amendments that occur throughout the biennium and carry-forwards that occur at the end of the fiscal year. The budget function is also responsible to create and manage the payroll budget for all employees, ensuring they are budgeted accurately for both salaries and benefits and coded to the proper department/division for reporting purposes.
2. **Accounting and Financial Reporting:** Financial reporting is the basis for everything the finance division does. Every transaction has to be reported correctly and this includes setting up and maintaining the financial system, communicating proper coding to departments, and combining all data into a report; both quarterly and annually. Financial reporting is a process that never ends. Monitoring and training is imperative to ensuring accurate reports that conform to Generally Accepted Accounting Principles.
 - a. Capital Asset accounting is the process of tracking the purchase and sale of assets as part of the accounting and financial reporting program.
3. **Auditing:** The City is audited by the State annually (financial, accountability and single) and subject to other audits (Department of Retirement, Department of Revenue). The finance division is responsible to be the central point of contact for the audits and coordinating communication between the auditing department and the staff that has the information being audited. Finance also communicates the results to the Administration and Finance Committee or Council as needed.
4. **Grant Monitoring and Reporting:** This service is provided to all departments who apply for grants. The state requires specific reporting at the end of the fiscal year for federal, state, and local grants. Finance monitors for timely and accurate reimbursement requests and ensures all departments have the necessary paperwork to support the audit process. Failing an audit could put the city's ability to receive grants in jeopardy.

5. Treasury Operations: Treasury operations includes Accounts Payable, Accounts Receivable, Business Licensing, Payroll and Cash Receipting.
 - a. AP processes payments to outside vendors, ensuring invoices are accurate, submitted and paid in a timely fashion and purchasing procedures are followed.
 - b. AR creates invoices and collects cash receipts, assuring payments are accurately applied to customer accounts or BARS numbers. This function provides support to all city departments who issue invoices or receive revenue through other means.
 - c. Business Licenses are processed through the State Business Licensing System. When a license is applied for treasury operations audits for the proper paperwork and forwards the application to the proper divisions for review. Once approvals are provided, the application is approved in the state system for the license to be issued.
 - d. One aspect of cash receipting is tax receipts. Treasury Operations monitors tax payments to the City and creates reports for monitoring and auditing.
 - e. Payroll is processed bi-monthly. Payroll manages the timekeeping system to ensure it is available for employees to record time accurately. Payroll process all reports and payments (taxes, retirement, loans, etc.).

IS/GIS Division

The Information Systems and Geographic Information Systems division is responsible for and/or has a leading role in the procurement, maintenance and enhancement of several programs. Each of these programs supports the City goals of Building Effective and Accountable Government and Increasing Connectivity & Safety.

1. Enterprise Software and Programs: The City uses Enterprise level software in its daily business, including Financial, Permitting and Land Use, Records Management, Asset Management, and Email software. IS and GIS play a key role in maintaining these programs and ensuring they meet the business needs of users by keeping them current, stable and secure.
2. Technical Support: The IS/GIS division provides desktop software and hardware support to all City employees. This includes maintaining and replacing hardware according to set schedules, ensuring software and hardware are working correctly, maintaining a helpdesk solution, and providing education to users as necessary.
3. Voice and Data Communications: The City relies on voice and data communications for its daily business. IS/GIS supports this by monitoring the network hardware and software infrastructure and keeping it current and in proper working order. IS also supports the City's Audio/Visual System to provide on site meetings, as well as video conferencing for the Municipal Court and the live streaming and broadcast of meetings on SeaTV Channel 21.
4. Process Improvement: IS/GIS works with other departments to support their business needs by regularly meeting with staff, identifying efficiencies to be made and providing the tools required to support their efforts.
5. Network Security: IS/GIS is responsible for securing the City's data assets and does this by providing network security at several levels including network firewall configuration and monitoring, network user rights and permissions, application permissions, anti-virus/malware software, and providing system security training to end users.

Finance & Systems
Department Director: Gwen Pilo
Fund: General (001)

Mission

Ensure availability and integrity of digital information and provide accountability for all public funds, assets, policies and systems in a fiscally responsible manner, maintaining stability and public trust through sound financial management.

Department Description

The Finance and Systems Department is responsible for all accounting, budgeting, payroll, and information systems related functions for the City. The Department is made up of two divisions:

Finance Administration: Performs cash receipting, payroll, accounts payable, accounts receivable billing, business licensing, capital asset accounting, purchasing, financial reporting, budget preparation, auditing and reporting.

Information Systems: Administers the City's voice/data network, SeaTV broadcast system, computer hardware, computer software applications, and security. Provides technical support to approximately 120 desktop computer users. Supports the efforts of a City-wide employee committee maintaining the City's web site.

Geographic Information Systems (GIS): GIS enables the City of SeaTac to inventory its built and natural environment, analyze and use the data to inform planning and decision making. This spatial intelligence is used extensively at the City for understanding the current landscape, planning for future conditions, and managing city infrastructure. GIS provides geospatial services and solutions to internal and external customers including Public Works Asset Maintenance and Management, Capital Improvement Projects, Emergency Management, Parks and Facilities Planning and Maintenance, Permitting and Land Use Applications, Comprehensive Planning, and communications with businesses and the public regarding City activities, plans, and resources.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

2021-2022 Department Objectives

Objective	City Goal	Completion
Replace desktop/notebook computers according to established schedule	Build Effective & Accountable Government	May 2021
Upgrade Network Operating Systems software to current versions	Increase Connectivity & Safety	June 2021
Upgrade ArcGIS environment to an Enterprise level to better accommodate the expanding use of GIS in the City	Build Effective & Accountable Government	June 2021
Migrate City Office software and email to Office365	Build Effective & Accountable Government	June 2021
Work with Public Works to implement updated Cityworks to support work orders and inspections for Asset Management	Build Effective & Accountable Government	June 2021
Work with Public Works to implement mobile data collection for work orders, inspections, and updating GIS data	Build Effective & Accountable Government	December 2021
Perform needs assessment for Enterprise Resource Planning System	Build Effective & Accountable Government	December 2021
Update Procurement Policy	Build Effective & Accountable Government	December 2021
Implement Purchasing Cards for City Employees	Build Effective & Accountable Government	December 2021
Retire Business License Files	Build Effective & Accountable Government	August 2022
Update Travel Policy	Build Effective & Accountable Government	December 2022
Replace existing computer network infrastructure	Increase Connectivity & Safety	December 2022

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Ratio of duplicate invoices submitted to processed	N/A	N/A	14:0	<10:0	<10:0
Number of checks voided due to error	22	17	4	0	0
Number of adjusting journal entries (AJEs) from audit	4	0	0	0	0
Number of consecutive years the City receives an annual audit with no findings	1	2	3	4	5
Number of consecutive years the City receives the Distinguished Budget Presentation Award	0	1	1	2	2
Average Response Time to Help Desk Tickets (Days)	N/A	.6 Days	1.45 Days	1 Day	1 Day
Total number of views on our public-facing web maps	0	9,289	11,800	13,000	14,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Finance Administration (514.23)

DEPT: Finance and Systems (04)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
FINANCE ADMINISTRATION FTE'S		7.00	8.00	8.00	7.00	7.00	7.00
FINANCE & SYSTEMS DIRECTOR		1.00	1.00	1.00	1.00	1.00	1.00
TREASURY OPERATIONS MANAGER		1.00	1.00	1.00	1.00	1.00	1.00
BUDGET ANALYST		1.00	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ANALYST		1.00	1.00	1.00	1.00	1.00	1.00
PAYROLL COORDINATOR		1.00	1.00	1.00	1.00	1.00	1.00
ACCOUNTING TECHNICIAN		2.00	2.00	2.00	2.00	2.00	2.00
REAL PROPERTY MGMT SPECIALIST				1.00			
ADMINISTRATIVE ASSISTANT I			1.00				
FINANCE ADMINISTRATION SALARIES AND BENEFITS							
514.23.11.000	Salaries & Wages	509,230	586,581	705,296	666,179	695,033	723,406
514.23.12.000	Overtime	-	839	-	-	-	-
514.23.20.000	Personnel Benefits	178,843	201,099	253,634	241,474	235,195	241,271
SALARIES AND BENEFITS		688,073	788,518	958,930	907,653	930,228	964,677
SUPPLIES							
514.23.31.008	Office & Operating Supplies	2,928	3,707	2,365	4,000	3,500	3,500
514.23.31.009	Forms	584	219	1,074	250	250	250
514.23.31.011	Publications	-	-	44	150	150	150
514.23.35.000	Small Tools & Minor Equipment	147	3,670	864	1,000	750	750
SUPPLIES		3,659	7,596	4,346	5,400	4,650	4,650
OTHER SERVICES & CHARGES							
514.23.41.000	Professional Services	15,128	8,745	4,247	65,000	15,000	15,000
514.23.41.018	Accounting & Auditing	73,841	77,354	85,697	111,000	99,500	96,500
514.23.42.028	Telephone	1,361	1,585	1,780	1,500	1,700	1,700
514.23.42.029	Postage	5,177	5,568	5,327	4,500	1,500	1,500
514.23.43.031	Lodging	1,605	3,203	2,218	9,500	-	-
514.23.43.032	Meals	117	610	193	1,400	-	-
514.23.43.033	Transportation	927	1,520	1,128	3,800	-	-
514.23.45.000	Operating Rentals & Leases	2,521	4,158	2,417	2,500	4,150	4,150
514.23.48.049	Equipment Repair & Maintenance	308	338	341	500	500	500
514.23.49.000	Banking Fees	15,903	19,818	11,447	15,000	15,000	15,000
514.23.49.001	Armored Car	15,815	9,165	816	4,100	-	-
514.23.49.053	Subscriptions	-	39	8,067	-	1,200	1,200
514.23.49.054	Memberships	580	880	1,079	1,200	1,150	1,150
514.23.49.055	State Minority Businesses	150	-	300	-	300	-
514.23.49.058	Printing & Binding	731	104	301	500	600	600
514.23.49.061	Registration	2,180	3,525	4,387	7,600	2,200	3,500
OTHER SERVICES & CHARGES		136,346	136,611	129,745	228,100	142,800	140,800
FINANCE ADMINISTRATION		828,078	932,726	1,093,021	1,141,153	1,077,678	1,110,127

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Network Info Systems (518.88)

DEPT: Finance and Systems (04)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
NETWORK INFO SYSTEMS FTE'S		2.00	2.00	3.00	3.00	6.00	6.00
INFORMATION SYSTEMS MANAGER		1.00	1.00	1.00	1.00	1.00	1.00
GIS PROJECT COORDINATOR						1.00	1.00
INFORMATION SYSTEMS ANALYST				1.00	1.00	1.00	1.00
GIS SYSTEMS ANALYST						1.00	1.00
INFORMATION SYSTEMS TECHNICIAN		1.00	1.00	1.00	1.00	1.00	1.00
GIS TECHNICIAN						1.00	1.00
NETWORK INFORMATION SYSTEMS							
SALARIES AND BENEFITS							
518.88.11.000	Salaries & Wages	195,741	201,280	237,409	297,193	571,322	600,106
518.88.12.000	Overtime	-	-	-	1,200	4,200	4,200
518.88.20.000	Personnel Benefits	81,008	87,763	90,033	143,620	197,657	204,565
SALARIES AND BENEFITS		276,749	289,043	327,442	442,013	773,179	808,871
SUPPLIES							
518.88.31.008	Office & Operating Supplies	-	121	-	-	550	550
518.88.31.012	Computer Supplies	4,472	11,064	8,031	8,000	8,000	8,000
518.88.35.000	Small Tools & Minor Equipment	474	74	125	300	500	500
SUPPLIES		4,945	11,258	8,156	8,300	9,050	9,050
OTHER SERVICES & CHARGES							
518.88.41.000	Professional Services	8,403	18,061	86,835	24,400	34,200	34,200
518.88.42.027	Communication Service Provider	11,696	11,974	15,641	12,000	18,400	18,400
518.88.42.028	Telephone	18,215	18,395	18,807	17,600	20,243	20,243
518.88.42.029	Postage	-	-	-	100	100	100
518.88.43.032	Meals	-	-	-	50	-	-
518.88.43.033	Transportation	-	-	-	165	-	-
518.88.48.049	Equipment Repair & Maintenance	21,219	34,623	6,480	30,700	20,516	20,516
518.88.48.050	Enterprise SW Maint & Support	193,904	180,134	219,019	252,578	265,128	271,703
518.88.49.000	Web Hosting Fee	1,688	7,900	9,125	8,710	9,600	9,600
518.88.49.053	Subscriptions	-	-	-	3,000	37,797	37,797
518.88.49.054	Memberships	75	-	75	150	735	735
518.88.49.058	Printing & Binding	-	-	73	-	-	-
518.88.49.061	Registration	2,200	422	3,980	9,070	5,565	5,565
OTHER SERVICES & CHARGES		257,400	271,510	360,036	361,273	412,284	418,859
NETWORK INFORMATION SYSTEMS		539,094	571,811	695,633	811,586	1,194,513	1,236,780

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Finance and Systems (04)

PROGRAM: Geographic Info Systems (518.89)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
GEOGRAPHIC INFO SYSTEMS FTE'S		3.50	4.00	4.00	3.00	0.00	0.00
	GIS COORDINATOR/ANALYST	0.50					
	GIS PROJECT COORDINATOR	1.00	1.00	1.00	1.00		
	GIS SYSTEMS ANALYST		1.00	1.00	1.00		
	GIS ANALYST	1.00	1.00	1.00			
	GIS TECHNICIAN				1.00		
	EMERGENCY PREPAREDNESS MAPPING LTE	1.00	1.00	1.00			
GEOGRAPHIC INFORMATION SYSTEMS							
SALARIES AND BENEFITS							
518.89.11.000	Salaries & Wages	178,837	247,554	284,421	252,811	-	-
518.89.12.000	Overtime	113	-	-	3,000	-	-
518.89.20.000	Personnel Benefits	62,362	106,734	119,578	128,823	-	-
	SALARIES AND BENEFITS	241,311	354,288	403,999	384,634	-	-
SUPPLIES							
518.89.31.008	Office & Operating Supplies	755	250	122	2,077	-	-
518.89.31.011	Publications	-	-	-	250	-	-
518.89.31.013	Food Supplies	-	-	-	50	-	-
518.89.35.000	Small Tools & Minor Equipment	448	3,081	1,742	1,000	-	-
	SUPPLIES	1,203	3,331	1,864	3,377	-	-
OTHER SERVICES & CHARGES							
518.89.41.000	Professional Services	2,250	10,353	7,982	42,658	-	-
518.89.42.028	Telephone	944	634	677	700	-	-
518.89.43.031	Lodging	-	3,024	717	3,683	-	-
518.89.43.032	Meals	-	461	180	500	-	-
518.89.43.033	Transportation	66	862	662	1,240	-	-
518.89.44.001	Business & Occupation Taxes	7	-	-	-	-	-
518.89.49.053	Subscriptions	-	135	1,422	980	-	-
518.89.49.054	Memberships	350	-	-	585	-	-
518.89.49.058	Printing & Binding	-	-	136	-	-	-
518.89.49.061	Registration	725	509	3,119	12,791	-	-
518.89.49.066	Employee Training Programs	-	-	-	1,000	-	-
	OTHER SERVICES & CHARGES	4,341	15,977	14,893	64,137	-	-
	GEOGRAPHIC INFORMATION SYSTEMS	246,856	373,596	420,757	452,148	-	-
TOTAL FINANCE & SYSTEMS EXPENDITURES		1,614,028	1,878,132	2,209,411	2,404,887	2,272,191	2,346,907



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Mary Mirante Bartolo, City Attorney
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The Legal department consists of five (5) divisions:

1. Civil;
2. Risk Management;
3. Criminal;
4. City Clerk; and,
5. Records.

The Legal department's mission is to provide comprehensive and proactive legal advice and representation to the City Council in collaboration with City departments for the benefit of the community. This mission coincides with the City's Vision, Mission & Goals, specifically it's goal to "Build Effective & Accountable Government."

Civil

The Civil division is connected to functions and services in the Risk Management, City Clerk, and Records divisions. This division is generally responsible for providing legal advice to the City Council, City Manager, departments and committees on all government matters. These functions are performed by the City Attorney, Senior Assistant City Attorney, Assistant City Attorney, and Legal Analyst, and support the City's goal of "Build Effective & Accountable Government." All of these functions and programs are services provided to internal customers and the public, and are not supported by, or generate, any revenues.

Risk Management

Risk Management was transferred from Human Resources to the Legal Department effective April 1, 2020. Risk Management is comprised of three separate but important functions: managing insurance, claims and litigation, and risk. All of these functions or programs support the City's goal of "Build Effective & Accountable Government", and are performed by the City Attorney, the Senior Assistant City Attorney, the Assistant City Attorney, and the Legal Analyst. Although these functions and programs do not generate revenue, they mitigate risk in order to avoid payment of claims and/or settlements.

1. Insurance: Risk Management is responsible for ensuring that the City has appropriate insurance coverage at all times through the City's insurance broker. This also includes updating policies throughout the year to account for new vehicles, surplus vehicles, new equipment, etc. It is also the responsibility of Risk Management to ensure that Notary Bonds and Public Official Bonds are maintained for certain employees.

2. Claims and Litigation: All claims for damages are received by the City Clerk and referred to Risk Management for review. CIAW processes all claims, however, Risk Management is responsible for investigating claims so a determination can be made as to whether the claim should be paid.
3. Managing Risk: Managing Risk can take many forms, including training, reviewing and implementing City policies and procedures to determine whether there are ways to limit risk, and reviewing claims to determine ways that an incident may have been prevented.

City Clerk

The City Clerk is responsible for the following programs, which all tie to the City's goal of "Build Effective & Accountable Government." All of these programs are services to the residents and business and are not supported by, or generate, any revenues:

1. Council Meetings: The City Council Meetings are an important function of the City. This is where the City Council as a whole come together to discuss City business and take necessary actions. The City Clerk is responsible for preparing agendas (as set by the Mayor), minutes, packets, Council Action summaries; processing Council Actions such as Ordinances, Resolutions, Motions, Proclamations, and Grants (preparing and presenting, as necessary); and providing meeting support (Mayor's prompt sheets, handouts, running A/V equipment, parliamentary procedures, and administrative procedures).
2. Citizen Advisory Committees: The City has eight Citizen Advisory Committees, Boards, and Commissions. The City Clerk is responsible for noticing vacancies, processing applications, scheduling interviews with the Mayor or designee, and all documentation related to filling the vacancies.
3. Public Notices: The City Clerk processes public notices as provided by departments and prepares all 24-hour notices in order to be compliant with State laws.
4. Bid Openings: The City Clerk prepares supporting documents and presides at bid openings.

Records

The Records division is an organizational function devoted to the management of information throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. This division is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Records supports all City departments, provides services to both internal and external customers, while contributing to the City's goal of "Build Effective & Accountable Government." No revenue is expended and minimal revenue generated.

Criminal

The Criminal division prosecutes criminal misdemeanors in violation of the City's Criminal Code, as well as traffic infractions, code compliance offenses and other civil violations of the City's Ordinance. In addition, the Criminal division provides crisis intervention and advocacy on behalf

of crime victims, and connects people in need of temporary shelter, transportation or food with available community resources. The Criminal division's services promote safety, welfare, and justice for both SeaTac residents and people living outside of the City. The Criminal division is comprised of a full-time and part-time prosecutor, a Criminal Paralegal and the Victim and Crisis Intervention Advocate under the supervision of the Assistant City Attorney who directs and assigns the caseload, and coordinates services with the municipal court, law enforcement, code compliance officials and the Fire Department. All of these functions and programs are services provided for the health and safety of the community, and are not supported by, or generate, any revenues.

Legal

Department Director: Mary Mirante Bartolo

Fund: General (001)

Mission

To provide comprehensive and proactive legal advice and representation to the City Council in collaboration with City departments for the benefit of the community, which includes open access and accurate preservation of City records, effective and successful prosecution, and extensive victim advocacy.

Department Description

The SeaTac Legal Department consists of five (5) primary divisions: Civil, Risk Management, City Clerk, Records, and Criminal.

Civil: The Civil division acts as legal advisor to the City Council, City Manager and all officers, departments and committees of the City.

Risk Management: Risk Management is comprised of three separate but important functions: managing insurance, claims and litigation, and risk.

City Clerk: The City Clerk is the vital link between the City Council, City Manager, City departments and residents. The City Clerk maintains a record of Council proceedings, prepares City Council agendas, minutes, and Council packets and manages the membership of Citizen Advisory Committees.

Records: The Records division preserves City records and processes requests for records in compliance with State, Federal, and City regulations.

Criminal: The Criminal division prosecutes both criminal misdemeanor cases and civil violations such as, traffic infractions and code compliance cases in the SeaTac Municipal Court. It also provides extensive victim and crisis intervention advocacy for victims of crime, and community members in crisis.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

2021-2022 Department Objectives

Objective	City Goal	Completion
Adopt an Ordinance or Resolution pertaining to the authority to settle claims.	Build Effective & Accountable Government	March 2021
Establish workflow for claims processing and investigation, which includes status updates to City Council on a regular basis.	Build Effective & Accountable Government	March 2021
Complete a City-wide Risk Assessment/Risk Control performed by Cities Insurance Association of Washington (CIAW), including assessment of training needs.	Build Effective & Accountable Government	March 2021
Begin process of eliminating paper files; scan and upload Criminal case files into OnBase.	Build Effective & Accountable Government	June 2021
Review, evaluate and implement CIAW's recommendations and training plan.	Build Effective & Accountable Government	September 2021
Identify records, determine security needs, and develop procedure(s) for processing records to be included in the OnBase Open Public Portal.	Build Effective & Accountable Government	December 2021
Implement case management platform for case files.	Build Effective & Accountable Government	January 2022
Configure, test and implement OnBase Open Public Portal to provide direct public access to specified records, while ensuring compliance to State guidelines.	Build Effective & Accountable Government	December 2022

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Percent of contracts reviewed and approved within three (3) business days	84%	91%	84%	90%	95%
Percentage of tort claims investigated and initial determination made within 60 days	N/A	N/A	N/A	90%	95%
Percentage of Agenda Bills which met the deadline to the Legal Department	N/A	N/A	N/A	95%	95%
Percentage of Agenda bills which met the deadline to the Legal Department, which were submitted complete (no documents or sections were missing)	N/A	N/A	N/A	90%	90%
Percent of agreements received by Records containing all necessary information (including attachments and signatures)	N/A	N/A	N/A	90%	90%
Percent of victims contacted by the Victim/Crisis Intervention Advocate within two (2) business days of case opening	N/A	N/A	N/A	70%	80%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: City Clerk's Office (05)

PROGRAM: Election Costs (514.40)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	CITY CLERK ADMINISTRATION FTE'S	3.00	4.00	4.00	3.35	3.35	3.35
	SENIOR ASSISTANT CITY ATTORNEY				0.10	0.10	0.10
	CITY CLERK	1.00	1.00	1.00	1.00	1.00	1.00
	DEPUTY CITY CLERK		1.00	1.00			
	RECORDS MANAGER	1.00		1.00	1.00	1.00	1.00
	RECORDS COORDINATOR	1.00	1.00	1.00	1.00	1.00	1.00
	LEGAL ASSISTANT				0.25	0.25	0.25
	ADMINISTRATIVE ASSISTANT III		1.00				
	CITY CLERK ADMINISTRATION						
	SALARIES AND BENEFITS						
514.24.11.000	Salaries & Wages	266,374	259,536	263,764	295,487	302,907	308,866
514.24.12.000	Overtime	-	-	-	500	500	500
514.24.20.000	Personnel Benefits	93,596	104,480	109,260	138,832	124,122	127,719
	SALARIES AND BENEFITS	359,969	364,016	373,024	434,819	427,529	437,085
	SUPPLIES						
514.24.31.008	Office & Operating Supplies	1,983	1,789	1,453	2,600	2,500	2,500
514.24.31.011	Publications	263	-	-	-	-	-
514.24.35.000	Small Tools & Minor Equipment	-	264	-	-	-	-
	SUPPLIES	2,245	2,053	1,453	2,600	2,500	2,500

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: City Clerk's Office (05)

PROGRAM: City Clerk Adm Cont'd (514.24)
 Election Costs (514.40)
 Voter Registration (514.90)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
OTHER SERVICES & CHARGES							
511.30.41.200	Advertising	12,054	12,166	11,562	18,400	15,000	15,000
514.24.41.000	Professional Services	21,611	24,935	23,088	117,300	60,000	60,000
514.24.41.022	Code Publishing	13,297	13,558	8,628	23,300	15,000	15,000
514.24.42.028	Telephone	468	464	481	500	500	500
514.24.42.029	Postage	8,175	4,670	144	600	200	200
514.24.43.031	Lodging	-	-	-	500	-	-
514.24.43.032	Meals	-	-	-	285	-	-
514.24.43.033	Transportation	-	150	-	400	-	-
514.24.44.001	Business & Occupation Taxes	0	0	0	100	-	-
514.24.45.000	Operating Rentals & Leases	6,078	3,964	3,892	3,700	3,800	3,800
514.24.48.049	Equipment Repair & Maintenance	3,272	184	146	1,320	240	240
514.24.49.053	Subscriptions	-	-	1,629	1,400	2,000	2,000
514.24.49.054	Memberships	1,035	1,036	1,066	1,156	1,060	985
514.24.49.056	Filing & Recording	-	100	101	350	300	500
514.24.49.058	Printing & Binding	26,105	20,247	585	336	340	340
514.24.49.061	Registration	3,160	3,689	475	1,350	4,725	1,725
OTHER SERVICES & CHARGES		95,256	85,165	51,797	170,997	103,165	100,290
CITY CLERK ADMINISTRATION		457,471	451,234	426,274	608,416	533,194	539,875
ELECTION COSTS							
514.40.41.004	Election Costs	16,475	68,116	14,822	32,000	21,000	19,000
ELECTION COSTS		16,475	68,116	14,822	32,000	21,000	19,000
VOTER REGISTRATION COSTS							
514.90.41.000	Voter Registration Costs	52,257	-	37,407	80,500	50,000	44,000
VOTER REGISTRATION COSTS		52,257	-	37,407	80,500	50,000	44,000
TOTAL CITY CLERK'S OFFICE EXPENDITURES		526,203	519,350	478,503	720,916	604,194	602,875

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Legal Administration (515.30)

DEPT: Legal (06)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
LEGAL ADMINISTRATION FTE'S		7.00	7.00	7.00	0.00	0.00	0.00
	CITY ATTORNEY	1.00	1.00	1.00			
	SENIOR ASSISTANT CITY ATTORNEY	1.00	1.00	1.00			
	ASSISTANT CITY ATTORNEY	1.00	1.00	1.00			
	PROSECUTOR	1.00	1.00	1.00			
	LEGAL ANALYST	1.00	1.00	1.00			
	LEGAL ASSISTANT		1.00	1.00			
	PARALEGAL II	1.00	1.00	1.00			
	PARALEGAL I	1.00					
LEGAL ADMINISTRATION SALARIES AND BENEFITS							
515.30.11.000	Salaries & Wages	642,398	715,914	767,436	-	-	-
515.30.12.000	Overtime	163	1,261	-	-	-	-
515.30.20.000	Personnel Benefits	228,108	277,689	291,413	-	-	-
	SALARIES AND BENEFITS	870,669	994,864	1,058,848	-	-	-
SUPPLIES							
515.30.31.008	Office & Operating Supplies	2,652	1,534	1,812	5,000	2,500	2,500
515.30.31.011	Publications	848	446	-	1,000	500	500
515.30.35.000	Small Tools & Minor Equipment	458	15,893	10,105	2,500	2,000	2,000
	SUPPLIES	3,959	17,873	11,917	8,500	5,000	5,000
OTHER SERVICES & CHARGES							
515.30.41.000	Professional Services	29,437	448	845	800	500	500
515.30.41.022	Special Legal Service	81,362	16,607	-	-	-	-
515.30.41.031	Computerized Legal Research Sv	22,482	9,900	9,900	12,500	10,500	10,500
515.30.42.028	Telephone	1,039	1,297	1,417	1,600	2,850	2,850
515.30.42.029	Postage	471	448	525	775	600	600
515.30.43.031	Lodging	-	395	625	1,500	-	-
515.30.43.032	Meals	8	-	88	400	-	-
515.30.43.033	Transportation	62	166	317	600	-	-
515.30.45.000	Operating Rentals & Leases	1,643	2,091	2,074	2,250	2,250	2,250
515.30.48.049	Equipment Repair & Maintenance	393	336	264	500	500	500
515.30.49.052	Dues	1,720	1,969	1,987	2,000	2,000	2,000
515.30.49.053	Subscriptions	673	825	382	1,500	1,500	1,500
515.30.49.054	Memberships	-	-	30	100	100	100
515.30.49.056	Filing & Recording	50	533	44	250	250	250
515.30.49.058	Printing & Binding	272	206	425	250	250	250
515.30.49.061	Registration	1,191	1,194	2,771	2,500	2,500	2,500
515.41.41.022	Special Legal Service	-	-	12,705	10,000	13,000	13,000
515.45.41.022	Special Legal Service	-	-	60,320	92,000	70,000	70,000
518.33.46.000	Insurance - Property	-	-	-	-	74,000	75,000
518.33.46.002	Property Insurance Deductibles	-	-	-	-	20,000	20,000
518.33.49.006	Property Damages, Judgements, Settlements	-	-	-	-	2,500	2,500
518.91.46.000	Insurance - Liability	-	-	-	-	325,000	325,000
518.91.46.002	Liability Insurance Deductibles	-	-	-	-	300,000	300,000
518.91.49.006	Liability Damages, Judgements, Settlements	-	-	-	-	30,000	30,000
	OTHER SERVICES & CHARGES	140,804	36,416	94,717	129,525	858,300	859,300
	LEGAL ADMINISTRATION	1,015,432	1,049,154	1,165,482	138,025	863,300	864,300

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Legal (06)

PROGRAM: Internal Legal - Advice (515.31)
 Internal Legal - Claims (515.35)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
INTERNAL LEGAL - ADVICE FTEs					4.00	4.00	4.00
	CITY ATTORNEY				0.90	0.90	0.90
	SENIOR ASSISTANT CITY ATTORNEY				0.80	0.80	0.80
	ASSISTANT CITY ATTORNEY				0.90	0.90	0.90
	LEGAL ANALYST				0.90	0.90	0.90
	LEGAL ASSISTANT				0.50	0.50	0.50
INTERNAL LEGAL - ADVICE							
515.31.11.000	Salaries & Wages				515,472	535,633	547,793
515.31.12.000	Overtime				-	-	-
515.31.20.000	Personnel Benefits				211,180	212,112	217,646
	SALARIES AND BENEFITS	-	-	-	726,652	747,745	765,439
	INTERNAL LEGAL - ADVICE	-	-	-	726,652	747,745	765,439
INTERNAL LEGAL - CLAIMS FTEs					2.65	2.65	2.65
	CITY ATTORNEY				0.10	0.10	0.10
	SENIOR ASSISTANT CITY ATTORNEY				0.10	0.10	0.10
	ASSISTANT CITY ATTORNEY				0.10	0.10	0.10
	PROSECUTING ATTORNEY				1.00	1.00	1.00
	LEGAL ANALYST				0.10	0.10	0.10
	CRIMINAL PARALEGAL				1.00	1.00	1.00
	LEGAL ASSISTANT				0.25	0.25	0.25
INTERNAL LEGAL - CLAIMS							
515.35.11.000	Salaries & Wages				235,984	237,937	252,008
515.35.12.000	Overtime				-	-	-
515.35.20.000	Personnel Benefits				96,346	103,239	108,373
	SALARIES AND BENEFITS	-	-	-	332,330	341,176	360,381
	INTERNAL LEGAL - CLAIMS	-	-	-	332,330	341,176	360,381

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Legal Services - DV (565.50)

DEPT: Legal (06)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
LEGAL SERVICES - DV FTE'S		1.00	1.00	1.00	1.00	1.00	1.00
VICTIM & CRISIS INTERVENTION ADV		1.00	1.00	1.00	1.00	1.00	1.00
LEGAL SERVICES - DOMESTIC VIOLENCE							
SALARIES AND BENEFITS							
565.50.11.000	Salaries & Wages	75,037	40,680	61,904	66,203	70,948	76,039
565.50.12.000	Overtime	-	339	134	-	-	-
565.50.20.000	Personnel Benefits	22,349	12,572	19,026	20,922	24,448	25,440
SALARIES AND BENEFITS		97,386	53,591	81,063	87,125	95,396	101,479
OTHER SERVICES & CHARGES							
565.50.42.028	Telephone	18	4	8	25	700	700
565.50.43.031	Lodging	518	-	-	250	-	-
565.50.43.032	Meals	101	-	36	75	-	-
565.50.43.033	Transportation	450	16	-	125	-	-
565.50.49.054	Memberships	-	-	-	100	100	100
565.50.49.058	Printing & Binding	50	37	-	50	50	50
565.50.49.061	Registration	-	161	-	500	500	500
OTHER SERVICES & CHARGES		1,138	218	44	1,125	1,350	1,350
LEGAL SERVICES - DV		98,524	53,809	81,108	88,250	96,746	102,829
TOTAL LEGAL EXPENDITURES		1,113,956	1,102,963	1,246,590	1,285,257	2,048,967	2,092,949



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Mei Barker, Human Resources Director
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The Human Resources department provides programs and services to the employees of the City of SeaTac. All programs and services are funded through the General Fund and align with the Citywide goal to Build Effective and Accountable Government.

The main programs and services that will be included for 2021-2022 are:

Employee Benefits	Employee Wellness Program	Employee Labor Relations
Recruitment & Onboarding	Classification & Compensation	Learning & Development
Employee Recognition	Employee Performance Review	Safety Administration

Employee Benefits

We administer medical, dental, vision, retirement benefits, disability benefits and basic life insurance, including leaves administration (FMLA, EPSL, PHEL, WPFML) and Worker's Compensation.

Recruitment & Onboarding

Recruitment is the active and involved process of attracting, selecting, screening and hiring qualified candidates for all departments at the City. Once a candidate is selected for hire we onboard them. This means we complete all the necessary documentation and steps involved in preparing the employee to commence work, as well as ensuring that they assimilate well into the organization on the first day and beyond.

Employee Recognition

The Employee Recognition program strives to help create a positive work environment for employees, increase employee performance, promote employee engagement and improve morale.

Each year the City of SeaTac selects employees for citywide awards who have demonstrated outstanding performance. Awards are given for customer service, going the extra mile, promoting diversity and demonstrating SeaTac's core values. The SeaTac Employees are nominated by their fellow staff members and an employee committee determines the selection of the recipients for the Customer Service, Extra Mile, Diversity and The SeaTac Award.

Employee Wellness Program

This program includes any activity designed to support better health at work and/or to improve health outcomes. This program includes health screenings, incentives, behavior change interventions, fitness programs, social support or team competitions to promote physical health.

Classification & Compensation

Classification and compensation services provides and monitors a competitive and fair compensation system and maintains a standardized and equitable classification system which defines the scope and nature of job assignments, provides ongoing updates of classification specifications, differentiates between work assignments, identifies job expectations, and may support career development options which enables the City to hire and retain qualified employees.

Coordinating Employee Performance Reviews

Human Resources coordinates all employee performance evaluations for the City. This includes the 3-month, 6-month and annual performance reviews.

Employee Labor Relations

This function includes labor negotiations, investigations, counseling/mediation and disciplinary actions. This component operates as a nexus between staff and management, bridging gaps that oftentimes seem insurmountable to either party. Through various forms of intervention, including problem-solving, mediation, training and counseling, Labor Relations offers balanced advocacy to management and individual employees to protect their respective rights and facilitate a more harmonious work environment. This functionality also speaks to creating and maintaining personnel policies.

This service also provides assistance and advice to people managers in performance management, discipline, contract interpretation and administration, and complaint/grievance process.

Learning & Development

Learning and development, aims to improve group and individual performance by increasing and honing skills and knowledge. Learning and development helps form part of our talent management strategy and is designed to align group and individual goals and performance with the City's overall vision and goals.

This includes individual development plans (IDP) as well as department, division, and section development goals. In order to do this we identify skills gaps among groups and teams (often through SMART objectives, one-to-one interviews and performance evaluations) and then find suitable training to fill these gaps.

Procurement is also part of the process because training consultants and online resources provide a cost-effective service appropriate for the City's needs. Good training provides individuals with tools and skills and demonstrates how to apply these new tools and skills within their own organization and role.

Safety Administration

This service ensures the safe and healthy work environment for all City employees. This program encourages that employees perform their assigned work as safely as reasonable possible. Employees are to follow safety policies as they complete their assigned duties to ensure their own safety, the safety of fellow employees, the safety of the public, and the protection of City property.

We assist people managers and employees in their efforts to comply with all applicable rules, laws, and regulations pertaining to employee health and safety. This is completed by coordination via the Safety Committee, regular safety trainings, inspections, and updating policies and procedures.

Human Resources

Department Director: Mei Barker

Fund: General (001)

Mission

To be strategic partners in providing effective human resources expertise by developing and implementing policies, programs and services that contribute and align with City initiatives, values and strategies.

Department Description

The Human Resources Department is responsible for citywide benefits management, leave administration, recruitment and retention, classification compensation, employee relations and providing a rounded learning and development program to all members of the City. Our focus is around the performance and engagement of the City's greatest asset, the people.

2021-2022 Department Objectives

Objective	City Goal	Completion
Develop Recruitment and Onboarding standard procedure.	Build Effective & Accountable Government	June 2021
Create a robust Training and Development program	Build Effective & Accountable Government	December 2021
Create Safety Manual with policies and procedures applicable to all positions and specialized divisions.	Build Effective & Accountable Government	December 2021

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Percent of employees retained past probation, excluding retirement	86%	85%	94%	88%	90%
Average # of work days to recruit & fill a position internally	27	75	33	45	45
Average # of work days to recruit & fill a position externally	69	25	25	45	45
Percent change in lost-time days from prior year for worker's compensation	203%	283%	0%	0%	0%
Percent change in number of training hours attended by staff compared to previous year	N/A	N/A	N/A	20%	30%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Human Resources (07)

PROGRAM: Employee Benefit Programs (517.90)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
EMPLOYEE BENEFIT PROGRAMS							
Wellness Program							
517.90.31.008	Wellness Supplies	2,040	1,275	688	850	775	775
517.90.31.013	Food Supplies-Wellness	1,162	1,541	1,749	1,750	1,500	1,500
517.90.41.000	Wellness: Professional Services	-	222	-	600	300	300
517.90.43.032	Meals	182	231	-	500	250	250
517.90.43.033	Transportation	-	-	-	25	-	50
517.90.43.034	Mileage Reimbursement	-	-	-	25	-	-
517.90.49.053	Subscriptions	48	-	-	100	-	100
Employee Recognition Program							
517.91.31.008	Employee Recognition	1,362	1,355	1,703	1,000	1,700	1,700
517.91.31.013	Employee Banquet	718	750	1,103	750	750	750
517.91.41.000	Professional Services	-	129	-	500	350	350
517.91.43.032	Meals	4,432	4,672	2,568	6,500	3,500	3,500
Tuition Reimb Program							
517.92.49.063	Tuition Reimbursement	-	-	2,005	5,790	4,000	4,000
Employee Commute Trip Reduction							
517.93.31.008	Office & Operating Supplies	5,890	2,945	-	5,000	2,000	2,500
517.93.43.033	Trip Reduction Program	2,255	5,230	6,930	7,500	5,000	7,500
Employee Training Programs							
517.94.31.008	Office & Operating Supplies	-	-	-	100	50	50
517.94.31.013	Food Supplies	-	-	-	250	-	250
517.94.41.000	Professional Services	-	4,235	660	44,000	22,500	22,500
517.94.43.032	Meals	-	-	-	250	-	-
517.94.49.066	Employee Training Program	1,753	3,981	2,076	17,900	10,000	10,000
Safety Program							
517.95.31.008	Safety Program	345	-	90	1,788	-	-
517.95.41.000	Professional Services	2,177	3,142	4,683	4,200	4,200	4,200
517.95.49.066	Employee Training Program	3,619	3,820	1,699	2,000	1,500	1,500
Recruitment							
517.96.31.013	Food Supplies	27	-	9	200	-	-
517.96.41.110	Pre-Employment Testing	5,421	6,794	6,916	8,240	4,000	7,000
517.96.41.200	Advertising	3,136	5,380	2,845	17,100	3,000	3,000
517.96.42.000	Reimbursable Expenses	-	4,835	-	-	-	-
517.96.43.032	Meals	-	239	-	1,000	-	-
EMPLOYEE BENEFIT PROGRAMS		34,611	50,775	35,724	127,918	65,375	71,775

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Human Resources (07)

PROGRAM: Human Resources Admin (518.10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
HUMAN RESOURCES ADMIN FTE'S		3.00	3.00	3.00	3.00	3.00	3.00
	HR DIRECTOR			1.00	1.00	1.00	1.00
	HR MANAGER	1.00	1.00				
	HR ANALYST	1.00	1.00	1.00	1.00	1.00	1.00
	HR TECHNICIAN	1.00	1.00	1.00	1.00	1.00	1.00
HUMAN RESOURCES ADMINISTRATION							
SALARIES AND BENEFITS							
518.10.11.000	Salaries & Wages	274,545	296,444	317,640	336,743	356,140	369,801
518.10.12.000	Overtime	-	-	-	500	500	500
518.10.20.000	Personnel Benefits	98,606	111,684	120,245	134,502	133,982	138,433
	SALARIES AND BENEFITS	373,151	408,128	437,885	471,745	490,622	508,734
SUPPLIES							
518.10.31.008	Office & Operating Supplies	1,594	1,095	1,886	4,700	2,500	2,500
518.10.31.012	Computer Supplies	733	1,888	1,161	1,500	1,500	1,500
518.10.31.013	Food Supplies	22	-	495	300	250	250
518.10.35.000	Small Tools & Minor Equipment	-	9,027	-	-	-	-
	SUPPLIES	2,349	12,009	3,542	6,500	4,250	4,250
OTHER SERVICES & CHARGES							
518.10.41.000	Professional Services	52,748	7,900	10,478	88,000	40,000	40,000
518.10.41.027	Physical Exams	1,578	1,845	867	2,300	2,300	2,300
518.10.41.110	Pre-Employment Testing	426	-	-	-	-	-
518.10.42.028	Telephone	698	1,261	1,389	1,000	1,000	1,000
518.10.42.029	Postage	102	204	184	550	250	250
518.10.43.033	Transportation	35	-	-	-	50	50
518.10.43.034	Mileage Reimbursement	8	-	27	550	-	-
518.10.45.000	Operating Rentals & Leases	673	761	838	671	731	731
518.10.48.049	Equipment Repair & Maintenance	148	173	145	200	200	200
518.10.49.053	Subscriptions	-	163	-	479	200	200
518.10.49.054	Memberships	399	209	639	993	993	993
518.10.49.058	Printing & Binding	135	112	301	2,000	500	500
518.10.49.061	Registration	-	-	-	6,800	1,200	1,200
518.33.46.000	Insurance-Property	99,521	51,377	71,180	131,875	-	-
518.33.46.002	Property Ins Deductibles	-	-	-	30,000	-	-
518.33.49.006	Property Damages, Judgments, S	128	-	776	29,200	-	-
518.61.00.000	Judgments & Settlements	4,250,000	-	-	-	-	-
518.91.46.000	Insurance-Liability	262,278	284,651	306,823	284,703	-	-
518.91.46.002	Liability Insurance Deductibles	10,000	73,635	24,778	244,200	-	-
518.91.49.006	Liability Damages, Judgments	1,000	2,000	-	100,000	-	-
518.91.49.010	End of Employment Cash Out (Bu	-	-	-	4,500	75,000	-
	OTHER SERVICES & CHARGES	4,679,875	424,291	418,425	928,021	122,424	47,424
	HUMAN RESOURCES ADMIN	5,055,375	844,428	859,851	1,406,266	617,296	560,408
PRIOR YEAR ADJUSTMENTS							
588.10.00.000	Prior Year Adjustments	-	157	-	-	-	-
	PRIOR YEAR ADJUSTMENTS	-	157	-	-	-	-
TRANSFERS OUT							
597.12.00.000	Transfer Out - Fund 108	-	47,725	-	-	-	-
	TRANSFERS OUT	-	47,725	-	-	-	-
TOTAL HUMAN RESOURCES EXPENDITURES		5,089,987	943,085	895,575	1,534,184	682,671	632,183



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Jon Mattsen, Police Chief
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The SeaTac Police Department is the city department responsible for the safety of the public, whether they live here, work here, or are visiting. Our stated mission is “To provide proactive, engaging and educational law enforcement services in our uniquely diverse community.” The mission is supported by the following Department Goals:

Reduce crime and improve the community’s sense of security

Through quick response, thorough investigations and thoughtful use of resources, we will instill confidence that SeaTac is a safe community in which to live, work and play.

Improve traffic safety by reducing impaired and unsafe driving behaviors and traffic collisions

Through enforcement, education, engineering and problem solving, work collaboratively with other city departments to reduce traffic collisions, moving violations and parking infractions.

Community Engagement

Encourage relationships and develop education programs that produce positive police interactions and sustain the public’s trust.

Support City Operations

Support City wide efforts to reduce the impact of residences and businesses that negatively impact City resources.

Support our People

Hire, train and mentor highly qualified, service minded people, while providing for each individual’s long-term safety, health and wellness.

This mission and these goals speak to the intent of the police department to work alongside the community in an effort to improve the safety and quality of life for everyone in SeaTac. The programs supported by the Police Department have been created and maintained with that intent and are in alignment with the goals of the SeaTac City Council.

Community Engagement Officer

The newest program proposed by the Police Department involves the addition of a Community Engagement Officer. Consistent with the Council goal of *Building an Effective and Accountable Government* and the Police Department goal of *Community Engagement*, the vision for this position is an officer who will at times be involved in traditional response to emergency calls, but will actually focus on cultivating enduring relationships within the community. Like all officers, the Community Engagement Officer will serve everyone, but in particular, the hope is to reach those segments of the community less familiar and less comfortable with local government, who often need services, but don't always know how or where to find them.

Traffic Safety Program

Improving Traffic Safety is a stated goal of the SeaTac Police Department and is a critical element of the Council goal to *Increase Connectivity & Safety*. The Police Department will continue to support a Traffic Safety Program. Primarily, this will be accomplished through our two motorcycle officers, along with other officers with specific traffic enforcement training. The focus of these officers is response and investigation of traffic safety issues and concerns, whether identified by members of the Police Department, citizens, or other city departments. The response to traffic safety issues can take many forms, including posting of radar trailers, working in conjunction with Public Works, or coordinated traffic enforcement to name a few. Through the issuance of citations, the Traffic Unit generates revenue that, at least in part, helps support their mission.

Community Police Academy

For years the SeaTac Police Department has partnered with the Burien Police to sponsor a Community Police Academy. This important event was cancelled in 2020, due to pandemic concerns, but this program is still a priority to our department and will continue to be supported. The Academy is a critical element to fulfilling the Council goal of *Effective and Accountable Government* and our goal of *Community Engagement*. It provides community members with insight and understanding regarding what the police are doing in their city, along with a means of developing relationships between the SeaTac Police Department and the residents of our city. Further, it facilitates relationship among the broad array of communities represented in SeaTac.

Teen Academy

Much like the Community Police Academy, the Teen Academy is a critical aspect of the Council and the Police Department's *community engagement* efforts. This program provides younger community members with an overview of the SeaTac Police and the additional services provided through the contract with the King County Sheriff's Office. The program is an opportunity to provide awareness of the law enforcement role for younger members of the community, focusing on their unique questions and concerns.

Police Explorers

Each of these Academy programs are important to the Police Department in the effort to build relationships while providing information and education to the community. These are concepts consistent with the Council goal of *Effective and Accountable Government* and are integral to

the Police Department mission and goals. The SeaTac Explorer program is a “next step” and a terrific example of a more in-depth way in which we seek to accomplish these goals. The program offers an opportunity for young people from our community to learn about the role and responsibilities of law enforcement, to get a hands-on look at the profession and to give back to the community through volunteering at various events occurring in SeaTac and elsewhere. Experiences and knowledge gained in the program are lasting and can be shared to educate friends and family in the community. This particular program also provides a gateway for members of the community to step into a critically important and satisfying career field.

Shop with a Cop

The Shop with a Cop program serves multiple purposes, the most important of which is helping to ensure a happy holiday season for children and families in the community. Beyond that, the program is also an opportunity for members of the community to see the caring, community oriented side of our officers that is not always apparent as they carry out their daily duties. Just as important, the program provides our officers with a greater insight on the lives and perspectives of the families we serve.

In the past, the SeaTac Police Department has participated in the Shop with a Cop program sponsored by the King County Sheriff’s Office. We plan to continue Shop with a Cop, but will now partner with the Burien Police Department and bring the program to our local community.

Permit Parking Program

Paid for by the Street Fund (102), but administered by the police department, the Permit Parking Program (PPP) exists in part to ensure that residents of high density parking areas are insured the ability to park within their own neighborhood. Additionally, the program is in place to address chronic parking issues and violations throughout the City. The service provided by the PPP is an important link in creating a sense of neighborhood for the citizens of SeaTac. Importantly, Parking Compliance Officers (PCOs) accomplish this work, while freeing police officers to address criminal complaints and other calls that require response from a commissioned law enforcement official. The PPP is a revenue generating program, both through permit fees for *secondary* residential permits and from citations issued by PCOs.

In the coming year, it is our intent to seek expansion of the role of PCOs. Beyond writing citations, the Police Department would like, through amendment of City Code, to allow PCO’s to impound vehicles. This adjustment would further free up police officers for emergency and criminal call response, allow for a more efficient response to hazardous and urgent parking issues and allow our PCOs to address at least a portion of the numerous abandoned vehicle complaints occurring in SeaTac.

In-Progress Violence Training

In-Progress Violence response training was implemented in prior years. This critical training program will continue to prepare officers to respond in the face of the most critical, active and complex events they are likely to see. Additionally, facets of this training will be used by officers throughout their careers in a variety of possibly less grave, but still critical incidents. This and other officer training remain a priority for the SeaTac Police and are an important part of supporting the people who work here and the effectiveness of the department.

False Alarm Program

The False Alarm Program will continue as a means of encouraging reliable private home and business security systems, without creating an unreasonable burden on a public resource. By working with alarm holders and encouraging repair or modification of malfunctioning systems, the program prevents excessive response to false alarms and over response to particular locations. The program does create revenue via fees levied for excessive alarm responses. Those fees are rarely imposed.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Police Services

Department Director: Jon Mattsen

Fund: General (001)

Mission

To provide proactive, engaging and educational law enforcement services, in our uniquely diverse community.

Department Description

Through a contract with the King County Sheriff's Office, the SeaTac Police Department provides law enforcement services to SeaTac residents, businesses and visitors. Services include 9-1-1 call response, criminal complaint investigation, crime prevention consultation, traffic safety and enforcement, parking enforcement and numerous forms of community service. The SeaTac Police Department also provides SWAT, Bomb Disposal, and Major Investigations response through the contract with the Sheriff's Office.

2021-2022 Department Objectives

Objective	City Goal	Completion
Establish Community Engagement Officer	Effective & Accountable Government	March 2021
Expand the capabilities of the Parking Compliance Officers to include vehicle impounds.	Effective & Accountable Government	June 2021

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Average Response Time to Priority 1 and higher calls for service (in minutes)	8.74	8.98	8.16	8.75	8.5
Complete processing of concealed weapon applications and renewals within 45 days from initial request.	N/A	N/A	N/A	85%	90%
Complete minimum of 40 hours of annual training for commissioned and non-commissioned members	N/A	N/A	N/A	85%	90%
Closure rate of Criminal Investigations Unit investigations	62%	61%	60%	62%	62%
Average number of traffic contacts by SeaTac Motorcycle Officers by quarter	0	626	370	630	650

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Police Services (08)

PROGRAM: Court Security (512.50)
 Administration Reception (521.10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	POLICE (CITY EMPLOYEES) FTE's	1.00	1.00	1.00	1.00	1.00	1.00
	POLICE SERVICE SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
	COURT SECURITY						
512.50.41.000	Professional Services	46,231	45,000	49,882	53,255	121,310	123,039
	COURT SECURITY	46,231	45,000	49,882	53,255	121,310	123,039
	ADMINISTRATION RECEPTION SALARIES AND BENEFITS						
521.10.11.000	Salaries & Wages	61,835	63,732	67,962	68,861	70,224	71,614
521.10.12.000	Overtime	265	2,886	1,526	3,500	3,500	3,500
521.10.20.000	Personnel Benefits	23,796	26,872	28,464	31,586	29,688	30,560
	SALARIES AND BENEFITS	85,896	93,490	97,953	103,947	103,412	105,674
	OTHER SERVICES & CHARGES						
521.10.49.054	Memberships	-	-	-	400	-	-
521.10.49.058	Printing & Binding	-	-	-	150	150	150
	OTHER SERVICES & CHARGES	-	-	-	550	150	150
	ADMINISTRATION RECEPTION	85,896	93,490	97,953	104,497	103,562	105,824

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Police Services (08)

PROGRAM: Police Operations - Contract (521.20,
 Innovative Law/Comm. Eng. (521.21,

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	POLICE OPERATIONS (CONTRACT)						
	SUPPLIES						
521.20.31.008	Office & Operating Supplies	6,638	7,778	8,507	21,750	14,000	14,000
521.20.35.000	Small Tools & Minor Equipment	2,996	3,913	16,562	17,000	10,000	10,000
521.20.35.132	JAG Grant Program - Equipment	-	6,706	8,292	5,000	5,000	5,000
	SUPPLIES	9,634	18,397	33,361	43,750	29,000	29,000
	OTHER SERVICES & CHARGES						
521.20.41.000	Professional Services	-	-	197	-	-	-
521.20.41.006	Base - Police Services	9,586,307	10,046,549	9,800,603	11,564,651	11,205,670	11,765,952
521.20.41.132	JAG Grant Program - OT/Training	-	3,338	165	10,000	10,000	10,000
521.20.41.138	Special Park Patrols	34,996	35,076	39,996	40,000	30,000	30,000
521.20.41.139	Special Parking Emphasis Patrols	4,850	4,543	-	-	-	-
521.20.42.028	Telephone	237	822	1,802	2,000	2,400	2,400
521.20.42.029	Postage	4,595	393	1,095	1,000	500	500
521.20.44.001	Business & Occupation Taxes	1	-	0	50	50	50
521.20.45.000	Operating Rentals & Leases	2,156	2,516	2,536	3,200	3,000	3,000
521.20.45.002	Equipment Rental - 501 Fund	3,415	1,915	451	595	6,192	6,224
521.20.48.049	Equipment Repair & Maintenance	1,783	2,448	2,044	10,000	5,000	5,000
521.20.49.003	Narcotic Seizure Fund Expenses	11,207	7,117	7,301	14,200	12,000	14,000
521.20.49.004	Non-Narcotics Investigative Fund	1,000	2,580	2,604	6,000	4,000	4,000
521.20.49.058	Printing & Binding	482	1,327	554	1,000	600	600
	OTHER SERVICES & CHARGES	9,651,028	10,108,625	9,859,349	11,652,696	11,279,412	11,841,726
	POLICE OPERATIONS (CONTRACT)	9,660,662	10,127,022	9,892,709	11,696,446	11,308,412	11,870,726
	INNOVATIVE LAW/COMMUNITY ENGAGEMENT						
	SUPPLIES						
521.21.31.008	Office & Operating Supplies	-	1,453	-	-	-	-
521.21.31.013	Food Supplies	-	-	722	-	-	-
521.21.35.000	Small Tools & Minor Equipment	-	24,673	17,201	50,000	15,625	15,625
	SUPPLIES	-	26,126	17,923	50,000	15,625	15,625
	OTHER SERVICES & CHARGES						
521.21.41.140	Mailbox Program Labor	-	13,491	14,397	-	12,500	12,500
521.21.49.000	Miscellaneous Services	6,671	5,991	5,952	11,000	9,000	9,000
	OTHER SERVICES & CHARGES	6,671	19,482	20,349	11,000	21,500	21,500
	INNOVATIVE LAW/COMM. ENG.	6,671	45,608	38,272	61,000	37,125	37,125

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Police Services (08)

PROGRAM: Training & Education (521.22)
 Criminal Justice - High Crime (521.24)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TRAINING AND EDUCATION OTHER SERVICES & CHARGES						
521.22.43.031	Lodging	6,655	7,287	10,985	8,500	-	-
521.22.43.032	Meals	1,477	2,322	2,689	3,900	-	-
521.22.43.033	Transportation	4,829	4,875	4,539	4,900	-	-
521.22.49.054	Memberships	8,616	415	275	915	500	500
521.22.49.061	Registration	639	13,361	16,343	18,000	17,000	18,000
	OTHER SERVICES & CHARGES	22,215	28,260	34,831	36,215	17,500	18,500
	TRAINING AND EDUCATION	22,215	28,260	34,831	36,215	17,500	18,500
	CRIMINAL JUSTICE - HIGH CRIME SUPPLIES						
521.24.31.008	Office & Operating Supplies	410	106	280	4,200	3,000	3,000
521.24.35.000	Small Tools & Minor Equipment	13,809	2,509	3,492	20,365	14,000	15,000
	SUPPLIES	14,219	2,616	3,773	24,565	17,000	18,000
	CRIMINAL JUSTICE - HIGH CRIME	14,219	2,616	3,773	24,565	17,000	18,000
	CONTRACT SERVICES						
521.70.41.000	Professional Services	163,717	20,000	-	-	-	-
523.60.41.024	Jail Services	1,143,831	1,415,105	1,361,351	784,626	959,021	959,021
554.30.41.022	Animal Control Services	137,279	153,370	149,043	185,711	157,560	160,711
	CONTRACT SERVICES	1,444,827	1,588,475	1,510,394	970,337	1,116,581	1,119,732
	TRANSFERS OUT						
597.90.00.001	Tranfers Out-Fund 501	-	-	10,000	-	-	-
	TRANSFERS OUT	-	-	10,000	-	-	-
	TOTAL POLICE EXPENDITURES	11,280,722	11,930,470	11,637,813	12,946,315	12,721,490	13,292,946

Fire Services

Fire Chief: Matthew Morris

Fund: General (001)

Mission

To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.

Department Description

Puget Sound Regional Fire Authority (PSRFA) exists to maintain and enhance the quality of life within its boundaries by protecting life, property, and the environment. PSRFA is an internationally accredited, full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, Maple Valley, SeaTac, King County Fire District #37, and King County Fire District #43. Puget Sound Fire covers 108.81 square miles and protects a population of over 226,815.

2021-2022 Department Objectives

Objective	PSRFA Goal	Completion
Implement ERP system to increase efficiency and accountability, ensuring we are good stewards of public resources.	Develop Organizational Sustainability and Resiliency	March 2021
Evaluate and adjust station placement and staffing to meet changes in demand for service, population, building density, and community infrastructure.	Meet Community Need for Service	March 2021
Participate in National Night Out to share our story, including the variety of emergency and non-emergency services we provide and the value we generated.	Connect with Our Community	August 2021

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Average reaction time (90% percentile)	N/A	2:01	2:05	1:55	1:40
Apparatus preventative maintenance performed on schedule	N/A	91%	97%	95%	95%
Percent increase in peer support members	N/A	N/A	N/A	10%	10%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

DEPT: Fire Services (09)

PROGRAM: Fire Administration (522.10)

Fire Suppression & EMS (522.20)

Emergency Preparedness (525.60)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	FIRE ADMINISTRATION						
	SALARIES AND BENEFITS						
522.10.23.000	LEOFF 1 Medical & LT Care	51,228	40,832	46,461	103,250	61,660	65,660
	SALARIES AND BENEFITS	51,228	40,832	46,461	103,250	61,660	65,660
	FIRE ADMINISTRATION	51,228	40,832	46,461	103,250	61,660	65,660
	FIRE SUPPRESSION AND EMS						
	OTHER SERVICES & CHARGES						
522.20.41.030	Fire Service ILA with PSRFA	9,982,609	10,084,973	10,675,977	10,619,028	10,807,645	11,023,799
522.20.42.028	Telephone/Wireless Communicat	37	-	-	-	-	-
	OTHER SERVICES & CHARGES	9,982,646	10,084,973	10,675,977	10,619,028	10,807,645	11,023,799
	FIRE SUPPRESSION AND EMS	9,982,646	10,084,973	10,675,977	10,619,028	10,807,645	11,023,799
	EMERGENCY PREPAREDNESS						
	SUPPLIES						
525.60.31.008	Office & Operating Supplies	3,805	536	6,723	2,750	4,500	4,500
525.60.35.000	Small Tools & Minor Equipment	6,809	3,481	8,855	3,000	4,500	4,500
	SUPPLIES	10,615	4,017	15,578	5,750	9,000	9,000
	OTHER SERVICES & CHARGES						
525.50.42.028	Satellite Emergency Phone	885	886	885	900	900	900
525.60.41.002	Overtime	-	-	-	3,560	500	500
525.60.42.028	Telephone	550	714	659	720	720	720
525.60.42.029	Postage	-	-	2	-	-	-
525.60.43.031	Lodging	-	609	1,746	1,000	-	-
525.60.43.032	Meals	315	44	74	500	-	-
525.60.43.033	Transportation	-	547	553	1,400	-	-
525.60.45.002	Equipment Rental - 501	-	-	9,143	9,476	11,639	11,704
525.60.49.058	Printing & Binding	48	2,111	271	4,700	1,500	1,500
525.60.49.061	Registration	-	433	1,527	3,000	1,500	1,500
	OTHER SERVICES & CHARGES	1,797	5,345	14,859	25,256	16,759	16,824
	EMERGENCY PREPAREDNESS	12,411	9,362	30,437	31,006	25,759	25,824
	TOTAL FIRE EXPENDITURES	10,046,285	10,135,167	10,752,876	10,753,284	10,895,064	11,115,283



2021-2022 Biennial Budget

To: Carl Cole, City Manager

From: Lawrence Ellis, Parks, Community Programs & Services Director

Date: August 3, 2020

Re: 2021-2022 Biennial Budget Department Memo

The Parks, Community Programs and Services Department provides long term planning and capital project oversight, maintains an expanding park system and develops and implements comprehensive recreation programs, human services and events. The Department acts as stewards of the City's parks through maintenance and planning and provides recreation and cultural experiences to the community through a wide range of programs. The existing Mission Statement for the Parks, Community Programs and Services Department is: *Provide high quality and sustainable public facilities and parks. Deliver exceptional; and affordable recreational and cultural opportunities and human services responsive to the needs and health of our community.*

Projects scheduled in the 2021-2022 budget:

- Replace playground equipment at SeaTac Community Center
- Replace HVAC units at SeaTac Community Center
- Funding 57 Human Services agencies for direct human services
- Purchase WSDOT acreage adjacent to Des Moines Creek Park to expand green space
- Complete the Lake to Sound Trail within SeaTac

Programs for 2021-2022:

Parks, Open Space and Recreation Plan (PROS Plan)

The PROS Plan was developed in 1998 and is updated every 10 years. The PROS Plan provides insight to the core needs and desires of the community. The plan will assist staff in prioritizing the City's investments in facilities and is used as a framework for the future development of the parks and recreation programs and facilities. It discusses community resources, recreation goals, level of service and implementation of strategies.

This program supports the following Council's goal: Build Effective & Accountable Government through better access, collaboration and transparency.

This program supports the Department's Mission by providing high quality and sustainable public facilities and parks.

The implementation of the PROS Plan was funded through the City's General Fund. Although there is no direct revenue generated by this program, it supports grants and revenue generating facilities.

Comprehensive Plan – Parks Element

This portion of the SeaTac Comprehensive Plan addresses the present and future park, recreation and open space needs of those living and working in SeaTac. It is closely coordinated with the Land Use, Housing and Human Services, Transportation (Trails), Capital Facilities, Environmental Elements and Parks, Recreation and Open Space Plan.

This program supports the Council's goals: 1) Build Effective & Accountable Government through collaboration and transparency. 2) Promote our Neighborhood by promoting programs and activities to create a sense of place.

This project supports the Department's Mission by providing high quality and sustainable public facilities and parks.

The program is funded in the City's General Fund and although there is no direct revenue generated by this program, it supports grants and revenue generating facilities.

Meals on Wheels Program

The City collaborates with Sound Generations to operate the Meals on Wheels program. SeaTac residents who are homebound and over the age of 60 are eligible for the program and can receive up to 14 meals per week. Meals are a suggested donation of \$5.00 per meal. The Meals on Wheels program receives funds from federal agencies, local jurisdictions and donations.

This program supports the following Council's goal: Create & Preserve Housing to ensure access for all to have basic human services.

This program supports the Department's Mission by delivering exceptional and affordable recreational and cultural opportunities and human services responsive to the needs and health of our community.

Program is partially funded through the General Fund and Federal support and generates minimal revenue through donations and fees.

Congregate Lunch Program

The Congregate Lunch Program is a federally funded program through the Older Americans Act (OAA) of 1965. It was created to have more social and nutrition services to older Americans and caregivers. The suggested donation is \$4.50 per person but an individual can give any amount of money for a meal. The City operates the program with Sound Generations of King County and Catholic Community Services of Pierce County. Lunch is offered four days per week.

This program supports the following Council's goal: Create and Preserve Housing to ensure access for all to have basic human services.

This program supports the Department's Mission by delivering exceptional and affordable recreational and cultural opportunities and human services responsive to the needs and health of our community.

Program is partially funded by the General Fund and generates minimal revenue through donations.

YMCA Recreation Service Program

The City of SeaTac and YMCA entered into an agreement where the YMCA agrees to provide the City a predetermined number of facility memberships for use by qualified low-income families and individuals, or low income seniors who reside in the City of SeaTac. The City pre-paid for recreation services allowing residents and City programs to utilize the YMCA at reduced rates. The agreement also allows the City to sell punch cards to residents for non-supervised activities (swimming, rock climbing, water aerobics) offered by the YMCA. This is a 20 year agreement expiring in 2029. This program enhances the City's afterschool and teen programs by adding additional recreation activities for the children.

This program supports the Council's goal: Build Effective & Accountable Government by increasing community trust through better access. Collaboration and transparency.

This program supports the Department's Mission by delivering exceptional and affordable recreational and cultural opportunities.

This program is funded through the General Fund associated with the contract signed in 2009. Revenue is generated through the sale of punch cards.

Scholarship Program

This program is to provide financial assistance and scholarships to low-income residents in order to participate in educational and recreational activities offered by the City. Families who are deemed eligible, must meet the free/reduce lunch qualifications through the Highline School District or meet the King County HUD Income guideline.

This program supports the following Council's goals: Create & Preserve Housing to ensure access for all to have basic services.

This program supports the Department's Mission by delivering exceptional and affordable recreational and cultural opportunities and human services responsive to the needs and health of our community.

This program is funded by the General Fund and generates revenue through payments for activities.

Capital Improvement Projects (CIP)

The CIP process is a multi-year plan for capital expenditures necessary to restore, improve and expand the infrastructure, which includes trails, drainage, parks and buildings owned and/or maintained by the City. The plan identifies projects and funding improvements over a six year period and is updated to reflect on-going changes and additions.

This program supports the following Council's goals: 1) Promote our Neighborhood through promoting programs and activities to create a sense of place; 2) Build Effective & Accountable Government by community trust and better access, collaboration and transparency.

This program supports the Department's Mission by providing high quality and sustainable public facilities and parks.

Tree Program

The Tree Program focuses on trees being identified as having a high probability of failure due to structural issues or disease. Trees in parks are identified by the consulting arborist and given a hazard priority status when uploaded into the tree inventory. The priority level of the tree is based on its overall health, location in the park and likelihood to cause damage to people or structures within the park.

This program supports the Council's goal: Expand Green & Public Spaces by improving parks and community spaces.

This program supports the Department's Mission by providing high quality and sustainable public facilities and parks.

Tree Program is funded through the General Fund and generates no revenue.

Human Services Program

The program allows the City to deliver services through biennial contracts with non-profit human service agencies to provide direct services to residents in need. Applications are submitted through a Share1 portal and then the Community Services Advisory Committee reviews and recommendations funding.

This program supports the following City Council goal: Create & Preserve Housing to ensure access for all too adequate, safe and basic human services.

This program supports the Department's Mission by delivering human services responsive to the needs and health of our community.

Program is funded through the 1.5% of the General Fund and no revenue is generated through this program.

Minor Home Repair Program

This program provides subsidized minor home repairs for income eligible SeaTac homeowners. The City continues to fund through the Community Development Block Grant under the following guidelines; residents will still be required to have owned and occupied their home for at least a year, have current homeowner's insurance and not intend to move in the near future.

This program supports the following Council's goals: 1) Build Effective & Accountable Government through better access, collaboration and transparency. 2) Create & Preserve Housing to ensure access for all too affordable housing and basic needs.

This program supports the Department's Mission by delivering human services responsive to the needs and health of the community.

This program is funded through the General Fund and generates no revenue.

Hotel Vouchers Program

This program provides a voucher for a hotel stay due to domestic violence and/or safety concerns for residents involved in a serious crime. The funds can also be used for fire victims and occasionally for the homeless. The individual must be eligible and meet all the requirements. The program is only for a 1 to 3-night stay and individuals must sign a contractual agreement.

This program supports the following Council's goal: Create & Preserve Housing to ensure access for all too affordable housing and basic services.

This program supports the Department's Mission by delivering human services responsive to the needs and health of our community.

This program is funded through the General Fund and generate no revenue.

Equipment Repair & Replacement Program

The Department maintains an extension Equipment Repair & Replacement Schedule to track the age and value of assets such as fitness equipment, carpet and paint, pavement, and playground equipment. For each asset, we determine the original value and the life expectancy. With this data, we schedule the future replacement with a 3% inflation factor. Prior to each budget cycle, the Department reviews the schedule to determine if the asset has reached the end of its useful lifespan or if it can be postponed for a later replacement. Assets are only repaired or replaced when needed.

It supports the Council's goals 1) Expand Green and Public Spaces through improving parks and community spaces and; 2) Increase Connectivity and Safety by investing in infrastructure that promotes pedestrian mobility and public safety.

This program supports the Mission by providing high quality and sustainable facilities and parks.

The majority of this program is funded through the City's General Fund and the CIP. Keeping our assets at a high quality level allows us to provide top quality picnic shelters, facilities, and fitness room that bring in revenue through rental and drop-in fees.

Parks, Community Programs & Services

Department Director: Lawrence Ellis

Fund: General (001), Building Management Fund (108), Municipal CIP Fund (301)

Mission

Provide high quality and sustainable public facilities and parks. Deliver exceptional and affordable recreational and cultural opportunities and human services responsive to the needs and health of our community.

Department Description

The Parks, Community Programs & Services Department is responsible for providing recreation activities, maintenance of City parks and facilities, and Human Services programs. The Department is made up of five divisions:

Parks Administration: Parks Administration provides administrative support to all divisions of the department. Responsible for budget preparation, purchasing, and oversight of a variety of agreements, provides project planning and construction management.

Recreation Services: The Recreation Division is responsible for planning recreation opportunities for preschool, youth, teens, special populations, adults, and senior citizens. Manages the operation and rentals for SeaTac and Valley Ridge Community Centers. Coordinates picnic shelter rentals in parks and responsible for planning and coordination of a variety of special events.

Parks Operations: Responsible for the maintenance of City parks including sport field rentals and maintenance. Parks Operations also offers support for special events and park activities.

Facilities: The Facilities Division is responsible for the maintenance and operations of systems for City facilities including City Hall, SeaTac Community Center, Valley Ridge Community Center, Fire Station 45 and Fire Station 46.

Human Services: Provides programs to meet the human services needs of our residents. Oversees the contracted services provided through funds allocated to human services agencies. Coordinates Minor Home Repair projects for SeaTac homeowners who meet the qualifications for financial assistance and supports several senior programs.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

2021-2022 Department Objectives

Objective	City Goal	Completion
Complete the Art & Culture Master Plan	Build Effective & Accountable Government	March 2021
Design conceptual drawings and plans for the new trailhead, trails, open space and passive recreation at Des Moines Creek Park	Expand Green & Public Spaces	October 2021
Obtain final results from soil study and mitigate the contamination in Sunset Park	Expand Green & Public Spaces	December 2021
Develop a Master Plan for Bow Lake Park	Build Effective & Accountable Government	June 2022
Complete the Lake to Sound Trail in SeaTac	Increase Connectivity & Safety; Promote our Neighborhoods	October 2022
Increase revenue in sport activities and programs by 15-20%	Build Effective & Accountable Government	December 2022

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Percent of registrations completed online	3.5%	3.6%	3.5%	4.0%	4.0%
Number of recreation scholarships awarded	43	82	60	90	90
Number of special events held by the City, as dictated by the Arts Master Plan	21	22	8	23	25
Average number of developed acres per parks operations staff (Compared to National Average)	24 (17.1)	18.4 (16.5)	16.3 (16)	16.3	16.3
Number of sport field rentals booked	1,814	2,131	1,200	3,400	3,900
Percent of playground safety inspections passed	100%	100%	100%	100%	100%
Number of building square feet maintained per facilities staff. (Benchmark = 47,000 max sq. ft./worker)	82,568	82,568	55,045	55,045	55,045

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Central Facilities (518.30)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CENTRAL FACILITIES FTE'S		4.00	4.00	4.00	5.00	5.00	5.00
	FACILITIES MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
	FACILITIES MAINTENANCE WORKER II	2.00	2.00	2.00	2.00	2.00	2.00
	FACILITIES MAINTENANCE WORKER I				1.00	1.00	1.00
	CUSTODIAN	1.00	1.00	1.00	1.00	1.00	1.00
CENTRAL FACILITIES							
SALARIES AND BENEFITS							
518.30.11.000	Salaries & Wages	292,658	303,993	333,247	387,363	407,507	415,640
518.30.12.000	Overtime	165	567	-	3,000	3,000	3,000
518.30.20.000	Personnel Benefits	118,348	131,283	135,157	190,646	163,034	166,733
SALARIES AND BENEFITS		411,170	435,844	468,405	581,009	573,541	585,373
SUPPLIES							
518.30.31.001	Janitorial Supplies	8,299	8,684	11,022	11,000	11,000	11,000
518.30.31.008	Office & Operating Supplies	15,801	22,235	18,672	15,000	15,000	15,000
518.30.31.011	Publications	-	-	-	200	200	200
518.30.31.018	Safety Clothing	501	243	376	400	800	400
518.30.31.023	Regular Uniforms	901	953	1,092	1,180	1,400	1,400
518.30.32.000	Fuel	842	-	-	4,000	2,000	2,000
518.30.35.000	Small Tools & Minor Equipment	1,659	2,942	1,458	2,800	1,500	1,500
SUPPLIES		28,002	35,057	32,620	34,580	31,900	31,500
OTHER SERVICES & CHARGES							
518.30.41.000	Professional Services	1,410	6,645	259	1,500	1,000	1,000
518.30.41.034	Janitorial Services	97,100	90,176	89,936	100,000	108,000	108,000
518.30.41.047	Security Monitoring	660	660	710	900	900	900
518.30.41.104	City Hall Historical Displays	5,837	1,724	-	5,000	2,500	2,500
518.30.42.028	Telephone	2,319	2,279	2,373	2,100	2,700	2,700
518.30.42.029	Postage	-	-	-	50	-	-
518.30.44.001	Business & Occupation Taxes	0	0	0	100	-	-
518.30.45.000	Operating Rentals & Leases	7,991	7,179	9,265	12,000	10,000	10,000
518.30.45.002	Equipment Rental - 501 Fund	8,406	6,031	9,502	9,488	15,607	15,030
518.30.47.039	Water	12,854	10,592	10,412	8,000	11,000	11,000
518.30.47.040	Sewer	2,839	4,392	2,571	2,100	2,500	2,500
518.30.47.041	Electricity	120,486	121,521	110,510	120,000	120,000	120,000
518.30.47.042	Waste Disposal	-	-	-	200	-	-
518.30.47.043	Storm Sewer Fees	4,539	4,835	4,835	5,320	5,350	5,350
518.30.48.000	Repairs & Maintenance	72,924	90,895	85,663	217,280	125,000	125,000
518.30.48.049	Equipment Repair & Maintenance	398	71	-	50	-	-
518.30.49.000	Miscellaneous Services	285	264	136	300	300	300
518.30.49.053	Subscriptions	-	-	-	150	-	-
518.30.49.054	Memberships	-	62	14	275	275	275
518.30.49.055	Miscellaneous Permit Fees	283	283	694	260	260	260
518.30.49.058	Printing & Binding	40	-	-	-	-	-
518.30.49.061	Registration	-	120	226	460	360	360
518.31.47.043	City Owned Parcel Fees-KC	150	-	159	185	185	185
OTHER SERVICES & CHARGES		338,521	347,731	327,265	485,718	405,937	405,360
CENTRAL FACILITIES		777,694	818,631	828,290	1,101,307	1,011,378	1,022,233

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Fire Station #45 (522.55)

DEPT: Parks, Community Programs & Services (10)

Fire Station #46 & #47 (522.56)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	FIRE STATION #45 SUPPLIES						
522.55.31.008	Office & Operating Supplies	165	563	444	2,000	2,000	2,000
522.55.35.000	Small Tools & Minor Equipment	-	-	-	500	200	200
	SUPPLIES	165	563	444	2,500	2,200	2,200
	OTHER SERVICES & CHARGES						
522.55.41.000	Professional Services	26,147	440	407	500	500	500
522.55.41.034	Janitorial Services	-	-	-	500	-	-
522.55.42.028	Telephone	730	725	740	735	740	740
522.55.45.000	Operating Rentals & Leases	-	1,442	1,662	-	-	-
522.55.47.038	Gas	3,711	-	-	-	-	-
522.55.47.039	Water	1,660	-	-	-	-	-
522.55.47.040	Sewer	251	-	-	-	-	-
522.55.47.041	Electricity	4,544	-	-	-	-	-
522.55.47.042	Waste Disposal	-	-	-	160	-	-
522.55.47.043	City-Owned Parcel Fees	1,037	2,102	1,104	2,200	2,200	2,200
522.55.48.000	Repairs & Maintenance	3,305	3,141	22,406	8,000	8,000	8,000
522.55.49.055	Miscellaneous Permit Fees	-	-	48	-	-	-
	OTHER SERVICES & CHARGES	41,384	7,850	26,368	12,095	11,440	11,440
	FIRE STATION #45	41,549	8,413	26,813	14,595	13,640	13,640
	FIRE STATION #46 & #47 SUPPLIES						
522.56.31.008	Office & Operating Supplies	2,417	2,568	3,696	4,000	4,000	4,000
522.56.35.000	Small Tools & Minor Equipment	-	375	-	750	750	750
	SUPPLIES	2,417	2,944	3,696	4,750	4,750	4,750
	OTHER SERVICES & CHARGES						
522.56.41.000	Professional Services	-	1,130	185	500	500	500
522.56.41.034	Janitorial Services	-	-	795	3,000	1,500	1,500
522.56.47.042	Waste Disposal	-	-	-	150	-	-
522.56.47.043	City-Owned Parcel Fees	-	1,913	-	1,900	1,900	1,900
522.56.48.000	Repairs & Maintenance	11,946	15,258	21,866	10,000	10,000	10,000
522.56.49.055	Miscellaneous Permit Fees	171	-	194	-	375	375
	OTHER SERVICES & CHARGES	12,117	18,301	23,040	15,550	14,275	14,275
	FIRE STATION #46 & #47	14,534	21,245	26,736	20,300	19,025	19,025

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Fire Station #47 Land (522.57)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	FIRE STATION #47 LAND SUPPLIES						
522.57.31.008	Office & Operating Supplies	69	-	616	-	-	-
522.57.35.000	Small Tools & Minor Equipment	-	-	1,150	-	-	-
	SUPPLIES	69	-	1,766	-	-	-
	OTHER SERVICES & CHARGES						
522.57.41.000	Professional Services	875	-	-	-	-	-
522.57.42.028	Telephone	-	295	-	-	-	-
522.57.45.000	Operating Rentals & Leases	-	560	-	-	-	-
522.57.47.038	Gas	-	275	-	-	-	-
522.57.47.039	Water	-	134	-	-	-	-
522.57.47.040	Sewer	274	-	-	-	-	-
522.57.47.041	Electricity	382	478	-	-	-	-
522.57.47.043	City-Owned Parcel Fees	-	1,307	-	-	1,300	1,300
522.57.48.000	Repairs & Maintenance	72	110	-	-	-	-
	OTHER SERVICES & CHARGES	1,602	3,160	-	-	1,300	1,300
	FIRE STATION #47 LAND	1,671	3,160	1,766	-	1,300	1,300

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Maintenance Facility (543.50)

DEPT: Parks, Community Programs & Services (10)

Community Center (575.51)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MAINTENANCE FACILITY SUPPLIES						
543.50.31.001	Janitorial Supplies	-	-	572	500	500	500
543.50.31.008	Office & Operating Supplies	3,527	2,929	2,919	4,300	4,300	4,300
543.50.35.000	Small Tools & Minor Equipment	201	-	3,469	500	500	500
	SUPPLIES	3,728	2,929	6,960	5,300	5,300	5,300
	OTHER SERVICES & CHARGES						
543.50.41.000	Professional Services	-	-	127	500	500	500
543.50.41.034	Janitorial Services	6,650	11,454	9,928	9,750	10,150	10,150
543.50.41.047	Security Monitoring	780	780	839	1,400	3,840	3,840
543.50.45.000	Operating Rentals & Leases	-	-	183	-	-	-
543.50.47.038	Gas	9,383	4,903	7,006	9,200	9,800	9,800
543.50.47.039	Water	4,811	5,152	5,263	5,000	5,000	5,000
543.50.47.040	Sewer	2,561	2,425	2,440	3,500	3,500	3,500
543.50.47.041	Electricity	18,467	24,579	22,174	19,000	25,000	25,000
543.50.47.042	Waste Disposal	-	-	-	200	-	-
543.50.48.000	Repairs & Maintenance	9,987	21,637	12,386	30,784	20,000	10,000
	OTHER SERVICES & CHARGES	52,638	70,931	60,346	79,334	77,790	67,790
	MAINTENANCE FACILITY	56,366	73,860	67,306	84,634	83,090	73,090
	COMMUNITY CENTER FACILITIES SUPPLIES						
575.51.31.001	Janitorial Supplies	8,031	7,283	8,789	7,000	7,000	7,000
575.51.31.008	Office & Operating Supplies	10,480	8,393	8,825	10,000	10,000	10,000
575.51.35.000	Small Tools & Minor Equipment	2,524	-	616	10,000	10,000	5,000
	SUPPLIES	21,035	15,676	18,230	27,000	27,000	22,000
	OTHER SERVICES & CHARGES						
575.51.41.000	Professional Services	-	-	77	1,000	1,000	1,000
575.51.41.034	Janitorial Services	40,243	43,120	44,511	38,900	44,000	44,000
575.51.41.047	Security Monitoring	2,410	2,730	2,356	3,000	3,000	3,000
575.51.44.003	Leasehold Excise Taxes	-	-	-	100	-	-
575.51.45.000	Operating Rentals & Leases	823	-	-	-	-	-
575.51.47.038	Gas	13,967	11,314	10,962	15,000	18,500	18,500
575.51.47.039	Water	3,430	3,581	3,589	3,400	3,400	3,400
575.51.47.040	Sewer	3,891	3,752	3,996	2,800	3,800	3,800
575.51.47.041	Electricity	28,959	26,328	29,729	19,200	32,000	32,000
575.51.47.042	Waste Disposal	-	-	-	300	-	-
575.51.48.000	Repairs & Maintenance	39,065	44,591	21,962	154,810	33,360	19,500
	OTHER SERVICES & CHARGES	132,788	135,416	117,183	238,510	139,060	125,200
	COMMUNITY CENTER FACILITIES	153,823	151,092	135,413	265,510	166,060	147,200

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Human Services (565.10)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
HUMAN SERVICES FTE'S		1.00	1.00	1.00	1.00	1.00	1.00
HUMAN SERVICES COORDINATOR		1.00	1.00	1.00	1.00	1.00	1.00
HUMAN SERVICES							
SALARIES AND BENEFITS							
565.10.11.000	Salaries & Wages	93,648	81,365	85,932	87,758	89,502	91,281
565.10.12.000	Overtime	-	179	-	-	-	-
565.10.20.000	Personnel Benefits	35,798	24,640	27,501	29,666	27,722	28,050
SALARIES AND BENEFITS		129,446	106,183	113,433	117,424	117,224	119,331
SUPPLIES							
565.10.31.008	Office & Operating Supplies	10	156	95	150	150	150
565.10.31.011	Publications	-	-	-	100	-	-
565.10.31.013	Food Supplies	-	12	-	100	-	-
565.10.31.045	Human Services Supplies	4,858	4,272	4,123	5,300	5,300	5,300
SUPPLIES		4,868	4,441	4,218	5,650	5,450	5,450
OTHER SERVICES & CHARGES							
565.10.41.000	Professional Services	14,000	13,415	-	2,450	1,500	1,500
565.10.41.012	Human Services Contracts	523,209	491,459	398,580	674,144	623,195	638,490
565.10.41.048	Human Services CDBG Contracts	41,653	19,175	17,851	30,000	30,000	30,000
565.10.41.049	Minor Home Repair-City Funded	-	-	8,280	-	-	-
565.10.41.111	Museum of Flight-School Scholar	3,919	1,518	226	6,000	3,000	3,000
565.10.42.028	Telephone	504	454	477	780	480	480
565.10.43.032	Meals	-	-	-	100	-	-
565.10.49.000	Misc HS Services-Vouchers	2,770	2,475	1,880	3,500	2,500	2,500
565.10.49.054	Memberships	500	-	-	250	-	-
565.10.49.058	Printing & Binding	-	45	37	100	100	300
565.10.49.061	Registration	85	211	-	750	450	450
566.00.41.000	Mental Health/Chem Abuse/Depe	7,424	5,831	7,942	5,000	7,910	7,910
OTHER SERVICES & CHARGES		594,065	534,584	435,274	723,074	669,135	684,630
HUMAN SERVICES		728,379	645,208	552,925	846,148	791,809	809,411

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Parks Administration (571.10)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
PARKS ADMINISTRATION FTE'S		2.00	2.00	2.00	2.00	2.00	2.00
PCPS DIRECTOR		1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE ASSISTANT III		1.00	1.00	1.00	1.00	1.00	1.00
PARKS ADMINISTRATION							
SALARIES AND BENEFITS							
571.10.11.000	Salaries & Wages	210,522	224,159	238,398	246,549	255,789	260,876
571.10.12.000	Overtime	-	378	279	400	400	400
571.10.20.000	Personnel Benefits	59,263	67,006	71,257	77,563	74,346	74,568
SALARIES AND BENEFITS		269,785	291,543	309,934	324,512	330,535	335,844
SUPPLIES							
571.10.31.008	Office & Operating Supplies	288	438	438	400	400	400
571.10.35.000	Small Tools & Minor Equipment	2,227	7,681	993	-	-	-
SUPPLIES		2,515	8,120	1,432	400	400	400
OTHER SERVICES & CHARGES							
571.10.41.000	Professional Services	-	-	70,464	77,536	-	-
571.10.42.028	Telephone	490	517	470	570	570	570
571.10.42.029	Postage	723	1,903	1,326	1,400	1,400	1,400
571.10.43.031	Lodging	915	-	-	640	-	-
571.10.43.032	Meals	100	-	-	260	-	-
571.10.43.033	Transportation	605	6	819	620	-	-
571.10.43.034	Mileage Reimbursement	-	-	-	50	-	-
571.10.45.000	Operating Rentals & Leases	1,763	2,142	2,358	2,520	2,520	2,520
571.10.48.049	Equipment Repair & Maintenance	1,934	2,085	1,070	2,100	2,100	2,100
571.10.49.053	Subscriptions	-	1,050	1,026	1,050	1,050	1,050
571.10.49.054	Memberships	1,012	1,031	1,062	1,040	1,077	1,077
571.10.49.061	Registration	535	30	630	690	-	690
OTHER SERVICES & CHARGES		8,076	8,764	79,224	88,476	8,717	9,407
PARKS ADMINISTRATION		280,376	308,427	390,591	413,388	339,652	345,651

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Recreation Services (571.20)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
RECREATION SERVICES FTE'S		4.98	4.98	5.58	5.58	5.58	5.58
RECREATION & CULTURAL SVCS MNGR		1.00	1.00	1.00	1.00	1.00	1.00
RECREATION SUPERVISOR		3.00	3.00	3.00	3.00	3.00	3.00
BEACH MANAGER		0.14	0.14	0.25	0.25	0.25	0.25
ASSISTANT BEACH MANAGER		0.28	0.28	0.5	0.50	0.50	0.50
LIFEGUARD		0.56	0.56	0.83	0.83	0.83	0.83
RECREATION SERVICES							
SALARIES AND BENEFITS							
571.20.11.000	Salaries & Wages	334,100	385,629	410,058	428,854	440,347	452,799
571.20.12.000	Overtime	-	-	-	-	-	-
571.20.20.000	Personnel Benefits	136,507	156,124	168,294	185,146	174,066	180,868
SALARIES AND BENEFITS		470,607	541,753	578,351	614,000	614,413	633,667
SUPPLIES							
571.20.31.008	Office & Operating Supplies	1,034	2,072	1,119	1,500	1,500	1,500
571.20.31.013	Food Supplies	-	-	-	50	-	-
571.20.31.023	Regular Uniforms	81	837	337	720	700	700
571.20.35.000	Small Tools & Minor Equipment	394	443	411	500	500	500
SUPPLIES		1,510	3,352	1,866	2,770	2,700	2,700
OTHER SERVICES & CHARGES							
571.20.41.000	Professional Services	759	354	-	-	-	-
571.20.41.009	Recreation Professional Services	15	900	-	100	100	100
571.20.42.028	Telephone	4,212	5,491	7,762	6,820	7,920	7,920
571.20.42.029	Postage	6,692	4,508	4,884	4,500	4,500	4,500
571.20.43.031	Lodging	-	-	-	360	-	-
571.20.43.032	Meals	-	-	-	150	-	-
571.20.43.033	Transportation	-	52	24	320	-	-
571.20.43.034	Mileage Reimbursement	-	-	-	200	-	-
571.20.44.001	Business & Occupation Taxes	30	9	16	100	100	100
571.20.49.000	RecWare	21,526	21,849	25,144	17,600	23,100	23,100
571.20.49.007	YMCA Purchases Services	51,555	51,555	51,555	51,555	51,555	51,555
571.20.49.054	Memberships	376	341	367	370	374	374
571.20.49.058	Printing & Binding	8,128	29,578	16,961	25,600	15,000	15,000
571.20.49.061	Registration	-	398	-	270	270	270
571.20.49.068	Recreation Scholarship Program	29,115	39,718	55,886	40,000	40,000	40,000
OTHER SERVICES & CHARGES		122,407	154,753	162,599	147,945	142,919	142,919
RECREATION SERVICES		594,524	699,858	742,816	764,715	760,032	779,286

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Sports (571.21)

DEPT: Parks, Community Programs & Services (10)

Classes (571.22)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	SPORTS FTE'S	0.07	0.07	0.07	0.07	0.07	0.07
	RECREATION LEADER II	0.07	0.07	0.07	0.07	0.07	0.07
	SPORTS						
	SALARIES AND BENEFITS						
571.21.11.000	Salaries & Wages	1,631	-	-	1,010	500	500
571.21.12.000	Overtime	-	-	-	-	-	-
571.21.20.000	Personnel Benefits	164	-	-	120	60	61
	SALARIES AND BENEFITS	1,796	-	-	1,130	560	561
	SUPPLIES						
571.21.31.008	Office & Operating Supplies	149	8	-	15	15	15
571.21.35.000	Small Tools & Minor Equipment	-	-	-	100	100	100
	SUPPLIES	149	8	-	115	115	115
	OTHER SERVICES & CHARGES						
571.21.41.009	Recreation Professional Services	7,217	17,567	7,510	18,000	16,500	16,500
571.21.44.001	Business & Occupation Taxes	1,853	2,515	1,135	1,100	1,100	1,100
	OTHER SERVICES & CHARGES	9,071	20,082	8,644	19,100	17,600	17,600
	SPORTS	11,016	20,090	8,644	20,345	18,275	18,276
	CLASSES						
	SUPPLIES						
571.22.31.008	Office & Operating Supplies	35	8	40	100	100	100
571.22.35.000	Small Tools & Minor Equipment	246	-	282	800	800	800
	SUPPLIES	281	8	321	900	900	900
	OTHER SERVICES & CHARGES						
571.22.41.009	Recreation Professional Services	15,743	17,345	10,053	17,500	16,500	16,500
571.22.44.001	Business & Occupation Taxes	1,596	1,349	1,186	1,100	1,100	1,100
	OTHER SERVICES & CHARGES	17,339	18,694	11,239	18,600	17,600	17,600
	CLASSES	17,620	18,702	11,560	19,500	18,500	18,500
	TOTAL SPORTS & CLASSES	28,635	38,792	20,205	39,845	36,775	36,776

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Seniors (571.23)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	SENIOR PROGRAM FTE'S	2.10	2.10	2.10	2.30	2.33	2.33
	REC PROGRAM SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
	SENIOR CENTER ATTENDANT				0.70	0.73	0.73
	RECREATION LEADER II	1.10	1.10	1.10	0.60	0.60	0.60
	SENIORS						
	SALARIES AND BENEFITS						
571.23.11.000	Salaries & Wages	97,043	99,225	97,949	104,487	112,047	119,176
571.23.12.000	Overtime	-	-	-	-	-	-
571.23.20.000	Personnel Benefits	27,085	29,164	35,805	42,139	43,014	44,952
	SALARIES AND BENEFITS	124,128	128,389	133,754	146,626	155,061	164,128
	SUPPLIES						
571.23.31.008	Office & Operating Supplies	3,423	3,347	4,255	4,050	4,050	4,050
571.23.31.013	Food Supplies	2,420	3,387	2,845	3,600	3,000	3,000
571.23.31.023	Regular Uniforms	120	105	77	200	200	200
571.23.35.000	Small Tools & Minor Equipment	1,481	7,876	2,529	28,150	2,950	2,950
	SUPPLIES	7,444	14,715	9,706	36,000	10,200	10,200
	OTHER SERVICES & CHARGES						
571.23.41.009	Recreation Professional Services	6,956	8,040	2,572	3,450	4,400	4,400
571.23.41.200	Advertising	190	100	200	200	200	200
571.23.42.028	Telephone	-	-	-	-	720	720
571.23.43.032	Meals	503	422	480	700	500	500
571.23.43.033	Transportation	20	34	-	-	100	100
571.23.43.034	Mileage Reimbursement	-	-	176	100	-	-
571.23.44.001	Business & Occupation Taxes	299	237	232	2,000	2,000	2,000
571.23.45.000	Operating Rentals & Leases	2,478	2,722	2,622	2,400	2,400	2,400
571.23.45.002	Equipment Rental - 501 Fund	12,425	11,328	12,058	11,722	17,322	17,277
571.23.49.000	Miscellaneous Services	-	1,077	1,370	1,200	1,200	1,200
571.23.49.054	Memberships	50	55	55	110	110	110
571.23.49.055	Miscellaneous Permit Fees	40	20	20	40	40	40
571.23.49.058	Printing & Binding	-	204	133	200	200	200
571.23.49.061	Registration	250	-	499	450	450	450
571.23.49.063	Tuition & Fees	8,157	9,858	11,855	18,000	14,250	14,250
	OTHER SERVICES & CHARGES	31,367	34,097	32,272	40,572	43,892	43,847
	SENIORS	162,940	177,201	175,732	223,198	209,153	218,175

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Afterschool Prog/Camps (571.25)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
AFTER SCHOOL PROGRAM FTE'S		5.79	5.79	5.29	7.83	7.22	7.22
RECREATION PROGRAMS SPECIALIST		1.00	1.00	1.00	1.00	1.00	1.00
 PRESCHOOL TEACHER		1.16	1.16	1.03	1.21	0.60	0.60
 RECREATION LEADER II		2.87	2.87	3.04	4.72	4.72	4.72
 RECREATION LEADER I		0.76	0.76	0.22	0.90	0.90	0.90
AFTER SCHOOL PROGRAM SALARIES AND BENEFITS							
571.25.11.000	Salaries & Wages	202,697	214,411	241,648	267,249	236,935	241,673
571.25.12.000	Overtime	-	-	-	-	-	-
571.25.20.000	Personnel Benefits	34,266	62,202	79,162	72,473	52,668	52,710
SALARIES AND BENEFITS		236,963	276,612	320,810	339,722	289,603	294,383
SUPPLIES							
571.25.31.008	Office & Operating Supplies	5,360	4,425	5,112	5,000	5,000	5,000
571.25.31.013	Food Supplies	2,918	2,456	2,865	4,000	3,000	3,000
571.25.31.023	Regular Uniforms	860	992	941	900	900	900
571.25.35.000	Small Tools & Minor Equipment	1,366	1,215	966	1,200	1,000	1,000
SUPPLIES		10,504	9,088	9,885	11,100	9,900	9,900
OTHER SERVICES & CHARGES							
571.25.41.000	Professional Services	375	168	183	1,000	300	300
571.25.41.200	Advertising	-	350	103	500	500	500
571.25.41.028	Telephone	-	-	-	-	720	720
571.25.43.031	Lodging	440	-	-	360	-	-
571.25.43.032	Meals	56	28	-	200	-	-
571.25.44.001	Business & Occupation Taxes	1,015	963	869	1,000	1,000	1,000
571.25.45.000	Operating Rentals & Leases	6,418	6,399	5,886	7,930	7,500	7,500
571.25.48.049	Equipment Repair & Maintenance	1,631	1,492	1,476	1,200	1,200	1,200
571.25.49.053	Subscriptions	-	-	-	150	-	-
571.25.49.054	Memberships	164	164	172	170	172	172
571.25.49.058	Printing & Binding	2,429	2,004	2,070	2,000	2,000	2,000
571.25.49.061	Registration	519	548	-	730	750	750
571.25.49.063	Tuition & Fees	5,586	6,297	6,330	7,000	7,000	7,000
OTHER SERVICES & CHARGES		18,632	18,413	17,089	22,240	21,142	21,142
AFTERSCHOOL PROGS & CAMPS		266,099	304,113	347,784	373,062	320,645	325,425

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Teen Program (571.26)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TEEN PROGRAM FTE'S	2.19	2.19	2.56	3.08	3.08	3.08
	RECREATION PROGRAMS SPECIALIST	1.00	1.00	1.00	1.00	1.00	1.00
	RECREATION LEADER II	1.19	1.19	1.56	2.08	2.08	2.08
	TEEN PROGRAM						
	SALARIES AND BENEFITS						
571.26.11.000	Salaries & Wages	81,547	90,912	83,335	120,579	126,626	132,552
571.26.12.000	Overtime	-	103	-	-	-	-
571.26.20.000	Personnel Benefits	22,826	24,622	21,485	25,988	35,025	35,798
	SALARIES AND BENEFITS	104,373	115,637	104,820	146,567	161,651	168,350
	SUPPLIES						
571.26.31.008	Office & Operating Supplies	1,429	731	1,849	1,500	1,500	1,500
571.26.31.013	Food Supplies	3,698	3,729	2,893	3,500	3,500	3,500
571.26.31.023	Regular Uniforms	469	603	563	500	500	500
571.26.35.000	Small Tools & Minor Equipment	561	352	1,742	1,750	1,750	1,750
	SUPPLIES	6,158	5,416	7,046	7,250	7,250	7,250
	OTHER SERVICES & CHARGES						
571.26.41.000	Professional Services	-	-	-	600	-	-
571.26.41.009	Recreation Professional Services	-	3,731	620	300	300	300
571.26.43.031	Lodging	-	-	-	360	-	-
571.26.43.032	Meals	-	-	-	200	-	-
571.26.41.200	Advertising	-	100	-	-	-	-
571.26.44.001	Business & Occupation Taxes	130	321	259	200	200	200
571.26.45.000	Operating Rentals & Leases	154	-	-	360	-	-
571.26.48.049	Equipment Repair & Maintenance	493	475	428	480	480	480
571.26.49.054	Memberships	-	164	172	170	172	172
571.26.49.058	Printing & Binding	48	1,296	107	225	225	225
571.26.49.061	Registration	-	572	-	430	450	450
571.26.49.063	Tuition & Fees	2,629	3,950	3,117	3,200	3,300	3,300
	OTHER SERVICES & CHARGES	3,454	10,608	4,702	6,525	5,127	5,127
	TEEN PROGRAM	113,985	131,660	116,568	160,342	174,028	180,727

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Special Events (573.90)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
SPECIAL EVENTS FTE'S		0.06	0.06	0.06	0.06	0.06	0.06
RECREATION LEADER II		0.06	0.06	0.06	0.06	0.06	0.06
SPECIAL EVENTS							
SALARIES AND BENEFITS							
573.90.11.000	Salaries & Wages	583	1,163	1,296	1,300	1,300	1,300
573.90.12.000	Overtime	-	-	-	-	-	-
573.90.20.000	Personnel Benefits	65	107	112	155	157	158
SALARIES AND BENEFITS		647	1,269	1,409	1,455	1,457	1,458
SUPPLIES							
573.90.31.008	Office & Operating Supplies	290	626	476	500	500	500
573.90.31.013	Food Supplies	871	1,447	1,402	1,000	1,400	1,400
573.90.35.000	Small Tools & Minor Equipment	1,371	1,431	2,578	2,000	2,500	2,500
SUPPLIES		2,532	3,504	4,456	3,500	4,400	4,400
OTHER SERVICES & CHARGES							
573.90.41.000	Professional Services	23,773	20,264	20,743	32,660	28,000	28,000
573.90.41.009	Recreation Professional Services	21,149	31,552	38,757	38,300	38,300	38,300
573.90.41.200	Advertising	1,229	298	3,271	4,750	4,750	4,750
573.90.42.029	Postage	2,233	2,132	2,247	4,100	4,100	4,100
573.90.44.001	Business & Occupation Taxes	321	195	27	50	50	50
573.90.45.000	Operating Rentals & Leases	5,945	7,542	7,854	14,900	12,000	12,000
573.90.49.058	Printing & Binding	1,202	1,822	1,761	5,200	4,400	4,400
573.91.41.101	Highline Historical Society Service	5,000	5,000	15,000	5,000	5,000	5,000
OTHER SERVICES & CHARGES		60,852	68,805	89,659	104,960	96,600	96,600
SPECIAL EVENTS		64,031	73,578	95,524	109,915	102,457	102,458

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Community Center (575.50)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
COMMUNITY CENTER FTE'S		2.38	2.38	2.83	2.81	2.81	2.81
RECREATION ATTENDANT		1.93	1.93	1.93	2.18	2.18	2.18
COMMUNITY CENTER ATTENDANT		0.45	0.45	0.90	0.63	0.63	0.63
COMMUNITY CENTER							
SALARIES AND BENEFITS							
575.50.11.000	Salaries & Wages	122,879	138,460	134,135	132,151	137,969	144,182
575.50.12.000	Overtime	13	240	8	-	-	-
575.50.20.000	Personnel Benefits	32,495	41,996	43,796	57,460	47,435	48,756
SALARIES AND BENEFITS		155,386	180,696	177,939	189,611	185,404	192,938
SUPPLIES							
575.50.31.008	Office & Operating Supplies	3,523	2,069	2,224	3,000	3,000	3,000
575.50.31.023	Regular Uniforms	394	552	410	400	400	400
575.50.35.000	Small Tools & Minor Equipment	3,502	7,605	3,013	37,369	6,500	12,750
SUPPLIES		7,418	10,226	5,646	40,769	9,900	16,150
OTHER SERVICES & CHARGES							
575.50.41.000	Professional Services	400	532	2,355	3,000	1,150	1,150
575.50.42.028	Telephone	738	1,218	575	1,320	600	600
575.50.43.034	Mileage Reimbursement	-	-	-	50	-	-
575.50.44.001	Business & Occupation Taxes	3,264	3,485	3,347	3,340	3,340	3,340
575.50.45.000	Operating Rentals & Leases	2,862	2,459	2,285	2,600	2,600	2,600
575.50.45.002	Equipment Rental - 501 Fund	13,786	11,185	13,887	18,143	18,720	11,472
575.50.48.000	Repairs & Maintenance	-	109	698	-	-	-
575.50.48.049	Equipment Repair & Maintenance	3,316	5,258	4,253	5,000	5,000	5,000
575.50.49.054	Memberships	164	164	172	170	172	172
575.50.49.055	Miscellaneous Permit Fees	819	819	846	820	820	820
575.50.49.058	Printing & Binding	48	117	127	250	250	250
575.50.49.061	Registration	-	-	-	70	70	70
OTHER SERVICES & CHARGES		25,397	25,345	28,544	34,763	32,722	25,474
COMMUNITY CENTER		188,202	216,267	212,129	265,143	228,026	234,562

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Park Maintenance (576.80)

DEPT: Parks, Community Programs & Services (10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
PARK MAINTENANCE FTE'S		11.58	11.58	14.67	15.67	15.67	15.67
PARKS PROJECT & OPERATIONS MANAGER				1.00	1.00	1.00	1.00
PARK OPERATIONS SUPERVISOR		1.00	1.00	1.00	1.00	1.00	1.00
PARK OPERATIONS LEAD		2.00	2.00	2.00	2.00	2.00	2.00
PARK OPERATIONS WORKER		4.00	4.00	6.00	7.00	7.00	7.00
SEASONAL MAINTENANCE WORKER		4.58	4.58	4.67	4.67	4.67	4.67
PARK MAINTENANCE							
SALARIES & BENEFITS							
576.80.11.000	Salaries & Wages	635,603	704,610	812,927	999,448	1,034,193	1,067,196
576.80.12.000	Overtime	11,304	12,405	22,429	4,700	15,000	15,000
576.80.20.000	Personnel Benefits	255,700	283,761	355,427	481,036	450,055	467,476
SALARIES & BENEFITS		902,608	1,000,776	1,190,783	1,485,184	1,499,248	1,549,672
SUPPLIES							
576.80.31.001	Janitorial Supplies	13,756	12,408	12,673	12,000	12,500	12,500
576.80.31.008	Office & Operating Supplies	36,253	53,655	38,319	45,000	45,000	45,000
576.80.31.013	Food Supplies	126	144	113	125	125	125
576.80.31.018	Safety Clothing	1,862	1,359	2,599	2,000	3,000	3,000
576.80.31.023	Uniforms	2,429	2,245	3,880	4,505	4,500	4,500
576.80.31.046	Water Feature Supplies	4,361	3,662	3,530	500	4,000	4,000
576.80.31.100	Parks Facilities Maintenance Supp	-	-	-	-	4,674	4,674
576.80.35.000	Small Tools & Minor Equipment	19,912	28,074	37,627	25,344	28,632	27,480
SUPPLIES		78,700	101,547	98,741	89,474	102,431	101,279
OTHER SERVICES & CHARGES							
576.80.41.000	Professional Services	6,373	23,968	13,286	17,000	14,000	14,000
576.80.42.028	Telephone	8,220	8,253	9,806	9,100	14,000	14,000
576.80.44.001	Business & Occupation Taxes	495	479	563	350	350	350
576.80.44.003	Leasehold Excise Taxes	1,323	770	-	1,600	1,600	1,600
576.80.45.000	Operating Rentals & Leases	12,189	5,504	8,931	15,000	12,000	12,000
576.80.45.002	Equipment Rental - 501 Fund	207,767	118,863	145,122	173,168	200,073	177,838
576.80.47.039	Water	90,059	81,803	70,022	88,900	85,000	80,000
576.80.47.040	Sewer	11,925	13,017	13,495	12,000	12,000	12,000
576.80.47.041	Electricity	53,284	46,049	48,846	53,000	53,000	53,000
576.80.47.042	Waste Disposal	646	660	1,825	750	750	750
576.80.47.043	City-Owned Parcel Fees	11,714	47,046	47,192	12,000	66,502	66,502
576.80.48.000	Contract Repairs & Maintenance	27,745	58,373	41,977	37,180	28,680	44,892
576.80.48.047	Other Imp - Repair & Maintenance	20,988	22,646	2,422	11,500	12,000	12,000
576.80.48.049	Equipment Repair & Maintenance	1,179	1,693	1,544	3,000	3,000	3,000
576.80.48.050	Computer Repair & Maintenance	-	-	-	200	-	-
576.80.48.061	Tree Maintenance	7,975	8,965	14,850	10,000	11,000	11,000
576.80.49.000	Miscellaneous Services	575	414	279	500	500	500
576.80.49.006	Judgments & Damages	157	6,217	10,952	5,000	5,000	5,000
576.80.49.054	Memberships	179	179	172	240	242	242
576.80.49.055	Miscellaneous Permit Fees	695	593	612	700	700	700
576.80.49.058	Printing & Binding	-	-	147	-	-	-
576.80.49.061	Registration	765	2,599	2,382	4,050	4,925	4,925
OTHER SERVICES & CHARGES		464,253	448,091	434,426	455,238	525,322	514,299

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Ballfield Maintenance (576.40)

DEPT: Parks, Community Programs & Services (10)

Public Gardens Maint (576.90)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	BALLFIELD MAINTENANCE						
576.40.31.008	Office & Operating Supplies	20,182	7,853	7,490	4,980	10,000	7,000
576.40.35.000	Small Tools & Minor Equipment	9,833	7,739	13,009	6,837	4,000	4,000
576.40.41.000	Professional Services	-	-	-	6,500	1,500	1,500
576.40.44.001	Business & Occupation Taxes	668	527	596	600	600	600
576.40.45.000	Operating Rentals & Leases	133	606	145	1,500	1,200	1,200
576.40.48.000	Repairs & Maintenance	4,798	425	9,195	89,178	70,851	2,956
576.40.49.006	Judgments, Damages & Settlements	-	-	17,892	-	-	-
	PUBLIC GARDENS MAINTENANCE						
576.90.31.008	Office & Operating Supplies	2,889	3,219	4,616	2,800	2,800	2,800
576.90.35.000	Small Tools & Minor Equipment	-	-	559	350	350	350
576.90.41.000	Professional Services	-	750	750	1,000	1,000	1,000
576.90.45.000	Operating Rentals & Leases	1,774	1,945	2,867	1,100	1,100	1,100
576.90.47.039	Water	6,453	7,876	9,135	6,500	10,000	10,000
576.90.47.041	Electricity	19	54	-	500	500	500
576.90.48.000	Repairs & Maintenance	4,890	3,531	2,475	6,500	4,120	4,120
576.90.48.047	Other Imp - Repair & Maintenance	7,700	8,470	17,776	7,000	7,000	7,000
576.90.49.006	Judgments & Damages	-	-	-	500	500	500
	OTHER PARK EXPENSES	59,339	42,995	86,506	135,845	115,521	44,626
	PARK MAINTENANCE	1,504,899	1,593,408	1,810,457	2,165,741	2,242,522	2,209,876
	PRIOR YEAR ADJUSTMENTS						
588.10.00.000	Prior Year Adjustments	-	32,475	15,231	-	-	-
	PRIOR YEAR ADJUSTMENTS	-	32,475	15,231	-	-	-
	TRANSFERS OUT						
597.90.00.001	Transfer Out - 501 Fund	-	-	46,000	-	-	-
	TRANSFERS OUT	-	-	46,000	-	-	-
	TOTAL PARKS & COMM PRO EXPENDITURES	4,977,708	5,297,387	5,612,284	6,847,843	6,499,592	6,518,835



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Jenn Kester, Acting CED Director
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

The Community and Economic Development Department (CED) aims to help SeaTac become a stronger, more vibrant and prosperous community through effective citizen engagement, excellent customer service, and promotion of the City's competitive advantages and attributes.

We review applications and plans for compliance with State, City and other applicable codes to help ensure and enable the community to be well designed, safely built and maintained, so that property values are protected. We involve the community and stakeholders in current activities and issues, and in the development of future plans and programs.

Our mission is to foster an inclusive, economically thriving, livable and safe community that is clean, healthy, and both neighborhood and business focused; the 2021-2022 CED budget is designed to support this mission.

Key department objectives for 2021-2022 include:

- Updating our permit system database.
- Completing the Housing Action Plan.
- Completing City Center Sub-Area Plan update.
- Developing public engagement tools in preparation for 2024 GMA Comprehensive Plan Update.
- Performing Business Synergy Program Phase 4 outreach with report.
- Building out SeaTac industry business forums.
- Developing an interactive map tool for Code Compliance to aid in outreach and education.

Community and Economic Development Programs for 2021-2022 include:

Permit Center

The Permit Center is the one-stop permitting center for the CED department and the Engineering Review division of Public Works. It is the primary external customer service contact for all construction permits submittals and inquiries. Internally, the permit center routes and tracks all application materials, monitors application progress, compiles division comments, and manages the permit database (TRAKiT).

This Permit Center fulfills the *Promote our Neighborhoods* and *Build Effective & Accountable Government* goals by providing friendly and efficient permitting that supports a safe and livable

community and by providing internal management of a reasonable and predictable permitting process.

The Permit Center is supported by the General Fund. It is an element of the City's permitting system that generates revenues mainly from plan review and permit fees.

Regulatory Review and Inspection

Our regulatory review and inspection program spans both the Building Services and Planning Divisions. The staff working in this program review and approve all construction and land use applications as well as conduct site inspection to assure compliance with approved plans. Staff provides technical resources for both external and internal customers, through code interpretations and general customer inquiries. Staff coordinates with other departmental reviewers to assure a coherent review process and collaborates to eliminate potential regulatory conflicts between diverse State and local regulations that apply to a project. Through pre-application meetings, staff provides a reliable, collaborative, and transparent process for all types of development early in the permitting process. Planning staff also supports the Hearing Examiner and City Council for more complicated land use applications.

This Regulatory Review and Inspection program fulfills the *Promote our Neighborhoods, Build Effective & Accountable Government* and *Create & Preserve Housing* goals by providing technical support in a friendly and effective way that encourages the community and developers to build safe businesses and livable neighborhoods. Reviewers and inspectors support property owners in the construction, alteration and repair of buildings and sites to meet the minimum requirements of State and local codes for safety and durability. In addition, the Planning division supports the development and implementation of land use regulations that meet the City's Comprehensive plan, promote urban villages, and help to create and preserve housing.

Regulatory Review and Inspection is supported by the General Fund. It is an element of the City's permitting system that generates revenues mainly from plan review and permit fees.

Code Compliance

The Code Compliance program promotes compliance with adopted community standards for nuisances and property maintenance. Staff works with property owners to abate both property maintenance issues and environmental nuisances including noise complaints. Code Compliance collaborates with Police on properties posing both illegal activity and code compliance issues. Program staff also supports regulations enforced by other City departments and divisions when compliance cannot be achieved by other means, such as writing citations, issuing Notice of Violation, and working with Legal on unresolved compliance issues. Code Compliance manages the Graffiti Abatement Program and supports the business license program with site inspections.

The Code Compliance program fulfills the *Promote our Neighborhoods* and *Create & Preserve Housing* goals by encouraging well-maintained private property to protect property values and provide a safe, clean and healthy community.

Code Compliance is supported by the General Fund and generates some fines. Fines are not a significant source of funding.

Long Range Planning

Long range planning staff works with the City Council, Planning Commission and, private sector developers and other city divisions and departments to plan the future of the City through

updates to the Comprehensive Plan, Sub-Area Plans, development regulations, and environmental regulations that reflect the desires of the public. Central to all of the update activities is conducting early and meaningful public outreach and engagement.

The Long Range Planning program fulfills the goals of *Promote Our Neighborhoods, Build Effective & Accountable Government, Create & Preserve Housing, Expand Green & Public Spaces, and Increase Connectivity & Safety* by developing a comprehensive vision, goals, policies, and objectives for all City functions and crafting development regulations that allows development to express that vision.

Long Range Planning is supported by the general fund and generates some fees when private sector developers apply for Comprehensive Plan amendments.

Regional Planning

Community and Economic Development staff acts as liaisons between city, county, regional, state, tribal and federal governmental organizations and agencies, representing the interests of the city. This includes inter-jurisdictional coordination under the Growth Management Act through participation in Puget Sound Regional Council, King County Planning Directors, Sound Cities Association, King County's Urban Growth Capacity Analysis, and Washington State City Planning Directors. Staff also collaborates with Port of Seattle on Airport planning activities and participates in the Sea-Tac Advisory Roundtable.

The Regional Planning program fulfills the goal of *Build Effective & Accountable Government* by advocating for the needs in the City of SeaTac at a regional level.

Regional Planning is supported by the General Fund.

Capital Facilities Planning

This program provides support to multiple departments in updating the Capital Facilities Element of the Comprehensive Plan. Planning Division staff also acts as liaison with Sound Transit, King County Metro, WSDOT and Port of Seattle on transportation planning and provides review of plans and proposals. A planner provides coordination with and review of the capital facilities planning for the 9 utility districts and two school districts that serve the city. Finally, this program seeks to improve project planning and coordination between Public Works and CED departments on capital improvement projects.

The Capital Facilities Planning program fulfills the *Promote our Neighborhoods, Build Effective & Accountable Government, Expand Green & Public Spaces, and Increase Connectivity & Safety* goals by ensuring alignment between capital improvements and the Comprehensive Plan, Sub-Area Plans, and development regulations.

Capital Facilities Planning is supported by the general fund and one staff position in this program is partially supported by the Streets Fund (102).

Economic Development

The objectives of economic development are the creation of jobs, sales and commercial property tax generation as well as policies and programs that influence economic growth and enhance SeaTac's economic well-being. To achieve the above objectives, SeaTac's economic development strategy is to improve the business climate through: business attraction, business

retention and expansion, business finance, workforce development, neighborhood and real estate development. The activities and programs employed to execute our strategy are: development of tourism product and programs, assistance with job creation and retention, tax base enhancements through various programs, real estate analysis and reports.

This program fulfills the Council goals of *Promote Our Neighborhoods, Build Effective & Accountable Government, Create & Preserve Housing, and Increase Connectivity & Safety.*

The program is funded mostly through the Hotel Motel Tax Fund (107) and partially by the General Fund. The Hotel Motel Tax Fund is a special revenue fund that receives its funding from lodging taxes.

Community & Economic Development

Department Director: Evan Maxim

Fund: General (001), Hotel/Motel Tax (107)

Mission

Through effective leadership, innovation and collaboration, foster an inclusive, economically thriving, livable and safe community that is clean, healthy, and both neighborhood and business focused.

Department Description

The Community and Economic Development Department aims to advance a strong, vibrant and prosperous community through effective citizen engagement, excellent customer service, and promotion of the City's competitive advantages and attributes. The department reviews applications and plans for compliance with State, City, and other applicable codes to help ensure and enable the community to be safely designed, built, and maintained so that property values are protected. The department involves the community and stakeholders in current activities and issues, and in the development of future plans and programs

The Department is comprised of four divisions:

Economic Development: Strives to create and retain jobs and increase the city's tax base to help improve the quality of life and enhance the community. Works with the city's current and potential businesses and developers to create a city with a well-balanced economic base.

Planning: Responsible for long range planning, current planning, and environmental services. Works with the City Council, Planning Commission, State agencies responsible for Growth Management, private sector developers and other city divisions and departments to plan the future of the City. Prepares a Comprehensive Plan and Sub-area Plans that reflect the desires of the public. Reviews land use applications such as subdivisions and commercial building projects. Partners with Public Works on transportation and capital facilities planning.

Building Services: Reviews building permits for compliance with the Washington State Building Code (SBC), which includes numerous structural, electrical, and mechanical standards. The division also performs inspections and handles Code Compliance.

Permit Center: One-stop permitting center for the Community & Economic Development Department and the Engineering Review Division of Public Works. Manages city's permit tracking database, processes and administers permits, provides frontline customer service for the entire department.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

2021-2022 Department Objectives

Objective	City Goal	Completion
Complete Housing Action Plan	Create & Preserve Housing	June 2021
Develop permitting workflow and reporting policies for updated permit system database RFQ	Build Effective & Accountable Government	December 2021
Complete City Center Sub-area Plan update	Promote Our Neighborhoods; Increase Connectivity & Safety	December 2021
Build out SeaTac industry business forums	Build Effective & Accountable Government	December 2021
Review and update all permitting related processes, procedures, and forms	Build Effective & Accountable Government	June 2022
Implement updated permit system database with full electronic permit integration through mybuildingpermit.com	Build Effective & Accountable Government	December 2022
Refine Code Compliance program to aid in outreach and education	Promote our Neighborhoods; Increase Connectivity & Safety	December 2022
Develop Public Engagement Tools for 2024 GMA Comprehensive Plan Update	Build Effective & Accountable Government; Promote Our Neighborhoods	December 2022
Coordinate public and private investment to implement Station Area Plans	Promote our Neighborhoods	December 2022
Perform Business Synergy Program Phase 4 outreach and report	Promote Our Neighborhoods; Build Effective & Accountable Government	December 2022

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Number of permits issued (all types)	1762	1821	1650	1750	1675
Number of inspections performed per inspector	1482	1767	1550	1550	1550
Average number of days to close a Code Compliance case	51	44	22	28	28
Total number of meetings supported by Planning staff (Commission, Committee, Council, Public)	48	69	35	50	50
Number of existing businesses, potential businesses, developers & investors contacted (total touch points)	450	350	450	400	450
Total assessed valuation of new construction and improvements to property, including increases to state-assessed utilities	\$420,166,607	\$86,999,772	\$80,346,421	\$85,000,000	\$100,000,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Code Compliance (524.60)

DEPT: Comm. & Econ. Dev (13)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CODE COMPLIANCE FTE'S		3.00	3.00	3.00	2.00	2.66	2.66
CODE COMPLIANCE SUPERVISOR			1.00	1.00			
ADMINISTRATIVE ASSISTANT II		1.00				0.66	0.66
CODE COMPLIANCE PROG COORDINATOR		2.00	2.00	2.00	2.00	2.00	2.00
CODE COMPLIANCE							
SALARIES AND BENEFITS							
524.60.11.000	Salaries & Wages	166,656	195,745	167,753	165,870	213,710	218,801
524.60.12.000	Overtime	-	-	-	-	-	-
524.60.20.000	Personnel Benefits	78,159	101,712	78,489	81,070	103,282	107,470
SALARIES AND BENEFITS		244,815	297,457	246,242	246,940	316,992	326,271
SUPPLIES							
524.60.31.008	Office & Operating Supplies	295	771	488	950	3,729	900
524.60.31.011	Publications	-	-	-	170	200	100
524.60.31.013	Food Supplies	-	-	-	950	-	-
524.60.31.018	Uniforms & Safety Clothing	-	367	-	1,060	975	975
524.60.35.000	Small Tools & Minor Equipment	1,249	-	310	1,060	2,000	800
SUPPLIES		1,544	1,139	798	4,190	6,904	2,775
OTHER SERVICES & CHARGES							
524.60.41.000	Professional Services	97	99	16	1,060	950	1,000
524.60.42.028	Telephone	1,340	1,200	1,412	1,880	1,700	1,800
524.60.42.029	Postage	-	-	-	160	150	150
524.60.43.031	Lodging	317	317	384	360	-	-
524.60.43.032	Meals	73	44	97	150	-	-
524.60.43.033	Transportation	-	-	-	75	-	75
524.60.45.002	Equipment Rental- 501 Fund	7,037	14,304	14,724	22,315	15,508	16,696
524.60.49.053	Subscriptions	-	180	502	290	400	400
524.60.49.054	Memberships	40	80	40	125	100	100
524.60.49.056	Filing & Recording	-	-	206	160	150	150
524.60.49.058	Printing & Binding	246	218	45	1,500	1,400	1,400
524.60.49.061	Registration	749	280	530	1,020	980	980
524.60.49.999	Bad Debt Expense	-	-	5,521	-	-	-
524.61.49.000	Miscellaneous Services	-	-	75	50,000	37,000	37,000
OTHER SERVICES & CHARGES		9,900	16,722	23,552	79,095	58,338	59,751
CODE COMPLIANCE		256,259	315,318	270,592	330,225	382,234	388,797

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Engineering Review (544.20)

DEPT: Comm. & Econ. Dev (13)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	ENGINEERING REVIEW FTE'S	0.50	0.89	0.00	0.00	0.00	0.00
	 CED DIRECTOR	0.17	0.23				
	 ADMINISTRATIVE ASSISTANT III	0.33	0.33				
	 ADMINISTRATIVE ASSISTANT II		0.33				
	ENGINEERING REVIEW						
	 SALARIES AND BENEFITS						
544.20.11.000	Salaries & Wages	45,490	51,086	-	-	-	-
544.20.12.000	Overtime	-	-	-	-	-	-
544.20.20.000	Personnel Benefits	15,598	18,422	-	-	-	-
	 SALARIES AND BENEFITS	61,088	69,508	-	-	-	-
	 OTHER SERVICES & CHARGES						
544.20.44.000	King County-Row Permits-S TRA	2,387	-	-	15,000	5,000	5,000
544.20.44.001	King County-Row Permits- POS	5,605	-	1,730	40,000	10,000	10,000
544.20.44.002	King County-Row Permits- Other	-	3,239	1,981	10,000	10,000	10,000
	 OTHER SERVICES & CHARGES	7,992	3,239	3,711	65,000	25,000	25,000
	ENGINEERING REVIEW	69,081	72,746	3,711	65,000	25,000	25,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Building (558.50)

DEPT: Comm. & Econ. Dev (13)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	BUILDING FTE'S	8.50	9.89	9.89	10.35	5.90	5.90
	CED DIRECTOR	0.17	0.23	0.23	0.40	0.40	0.40
	BUILDING SERVICES MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
	ADMINISTRATIVE ASSISTANT III	0.33	0.33	0.33	0.50	0.50	0.50
	ADMINISTRATIVE ASSISTANT II		0.33	0.33	0.45		
	BUILDING SERVICES SUPERVISOR	1.00	1.00	1.00	1.00	1.00	1.00
	PLANS EXAMINER/INSPECTOR II	3.00	3.00	3.00	3.00	3.00	3.00
	PERMIT CENTER SUPERVISOR		1.00	1.00	1.00		
	SR PERMIT COORDINATOR	1.00	1.00	1.00	1.00		
	PERMIT COORDINATOR	2.00	2.00	2.00	2.00		
	BUILDING SALARIES AND BENEFITS						
558.50.11.000	Salaries & Wages	682,141	717,863	879,388	932,383	626,937	653,277
558.50.12.000	Overtime	686	1,882	531	3,000	3,000	3,000
558.50.20.000	Personnel Benefits	233,557	255,065	328,993	404,214	266,257	276,832
	SALARIES AND BENEFITS	916,384	974,810	1,208,912	1,339,597	896,194	933,109
	SUPPLIES						
558.50.31.008	Office & Operating Supplies	3,128	4,060	2,412	5,000	2,500	4,500
558.50.31.011	Publications	433	694	626	3,000	3,000	570
558.50.31.018	Uniforms	294	526	672	400	775	375
558.50.35.000	Small Tools & Minor Equipment	209	6,450	33	500	475	475
	SUPPLIES	4,064	11,731	3,742	8,900	6,750	5,920
	OTHER SERVICES & CHARGES						
558.50.41.000	Professional Services	127,783	220,464	22,104	260,000	225,000	222,000
558.50.41.200	Advertising	-	-	-	50	45	45
558.50.42.028	Telephone	2,920	2,862	3,664	3,300	3,900	3,900
558.50.42.029	Postage	-	-	-	100	95	95
558.50.43.031	Lodging	1,131	1,512	1,568	2,570	-	-
558.50.43.032	Meals	241	198	183	450	-	-
558.50.43.033	Transportation	628	497	202	500	-	100
558.50.45.000	Operating Rentals & Leases	1,850	2,108	2,074	2,215	2,150	2,215
558.50.45.002	Equipment Rental - 501 Fund	6,887	12,810	17,133	17,245	21,222	21,909
558.50.48.049	Equipment Repair & Maintenance	177	149	181	325	300	300
558.50.48.050	Software Maintenance	-	-	-	27,500	27,500	27,500
558.50.49.000	Miscellaneous Services	-	2	-	19,000	9,025	9,025
558.50.49.053	Subscriptions	-	234	6,333	26,700	34,477	33,818
558.50.49.054	Memberships	520	489	760	735	1,755	1,415
558.50.49.056	Filing & Recording	-	-	-	100	-	-
558.50.49.058	Printing & Binding	647	112	1,347	110	105	105
558.50.49.061	Registration	3,128	2,740	2,678	3,245	3,245	3,245
	OTHER SERVICES & CHARGES	145,913	244,176	58,227	364,145	328,819	325,672
	TRANSFERS OUT						
597.12.00.000	Transfer Out - Fund 301	-	-	-	-	181,500	181,500
597.90.00.000	Transfer Out - Fund 501	-	31,539	-	-	-	-
	TRANSFERS OUT	-	31,539	-	-	181,500	181,500
	BUILDING	1,066,362	1,262,255	1,270,881	1,712,642	1,413,263	1,446,201

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Comm. & Econ. Dev (13)

PROGRAM: Permit Center (558.51)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	PERMIT CENTER FTE'S					4.17	4.17
	PERMIT CENTER SUPERVISOR					1.00	1.00
	SR PERMIT COORDINATOR					1.00	1.00
	PERMIT COORDINATOR					2.00	2.00
	ADMINISTRATIVE ASSISTANT II					0.17	0.17
	PERMIT CENTER SALARIES AND BENEFITS						
558.51.11.000	Salaries & Wages					316,517	336,459
558.51.12.000	Overtime					-	-
558.51.20.000	Personnel Benefits					151,281	139,778
	SALARIES AND BENEFITS					467,798	476,237
	PERMIT CENTER					467,798	476,237

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)
DEPT: Comm. & Econ. Dev (13)

PROGRAM: Planning (558.60)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
PLANNING DIVISION FTE'S		5.51	5.51	6.66	7.20	6.82	6.82
	CED DIRECTOR	0.17	0.23	0.23	0.40	0.40	0.40
	PLANNING MANAGER	1.00	1.00	1.00	1.00	1.00	1.00
	SENIOR PLANNER	3.00	2.00	2.75	2.75	2.75	2.75
	ASSOCIATE PLANNER	1.00	1.00	1.00	2.00	2.00	2.00
	ASSISTANT PLANNER		1.00	1.00			
	ADMINISTRATIVE ASSISTANT III	0.34	0.34	0.34	0.50	0.50	0.50
	ADMINISTRATIVE ASSISTANT II		0.34	0.34	0.55	0.17	0.17
PLANNING							
SALARIES AND BENEFITS							
558.60.11.000	Salaries & Wages	489,387	460,348	587,109	692,706	700,443	732,493
558.60.12.000	Overtime	192	106	-	7,400	7,400	7,400
558.60.20.000	Personnel Benefits	168,972	170,171	231,723	283,765	258,968	268,442
SALARIES AND BENEFITS		658,551	630,625	818,832	983,871	966,811	1,008,335
SUPPLIES							
558.60.31.008	Office & Operating Supplies	1,525	1,220	1,205	6,285	2,052	5,971
558.60.31.011	Publications	-	-	-	100	-	-
558.60.31.013	Food Supplies	26	-	104	300	285	285
558.60.31.018	Uniforms & Safety Equipment	-	-	156	-	300	300
558.60.35.000	Small Tools & Minor Equipment	487	1,014	377	320	600	600
SUPPLIES		2,037	2,233	1,842	7,005	3,237	7,156
OTHER SERVICES & CHARGES							
558.60.41.000	Professional Services	100	9,031	77,052	125,000	15,000	15,000
558.60.41.011	Sign Language Interpreter	200	-	-	500	475	475
558.60.41.032	Hearing Examiner	8,839	2,891	1,785	7,000	3,000	3,000
558.60.41.200	Advertising	-	385	230	1,000	750	500
558.60.42.028	Telephone	720	801	348	1,150	1,500	1,500
558.60.42.029	Postage	1,187	1,538	3,547	1,500	1,900	1,425
558.60.43.031	Lodging	-	738	-	3,200	-	-
558.60.43.032	Meals	-	141	18	1,000	-	-
558.60.43.033	Transportation	-	200	494	330	200	200
558.60.44.001	Business & Occupation Taxes	0	-	-	-	-	-
558.60.45.000	Operating Rentals & Leases	2,596	2,529	2,857	2,475	2,900	2,900
558.60.48.049	Equipment Repair & Maintenance	1,904	2,815	3,195	2,100	3,200	3,200
558.60.49.011	Re-Add Neighbor Inconvenience	100	-	-	-	-	-
558.60.49.053	Subscriptions	-	54	254	500	700	700
558.60.49.054	Memberships	1,807	1,382	2,451	3,925	5,210	5,210
558.60.49.056	Filing & Recording	-	202	-	100	50	50
558.60.49.058	Printing & Binding	468	215	1,495	500	475	475
558.60.49.061	Registration	1,052	955	2,640	2,200	3,125	3,200
OTHER SERVICES & CHARGES		18,973	23,877	96,367	152,480	38,485	37,835
PLANNING		679,561	656,736	917,041	1,143,356	1,008,533	1,053,326

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - General Fund #001

FUND: General Fund (001)

PROGRAM: Economic Development (558.70)

DEPT: Comm. & Econ. Dev (13)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ECONOMIC DEVELOPMENT FTE'S		0.25	0.25	0.00	0.50	0.50	0.50
ECONOMIC DEVELOPMENT MANAGER					0.50	0.50	0.50
ADMINISTRATIVE ASSISTANT II		0.25	0.25				
ECONOMIC DEVELOPMENT SALARIES AND BENEFITS							
558.70.11.000	Salaries & Wages	5,952	10,253	-	53,153	56,960	61,040
558.70.12.000	Overtime	-	-	-	-	-	-
558.70.20.000	Personnel Benefits	1,887	3,478	-	27,590	26,645	28,234
SALARIES AND BENEFITS		7,839	13,731	-	80,743	83,605	89,274
SUPPLIES							
558.70.31.008	Office & Operating Supplies	-	-	-	-	775	775
558.70.35.000	Small Tools & Minor Equipment	-	-	-	-	1,575	1,575
SUPPLIES		-	-	-	-	2,350	2,350
OTHER SERVICES & CHARGES							
558.70.41.000	Professional Services	-	-	-	60,000	77,012	77,012
558.70.41.050	CARES Small Business Grants	-	-	-	350,000	-	-
558.70.41.200	Advertising	-	-	311	-	52,500	52,500
558.70.42.028	Telephone	-	-	-	-	525	525
558.70.42.029	Postage	-	-	-	100	500	500
558.70.43.032	Meals	-	30	-	-	-	-
558.70.49.054	Memberships	4,000	3,600	-	4,000	4,000	4,000
558.70.49.058	Printing & Binding	-	-	-	-	3,000	3,000
558.70.49.061	Registration	-	-	-	-	5,000	5,000
OTHER SERVICES & CHARGES		4,000	3,630	311	414,100	142,537	142,537
ECONOMIC DEVELOPMENT		11,839	17,361	311	494,843	228,492	234,161
TOTAL COMM. & ECONOMIC DEV EXPENDITURES		2,083,101	2,324,417	2,462,535	3,746,066	3,525,320	3,623,722



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: William Appleton, Public Works Director
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Department Memo

Public Works provides services that make SeaTac a desirable place to live, work and play. The Department is responsible for programs associated with Transportation and Street Maintenance and Improvements, Stormwater Management, Engineering Review, Emergency Management and Solid Waste and Recycling. The Department also represents the City and participates in the Des Moines Creek Basin Committee. Our mission is to deliver and maintain services and infrastructure that support a proud, healthy and prosperous community; the 2021-2022 Public Works budget is designed to support this mission. Key capital projects, maintenance projects and studies in 2021-2022 include:

- South 188th Street Overlay (Construction)
- 42nd Ave S & Military Rd S Intersection Overlay (Construction)
- 34th Ave S Sidewalk Project (S 160th St to S 166th St) (Construction)
- South 200th Street Pedestrian and Bicycle Shared Pathway Project (Construction)
- Station Area Pedestrian Improvement Project (Design/Construction)
- Local Road Safety Plan Study (Study/Design/Construction)
- S 200th Street Corridor Improvement (Study)
- 42nd Ave S & Military Rd S Intersection Improvement (Study)

Public Works Programs for 2021-2022 include:

Americans with Disabilities Act Transition Plan

The Americans with Disabilities Act (ADA) Transition Plans is based on a Self-Evaluation Study which identified barriers with public rights-of-way to persons with disabilities from access (for example, at curb ramps, sidewalks, pedestrian crossings and signals, shared use trails, parking lots, and bus stops). The City's program focuses on implementing a 20-year plan to complete all repairs and improvements to create access to the maximum extent feasible.

This program meets many of the Council's goals including: *Increasing Connectivity & Safety* within our rights-of-way, *Promoting Our Neighborhoods* through infrastructure improvements, and attracting development by providing an efficient transportation network.

The ADA Transition Plan is supported by the CIP Fund (307), which is supported by the Streets Fund (102), Transportation Impact Fees and gas tax revenues.

Des Moines Creek Basin Committee

Members of the Des Moines Creek Basin Committee include SeaTac, Des Moines, and the Port of Seattle. The Purpose of the Committee is to implement and oversee the Des Moines Creek Basin Plan Restoration Projects Interlocal Agreement. The Basin Plan focuses on protection of the Basin's natural resources, addressing surface water related problems across jurisdictions, protecting water quality and protecting fish habitat. Each of the members contribute funding annually to the program which is used to fund replacement and improvements of project infrastructure and perform maintenance and operation activities to ensure Basin Plan goals and objectives are met. This program is funded by the 111 fund which receives its revenue from the member jurisdictions and the Port.

Commute Trip Reduction Program

This citywide program oversees all large SeaTac employer sites' compliance with the Commute Trip Reduction law. There are currently 15 employer sites in SeaTac that are affected by the CTR law. These sites comply with the law through various transportation-related promotions and incentives for their employees, and seeing that all employees take the statewide CTR Survey every biennium. The data from the survey is collected by the State and transit agencies to help drive decisions about transit development and routes, and transportation-oriented programs such as ORCA card incentives; ridesharing apps to promote van-sharing and carpooling; and biking programs to encourage bicycling and walking.

The citywide Commute Trip Reduction program supports the City goal of *Promoting Our Neighborhoods* by reducing single vehicle trips at peak hours, and reducing the associated greenhouse gases.

The program to oversee the citywide compliance is paid for through a Washington State Department of Transportation grant every two years of \$56,000. Grant revenue flows into the Streets Fund (102) which funds the program.

Mailbox Program

This program provides locking mailboxes at a reduced price (due to bulk purchasing by the City) to SeaTac residents. The City installs the boxes at no cost, helping to incentivize the program. City staff may also purchase the mailboxes, but must be residents to have them installed by the City. The service is currently provided out of the Public Works Department.

The program helps to reduce/deter mail theft which reduces financial hardship on our residents and also reduces the use of City police resources. The program helps to improve community safety and services in addition to reducing crime in our community.

This program is supported by the General Fund (001). The program receives revenue from the sale of the mailboxes. The installation costs are full subsidized by the City.

National Pollutant Discharge Elimination System NPDES Program

The National Pollutant Discharge Elimination System (NPDES) program helps address surface water pollution by regulating point sources that discharge pollutants to waters of the United States.

The program constructs and maintains the infrastructure necessary to responsibly and safely handle surface water runoff within the City. The program also addresses stormwater inspections, illicit discharge detection and elimination, construction site stormwater control, maintenance and operations, capital projects and community education and outreach.

This program is fully supported by the Surface Water Management Fund (403). Revenue is generated through the collection of stormwater fees from residents and businesses within the City.

Capital Improvement Program (CIP)

This program delivers transportation related infrastructure and improvements within the City rights-of-way. Projects range from the full reconstruction of roadway corridors to intersection signalization. The City's six-year transportation improvement plan provides a reliable picture of upcoming capital projects.

This program meets many of the Council's goals including: *Increasing Connectivity & Safety* within our rights-of-way, *Promoting Our Neighborhoods* through infrastructure improvements, and attracting development by providing an efficient transportation network.

The Capital Improvement Program is supported by the CIP Fund (307), which is supported by the Streets Fund (102), Transportation Impact Fees and gas tax revenues.

Solid Waste Management Program

The Solid Waste Management Program administers the Solid Waste and Recycling Contract within the City and provides education and outreach on solid waste and recycling for our residents and businesses.

This program supports the following Council goals: *Promotes Our Neighborhoods* through ensuring cost effective and efficient trash and recycling service and demonstrates *Effective & Accountable Government* by providing an essential service at extremely competitive prices.

The Solid Waste Management Program is support by the Solid Waste and Environmental Services Fund (404) which receives its revenue from franchise fees associated with the service provider contract.

Street Maintenance Program

The Streets Maintenance Program provides maintenance and upkeep work associated with our streets including: pavement patching, curb, gutter and sidewalk repair, pavement markings, striping, street sweeping, sign maintenance and debris removal.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Increases Connectivity & Safety* by ensuring a clean, well maintained multimodal street network.

The Streets Maintenance Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

Vegetation Maintenance Program

The Vegetation Maintenance Program provides maintenance and upkeep work associated with all landscaping within the rights-of-way. Activities include: Tree maintenance, vegetation trimming, planting, mowing, herbicide application, irrigation system operation and maintenance.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Increases Connectivity & Safety* by ensuring a clean, aesthetically pleasing multimodal street network.

The Vegetation Maintenance Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

Engineering Review Program

The Engineering Review Program provides engineering and technical review of both private and public projects (outside agency) that are being planned in the city and is responsible for enforcing SeaTac's ROW standards, transportation concurrency program, traffic impact fees, frontage improvement requirements and development related ROW dedications.

This program supports the following Council goals: *Promotes Our Neighborhoods* through enforcing responsible and appropriate development, *Builds Effective & Accountable Government* by providing excellent customer service to our development community and *Increases Connectivity & Safety* by ensuring that development properly mitigates its impacts to our transportation and stormwater facilities.

The Engineering Review Program is supported by the Streets Fund (102) the Surfacewater Fund (403) and permit and inspection fees. The Streets Fund (102) is a special revenue fund that receives its funding from the parking tax and the Surfacewater Fund (403) is an enterprise fund that receives its funding from surface water fees.

Neighborhood Grant Program

The Neighborhood Grant Program encourages the formation of neighborhoods that work together for neighborhood identity through collaborative projects. It is the goal of the Program to build viable partnerships between the City and its residents. Annually, a total of \$4,000 has been made available and the program is limited by the number of projects that can be accommodated within the program budget.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Builds Effective & Accountable Government*.

The Neighborhood Grant Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

Neighborhood Traffic Safety Program

The Neighborhood Traffic Safety Program addresses neighborhood traffic safety concerns while enabling citizens and community groups to become involved with the improvement process. The Neighborhood Traffic Safety Program is a three-phase program with each phase containing specific techniques for addressing traffic concerns in neighborhoods.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Increases Connectivity and Safety* by identifying and implementing transportation related safety

improvements on a neighborhood scale; this in turn demonstrates *Effective & Accountable Government*

The Neighborhood Traffic Safety Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

Asset Management Program

The Asset Management Program serves the City by aligning operating procedures and the management of City assets (Facilities, Right-of-Way, equipment, resources) to allow staff to make informed, justifiable, and data-driven decisions. The asset management program allows City staff to plan, budget, prioritize, spend, and allocate limited funds effectively and efficiently while maintaining an optimal level of service.

This program supports the following Council goals: Enables and supports highly *Effective & Accountable Government*.

The Asset Management Program is supported by the Streets Fund (102), the Surfacewater Fund (403) and the General Fund (001).

See Click Fix Program

The See Click Fix Program enables the public to rapidly report issues and concerns that are noted within the City. The program allows for documentation and tracking of the issues from cradle to grave.

This program supports the following Council goals: Enables and supports *Effective & Accountable Government*.

The See Click Fix Program is supported by the Surfacewater Fund (403) and the General Fund (001).

Sidewalk Program

The Sidewalk Program is designed to identify, design and construct sidewalk improvements as well as transportation related multimodal enhancements within our ROW. The program focuses on selecting the highest priority projects based on resident and Committee Member input and rapidly bring these projects through to construction.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Increases Connectivity and Safety* by bringing complete street type solutions to neighborhoods lacking or having substandard pedestrian facilities.

The Neighborhood Traffic Safety Program is supported by the CIP Fund (307), which is supported by the Streets Fund (102) and Transportation Impact Fees.

Permit Parking Program

The Permit Parking Program addresses parking related impacts within our community, primarily from airport related activities. The Program manages these impacts with the goal of preserving the wellbeing of our neighborhoods, residents and businesses.

This program supports the following Council goals: *Promotes Our Neighborhoods* and *Increases Connectivity and Safety* by reducing conflict associated with overparking activities.

The Neighborhood Traffic Safety Program is supported by the Streets Fund (102) and administered by the Police Department.

Overlay Program

The Overlay Program is designed to ensure the long-term preservation of our streets. The program is informed by pavement ratings that are performed biannually. The program weights the roadway pavement scores, functionality and frequency of use to prioritize the overlay schedule, with a goal of maintaining a minimum average pavement rating score of 70 (good) within the city.

This program supports the following Council goals: *Increases Connectivity and Safety* by providing excellent roadway surfaces for travelers and *Promotes Our Neighborhoods* by providing well surfaced, aesthetically pleasing streets.

The Overlay Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

Pedestrian Crossing

The Pedestrian Crossing Program identifies and addresses safety issues related to pedestrians crossing City roadways. The program is funded to allow for studies, design and construction of the necessary infrastructure to make sure those using our infrastructure can do so safely.

This program supports the following Council goals: *Increases Connectivity and Safety* by identifying and implementing pedestrian related safety improvements within the ROW.

The Pedestrian Crossing Program is supported by the Streets Fund (102), which is a special revenue fund that receives its funding from the parking tax.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Public Works

Department Director: Will Appleton

Fund: Street (102), Transit Planning (106), Transportation CIP (307), Light Rail Station Area CIP (308) Surface Water Management (403), Solid Waste & Environmental (404), Equipment Rental (501)

Mission

To deliver and maintain safe and sustainable infrastructure and associated services that support the long term growth and prosperity of our community.

Department Description

Public Works provides services that make SeaTac a desirable place to live, work and play; it employs 38 fulltime staff to provide these services and is divided into five divisions: Administration, Engineering, Engineering Review, Operations and Maintenance and Solid Waste and Recycling. The Department is responsible for: Engineering Design and Construction of Transportation Capital Projects, Street Operations & Maintenance, Stormwater Management, Engineering Review of private and public development, Asset Management, Emergency Management and Solid Waste and Recycling. In delivering the services associated with these responsibilities, the Department strives to provide: outstanding customer service; timely high value infrastructure improvements; financial stewardship and accountability; excellent stewardship of the right-of-way; and projects/programs that serve the needs of our community, align with Council goals, add value and are a source of community pride.

2021-2022 Department Objectives

Objective	City Goal	Completion
Complete Renegotiation of All Expired Franchise Agreements	Build Effective & Accountable Government	June 2022
Complete Right-of-Way Standards Update	Increase Connectivity & Safety & Build Effective & Accountable Government	December 2021
Construct 2021 Overlay Project	Increase Connectivity & Safety	November 2021
Complete Department Policy and Procedures Update	Build Effective & Accountable Government	December 2021
Fully Implement Asset Management Program	Build Effective & Accountable Government	December 2022
Develop and Launch CIP Dashboard	Build Effective & Accountable Government	December 2021
Support the CED Department in developing a Consolidated Plans Review Process	Build Effective & Accountable Government	December 2022

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Department Overview

Performance Indicators

Indicator	2018 Actual	2019 Actual	2020 Estimate	2021 Target	2022 Target
Percent of pothole repairs addressed within two business days	N/A	90%	100%	99%	99%
Pavement condition rating index (70 or above = good)	70	N/A	N/A	68	N/A
Total capital program dollars invested in infrastructure	\$2,379,167	\$9,570,172	\$18,463,653	\$14,175,419	\$12,244,925
Total grant funds awarded to the City for Public Works projects	\$244,000	\$3,489,000	\$2,222,000	\$2,741,100	\$2,000,000
Percent of right of way (ROW) permits reviewed on time	86%	72%	75%	77%	80%
Percent of site engineering (STE) permits reviewed on time	85%	66%	70%	72%	75%
Number of Emergency Management outreach activities	4	6	3	5	5
Recycling contamination rates in multifamily and business related recycle streams	50%	40%	30%	25%	20%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #102

Fund: City Street Fund (102)

Department: Public Works (11)

Responsible Manager: William Appleton, Public Works Director

Fund Description

The City Street Fund provides for the ongoing maintenance of the City's street systems. Required maintenance includes pavement repair, street sweeping, pavement marking, and vegetation control.

Fund Balance Detail - Fund #102

FUND: Street Fund (102)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	11,176,559	15,678,273	15,681,557	5,306,719	9,235,658	9,906,832
Add: Operating Revenues	10,233,067	11,703,352	11,181,703	10,875,037	7,757,501	7,756,238
Add: Other Financing Sources/Transfers In	-	-	-	-	-	-
Add: Non-operating Revenues/Grants	28,269	28,268	28,269	28,268	26,856	26,847
Total Revenues	10,261,336	11,731,620	11,209,972	10,903,305	7,784,357	7,783,085
Less: Expenditures	(3,131,932)	(6,205,924)	(5,857,994)	(8,716,008)	(5,713,183)	(6,285,786)
Less: Other Financing Uses/Transfers Out	(2,627,690)	(5,522,412)	(6,733,709)	(2,802,500)	(1,400,000)	(6,000,000)
Total Expenditures	(5,759,622)	(11,728,336)	(12,591,703)	(11,518,508)	(7,113,183)	(12,285,786)
ENDING FUND BALANCE, DECEMBER 31	15,678,273	15,681,557	14,299,826	4,691,517	9,906,832	5,404,130
Percentage Change in Ending Fund Balance	40%	0%	-9%	-12%	7%	-45%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #102

FUND: Street Fund (102)

SOURCE: Taxes (310)
 Licenses & Permits (320)
 Intergovernmental (330)
 Charges for Goods & Svs (340)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TAXES						
318.12.00.000	Parking Tax	9,324,537	10,297,959	10,089,106	9,922,887	6,944,600	6,944,600
	TAXES	9,324,537	10,297,959	10,089,106	9,922,887	6,944,600	6,944,600
	LICENSES & PERMITS						
322.40.00.000	ROW Permit App Fee Class A-E	29,400	28,312	27,973	6,250	20,000	20,000
322.90.00.000	STE Permit App Fee	4,208	7,231	2,568	2,500	2,500	2,500
322.90.00.003	STE SFR Permit Application Fee	-	-	1,625	-	2,500	2,500
322.90.00.004	Parking Permit Fee	-	-	3,285	-	1,263	-
	LICENSES & PERMITS	33,609	35,543	35,450	8,750	26,263	25,000
	INTERGOVERNMENTAL REVENUES						
	STATE/FEDERAL GRANTS						
334.03.60.000	Commute Trip Reduction - WSDC	28,269	28,268	28,269	28,268	26,856	26,847
	STATE/FEDERAL GRANTS	28,269	28,268	28,269	28,268	26,856	26,847
	OTHER INTERGOV REVENUES						
336.00.71.000	Multi-Modal Transportation	29,238	40,596	40,327	40,000	39,000	39,000
336.00.87.000	Motor Vehicle Fuel Tax - City Street	608,925	625,788	616,736	635,000	555,063	555,063
337.00.00.001	Sound Transit Reimbursement	39,187	28,660	5,029	65,000	30,000	30,000
337.00.00.002	St Angle Lake Station Area Reimb	-	230,000	-	-	-	-
	OTHER INTERGOV REVENUES	677,349	925,044	662,092	740,000	624,063	624,063
	INTERGOVERNMENTAL REVENUES	705,618	953,312	690,361	768,268	650,919	650,910
	CHARGES FOR GOODS & SVCS						
344.20.00.000	Sale of Road Materials	14,489	3,895	21,279	6,000	15,000	15,000
345.83.00.004	ROW Permit Review Fee (Class A	12,876	14,651	13,145	3,750	10,000	10,000
345.83.00.007	STE Permit Review	10,595	66,794	28,206	17,500	17,500	17,500
345.83.00.008	ROW Construction Inspections	32,372	34,621	38,524	12,500	25,000	25,000
345.83.00.009	ROW Maintenance Inspections	3,134	4,544	3,444	1,750	2,500	2,500
345.83.00.010	STE Construction Inspections	9,521	56,646	17,374	22,500	17,500	17,500
345.83.00.011	STE Maintenance Inspections	4,417	31,585	5,939	12,500	3,750	3,750
345.83.00.012	Variance - Noise	203	312	377	-	200	200
345.83.00.013	ROW Construction Inspect Weeke	563	-	-	5,000	5,000	5,000
345.83.00.020	STE SFR Permit Review Fee	-	-	3,250	-	5,000	5,000
	CHARGES FOR GOODS & SVCS	88,169	213,049	131,538	81,500	101,450	101,450

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #102

FUND: Street Fund (102)

SOURCE: Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.10.00.000	Investment Interest	-	-	-	-	28,125	28,125
361.11.00.000	LGIP Interest Earnings	101,028	214,326	256,313	100,000	18,000	18,000
361.40.00.000	Other Interest	-	-	(13,427)	-	-	-
	INTEREST EARNINGS	101,028	214,326	242,886	100,000	46,125	46,125
	RENTS, LEASES & CONCESSIONS						
362.50.00.000	Maintenance Facility Space Rental	6,900	6,900	6,900	6,900	-	-
	RENTS, LEASES & CONCESSIONS	6,900	6,900	6,900	6,900	-	-
	OTHER MISCELLANEOUS						
369.40.00.000	Judgments & Settlements	1,475	-	5,068	15,000	15,000	15,000
369.90.00.000	Other Miscellaneous Revenue	-	10,530	8,663	-	-	-
	OTHER MISCELLANEOUS	1,475	10,530	13,731	15,000	15,000	15,000
	MISCELLANEOUS REVENUES	109,403	231,756	263,517	121,900	61,125	61,125
	TOTAL STREET FUND REVENUES	10,261,336	11,731,620	11,209,972	10,903,305	7,784,357	7,783,085

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)

PROGRAM: Permit Parking Program (521.70)

DEPT: Public Works (11)

Sidewalks (542.61)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
PERMIT PARKING PROGRAM FTE'S		0.00	0.00	2.00	2.00	2.00	2.00
PARKING COMPLIANCE OFFICER				2.00	2.00	2.00	2.00
PERMIT PARKING PROGRAM SALARIES AND BENEFITS							
521.70.11.000	Salaries & Wages			59,847	104,317	111,997	116,370
521.70.12.000	Overtime			1,595	-	300	300
521.70.20.000	Personnel Benefits			39,664	64,009	64,807	68,005
SALARIES AND BENEFITS				101,106	168,326	177,104	184,675
SUPPLIES							
521.70.31.008	Office & Operating Supplies			295	-	150	150
521.70.31.018	Uniforms & Safety Clothing			1,397	-	1,500	1,500
521.70.35.000	Small Tools and Minor Equipment			24,142	5,000	500	500
SUPPLIES				25,834	5,000	2,150	2,150
OTHER SERVICES & CHARGES							
521.70.41.000	Professional Services			61,132	-	-	-
521.70.42.029	Postage			606	-	-	-
521.70.45.002	Equipment Rental - 501 Fund			3,819	9,767	8,361	8,280
521.70.48.050	Software Maintenance			14,049	28,000	21,000	21,300
OTHER SERVICES & CHARGES				79,606	37,767	29,361	29,580
PERMIT PARKING PROGRAM				206,546	211,093	208,615	216,405
SIDEWALKS							
OTHER SERVICES & CHARGES							
542.61.48.061	Pedestrian Impvmt Program/Repair	49,546	-	-	-	-	-
OTHER SERVICES & CHARGES		49,546	-	-	-	-	-
SIDEWALKS		49,546	-	-	-	-	-

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)
DEPT: Public Works (11)

PROGRAM: Street Lighting (542.63)
 Traffic Control (542.64)
 Snow & Ice (542.66)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
STREET LIGHTING & TRAFFIC CONTROL							
OTHER SERVICES & CHARGES							
542.63.47.016	Puget Sound Energy/Int'l Blvd	54,675	44,410	44,498	58,700	42,000	42,500
542.63.47.017	Seattle Light/Arterials	131,481	112,213	101,188	103,000	115,000	116,500
542.63.47.018	Puget Sound Energy/Arterials	150,164	133,586	131,454	156,500	132,000	133,000
542.63.47.019	Seattle Light/Signals	9,638	8,872	8,657	8,200	8,400	8,500
542.63.47.020	Puget Sound Energy/Signals	23,938	29,430	29,369	21,600	22,000	22,500
542.63.47.022	Port of Seattle/Int'l Blvd	1,783	1,783	1,783	1,850	1,900	1,900
542.63.47.023	Pedestrian Lighting	-	-	607	12,000	2,000	3,000
542.63.48.000	City Owned Streetlight Maintenance	-	-	-	20,000	10,000	10,000
542.64.48.003	Traffic Control Maint. -KC	268,452	226,372	224,247	242,000	242,000	244,000
542.64.48.100	Traffic Signal & Sign Improv.	-	123,626	65,982	120,000	80,000	60,000
OTHER SERVICES & CHARGES		640,131	680,292	607,784	743,850	655,300	641,900
STREET LIGHTING & TRAFFIC CONTROL		640,131	680,292	607,784	743,850	655,300	641,900
SNOW & ICE							
SUPPLIES							
542.66.31.008	Operating Supplies	22,335	12,395	32,199	22,000	22,000	22,000
542.66.35.000	Small Tools & Minor Equipment	1,797	-	-	-	-	-
SUPPLIES		24,133	12,395	32,199	22,000	22,000	22,000
OTHER SERVICES & CHARGES							
542.66.43.031	Lodging	-	-	-	500	300	300
542.66.43.032	Meals	174	17	1,017	400	750	750
542.66.45.002	Equipment Rental - 501 Fund	16,985	10,007	15,955	11,862	22,663	22,249
542.66.48.000	Repairs & Maintenance	-	555	-	-	-	-
542.66.48.049	Equipment Repair & Maintenance	1,216	-	-	-	-	-
OTHER SERVICES & CHARGES		18,375	10,578	16,972	12,762	23,713	23,299
SNOW & ICE		42,508	22,973	49,171	34,762	45,713	45,299

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)

PROGRAM: Roadway Maintenance (542.30)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ROADWAY MAINTENANCE FTE'S		8.00	8.00	8.00	8.73	8.73	8.73
PW OPS & MAINTENANCE MANAGER					0.33	0.33	0.33
PW MAINTENANCE SUPERVISOR		0.35	0.35	0.35	0.75	0.75	0.75
MAINTENANCE WORKER II		2.00	2.00	2.00	1.00	1.00	1.00
MAINTENANCE WORKER I		4.00	4.00	4.00	5.00	5.00	5.00
ADMINISTRATIVE ASSISTANT II		0.40	0.40	0.40	0.40	0.40	0.40
SEASONAL MAINTENANCE WORKER		1.25	1.25	1.25	1.25	1.25	1.25
ROADWAY MAINTENANCE SALARIES AND BENEFITS							
542.30.11.000	Salaries & Wages	529,570	547,597	437,332	611,501	639,631	671,365
542.30.12.000	Overtime	5,437	6,609	13,877	8,000	7,000	7,000
542.30.20.000	Personnel Benefits	230,026	254,038	194,281	347,556	325,873	335,320
SALARIES AND BENEFITS		765,033	808,245	645,490	967,057	972,504	1,013,685
SUPPLIES							
542.30.31.008	Office & Operating Supplies	2,209	3,173	1,921	1,500	2,500	2,500
542.30.31.018	Uniforms & Safety Clothing	3,769	1,812	3,157	2,575	4,000	4,500
542.30.31.023	Regular Uniforms	611	392	399	1,500	1,000	1,000
542.30.31.043	Street Supplies	51,695	51,905	43,959	45,000	50,000	55,000
542.30.31.044	Vegetation Supplies	20,883	19,630	23,513	60,000	30,000	30,000
542.30.32.000	Fuel	334	244	76	500	150	150
542.30.35.000	Small Tools & Minor Equipment	4,196	4,341	4,800	7,500	11,500	5,700
542.30.35.001	Furnishings & Fixtures	-	578	-	1,000	1,000	1,000
SUPPLIES		83,697	82,073	77,825	119,575	100,150	99,850
OTHER SERVICES & CHARGES							
542.30.41.000	Professional Services	7,582	7,684	581	4,000	3,000	3,000
542.30.42.010	24-Hour Dispatch Services-KC	3,600	3,600	3,600	4,000	4,000	4,000
542.30.42.028	Telephone	5,463	5,979	5,736	7,200	5,415	5,415
542.30.43.031	Lodging	980	1,605	426	1,600	-	-
542.30.43.032	Meals	214	278	63	940	-	-
542.30.43.033	Transportation	955	659	10	1,500	-	-
542.30.44.001	Business & Occupation Taxes	68	18	100	75	75	100
542.30.45.000	Operating Rentals & Leases	580	564	627	13,000	6,000	13,000
542.30.45.002	Equipment Rental - 501 Fund	112,513	103,646	119,194	127,666	161,461	157,118
542.30.47.039	Water	46,315	64,489	47,022	34,000	52,000	52,000
542.30.47.041	Electricity	1,297	1,185	1,790	2,060	2,100	2,100
542.30.47.042	Waste Disposal	1,564	6,609	5,551	3,500	6,000	6,600
542.30.47.043	City-Owned Parcel Fees	180,364	190,636	191,484	184,000	238,000	238,000
542.30.48.001	Contract Road Maintenance	11,615	33,887	665	36,000	25,000	25,000
542.30.48.049	Equipment Repair & Maintenance	377	795	2,905	3,500	3,500	3,500
542.30.48.050	Street Small Works Maintenance	-	54,519	-	400,000	50,000	60,000
542.30.49.000	Miscellaneous Services	303	-	-	220	100	100
542.30.49.006	Judgments, Damages & Settlement	-	-	16,480	3,000	9,000	9,000
542.30.49.053	Subscriptions	-	-	179	-	-	-
542.30.49.054	Memberships	544	731	82	600	2,595	2,595
542.30.49.058	Printing & Binding	135	64	338	-	200	200
542.30.49.061	Registration	3,485	1,660	2,411	4,089	14,450	5,950
542.30.51.001	Basic Road Maintenance - KC	1,995	-	-	-	-	-
OTHER SERVICES AND CHARGES		379,948	478,608	399,244	830,950	582,896	587,678
ROADWAY MAINTENANCE		1,228,678	1,368,925	1,122,560	1,917,582	1,655,550	1,701,213

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)

PROGRAM: Admin & Engineering (543.10)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ADMIN & ENGINEERING FTE'S		4.55	2.55	4.55	5.85	4.25	4.25
	PUBLIC WORKS DIRECTOR	0.65	0.65	0.65	0.65	0.65	0.65
	CITY ENGINEER	0.75	0.75	0.75	0.75	0.75	0.75
	CIVIL ENGINEER II	1.00		1.00	1.00		
	CIVIL ENGINEER I	0.50	0.50	0.50	0.50	0.50	0.50
	REAL PROPERTY MGMT SPECIALIST				0.50	0.50	0.50
	PW PROGRAM COORDINATOR				0.30	0.30	0.30
	ASSET MANAGEMENT COORDINATOR				0.50	0.50	0.50
	ADMINISTRATIVE ASSISTANT III	0.65	0.65	0.65	0.65	0.65	0.65
	ADMINISTRATIVE ASSISTANT II					0.40	0.40
ADMINISTRATION AND ENGINEERING							
SALARIES AND BENEFITS							
543.10.11.000	Salaries & Wages	302,421	378,520	329,583	591,927	471,774	488,183
543.10.12.000	Overtime	1,318	1,287	1,000	-	1,200	1,200
543.10.20.000	Personnel Benefits	109,977	142,251	128,626	273,044	195,256	202,086
	SALARIES AND BENEFITS	413,716	522,058	459,209	864,971	668,230	691,469
SUPPLIES							
543.10.31.008	Office & Operating Supplies	4,099	4,699	5,072	5,200	5,500	5,500
543.10.31.013	Food Supplies	422	187	303	800	720	720
543.10.31.018	Uniforms & Safety Clothing	2,930	1,142	1,442	1,500	2,000	2,000
543.10.35.000	Small Tools & Minor Equipment	3,533	3,101	1,021	1,500	1,400	1,400
543.10.35.001	Furnishings & Fixtures	1,244	4,329	6,088	11,300	6,000	6,000
559.21.31.008	Neighborhood Grant Program	-	-	-	4,000	4,000	4,000
	SUPPLIES	12,228	13,457	13,927	24,300	19,620	19,620
OTHER SERVICES & CHARGES							
543.10.42.028	Telephone	9,558	8,440	8,732	8,950	2,176	2,176
543.10.42.029	Postage	1,306	2,068	2,294	1,500	2,000	2,000
543.10.43.031	Lodging	454	-	241	5,700	-	-
543.10.43.032	Meals	102	550	99	1,521	-	-
543.10.43.033	Transportation	591	629	295	3,655	-	-
543.10.45.000	Operating Rentals & Leases	1,693	2,210	3,268	2,000	6,600	6,600
543.10.45.002	Equipment Rental-501 Fund	10,470	6,871	56,985	56,058	68,843	70,201
543.10.48.002	Discretionary Road Maintenance -	71,259	69,777	83,019	67,000	90,000	90,000
543.10.48.049	Equipment Repair & Maintenance	1,934	2,862	3,367	1,500	3,500	3,500
543.10.49.053	Subscriptions	-	-	179	-	500	500
543.10.49.054	Memberships	2,160	1,922	2,916	2,300	3,000	3,000
543.10.49.056	Filing & Recording	161	458	-	600	300	300
543.10.49.058	Printing & Binding	363	456	147	500	300	300
543.10.49.061	Registration	4,664	5,195	7,002	4,500	5,000	5,000
544.40.41.000	Professional Services	156,814	119,057	54,157	295,843	140,000	140,000
544.90.00.000	General Fund Overhead	-	-	471,471	472,329	474,400	472,421
553.70.49.000	Misc Services-Clean Air Assessme	23,511	24,112	25,167	25,000	25,000	25,000
554.94.41.046	Citywide Commute Trip Reduction	23,777	24,042	23,737	26,000	25,000	25,000
	OTHER SERVICES AND CHARGES	308,817	268,650	743,076	974,956	846,619	845,998
INTERGOVERNMENTAL							
544.40.52.004	ADA Transition Plan	67,518	68,570	-	-	-	-
544.40.52.005	City-Wide Parking Study	18,737	22,017	-	-	-	-
	INTERGOVERNMENTAL	86,255	90,587	-	-	-	-
ADMINISTRATION AND ENGINEERING		821,015	894,752	1,216,212	1,864,227	1,534,469	1,557,087

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)

PROGRAM: Engineering Review (544.20)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ENGINEERING REVIEW FTE'S		1.50	1.50	2.25	2.25	2.25	2.25
	ENGINEERING REVIEW MANAGER	0.50	0.50	0.50	0.50	0.50	0.50
	SENIOR ENGINEERING TECHNICIAN	0.50	0.50	0.50	0.50		
	ENGINEERING PLANS REVIEWER	0.50		0.50	0.50		
	ENGINEERING TECHNICIAN		0.50				
	CIVIL ENGINEER I					1.00	1.00
	PUBLIC WORKS INSPECTOR			0.50	0.50	0.50	0.50
	SENIOR PLANNER			0.25	0.25	0.25	0.25
ENGINEERING REVIEW SALARIES AND BENEFITS							
544.20.11.000	Salaries & Wages	124,726	145,698	157,762	220,807	231,002	241,815
544.20.12.000	Overtime	-	-	616	-	500	500
544.20.20.000	Personnel Benefits	49,478	61,291	63,820	91,691	87,244	90,567
SALARIES AND BENEFITS		174,204	206,989	222,197	312,498	318,746	332,882
SUPPLIES							
544.20.31.008	Office & Operating Supplies	852	349	894	1,800	1,000	1,000
544.20.31.011	Publications	655	92	-	300	200	200
544.20.31.018	Uniforms & Safety Clothing	145	216	693	450	500	500
544.20.35.000	Small Tools & Minor Equipment	73	3,355	(145)	3,200	1,000	1,000
SUPPLIES		1,726	4,012	1,441	5,750	2,700	2,700
OTHER SERVICES & CHARGES							
544.20.41.000	Professional Services	-	3,285	-	-	-	-
544.20.42.028	Telephone	908	1,060	2,010	1,750	1,530	1,530
544.20.42.029	Postage	-	-	-	100	100	100
544.20.43.031	Lodging	826	838	854	2,300	-	-
544.20.43.032	Meals	96	136	78	700	-	-
544.20.43.033	Transportation	596	257	454	1,750	-	-
544.20.49.053	Subscriptions	-	218	179	300	300	300
544.20.49.054	Memberships	819	971	728	1,035	1,560	1,320
544.20.49.058	Printing & Binding	120	48	147	80	150	150
544.20.49.061	Registration	1,576	1,249	2,070	1,750	1,750	1,600
OTHER SERVICES AND CHARGES		4,941	8,064	6,521	9,765	5,390	5,000
ENGINEERING REVIEW		180,870	219,065	230,159	328,013	326,836	340,582

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #102

FUND: Street Fund (102)

PROGRAM: Capital Outlay (594, 595)

DEPT: Public Works (11)

Other Financing Uses (597)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	PRIOR YEAR CORRECTIONS						
588.10.00.000	Prior Year Corrections	-	-	630	-	-	-
	PRIOR YEAR CORRECTIONS	-	-	630	-	-	-
	CAPITAL OUTLAY						
	CAPITAL OUTLAY						
594.42.64.097	Capital Equipment	55,723	28,513	-	-	-	-
595.30.63.206	200th Street & I-5 Access Ramp	-	513	780,326	696,480	-	-
595.30.63.207	509 Extension Local Contribution	-	-	-	2,000,000	-	-
595.30.63.217	2017 Street Overlay	22,105	568,081	-	-	-	-
595.30.63.218	2018 Street Overlay	91,356	2,402,419	258,254	-	-	-
595.30.63.219	2019 Street Overlay	-	20,389	1,386,353	-	-	-
595.30.63.220	2020 Street Overlay	-	-	-	920,000	-	-
595.30.63.221	2021 Street Overlay	-	-	-	-	1,286,700	583,300
595.30.63.222	2022 Street Overlay	-	-	-	-	-	1,200,000
	CAPITAL OUTLAY	169,184	3,019,916	2,424,934	3,616,480	1,286,700	1,783,300
	CAPITAL OUTLAY	169,184	3,019,916	2,424,934	3,616,480	1,286,700	1,783,300
	OTHER FINANCING USES						
	TRANSFERS OUT						
597.03.00.000	Transfer Out-Fund 001	414,690	450,616	-	-	-	-
597.25.00.000	Transfer Out-Fund 307	2,213,000	5,071,796	6,690,709	2,802,500	1,400,000	6,000,000
597.70.00.000	Transfer Out-Fund 501	-	-	43,000	-	-	-
	TRANSFERS OUT	2,627,690	5,522,412	6,733,709	2,802,500	1,400,000	6,000,000
	OTHER FINANCING USES	2,627,690	5,522,412	6,733,709	2,802,500	1,400,000	6,000,000
	TOTAL STREET FUND EXPENSES	5,759,622	11,728,336	12,591,703	11,518,508	7,113,183	12,285,786

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #105

Fund: Port of Seattle ILA Fund (105)

Department: City Manager (3) & Parks, Community Programs & Services (10)

Responsible Manager: Carl Cole, City Manager

Fund Description

The Port of Seattle Interlocal Agreement (ILA) Fund was created in 1998 to account for the receipt of community relief monies from the Port of Seattle. In 2018 the City signed a new ILA agreement with the Port of Seattle. The monies received from the Port are intended to provide the City community relief with respect to public safety, including Police; 6 officers for the enforcement of traffic, and general enforcement of City Code. This fund also supports the Highline Botanical Garden contract located on Port Property.

Fund Balance Detail - Fund #105

FUND: Port of Seattle ILA Fund (105)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	1,270,323	1,206,398	1,609,124	1,149,255	8,642,246	8,241,796
Add: Operating Revenues	12,749	1,487,581	1,495,873	1,458,952	1,453,835	1,450,400
Less: Expenditures	(76,674)	(1,084,855)	(1,394,187)	(1,537,920)	(1,854,285)	(1,945,000)
ENDING FUND BALANCE, DECEMBER 31	1,206,398	1,609,124	1,710,810	1,070,287	8,241,796	7,747,196
Percentage Change in Ending Fund Balance	-5%	33%	6%	-7%	-5%	-6%

Revenue Detail - Fund #105

FUND: Port of Seattle ILA Fund (105)				SOURCE: Intergovernmental (330) Miscellaneous Revenues (360)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	INTERGOV REVENUES						
337.00.00.000	Airport Impact Study Local Match	-	56,540	58,073	35,398	-	-
337.95.00.000	POS Community Relief Fund	-	-	1,400,000	1,400,000	1,400,000	1,400,000
338.95.00.000	POS Community Relief Fund	-	1,400,000	-	-	-	-
	INTERGOV REVENUES	-	1,456,540	1,458,073	1,435,398	1,400,000	1,400,000
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.10.00.000	Investment Interest	-	-	13,554	13,554	43,835	40,400
361.11.00.000	LGIP Investment Interest	6,801	17,487	25,354	10,000	10,000	10,000
361.40.00.000	Other Interest	-	-	(1,108)	-	-	-
361.90.00.000	Other Interest Earnings	5,949	13,554	-	-	-	-
	INTEREST EARNINGS	12,749	31,041	37,800	23,554	53,835	50,400
	MISCELLANEOUS REVENUES	12,749	31,041	37,800	23,554	53,835	50,400
TOTAL PORT OF SEATTLE ILA FUND REVENUE		12,749	1,487,581	1,495,873	1,458,952	1,453,835	1,450,400

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #105

FUND: Port of Seattle ILA Fund (105)

PROGRAM: General Administration (515.30)
Police Services (521.20)
Park Maintenance (576.10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	GENERAL ADMINISTRATION						
515.30.41.000	Professional Services	-	230,557	105,861	100,000	-	-
515.30.41.022	Specialized Legal Services	57,018	-	-	50,000	-	-
	GENERAL ADMINISTRATION	57,018	230,557	105,861	150,000	-	-
	POLICE SERVICES						
521.20.41.006	Police Services - King County	-	809,298	1,249,366	1,297,920	1,814,285	1,905,000
	POLICE SERVICES	-	809,298	1,249,366	1,297,920	1,814,285	1,905,000
	PARKS MAINTENANCE						
576.10.41.000	Professional Services	19,656	45,000	38,961	90,000	40,000	40,000
	PARKS MAINTENANCE	19,656	45,000	38,961	90,000	40,000	40,000
TOTAL PORT OF SEATTLE ILA FUND EXP		76,674	1,084,855	1,394,187	1,537,920	1,854,285	1,945,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #106

Fund: Transit Planning Fund (106)
Department: Public Works (11)
Responsible Manager: William Appleton, Public Works Director

Fund Description

The Transit Planning Fund was created in 1998 to account for intergovernmental revenue the City received from Sound Transit, a regional transit authority. As provided for in the Development and Transit Way Agreement between the City and Sound Transit, the revenues are restricted for expenditure on City and departmental efforts to facilitate capital projects between Sound Transit and the City of SeaTac.

Fund Balance Detail - Fund #106

FUND: Transit Planning Fund (106)

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	359,530	362,187	367,000	129,821	443,402	380,265
Add: Operating Revenues	2,830	4,813	438,424	727,280	502,380	284,880
Less: Expenditures	(172)	-	(376,193)	(716,865)	(565,517)	(363,784)
ENDING FUND BALANCE, DECEMBER 31	362,187	367,000	429,231	140,236	380,265	301,361
Percentage Change in Ending Fund Balance	1%	1%	17%	8%	-14%	-21%

Revenue Detail - Fund #106

FUND: Transit Planning Fund (106)

SOURCE: Intergovernmental (330)
 Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	INTERGOVERNMENTAL REVENUE						
	INTERGOVT SERVICE REVENUES						
337.00.00.001	Sound Transit Service Revenue	-	-	430,710	726,280	501,780	284,280
	INTERGOVT SERVICE REVENUES	-	-	430,710	726,280	501,780	284,280
	INTERGOVERNMENTAL REVENUE	-	-	430,710	726,280	501,780	284,280
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	LGIP Investment Interest	2,830	4,813	7,714	1,000	600	600
	INTEREST EARNINGS	2,830	4,813	7,714	1,000	600	600
	MISCELLANEOUS REVENUES	2,830	4,813	7,714	1,000	600	600
	TOTAL TRANSIT PLANNING FUND REVENUE	2,830	4,813	438,424	727,280	502,380	284,880

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #106

FUND: Transit Planning Fund (106)

PROGRAM: Transit Systems Admin (518.62)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
TRANSIT SYSTEMS ADMIN FTE'S		0.00	0.00	2.00	2.00	2.00	2.00
CIVIL ENGINEER II				2.00	2.00	2.00	2.00
TRANSIT SYSTEMS ADMIN							
SALARIES AND BENEFITS							
518.62.11.000	Salaries & Benefits	-	-	106,879	160,899	198,476	212,700
518.62.12.000	Overtime	-	-	1,877	-	2,500	2,500
518.62.20.000	Personnel Benefits	-	-	37,956	56,293	59,805	62,252
SALARIES AND BENEFITS		-	-	146,712	217,192	260,781	277,452
SUPPLIES							
518.62.31.008	Office & Operating Supplies	-	-	2,425	4,574	2,200	2,200
518.62.31.018	Uniforms & Safety Clothing	-	-	301	699	250	250
518.62.35.000	Small Tools & Minor Equipment	-	-	8,101	3,000	2,500	2,500
SUPPLIES		-	-	10,827	8,273	4,950	4,950
OTHER SERVICES & CHARGES							
518.62.41.003	Prof Svcs-Permits	-	-	217,500	435,000	217,500	-
518.62.41.004	Prof Svcs-Administration	-	-	-	50,000	40,000	40,000
518.62.42.028	Telephone	172	-	615	2,400	1,560	1,560
518.62.43.032	Meals	-	-	26	-	150	100
518.62.43.033	Transportation	-	-	208	-	500	200
518.62.49.054	Memberships	-	-	195	-	370	370
518.62.49.058	Printing & Binding	-	-	110	-	250	250
518.62.49.061	Registration	-	-	-	4,000	1,120	500
518.62.90.000	General Fund Overhead	-	-	-	-	38,336	38,402
OTHER SERVICES & CHARGES		172	-	218,655	491,400	299,786	81,382
TRANSIT SYSTEMS ADMIN		172	-	376,193	716,865	565,517	363,784
TOTAL TRANSIT PLANNING FUND EXPENDITURES		172	-	376,193	716,865	565,517	363,784



2021-2022 Biennial Budget

To: Carl Cole, City Manager
From: Evan Maxim, CED Director; Aleksandr Yeremeyev, Economic Development Manager
Date: August 3, 2020
Re: 2021-2022 Biennial Budget Memo

Hotel/Motel Lodging Tax Fund 107 Overview

The City of SeaTac levies a 1% lodging tax to fund tourism related activities that increase tourism and visitation to the City. This consumer tax on lodging charges was originally approved by the Council in 1998 and the monies are deposited into this dedicated special revenue fund for tourism promotion and tourism-related facilities, including capital and operational costs. State statute [RCW 67.28](#) regulates these lodging tax collections and uses.

The Economic Development division of the Community and Economic Development Department (CED) administers the Hotel/Motel Lodging Tax Fund and the related programs. This work aims to attract tourism, businesses, investment, amenities, and improve quality of life for residents, workers and visitors.

Eligible uses of funds include*:

- Tourism marketing;
 - Advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists;
 - Developing strategies to expand tourism;
 - Operating tourism promotion agencies; and
 - Funding the marketing or operation of special events and festivals designed to attract tourists.
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district.

*For additional details: [RCW 67.28](#) and <http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Lodging-Tax.aspx>

SeaTac Hotel/Motel lodging tax revenue historically represented approximately 2-4% of total tax revenues for the City. However, the growth in travel during the last two decades and the record setting 2019 levels ended abruptly in March of 2020, when the COVID-19 pandemic caused significant negative impacts on the global economy, and specifically the travel-related industries.

The City of SeaTac's economy is driven by the presence of the Seattle-Tacoma International Airport and composed of travel, lodging, logistics, and other related industries. Most commercial activity in the City is related to and supportive of tourism and travel. With the travel restriction of 2020 and those anticipated for the foreseeable future, lodging tax revenues will decline in years 2020-2022 to approximately 50% of 2019 annual revenues, which were at \$1,887,474. Industry experts predict it will take 24 to 48-months to return to 2019 levels.

Funding Allocations

Per [RCW 67.28](#), the SeaTac Hotel Motel Advisory Committee (HMAL) is composed of one SeaTac Councilmember as the chair, three members representing businesses required to collect the lodging tax, and three members who are involved in activities authorized to be funded by

lodging taxes. The statute only requires a five-member committee, but allows for it to be larger. Members serve a three-year term and the Council reviews the membership annually.

The purpose of the HMAC is to review applications for lodging tax and make funding recommendations to the Council. Additionally, any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment.

The committee worked with SeaTac staff to establish the application process and develop materials in compliance with the RCW 67.28 requirements. Funding request applications must be submitted directly to the committee for review. The committee reviews the applications for tourism-related benefits to the City of SeaTac. The committee then presents selected funding recommendations to the SeaTac City Council for final determination and approval. The Council may only choose to fund recipients from the list of candidates and the recommended amounts provided by the local lodging tax advisory committee (HMAC)*.

The largest expenditure in the SeaTac Hotel/Motel Lodging Tax Fund for 2021-2022, and historically, is for cooperative tourism promotion through joint services with the Cities of Tukwila and Des Moines, administered by Seattle Southside Tourism Authority (SSRTA). The SSRTA performs extensive outbound tourism promotion for the City of SeaTac and collaborates with the City on overall destination development.

Other 2021-2022 programs include:

- City of SeaTac Tourism & Promotion by Economic Development
- Highline SeaTac Botanical Garden Tourism Promotion
- Museum of Flight Tourism Promotion
- Northwest Symphony Orchestra Tourism Promotion
- Other tourism-related programs and activities / Special Events / Tournaments

The funded programs fulfill the Council goals of *Promote Our Neighborhoods and Increase Connectivity & Safety*.

The key objectives represented in applications for 2021-2022 funding include:

- Support travel and tourism industry recovery from the negative impacts of COVID-19
- Recover and increase travel to the City of SeaTac and the region
- Perform inventory, analysis, and program development of SeaTac's tourism assets
- Continue destination development of SeaTac amenities

A 20-year bond intended for tourism-related facilities and/or other capital purposes was issued in November of 1998 and paid off in October of 2018. However, no substantial acquisitions or financing occurred using bond proceeds during the period between the bond issuance and repayment; consequently, with the expiration of the bond in 2018, these funds are no longer restricted to tourism-related facilities or capital facilities. Projected reductions in revenues and maintained programming during 2021-2022, will result in a modest decrease in the anticipated ending fund balance in 2022, as noted in the Fund Balance Detail.

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #107

Fund: Hotel/Motel Tax Fund (107)

Department: Community & Economic Development (13)

Responsible Manager: Evan Maxim, Community & Economic Development Director

Fund Description

The Hotel/Motel Tax Fund is a special revenue fund whose purpose is to account for lodging taxes collected and expended for tourism promotion and tourism facilities, including both capital and operating costs.

Fund Balance Detail - Fund #107

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	7,315,221	7,810,045	8,359,594	6,830,142	8,417,339	7,683,065
Add: Operating Revenues	1,542,934	1,641,970	2,072,314	1,860,000	774,790	888,039
Less: Expenditures	(1,048,110)	(1,092,420)	(1,273,599)	(1,815,154)	(1,509,064)	(1,552,601)
ENDING FUND BALANCE, DECEMBER 31*	7,810,045	8,359,594	9,158,309	6,874,988	7,683,065	7,018,503
Percentage Change in Ending Fund Balance	7%	7%	10%	1%	-9%	-9%

Revenue Detail - Fund #107

FUND: Hotel/Motel Tax Fund (107)

SOURCE: Taxes (310)

Intergovernmental Revs (330)

Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
313.31.00.000	TAXES Hotel/Motel Tax	1,454,037	1,525,127	1,887,475	1,810,000	754,990	868,239
	TAXES	1,454,037	1,525,127	1,887,475	1,810,000	754,990	868,239
337.07.00.010	INTERGOVERNMENTAL REVS Economic Dev Website - POS	30,020	10,255	20,108	-	-	-
	INTERGOVERNMENTAL REVENUE	30,020	10,255	20,108	-	-	-
361.10.00.000	MISCELLANEOUS REVENUES INTEREST Investment Interest	-	-	-	-	7,800	7,800
361.11.00.000	LGIP Investment Interest	58,877	106,587	148,505	50,000	12,000	12,000
	INTEREST REVENUE	58,877	106,587	148,505	50,000	19,800	19,800
	MISCELLANEOUS REVENUES	58,877	106,587	148,505	50,000	19,800	19,800
397.35.00.000	TRANSFERS IN Transfer In - Fund 206	-	-	16,226	-	-	-
	TRANSFERS IN	-	-	16,226	-	-	-
	TOTAL HOTEL/MOTEL TAX FUND REVENUES	1,542,934	1,641,970	2,072,314	1,860,000	774,790	888,039

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #107

FUND: Hotel/Motel Tax Fund (107)

PROGRAM: Tourism & Promotion (557.30)

DEPT: Comm. & Econ. Dev (13)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
TOURISM & PROMOTION FTE'S		1.75	1.75	1.30	1.70	1.70	1.70
	CED DIRECTOR	0.50	0.50	0.30	0.20	0.20	0.20
	ECONOMIC DEVELOPMENT MANAGER	1.00	1.00		0.50	0.50	0.50
	ECONOMIC DEVELOPMENT STRATEGIST			1.00			
	ECONOMIC DEVELOPMENT SPECIALIST				1.00	1.00	1.00
	ADMINISTRATIVE ASSISTANT II	0.25	0.25				
TOURISM & PROMOTION SALARIES AND BENEFITS							
557.30.11.000	Salaries & Wages	117,948	178,593	158,842	147,478	178,763	191,717
557.30.12.000	Overtime	-	-	-	-	-	-
557.30.20.000	Personnel Benefits	39,839	63,716	56,514	76,902	68,901	72,534
	SALARIES AND BENEFITS	157,787	242,310	215,356	224,380	247,664	264,251
SUPPLIES							
557.30.31.008	Office & Operating Supplies	482	-	-	3,000	1,250	1,500
557.30.35.000	Small Tools & Minor Equipment	-	-	218	2,000	1,500	1,750
	SUPPLIES	482	-	218	5,000	2,750	3,250
OTHER SERVICES & CHARGES							
557.30.41.000	Professional Services	14,204	1,018	5,049	38,174	45,000	50,000
557.30.41.088	Redevelopment Coord Program	7,397	15,990	13,640	16,000	15,000	17,500
557.30.41.097	Cooperative Tourism Promotion	715,000	715,000	830,000	1,285,000	830,000	830,000
557.30.41.103	Northwest Symphony Orchestra	5,000	5,000	5,000	5,000	5,000	5,000
557.30.41.111	Museum of Flight	60,000	60,000	75,000	60,000	60,000	60,000
557.30.41.113	Market Data Research	6,174	-	5,950	11,500	12,500	15,000
557.30.41.114	Brand Development & Marketing	49,231	28,697	42,461	88,840	65,000	75,000
557.30.41.134	Highline Botanical Garden	5,000	5,000	16,000	16,000	82,400	82,400
557.30.41.136	Opportunity Bucket	-	-	-	22,500	100,000	100,000
557.30.41.137	Korean American National Sports Festival	-	-	35,000	-	-	-
557.30.41.140	Small Business Dev Center	10,000	10,000	10,000	10,000	12,000	13,500
557.30.41.141	SKCEDI Business Attraction Prog	3,000	3,000	3,000	4,000	5,500	6,500
557.30.42.028	Telephone	445	379	1,443	1,100	1,250	1,450
557.30.42.029	Postage	58	-	-	-	-	-
557.30.43.031	Lodging	-	-	-	1,500	1,500	1,750
557.30.43.032	Meals	220	494	125	1,250	1,500	1,750
557.30.43.033	Transportation	201	191	861	2,750	2,750	2,750
557.30.49.054	Memberships	13,600	3,600	10,290	19,710	15,000	17,500
557.30.49.058	Printing & Binding	159	1,632	3,223	700	2,500	3,000
557.30.49.061	Registration	153	110	983	1,750	1,750	2,000
	OTHER SERVICES & CHARGES	889,841	850,111	1,058,026	1,585,774	1,258,650	1,285,100
	TOURISM & PROMOTION	1,048,110	1,092,420	1,273,599	1,815,154	1,509,064	1,552,601
TOTAL HOTEL/MOTEL TAX FUND EXPENDITURES		1,048,110	1,092,420	1,273,599	1,815,154	1,509,064	1,552,601

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #108

Fund: Building Management Fund (108)
Department: Parks, Community Programs & Services (10)
Responsible Manager: Evan Maxim, CED Director & Brian Ruda, Facilities Manager

Fund Description

The Building Management Fund was created in 2001 by Ordinance #01-1025 to account for the lease revenues received from tenants and the operating costs for building maintenance, tenant improvements and management services associated with the lease of office space in City Hall. The SeaTac Center property (near S 154th St) was sold in 2020.

Fund Balance Detail - Fund #108

FUND: Building Management Fund (108)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	2,547,333	3,139,214	3,453,957	2,722,484	3,345,506	3,435,454
Add: Operating Revenues	1,446,913	1,386,804	898,500	680,855	333,855	318,855
Total Revenues	1,446,913	1,386,804	898,500	680,855	333,855	318,855
Less: Expenditures	(537,745)	(737,645)	(949,463)	(975,500)	(243,907)	(246,525)
Less: Other Financing Uses/Transfers Out	(317,286)	(334,417)	-	-	-	-
Total Expenditures	(855,031)	(1,072,062)	(949,463)	(975,500)	(243,907)	(246,525)
ENDING FUND BALANCE, DECEMBER 31	3,139,214	3,453,957	3,402,993	2,427,839	3,435,454	3,507,784
Percentage Change in Ending Fund Balance	23%	10%	-1%	-11%	3%	2%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #108

FUND: Building Management Fund (108)

SOURCE: Fines & Forfeitures (350)
Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	FINES AND FORFEITURES						
359.90.00.001	Misc Fines/Pen-Late Fee SeaTac C	1,488	2,769	-	-	-	-
	FINES AND FORFEITURES	1,488	2,769	-	-	-	-
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.10.00.000	Investment Interest	-	-	29,706	20,331	25,935	25,935
361.11.00.000	LGIP Investment Interest	2,290	3,797	3,508	2,000	1,200	1,200
361.11.00.001	Investment Interest-SeaTac Center	13,397	20,633	28,114	5,000	-	-
361.40.00.000	Other Interest	-	-	(12,481)	-	-	-
361.90.00.000	Other Interest Earnings	8,923	20,331	-	-	-	-
	INTEREST EARNINGS	24,610	44,760	48,848	27,331	27,135	27,135
	RENTS, LEASES & CONCESS						
362.20.00.001	Sign Rental-SeaTac Center	1,800	1,800	750	1,800	-	-
362.50.00.000	LT Facility Leases-City Hall	346,394	216,097	224,000	126,400	306,000	291,000
362.50.00.002	LT Facility Leases-SeaTac Center	727,452	761,679	393,792	400,000	-	-
362.50.00.003	Storage Sp Rental-SeaTac Center	3,946	4,749	1,297	1,854	-	-
362.50.00.004	LT Parking Leases-SeaTac Center	56,159	57,282	59,001	58,750	-	-
	RENTS, LEASES & CONCESS	1,135,751	1,041,608	678,839	588,804	306,000	291,000
	OTHER MISCELLANEOUS REV						
369.90.00.000	Other Misc Rev-City Hall Utilities	780	908	1,029	720	720	720
369.90.00.003	Misc Prior Year Rev/Adj-SeaTac C	7,632	5,280	3,176	2,000	-	-
369.90.06.000	Real Estate Taxes-SeaTac Center	61,687	56,142	31,706	50,000	-	-
369.90.08.000	Insurance Charges-SeaTac Center	10,781	9,713	5,541	8,500	-	-
369.90.09.001	NNN Charges-SeaTac Center	204,184	177,900	110,500	3,500	-	-
	OTHER MISCELLANEOUS REVENUE	285,064	249,943	151,953	64,720	720	720
	MISCELLANEOUS REVENUES	1,445,425	1,336,311	879,639	680,855	333,855	318,855
	PRIOR YEAR ADJUSTMENTS						
388.10.00.000	Prior Year Adjustments	-	-	18,860	-	-	-
	PRIOR YEAR ADJUSTMENTS	-	-	18,860	-	-	-
	OTHER FINANCING SOURCES						
	TRANSFERS IN						
397.12.00.000	Transfer In-Fund 001	-	47,725	-	-	-	-
	TRANSFERS IN	-	47,725	-	-	-	-
	OTHER FINANCING SOURCES	-	47,725	-	-	-	-
	TOTAL BUILDING MANAGEMENT FUND REVENUES	1,446,913	1,386,804	898,500	680,855	333,855	318,855

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #108

FUND: Building Mgt Fund (108)

PROGRAM: Prop Mgt Svs - City Hall (518.20)

DEPT: Parks, Community Programs & Services (10)

Prop Mgt Svs -SeaTac Ctr (518.21)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
PROPERTY MGT SVS - CITY HALL							
OTHER SERVICES & CHARGES							
518.20.41.000	Professional Services	702	7,251	61,478	5,000	-	-
518.20.44.003	Leasehold Excise Taxes	-	-	-	10,000	-	-
518.90.00.000	General Fund Overhead	-	-	204,570	210,104	243,907	246,525
OTHER SERVICES & CHARGES		702	7,251	266,048	225,104	243,907	246,525
PROP MGT SVS - CITY HALL		702	7,251	266,048	225,104	243,907	246,525
PROP MGT SVS - SEATAC CENTER							
SUPPLIES							
518.21.31.001	Janitorial Supplies	8,198	8,085	3,506	9,000	-	-
518.21.31.008	Office & Operating Supplies	185	-	-	1,000	-	-
SUPPLIES		8,383	8,085	3,506	10,000	-	-
OTHER SERVICES & CHARGES							
515.41.41.022	Special Legal Services	-	-	4,002	-	-	-
515.45.41.022	Special Legal Services	-	-	63,270	-	-	-
518.21.41.000	Professional Services	14,368	111,016	74,874	68,500	-	-
518.21.41.022	Special Legal Services	1,677	-	-	5,200	-	-
518.21.41.034	Janitorial Services	37,962	39,356	34,530	60,500	-	-
518.21.41.047	Alarm Monitoring/Confidence Testi	9,697	12,464	17,882	12,500	-	-
518.21.41.094	Property Management Services	39,072	41,334	37,130	40,000	-	-
518.21.41.136	Property Leasing/Repres Services	-	-	-	5,200	-	-
518.21.42.028	Telephone	750	-	663	-	-	-
518.21.44.003	Leasehold Excise Taxes	93,647	98,068	74,746	98,000	-	-
518.21.46.000	Insurance	31,571	24,370	27,812	25,000	-	-
518.21.47.038	Gas	16,750	15,107	9,066	25,000	-	-
518.21.47.039	Water	9,500	8,735	9,920	12,000	-	-
518.21.47.040	Sewer	12,012	10,762	13,057	12,800	-	-
518.21.47.041	Electricity	106,633	110,923	98,858	115,000	-	-
518.21.47.042	Waste Disposal	24,945	25,895	30,286	26,500	-	-
518.21.47.043	Storm Sewer	8,087	8,937	9,013	7,900	-	-
518.21.48.000	Repairs & Maintenance	121,406	125,421	82,188	108,500	-	-
518.21.48.047	Other Tenant Imp/Repairs	155	-	5,410	3,000	-	-
518.21.49.000	Miscellaneous Services	429	-	-	-	-	-
518.21.49.047	Improvements - Tenant	-	-	-	1,500	-	-
OTHER SERVICES & CHARGES		528,660	632,387	592,706	627,100	-	-
PROP MGT SVS - SEATAC CENTER		537,043	640,472	596,212	637,100	-	-

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #108

FUND: Building Mgt Fund (108)

PROGRAM: Capital Outlay (594)

DEPT: Parks, Community Programs & Services (10)

Transfers Out (597)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	CAPITAL OUTLAY						
594.18.62.001	City Hall Improvements	-	71,147	87,204	93,296	-	-
594.58.62.012	SeaTac Center Tenant Improve	-	18,775	-	20,000	-	-
	CAPITAL OUTLAY	-	89,921	87,204	113,296	-	-
	TRANSFERS OUT						
597.41.00.000	Transfer Out-Fund 001	253,125	270,256	-	-	-	-
597.52.00.000	Transfer Out-Fund 301	64,161	64,161	-	-	-	-
	TRANSFERS OUT	317,286	334,417	-	-	-	-
	TOTAL BUILDING MGMT FUND EXPENDITURES	855,031	1,072,062	949,463	975,500	243,907	246,525

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #110

Fund: Facility Repair and Replacement Fund (110)
Department: Parks, Community Programs & Services (10)
Responsible Manager: Lawrence Ellis, PCPS Director & Brian Ruda, Facilities Manager

Fund Description

The Facility Repair and Replacement Fund was established in 2006 to provide for on-going renovation and major maintenance (non-capitalized) for City buildings and park-related facilities under \$25,000. Projects exceeding this amount were funded in the Municipal Capital Improvement Fund #301. This Fund was closed in 2018 and its ending fund balance transferred to the General Fund.

Fund Balance Detail - Fund #110

FUND: Facility Repair and Replacement Fund (110)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	429,170	153,497				
Add: Operating Revenues	1,206	-				
Total Revenues	1,206	-				
Less: Expenditures	(276,879)	(153,497)				
ENDING FUND BALANCE, DECEMBER 31	153,497	0				
Percentage Change in Ending Fund Balance	-64%	-100%				

Revenue Detail - Fund #110

FUND: Facility Repair & Repl Fund (110)				SOURCE: Miscellaneous Revenues (360)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	Investment Interest	1,206	-				
	INTEREST EARNINGS	1,206	-				
	MISCELLANEOUS REVENUES	1,206	-				
	FACILITY REPAIR AND REPL FUND REVENUES	1,206	-				

Expenditure Detail - Fund #110

FUND: Facility Repair & Repl Fund (110)				PROGRAM: Other Financing Uses (597)			
DEPT: Parks, Community Programs & Services (10)							
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	OTHER FINANCING USES						
	TRANSFERS OUT						
597.58.00.000	Transfer Out-Fund 001	276,879	153,497				
	TRANSFERS OUT	276,879	153,497				
	OTHER FINANCING USES	276,879	153,497				
	FACILITY REPAIR AND REPL FUND EXPENDITURES	276,879	153,497				

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #111

Fund: Des Moines Creek Basin ILA Fund (111)
Department: Public Works (11)
Responsible Manager: Will Appleton, Public Works Director

Fund Description

Per interlocal agreement, the City of SeaTac serves as the Treasurer for the Des Moines Creek Basin Committee. Committee members currently include the Port of Seattle, the City of Des Moines, and the City of SeaTac. King County and the State of Washington have also participated as Committee members. The Committee was established to provide an effective and efficient way to protect the Basin's natural resource system and to address surface water related problems across jurisdictions. Committee members work in cooperation to conduct and fund basin plan implementation activities including the construction of various capital projects, continued maintenance and operation of the projects, ongoing monitoring of project effectiveness, creation of a replacement and improvement construction fund, establishment of an administrative structure and authorization of amendments to the scope and budgets previously approved.

Fund Balance Detail - Fund #111

FUND: Des Moines Creek Basin ILA Fund (111)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	1,873,484	2,172,328	2,487,282	2,681,224	2,993,957	2,846,797
Add: Other Financing Sources/Transfers In	135,300	135,300	135,300	135,300	135,300	135,300
Add: Operating Revenues	216,986	236,241	253,607	214,700	195,900	195,900
Total Revenues	352,286	371,541	388,907	350,000	331,200	331,200
Less: Expenditures	(53,442)	(56,586)	(21,714)	(218,808)	(478,360)	(712,510)
ENDING FUND BALANCE, DECEMBER 31	2,172,328	2,487,282	2,854,476	2,812,416	2,846,797	2,465,487
Percentage Change in Ending Fund Balance	16%	14%	15%	5%	-5%	-13%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #111

FUND: Des Moines Creek Basin ILA Fund (111)

SOURCE: Intergovernmental (330)
Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	INTERGOVERNMENTAL REVENUE						
	INTERGOVERNMENTAL SVC REV						
337.00.00.001	DMC ILA M&O-POS	61,500	61,500	61,500	61,500	61,500	61,500
337.00.00.002	DMC ILA M&O-Des Moines	27,000	27,000	27,000	27,000	27,000	27,000
337.00.00.003	DMC ILA Replacement Fund-POS	73,800	73,800	73,800	73,800	73,800	73,800
337.00.00.004	DMC ILA Repl Fund-Des Moines	32,400	32,400	32,400	32,400	32,400	32,400
	INTERGOVERNMENTAL SVC REV	194,700	194,700	194,700	194,700	194,700	194,700
	INTERGOVERNMENTAL REVENUE	194,700	194,700	194,700	194,700	194,700	194,700
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	LGIP Investment Interest	22,286	41,541	58,907	20,000	1,200	1,200
	INTEREST EARNINGS	22,286	41,541	58,907	20,000	1,200	1,200
	MISCELLANEOUS REVENUES	22,286	41,541	58,907	20,000	1,200	1,200
	OTHER FINANCING SOURCES						
	TRANSFERS IN						
397.39.00.000	Transfer In-Fund 403 (DMCB M&O)	61,500	61,500	61,500	61,500	61,500	61,500
397.39.00.001	Transfer In-Fund 403 (DMCB Rep)	73,800	73,800	73,800	73,800	73,800	73,800
	OTHER FINANCING SOURCES	135,300	135,300	135,300	135,300	135,300	135,300
	TOTAL DES MOINES CREEK BASIN ILA REVENUES	352,286	371,541	388,907	350,000	331,200	331,200

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #111

FUND: Des Moines Creek Basin ILA (111)
DEPT: Public Works (11)

PROGRAM: Natural Resources (554.90)
 Capital Outlay (595.54)
 Other Financing Uses (597)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	NATURAL RESOURCES SUPPLIES						
554.90.31.008	Office & Operating Supplies	-	-	-	100	100	100
	SUPPLIES	-	-	-	100	100	100
	OTHER SERVICES & CHARGES						
554.90.00.000	General Fund Overhead - Treasur	-	-	2,000	2,000	2,000	2,000
554.90.41.096	Environmental Study (M&O)	-	-	-	-	-	110,000
554.90.41.098	Oversight/Compliance Coordinato	1,165	2,090	-	-	-	-
554.90.41.122	DMC Maint & Operations Coordin	22,763	25,241	16,012	30,000	30,000	30,000
554.90.47.043	City-Owned Parcel Fees	8	8	8	8	50	50
554.90.48.057	Des Moines Creek Basin - M&O (I	23,807	23,553	3,695	124,500	165,500	144,240
554.90.49.000	Miscellaneous Services	-	-	-	100	-	-
554.90.49.056	Filing & Recording	-	-	-	100	-	-
	OTHER SERVICES & CHARGES	47,743	50,892	21,714	156,708	197,550	286,290
	NATURAL RESOURCES	47,743	50,892	21,714	156,808	197,650	286,390
	CAPITAL OUTLAY						
	CAPITAL OUTLAY						
595.54.63.216	DMC Capital Replacement	-	-	-	62,000	280,710	426,120
	CAPITAL OUTLAY	-	-	-	62,000	280,710	426,120
	CAPITAL OUTLAY	-	-	-	62,000	280,710	426,120
	OTHER FINANCING USES						
	TRANSFERS OUT						
597.65.00.000	Transfer Out-Fund 001	2,004	2,000	-	-	-	-
597.67.00.000	Transfer Out-Fund 403	3,695	3,695	-	-	-	-
	TRANSFERS OUT	5,699	5,695	-	-	-	-
	OTHER FINANCING USES	5,699	5,695	-	-	-	-
TOTAL DES MOINES CREEK BASIN ILA EXPENDITURES		53,442	56,586	21,714	218,808	478,360	712,510

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #112

Fund: Affordable Housing Sales Tax Fund (112)
Department: Finance (04)
Responsible Manager: Gwen Pilo, Finance & Systems Director

Fund Description

The Affordable Housing Sales Tax Fund was created in 2020 by Ord20-1004. In 2019, the State Legislature approved SHB 1406 which provided authority for cities to retain a portion of sales tax taxes that would otherwise be paid to the State. Cities may retain .0073% of the State's share of the sales tax. The tax credit can be in place for 20 years from the date of adoption. The revenue collected can be used for acquiring, rehabilitating, or constructing affordable housing, rental assistance, and housing services to those persons whose income is at or below 60% of the median income of the city. Specific programs for delivering services will be developed during the 2021-2022 biennium.

Fund Balance Detail - Fund #112

FUND: Affordable Housing Sales Tax Fund (112)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1				-	42,600	108,600
Add: Operating Revenues				-	66,000	78,000
Total Revenues				-	66,000	78,000
Less: Expenditures				-	-	-
ENDING FUND BALANCE, DECEMBER 31				-	108,600	186,600
Percentage Change in Ending Fund Balance					155%	72%

Revenue Detail - Fund #112

FUND: Affordable Housing Sales Tax Fund (112)				SOURCE: Taxes (310)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TAXES						
	SALES TAX						
313.27.00.000	Affordable Housing Sales & Use Tax				-	66,000	78,000
	SALES TAX				-	66,000	78,000
	TAXES				-	66,000	78,000
	TOTAL AFFORDABLE HOUSING SALES TAX REVENUES				-	66,000	78,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #112

FUND: Affordable Housing Sales Tax Fund (112)

PROGRAM: Legal Services (515.30)

DEPT: Finance (04)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	LEGAL SERVICES						
	OTHER SERVICES & CHARGES						
515.30.41.000	Professional Services				-	-	-
515.30.41.022	Specialized Legal Service				-	-	-
	OTHER SERVICES & CHARGES				-	-	-
	LEGAL SERVICES				-	-	-
AFFORDABLE HOUSING SALES TAX EXPENDITURES					-	-	-

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #206

On December 22, 2009, the City issued par value Limited Tax General Obligation Refunding Bonds in the amount of \$4,215,000. The proceeds were used to refund a portion of the City's 1998 Limited Tax General Obligation (Hotel/Motel Tax) Bonds and the 1998 Limited Tax General Obligation Refunding Bonds. The 2009 Refunding Bonds were paid off at the end of 2018.

Fund Balance Detail - Fund #206

FUND: 2009 LTGO Refunding Bond Fund (206)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	13,766	14,319	16,203			
Add: Operating Revenues	346,852	345,090	23			
Less: Expenditures	(346,300)	(343,205)	(16,226)			
ENDING FUND BALANCE, DECEMBER 31	14,319	16,203	(0)			
Percentage Change in Ending Fund Balance	4%	13%	-100%			

Revenue Detail - Fund #206

FUND: 2009 LTGO Refunding Bond Fund (206)			SOURCE: Taxes (313)				
			Miscellaneous Revenues (360)				
			Other Financing Sources (390)				
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TAXES						
	SALES TAX						
313.31.00.000	Hotel/Motel Tax	345,996	343,200	-			
	SALES TAX	345,996	343,200	-			
	TAXES	345,996	343,200	-			
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	Investment Interest	856	1,890	23			
	INTEREST EARNINGS	856	1,890	23			
	MISCELLANEOUS REVENUES	856	1,890	23			
TOTAL 2009 LTGO REF BOND FUND REVENUES		346,852	345,090	23			

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #206

FUND: 2009 LTGO Refunding Bond Fund (206)
DEPT: Finance and Systems (04)

PROGRAM: Redemption of LT Debt (591.79)
 Int & Debt Service Costs (592.79)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	REDEMP OF LONG-TERM DEBT						
	DEBT SERVICE: PRINCIPAL						
591.79.71.007	2009 Hotel/Motel Refunding Bond	320,000	330,000	-			
	DEBT SERVICE: PRINCIPAL	320,000	330,000	-			
	REDEMP OF LONG-TERM DEBT	320,000	330,000	-			
	INTEREST/DEBT SERVICE COSTS						
	DEBT SERVICE: INT & COSTS						
592.79.83.007	2009 Hotel/Motel Ref Bond Interest	26,000	13,200	-			
592.79.85.007	2009 Hotel/Motel Ref Debt Reg C	300	5	-			
	DEBT SERVICE: INT & COSTS	26,300	13,205	-			
	INTEREST/DEBT SERVICE COSTS	26,300	13,205	-			
	TRANSFERS OUT						
597.35.00.000	Transfer Out - Fund 107	-	-	16,226			
	TRANSFERS OUT	-	-	16,226			
TOTAL 2009 LTGO REF BOND FUND EXP		346,300	343,205	16,226			

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #207

The SCORE Bonds are special obligation bonds and represent a contingent obligation of the City payable from general funds. In 2015 the SCORE Administrative Board approved a policy to fund the bonds with contract revenue collected in the prior year. The City is still required to budget the obligation, however actual payment will be made only when such contract revenues are not sufficient to cover debt service.

Commencing with the 2017-2018 biennium budget, the SCORE Bond debt service and associated revenues will not be passing through the City's financial systems, although the City's outstanding portion of such debt and respective debt service will still be included in calculations of the City's debt capacity. SCORE's contract revenues are anticipated to be able to meet the related debt service for the foreseeable years.

Fund Balance Detail - Fund #207

FUND: 2009 SCORE Bond Fund (207)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	258,636	261,514	266,456	271,589	273,088	273,288
Add: Operating Revenues	2,878	4,942	6,433	207,096	141,731	141,782
Less: Expenditures	-	-	-	(201,963)	(141,531)	(141,582)
ENDING FUND BALANCE, DECEMBER 31	261,514	266,456	272,888	276,722	273,288	273,488
Percentage Change in Ending Fund Balance	1%	2%	2%	2%	0%	0%

Revenue Detail - Fund #207

FUND: 2009 SCORE Bond Fund (207)				SOURCE: Intergovernmental (330) Miscellaneous Revenues (360)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	INTERGOVERNMENTAL REVS						
	INTERLOCAL GRANTS/ENTITLEMENTS						
	SCORE Contract Revenues	-	-	-	160,451	141,531	141,582
	INTERLOCAL GRANTS/ENTITLEMENTS	-	-	-	160,451	141,531	141,582
	INTERGOVERNMENTAL REVS	-	-	-	160,451	141,531	141,582
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
332.21.20.000	ARRA Bonds Interest Subsidy Pa	-	-	-	45,645	-	-
361.11.00.000	LGIP Investment Interest	2,878	4,942	6,433	1,000	200	200
	INTEREST EARNINGS	2,878	4,942	6,433	46,645	200	200
	MISCELLANEOUS REVENUES	2,878	4,942	6,433	46,645	200	200
	TOTAL SCORE BOND FUND REVENUES	2,878	4,942	6,433	207,096	141,731	141,782

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #207

FUND: 2009 SCORE Bond Fund (207)

PROGRAM: Redemption of LT Debt (591.23)

DEPT: Finance and Systems (04)

Int & Debt Service Costs (592.23)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	REDEMP OF LONG-TERM DEBT						
	DEBT SERVICE: PRINCIPAL						
591.23.71.009	2009 SCORE Bonds: Principal	-	-	-	71,550	66,608	69,323
	DEBT SERVICE: PRINCIPAL	-	-	-	71,550	66,608	69,323
	INTEREST/DEBT SERVICE COSTS						
592.23.83.009	2009 SCORE Bonds Interest	-	-	-	130,413	74,923	72,259
	DEBT SERVICE: INT & COSTS	-	-	-	130,413	74,923	72,259
	TOTAL SCORE BOND FUND EXPENDITURES	-	-	-	201,963	141,531	141,582

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #301

Fund: Municipal Capital Improvement Fund (301)
Department: Parks, Community Programs & Services (10)
Responsible Manager: Lawrence Ellis, Parks, Community Programs & Services Director

Fund Description

This fund was created for the accumulation of monies to fund general capital improvements. Revenues deposited to the Fund include sales tax revenues associated with capital projects at the Port of Seattle airport, construction on International Boulevard, and real estate excise tax.

Fund Balance Detail - Fund #301

FUND: Municipal Capital Improvement Fund (301)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	6,960,502	8,411,921	7,257,432	7,489,310	9,465,606	10,528,349
Add: Operating Revenues	1,996,603	3,304,764	5,615,467	1,485,000	1,991,500	2,031,500
Add: Nonoperating Revenues/Grants	462,040	69,456	98,821	405,400	567,000	1,322,000
Add: Other Financing Uses/Transfers In	64,161	109,873	89,896	-	181,500	181,500
Total Revenues	2,522,804	3,484,093	5,804,184	1,890,400	2,740,000	3,535,000
Less: Expenditures	(1,071,385)	(4,638,582)	(1,232,262)	(6,121,011)	(1,677,257)	(3,652,486)
Less: Other Financing Uses/Transfers Out	-	-	-	(1,400,000)	-	-
Total Expenditures	(1,071,385)	(4,638,582)	(1,232,262)	(7,521,011)	(1,677,257)	(3,652,486)
ENDING FUND BALANCE, DECEMBER 31	8,411,921	7,257,432	11,829,355	1,858,699	10,528,349	10,410,863
Percentage Change in Ending Fund Balance	21%	-14%	63%	-75%	11%	-1%

Revenue Detail - Fund #301

FUND: Municipal Capital Imp Fund (301)				SOURCE: Taxes (310)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	TAXES						
	SALES TAX						
313.11.00.000	Sales Tax	419,053	1,325,061	3,634,964	400,000	800,000	800,000
	SALES TAX	419,053	1,325,061	3,634,964	400,000	800,000	800,000
	EXCISE TAXES						
318.34.00.000	Real Estate Excise Taxes - 1st 1/4	629,098	817,045	747,506	350,000	350,000	350,000
318.35.00.000	Real Estate Excise Taxes - 2nd 1/4	632,919	817,045	747,506	350,000	350,000	350,000
	EXCISE TAXES	1,262,017	1,634,090	1,495,013	700,000	700,000	700,000
	TAXES	1,681,070	2,959,151	5,129,977	1,100,000	1,500,000	1,500,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #301

FUND: Municipal Capital Imp Fund (301)

SOURCE: Intergovernmental (330)
Charges for Goods & Svs (340)
Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
INTERGOVERNMENTAL REVENUES							
INTERGOVERNMENTAL REVENUES							
333.14.20.000	CDBG Project Grants	325,966	-	-	338,400	-	-
337.07.00.003	Property Tax/Prop 2 Parks Levy	67,998	69,456	75,153	67,000	67,000	67,000
337.07.00.006	KC Consvr Grant - Comm. Garden	68,077	-	-	-	-	-
337.07.00.007	KC Consvr Grant-DMC Park Land 2021	-	-	-	-	500,000	-
337.07.00.008	KC Consvr Grant-DMC Park Land 2022	-	-	-	-	-	1,255,000
337.07.00.012	Senior Center Investments - KC	-	-	23,669	-	-	-
INTERGOVERNMENTAL REVENUES		462,040	69,456	98,821	405,400	567,000	1,322,000
INTERGOVERNMENTAL REVENUES		462,040	69,456	98,821	405,400	567,000	1,322,000
CHARGES FOR GOODS & SVCS							
CULTURE & RECREATION							
347.30.00.000	Valley Ridge Park Turf Field Use	233,773	274,698	359,203	320,000	340,000	360,000
347.30.00.001	North SeaTac Park Field Use Fee	-	-	-	-	140,000	160,000
CULTURE & RECREATION		233,773	274,698	359,203	320,000	480,000	520,000
CHARGES FOR GOODS & SVCS		233,773	274,698	359,203	320,000	480,000	520,000
MISCELLANEOUS REVENUES							
INTEREST & OTHER EARNINGS							
361.11.00.000	LGIP Investment Interest	44,034	64,877	112,413	25,000	10,000	10,000
361.40.00.000	Other Interest Earnings	-	-	-	40,000	-	-
INTEREST & OTHER EARNINGS		44,038	64,877	112,413	65,000	10,000	10,000
CONTRIB/DONAT PRIVATE SRCS							
367.00.00.000	Capital Contributions-(PEG) Com	1,621	1,518	1,585	-	1,500	1,500
367.11.00.002	Puget Sound Energy	4,101	4,521	2,766	-	-	-
367.76.00.000	Angle Lake Park Contribution	32,000	-	-	-	-	-
367.76.00.001	Parks Capital Contributions	-	-	9,125	-	-	-
CONTRIB/DONAT PRIVATE SRCS		37,723	6,039	13,476	-	1,500	1,500
MISCELLANEOUS REVENUES		81,761	70,916	125,888	65,000	11,500	11,500
PRIOR YEAR ADJUSTMENTS							
388.10.00.000	Prior Year Adjustments	-	-	400	-	-	-
PRIOR YEAR ADJUSTMENTS		-	-	400	-	-	-
OTHER FINANCING SOURCES							
TRANSFERS IN							
395.10.00.000	Proceeds From Sale of Capital Assets	-	45,712	89,896	-	-	-
397.12.00.000	Transfer In-Fund 001	-	-	-	-	181,500	181,500
397.52.00.000	Transfer In-Fund 108	64,161	64,161	-	-	-	-
TRANSFERS IN		64,161	109,873	89,896	-	181,500	181,500
OTHER FINANCING SOURCES		64,161	109,873	89,896	-	181,500	181,500
TOTAL MUNICIPAL CIP REVENUES		2,522,804	3,484,093	5,804,184	1,890,400	2,740,000	3,535,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #301

FUND: Municipal Capital Imp Fund (301)

DEPT: Finance and Systems (04)

PROGRAM: Central Facilities (518.30)

Network Info Systems (518.88)

Economic Development (558.70)

Parks Maintenance (576.10)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	CENTRAL FACILITIES						
	OTHER SERVICES & CHARGES						
518.30.41.000	Professional Services	-	-	-	176,328	100,000	-
	OTHER SERVICES & CHARGES	-	-	-	176,328	100,000	-
	CENTRAL FACILITIES	-	-	-	176,328	100,000	-
	NETWORK INFORMATION SYSTEMS						
	SUPPLIES						
518.88.35.000	Small Tools & Minor Equipment	36,233	39,293	108,200	248,319	87,533	39,258
	SUPPLIES	36,233	39,293	108,200	248,319	87,533	39,258
	NETWORK INFORMATION SYSTEMS	36,233	39,293	108,200	248,319	87,533	39,258
	ECONOMIC DEVELOPMENT						
	OTHER SERVICES & CHARGES						
558.70.41.000	Professional Services	-	5,190	-	-	-	-
558.70.41.200	Advertising	-	619	-	-	-	-
	OTHER SERVICES & CHARGES	-	5,809	-	-	-	-
	ECONOMIC DEVELOPMENT	-	5,809	-	-	-	-
	PARKS MAINTENANCE						
	OTHER SERVICES & CHARGES						
576.40.44.001	Business & Occupation Taxes	3,507	4,120	5,388	4,800	4,800	4,800
	OTHER SERVICES & CHARGES	3,507	4,120	5,388	4,800	4,800	4,800
	PARKS MAINTENANCE	3,507	4,120	5,388	4,800	4,800	4,800

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #301

FUND: Municipal Capital Imp Fund (301)

PROGRAM: Capital Outlay (594)

DEPT: Finance and Systems (04)

Other Financing Uses (597)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	CAPITAL OUTLAY						
594.11.64.097	City Hall AV Equipment	-	-	113,552	24,880	-	-
594.18.62.001	City Hall Improvements	22,224	42,534	4,425	-	6,000	6,000
594.18.63.215	City Hall Parking Lot Repaving	-	-	183,269	-	-	-
594.18.64.092	Permitting Software	24,500	33,395	3,190	-	181,500	181,500
594.18.64.093	Computer Software	23,792	-	-	49,794	7,312	-
594.18.64.094	Computer Hardware	-	15,561	141,122	-	67,040	16,199
594.19.62.001	City Hall Impr - Elevator Upgrade	-	-	-	133,127	-	-
594.19.63.197	City Hall Electric Car Charging Sta	7,038	-	-	-	-	-
594.22.64.006	HVAC at Fire Station #46	-	39,340	3,934	-	-	-
594.28.64.090	SeaTV Upgrade	11,637	-	1,332	50,096	13,072	-
594.40.62.072	Maintenance & Storage Facilities	-	-	21,836	7,672	8,000	8,000
594.75.62.002	Community Center Improvements	-	-	23,669	108,159	6,000	348,590
594.76.61.001	DM Creek Park Land Purchase - WSDOT	-	-	-	-	1,000,000	2,510,000
594.76.63.119	Angle Lake Park	-	122,320	-	-	-	-
594.76.63.155	Valley Ridge Playground	155,250	4,151,473	325,803	286,309	-	-
594.76.63.158	Angle Lake Park-Playground Equi	-	60,968	23,529	-	-	-
594.76.63.169	Sunset Park Tennis Court Renova	-	-	-	121,000	121,000	-
594.76.63.189	Community Garden	63,345	-	-	-	-	-
594.76.63.195	Riverton Heights Park	318,157	23,752	-	368,400	-	-
594.76.63.207	Hughes Property Trail	405,702	49,865	-	-	-	-
594.76.63.212	S188th St Fence Beautification	-	29,977	13,200	-	-	-
594.76.63.214	North SeaTac Park Improvements	-	20,176	-	112,946	-	-
594.76.63.215	Veterans War Memorial	-	-	90,813	-	-	-
594.76.63.216	North SeaTac Park Soccer Fields	-	-	158,356	4,359,246	-	-
594.76.63.217	Refurbish Angle Lake Fishing Pie	-	-	-	-	75,000	532,400
594.76.64.097	Park & Rec Equipment	-	-	10,644	69,935	-	5,739
	CAPITAL OUTLAY	1,031,645	4,589,360	1,118,674	5,691,564	1,484,924	3,608,428
	OTHER FINANCING USES						
	TRANSFERS OUT						
597.76.00.000	Transfer Out-Fund 001	-	-	-	1,400,000	-	-
	TRANSFERS OUT	-	-	-	1,400,000	-	-
	OTHER FINANCING USES	-	-	-	1,400,000	-	-
	TOTAL MUNICIPAL CIP EXPENDITURES	1,071,385	4,638,582	1,232,262	7,521,011	1,677,257	3,652,486

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #306

Fund: Facility Construction CIP Fund (306)
Department: Parks, Community Programs & Services (10)
Responsible Manager: Lawrence Ellis, Parks, Community Programs & Services Director

Fund Description

The Facility Construction CIP Fund was created to account for all expenditures pertaining to the acquisition and construction of municipal facilities. Transfers in from other funds are the major revenue source for the Fund.

Fund Balance Detail - Fund #306

FUND: Facility Construction CIP Fund (306)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	1,364,518	1,130,931	1,767,848	1,777,848	1,778,535	1,780,935
Add: Operating Revenues	8,101	20,087	25,687	10,000	2,400	2,400
Add: Other Financing Sources/Transfers In	-	707,150	-	-	-	-
Total Revenues	8,101	727,237	25,687	10,000	2,400	2,400
Less: Expenditures	(241,688)	(90,320)	-	(25,000)	-	-
ENDING FUND BALANCE, DECEMBER 31	1,130,931	1,767,848	1,793,535	1,762,848	1,780,935	1,783,335
Percentage Change in Ending Fund Balance	-17%	56%	1%	-1%	0%	0%

Revenue Detail - Fund #306

FUND: Facility Construction CIP Fund (306)				SOURCE: Miscellaneous Revenues (360) Other Financing Sources (390)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	LGIP Investment Interest	8,101	20,087	25,687	10,000	2,400	2,400
	INTEREST EARNINGS	8,101	20,087	25,687	10,000	2,400	2,400
	MISCELLANEOUS REVENUES	8,101	20,087	25,687	10,000	2,400	2,400
	OTHER FINANCING SOURCES						
395.10.00.000	Proceeds from Sales of Capital Assets	-	707,150	-	-	-	-
	OTHER FINANCING SOURCES	-	707,150	-	-	-	-
	TOTAL FACILITY CONST. CIP FUND REVENUES	8,101	727,237	25,687	10,000	2,400	2,400

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund 306

FUND: Facility Construction CIP Fund (306)

PROGRAM: Economic Development (558.70)
Capital Outlay (594)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	ECONOMIC DEVELOPMENT						
	OTHER SERVICES & CHARGES						
558.70.41.000	Professional Services	-	3,536	-	-	-	-
	OTHER SERVICES & CHARGES	-	3,536	-	-	-	-
	ECONOMIC DEVELOPMENT	-	3,536	-	-	-	-
	CAPITAL OUTLAY - GENERAL GOVT						
	CAPITAL OUTLAY						
594.19.62.001	City Hall Improvements	118,996	617	-	-	-	-
594.19.62.002	Maintenance Facility Roof Repair	-	-	-	25,000	-	-
	CAPITAL OUTLAY	118,996	617	-	25,000	-	-
	CAPITAL OUTLAY - GENERAL GOVT	118,996	617	-	25,000	-	-
	CAPITAL OUTLAY - FIRE						
	CAPITAL OUTLAY						
594.22.62.002	Fire Station #45 & #47 Demolition	122,692	86,167	-	-	-	-
	CAPITAL OUTLAY	122,692	86,167	-	-	-	-
	CAPITAL OUTLAY - FIRE	122,692	86,167	-	-	-	-
	TOTAL FACILITY CONST. CIP FUND EXP	241,688	90,320	-	25,000	-	-

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #307

Fund: Transportation CIP Fund (307)

Department: Public Works (11)

Responsible Manager: William Appleton, Public Works Director

Fund Description

The Transportation Capital Improvement Plan Fund was established in 1994. Primary sources of revenue for this fund are Federal, State, and Local grants and parking tax revenues transferred from the Street Fund #102. These revenues are used to pay for major expenditures related to the construction and/or improvements of streets and related infrastructure.

Fund Balance Detail - Fund #307

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	5,345,981	4,345,801	12,653,079	13,872,058	7,822,039	13,157
Add: Operating Revenues	145,173	5,532,693	349,605	398,600	259,200	259,200
Add: Nonoperating Revenues/Grants	1,106,437	2,282,117	2,613,005	3,236,284	2,966,000	6,505,000
Add: Other Financing Sources	3,034,000	5,199,196	7,428,689	5,740,586	1,400,000	6,000,000
Total Revenues	4,285,609	13,014,006	10,391,299	9,375,470	4,625,200	12,764,200
Less: Expenditures	(5,285,789)	(4,706,728)	(6,958,604)	(20,895,873)	(12,434,082)	(12,757,604)
ENDING FUND BALANCE, DECEMBER 31	4,345,801	12,653,079	16,085,774	2,351,655	13,157	19,753
Percentage Change in Ending Fund Balance	-19%	191%	27%	-83%	-100%	50%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #307

FUND: Transportation CIP Fund (307)

SOURCE: Intergovernmental (330)
Charges for Goods & Svs (340)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
INTERGOVERNMENTAL REVENUE							
INDIRECT FEDERAL GRANTS							
333.00.00.000	Federal Grant (Budget Only)	-	-	-	-	-	2,000,000
333.20.20.019	28th/24th State FMSIB	159,812	-	-	-	-	-
333.20.20.020	34th Ave S Sidewalk Project-SRT	-	-	-	1,932,000	2,464,000	-
333.20.20.021	S 166th St Sidewalk Project-SRTS	-	725,151	242,049	-	-	-
INDIRECT FEDERAL GRANTS		159,812	725,151	242,049	1,932,000	2,464,000	2,000,000
STATE GRANTS							
334.00.00.000	State Grant (Budget Only)	-	-	-	-	-	4,000,000
334.03.60.001	S 200th St Sidewalk Project-WSD	-	-	-	400,000	-	-
334.03.81.011	28th/24th State TIB Grant	881,625	1,363,913	-	-	-	-
334.03.81.012	Military Rd S & S 152nd St/S 150th	56,113	186,740	1,148,606	879,284	-	-
334.03.81.014	S 200th Shared Path	-	-	-	-	400,000	-
334.04.20.001	Comm Ped Safety DOC	-	-	-	-	97,000	-
334.10.00.003	DMMD & S 200th St-Des Moines Cont.	-	-	521,000	-	-	-
STATE GRANTS		937,738	1,550,653	1,669,606	1,279,284	497,000	4,000,000
INTERGOVT SERVICE REVENUES							
337.00.00.001	Sound Transit Labor Reimb	8,887	6,313	-	25,000	5,000	5,000
337.00.00.004	Military Rd S/S 152nd St-Tukwila Contr	-	-	238,553	-	-	-
337.00.00.005	Connecting 28th/24th Ave S Des Moines	-	-	5,940	-	-	-
337.00.00.006	ST System Access Grant	-	-	-	-	-	500,000
337.00.00.007	Military Rd S/S 152nd St-KC Water #125	-	-	456,857	-	-	-
INTERGOVT SERVICE REVENUES		8,887	6,313	701,350	25,000	5,000	505,000
INTERGOVERNMENTAL REVENUE		1,106,437	2,282,117	2,613,005	3,236,284	2,966,000	6,505,000
CHARGES FOR GOODS & SVS							
344.10.00.000	Street Vacation Fees	-	3,119	2,154	-	2,200	2,200
344.10.00.001	Connecting 28th/24th Ave S-WSDOT	-	3,376,678	-	-	-	-
344.10.00.002	2017 Overlay - Schedule B -HWD	-	937,805	21,198	-	-	-
345.83.00.013	ROW Construction Insp Wkend C	9,281	42,778	9,235	20,000	20,000	20,000
345.85.00.000	GMA Impact Fees (Traffic Mitigati	109,079	1,069,854	57,672	175,000	175,000	175,000
CHARGES FOR GOODS & SVS		118,360	5,430,235	90,259	195,000	197,200	197,200

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #307

FUND: Transportation CIP Fund (307)

SOURCE: Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MISCELLANEOUS REVENUES						
	INTEREST EARNINGS						
361.11.00.000	LGIP Investment Interest	26,812	102,458	205,653	35,000	12,000	12,000
	INTEREST EARNINGS	26,812	102,458	205,653	35,000	12,000	12,000
	OTHER MISCELANEOUS REV						
362.40.00.000	Temporary Construction Easements	-	-	9,089	168,600	50,000	50,000
367.00.00.001	Reimbursement from PSE	-	-	44,604	-	-	-
	OTHER MISCELANEOUS REV	-	-	53,693	168,600	50,000	50,000
	MISCELLANEOUS REVENUES	26,812	102,458	259,346	203,600	62,000	62,000
	OTHER FINANCING SOURCES						
	DISP OF CAPITAL ASSETS						
395.10.00.000	Disposition of Capital Assets	821,000	127,400	737,980	2,938,086	-	-
	DISP OF CAPITAL ASSETS	821,000	127,400	737,980	2,938,086	-	-
	TRANSFERS IN						
397.25.00.000	Transfer In-Fund 102	2,213,000	5,071,796	6,690,709	2,802,500	1,400,000	6,000,000
	TRANSFERS IN	2,213,000	5,071,796	6,690,709	2,802,500	1,400,000	6,000,000
	OTHER FINANCING SOURCES	3,034,000	5,199,196	7,428,689	5,740,586	1,400,000	6,000,000
	TOTAL TRANSPORTATION CIP FUND REVENUES	4,285,609	13,014,006	10,391,299	9,375,470	4,625,200	12,764,200

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #307

FUND: Transportation CIP Fund (307)

PROGRAM: Roads & Streets Constr (595.90)

DEPT: Public Works (11)

Capital Outlay (599.99)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ROAD & STREET CONSTRUCTION - FTE'S		6.70	6.70	7.70	7.70	7.70	7.70
ENGINEERING MANAGER				0.75	0.75	0.75	0.75
ASST CITY ENGINEER		0.75	0.75				
PUBLIC WORKS INSPECTION SUPERVISOR		0.75	0.75	0.75	0.75	0.75	0.75
SR PUBLIC WORKS INSPECTOR		3.00	3.00	3.00	3.00	3.00	3.00
PUBLIC WORKS INSPECTOR		0.70	0.70	0.70	0.70	0.70	0.70
CIVIL ENGINEER II		1.00	1.00	1.00	1.00	1.00	1.00
CIVIL ENGINEER I		0.50	0.50	1.50	1.50	1.50	1.50
ROAD & STREET CONSTRUCTION							
SALARIES AND BENEFITS							
595.90.11.000	Salaries & Wages	664,189	629,924	684,258	730,152	755,376	784,771
595.90.12.000	Overtime	13,790	41,476	34,821	10,000	20,000	20,000
595.90.20.000	Personnel Benefits	250,358	243,666	264,612	312,708	286,229	295,172
SALARIES AND BENEFITS		928,337	915,066	983,692	1,052,860	1,061,605	1,099,943
SUPPLIES							
543.30.35.000	Small Tools & Minor Equipment	765	-	-	-	-	-
SUPPLIES		765	-	-	-	-	-
OTHER SERVICES & CHARGES							
595.90.42.028	Telephone	-	-	-	-	5,236	5,236
595.90.49.001	ROW Vacation Services	-	1,518	385	11,614	2,500	2,500
595.90.49.053	Subscriptions	-	15,588	17,766	24,528	25,000	25,000
595.90.49.056	Filing & Recording	-	103	-	-	-	-
OTHER SERVICES & CHARGES		-	17,209	18,151	36,142	32,736	32,736
ROAD & STREET CONSTRUCTION		929,102	932,275	1,001,843	1,089,002	1,094,341	1,132,679
CAPTIAL OUTLAY							
595.20.61.001	509 Extension Land Exchange	-	-	-	397,800	-	-
Studies							
599.99.65.101	International Blvd Safety Plan	-	-	-	1,000,000	1,000,000	-
599.99.65.102	S 200th St Corridor Study	-	-	-	125,000	90,000	-
599.99.65.103	Military Rd S/S 164th St Intersection Study	-	-	-	125,000	50,000	-
599.99.65.104	Intelligent Transportation Systems	9,000	9,000	-	282,000	100,000	200,000
Pedestrian Services							
595.69.63.101	S 166th Street Pedestrian Imp	16,588	1,514,485	1,463,842	2,000	-	-
599.99.65.301	Neighborhood Multi-Modal TIP	-	-	-	-	-	250,000
599.99.65.302	Pedestrian Crossing Program	-	-	-	100,000	50,000	50,000
599.99.65.303	S 200th St Ped & Bicycle Shared Pathway	-	112,508	50,884	2,857,587	2,063,544	-
599.99.65.304	S 188th St Military Rd S to 46th Ave S	-	-	-	-	-	250,000
Complete Streets							
595.30.63.057	Connecting 28th/24th Ave S	4,191,327	553,264	-	-	-	-
595.30.63.166	Military Road S/S 152nd St	139,772	291,108	2,849,748	3,882,597	100,000	-
595.30.63.181	Des Moines Mem Dr & S 200th Int	-	209,526	1,357,976	5,486,508	100,000	-
595.30.63.196	24th Ave S & 208th St Intersection Imp	-	-	-	300,000	-	-
595.30.63.217	2017 Overlay Project	-	939,103	-	-	-	-
599.99.65.601	34th Ave S (S160th St- 166th St)	-	145,458	234,310	4,898,379	5,784,949	2,479,265
599.99.65.602	Airport Station Area Improvements	-	-	-	350,000	2,001,248	7,295,660
599.99.65.603	S 152nd St/30th Ave S - Military Rd	-	-	-	-	-	800,000
599.99.65.604	S 200th St Improvements	-	-	-	-	-	300,000
CAPITAL OUTLAY		4,356,688	3,774,453	5,956,761	19,806,871	11,339,741	11,624,925
TOTAL TRANSPORTATION CIP FUND EXPENDITURES		5,285,789	4,706,728	6,958,604	20,895,873	12,434,082	12,757,604

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #308

Fund: Light Rail Station Areas CIP (308)
Department: Community & Economic Development (13)
Responsible Manager: Will Appleton, Public Works Director

Fund Description

The Light Rail Station Areas CIP Fund was created in 2009 to account for expenditures related to infrastructure improvements and land acquisitions in the City's two light rail station areas.

Fund Balance Detail - Fund #308

FUND: Light Rail Station Areas CIP (308)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEGINNING FUND BALANCE, JANUARY 1	1,873,520	1,882,444	1,907,243	1,917,243	2,970,194	2,997,329
Add: Other Financing Sources	14,581	24,993	27,326	2,494,282	27,135	27,135
Less: Expenditures	(5,658)	(195)	-	(2,495,625)	-	-
ENDING FUND BALANCE, DECEMBER 31	1,882,444	1,907,243	1,934,569	1,915,900	2,997,329	3,024,464
Percentage Change in Ending Fund Balance	0%	1%	1%	0%	1%	1%

Revenue Detail - Fund #308

FUND: Light Rail Station Areas CIP (308)				SOURCE: Miscellaneous Revenues (360) Other Financing Sources (390)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	MISCELLANEOUS REVENUES						
334.00.00.000	Unidentified Grant (Budget Only)	-	-	-	712,500	-	-
361.10.00.000	Investment Interest	-	-	-	-	25,935	25,935
361.11.00.000	LGIP Investment Interest	14,581	24,993	30,432	10,000	1,200	1,200
361.40.00.000	Other Interest	-	-	(3,106)	-	-	-
	MISCELLANEOUS REVENUES	14,581	24,993	27,326	722,500	27,135	27,135
	OTHER FINANCING SOURCES						
395.10.00.000	Proceeds from Sales of Capital As	-	-	-	1,771,782	-	-
	OTHER FINANCING SOURCES	-	-	-	1,771,782	-	-
	TOTAL LIGHT RAIL STATION CIP REVENUES	14,581	24,993	27,326	2,494,282	27,135	27,135

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail -Fund #308

FUND: Light Rail Station Areas CIP (308)

PROGRAM: Economic Development (588.70)

DEPT: Comm. & Econ. Dev (13)

Capital Outlay (594.58)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	ECONOMIC DEVELOPMENT						
	OTHER SERVICES & CHARGES						
558.70.41.200	Advertising	-	117	-	-	-	-
558.70.49.056	Filing & Recording	-	78	-	-	-	-
	ECONOMIC DEVELOPMENT	-	195	-	-	-	-
	CAPITAL OUTLAY						
594.58.61.006	S 154th Station Area	5,658	-	-	-	-	-
594.58.62.014	International Marketplace	-	-	-	2,495,625	-	-
	CAPITAL OUTLAY	5,658	-	-	2,495,625	-	-
	TOTAL LIGHT RAIL ST AREAS CIP EXPENDITURES	5,658	195	-	2,495,625	-	-

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #403

Fund: Surface Water Management Utility (403)

Department: Public Works (11)

Responsible Manager: William Appleton, Public Works Director

Fund Description

The City's Surface Water Management Utility Fund was established in 1992 to account for all revenues, assessments, and other charges collected by the utility. All expenses related to the administration, maintenance, operation, and improving of the City's drainage utility facilities are paid from this Fund.

Fund Balance Detail - Fund #403

FUND: Surface Water Management Utility Fund (403)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEG NET ASSETS (UNRESTRICTED), JAN 1	3,354,416	3,302,586	4,299,891	5,602,372	2,897,393	1,487,821
Add: Operating Revenues	2,853,398	3,949,596	3,906,608	4,063,966	3,981,750	3,981,750
Add: Nonoperating Revenues/Miscellaneous Revs	149,031	195,349	341,975	1,186,500	254,810	34,810
Add: Other Financing Sources/Transfers In	3,695	3,695	-	-	-	-
Total Revenues	3,006,124	4,148,639	4,248,583	5,250,466	4,236,560	4,016,560
Less: Operating Expenses	(1,707,908)	(1,899,761)	(2,048,349)	(2,587,587)	(2,635,154)	(2,635,742)
Less: Capital Outlay	(878,847)	(748,758)	(1,250,754)	(5,331,314)	(2,875,678)	(620,000)
Less: Other Financing Uses/Transfers Out	(471,198)	(502,815)	(224,202)	(135,300)	(135,300)	(135,300)
Total Expenses	(3,057,953)	(3,151,335)	(3,523,306)	(8,054,201)	(5,646,132)	(3,391,042)
ENDING NET ASSETS (UNRESTRICTED), DEC 31	3,302,586	4,299,891	5,025,168	2,798,637	1,487,821	2,113,339
Percentage Change in Ending Net Asset Balance	-2%	30%	17%	-50%	-49%	42%

Revenue Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)				SOURCE: Licenses & Permits (322) Intergovernmental (330)			
ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
LICENSES AND PERMITS							
322.40.00.000	ROW Permit App Fee Class A-E	31,435	26,645	27,672	6,250	20,000	20,000
322.90.00.000	STE Permit App Fee	4,208	7,231	2,568	2,500	2,500	2,500
322.90.00.003	STE SFR Permit-Application Fee	-	-	1,625	-	2,500	2,500
	LICENSES AND PERMITS	35,643	33,877	31,865	8,750	25,000	25,000
INTERGOVERNMENTAL REVS							
STATE GRANTS							
334.03.10.007	Stormwater Capacity Grant - DOE	-	50,000	-	25,000	95,000	-
334.03.10.009	WA ST Stormwater Conference	-	18,571	126,070	-	-	-
	STATE GRANTS	-	68,571	126,070	25,000	95,000	-
INTERLOCAL GRANTS, ENTITLEMENTS							
337.00.00.000	Interlocal Grants - Budget Only	-	-	-	1,100,000	-	-
337.00.00.001	Sound Transit Labor Reimburseme	4,365	10,570	2,822	15,000	7,500	7,500
337.07.10.002	Flood Reduction - KC Flood Cont	90,060	-	-	-	125,000	-
	INTERLOCAL GRANTS, ENTITLEMENTS	94,425	10,570	2,822	1,115,000	132,500	7,500
	INTERGOVERNMENTAL REVS	94,425	79,141	128,892	1,140,000	227,500	7,500

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

SOURCE: Charges for Goods & Svs (340)
Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
CHARGES FOR GOODS & SVCS							
PHYSICAL ENVIRONMENT							
342.10.00.000	Crowd/Traffic Control	-	-	-	-	-	-
343.10.00.000	Storm Drainage Fees & Charges	2,515,416	2,032,365	2,092,716	2,303,000	2,200,000	2,200,000
343.10.00.001	WSDOT SWM Fees	55,528	59,165	59,165	59,166	-	-
343.10.00.002	SWM - City Street Fund 102	171,300	182,520	184,000	184,000	238,000	238,000
343.10.00.005	STORM Drainage Services - Port	-	1,433,435	1,433,510	1,433,550	1,433,550	1,433,550
345.83.00.004	ROW Permit Review Fee (Class A	13,282	14,278	13,067	3,750	10,000	10,000
345.83.00.007	STE Permit Review	10,595	66,794	28,206	17,500	17,500	17,500
345.83.00.008	ROW Construction Inspections	33,797	34,074	33,696	12,500	25,000	25,000
345.83.00.009	ROW Maintenance Inspections	3,134	4,544	3,444	1,750	2,500	2,500
345.83.00.010	STE Construction Inspections	9,521	56,646	17,374	22,500	17,500	17,500
345.83.00.011	STE Maintenance Inspections	4,417	31,585	5,939	12,500	5,000	5,000
345.83.00.012	Variance - Noise	203	312	377	-	200	200
345.83.00.013	ROW Construction Inspections - C	563	-	-	5,000	2,500	2,500
345.83.00.020	STE SFR Permit Review Fee	-	-	3,250	-	5,000	5,000
PHYSICAL ENVIRONMENT		2,817,755	3,915,719	3,874,743	4,055,216	3,956,750	3,956,750
CHARGES FOR GOODS & SVCS		2,817,755	3,915,719	3,874,743	4,055,216	3,956,750	3,956,750
MISCELLANEOUS REVENUES							
INTEREST EARNINGS							
361.10.00.000	Investment Interest	-	-	-	-	10,310	10,310
361.11.00.000	LGIP Investment Interest	48,332	96,787	150,378	40,000	12,000	12,000
361.40.00.000	Other Interest -AR KC	5,366	6,546	5,485	-	-	-
INTEREST EARNINGS		53,698	103,333	155,863	40,000	22,310	22,310
OTHER MISCELLANEOUS REVS							
369.90.00.000	Other Miscellaneous Revenue	908	12,875	3,525	-	-	-
369.90.00.001	Annual Berm Mowing For DMCB	-	-	3,695	6,500	5,000	5,000
379.00.00.002	S 192nd St Water Quality Cont-Al	-	-	50,000	-	-	-
OTHER MISCELLANEOUS REVS		908	12,875	57,220	6,500	5,000	5,000
MISCELLANEOUS REVENUES		54,606	116,208	213,082	46,500	27,310	27,310
OTHER FINANCING SOURCES							
TRANSFERS IN							
397.67.00.000	Transfer In-Fund 111	3,695	3,695	-	-	-	-
TRANSFERS IN		3,695	3,695	-	-	-	-
OTHER FINANCING SOURCES		3,695	3,695	-	-	-	-
TOTAL SWM UTILITY FUND REVENUES		3,006,124	4,148,639	4,248,583	5,250,466	4,236,560	4,016,560

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

PROGRAM: Surface Water Mgt Adm (531.31)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ADMINISTRATION & ENGINEERING FTE'S		1.25	1.25	1.25	1.85	2.25	2.25
	PUBLIC WORKS DIRECTOR	0.25	0.25	0.25	0.25	0.25	0.25
	CITY ENGINEER	0.25	0.25	0.25	0.25	0.25	0.25
	ASSISTANT CITY ENGINEER	0.25					
	ENGINEERING MANAGER		0.25	0.25	0.25	0.25	0.25
	PUBLIC WORKS INSPECTION SUPERVISOR	0.25	0.25	0.25	0.25	0.25	0.25
	REAL PROPERTY MGMT SPECIALIST				0.50	0.50	0.50
	PW PROGRAM COORDINATOR				0.10	0.10	0.10
	PUBLIC WORKS INSPECTOR (LT)						
	ADMINISTRATIVE ASSISTANT III	0.25	0.25	0.25	0.25	0.25	0.25
	ADMINISTRATIVE ASSISTANT II					0.40	0.40
ADMINISTRATION & ENGINEERING							
SALARIES & BENEFITS							
531.31.11.000	Salaries & Wages	144,949	156,391	149,469	204,739	241,326	248,963
531.31.12.000	Overtime	164	202	179	-	200	200
531.31.20.000	Personnel Benefits	50,633	59,189	59,094	91,167	102,937	106,684
SALARIES AND BENEFITS		195,747	215,782	208,742	295,906	344,463	355,847
SUPPLIES							
531.31.31.008	Office & Operating Supplies	-	-	243	100	200	200
531.31.31.018	Uniforms & Safety Clothing	-	-	14	100	100	100
531.31.35.000	Small Tools & Minor Equipment	-	-	-	300	200	200
SUPPLIES		-	-	257	500	500	500
OTHER SERVICES & CHARGES							
531.31.41.000	Professional Services	13,265	18,561	102,549	150,141	100,000	100,000
531.31.42.028	Telephone	-	4	-	-	700	700
531.31.42.029	Postage	-	-	-	-	400	400
531.32.42.032	Meals	-	-	-	-	100	100
531.31.44.001	Business & Occupation Taxes	41,265	44,480	56,122	56,000	58,000	58,000
531.31.44.101	Dam Safety Fee	881	881	881	907	1,000	1,000
531.31.47.043	City-Owned Parcel Fees	80	80	64	200	100	100
531.31.49.006	Judgements, Damages & Settlement	-	8,046	-	-	-	-
531.31.49.058	Printing & Binding	-	-	73	50	50	50
531.31.49.061	Registration	1,120	2,290	1,749	1,000	1,500	1,500
531.90.00.000	General Fund Overhead	-	-	226,271	221,882	233,049	230,791
OTHER SERVICES & CHARGES		56,611	74,342	387,709	430,180	394,899	392,641
ADMINISTRATION & ENGINEERING		252,358	290,125	596,708	726,586	739,862	748,988

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

PROGRAM: SW Compliance (531.32)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
SURFACE WATER COMPLIANCE FTE'S		3.30	3.30	3.30	2.30	2.30	2.30
PW MAINTENANCE OPS SUPERVISOR					0.50	0.50	0.50
STORMWATER COMPLIANCE MANAGER		1.00	1.00	1.00			
ASSET MANAGEMENT COORDINATOR		1.00	1.00	1.00	0.50	0.50	0.50
PUBLIC WORKS INSPECTOR		0.30	0.30	0.30	0.30	0.30	0.30
WATER QUALITY TECHNICIAN		1.00	1.00	1.00	1.00	1.00	1.00
SURFACE WATER COMPLIANCE SALARIES & BENEFITS							
531.32.11.000	Salaries & Wages	279,621	309,378	180,167	205,123	213,446	220,097
531.32.12.000	Overtime	524	670	1,574	2,500	2,500	2,500
531.32.20.000	Personnel Benefits	111,144	126,786	70,232	81,379	79,314	81,357
SALARIES AND BENEFITS		391,290	436,833	251,974	289,002	295,260	303,954
SUPPLIES							
531.32.31.008	Office & Operating Supplies	568	1,546	811	1,400	1,000	1,000
531.32.31.013	Meeting Food Supplies	-	-	-	200	200	200
531.32.31.018	Uniforms & Safety Clothing	528	219	51	670	350	500
531.32.31.023	Regular Uniforms	-	-	-	-	250	250
531.32.35.000	Small Tools & Minor Equipment	3,763	3,091	189	2,800	2,500	3,000
531.32.35.001	Furnishing & Fixtures	-	-	-	-	200	200
SUPPLIES		4,859	4,856	1,052	5,070	4,500	5,150
OTHER SERVICES & CHARGES							
531.32.41.000	Professional Services	50,730	72,166	16,080	75,000	75,000	25,000
531.32.41.079	Water Quality	27,382	27,827	10,460	50,320	30,100	33,110
531.32.41.119	SWM Education	4,508	6,188	10,175	39,824	37,000	40,700
531.32.41.123	WRIA Planning	11,316	12,139	11,761	11,500	13,000	13,000
531.32.41.124	Miller Creek	2,291	1,395	2,475	2,960	3,000	3,000
531.32.42.028	Telephone	2,088	2,107	1,498	3,890	1,360	1,360
531.32.42.029	Postage	-	-	-	500	100	100
531.32.43.031	Lodging	177	688	440	1,195	-	-
531.32.43.032	Meals	34	100	21	403	-	-
531.32.43.033	Transportation	669	277	314	1,018	-	-
531.32.44.097	SWM 1% Collection Fee	-	-	-	13,000	-	-
531.32.44.098	SWM Billing Services	12,156	25,722	8,947	13,000	12,000	12,500
531.32.45.002	Equipment Rental - 501 Fund	23,378	21,959	26,287	26,382	32,015	32,095
531.32.48.049	Equipment Repair & Maintenance	-	10,990	547	5,193	1,000	1,000
531.32.48.050	Computer Repair & Maintenance	13,421	14,020	14,277	23,000	28,000	33,000
531.32.49.053	Subscriptions	-	-	-	-	1,000	1,000
531.32.49.054	Memberships	992	850	146	844	600	600
531.32.49.055	Stormwater Discharge	8,830	9,122	13,493	15,009	11,700	12,900
531.32.49.058	Printing & Binding	135	-	-	250	250	250
531.32.49.061	Registration	2,617	1,469	1,625	2,274	950	2,000
OTHER SERVICES & CHARGES		160,725	207,020	118,546	285,562	247,075	211,615
SURFACE WATER COMPLIANCE		556,874	648,710	371,572	579,634	546,835	520,719

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

PROGRAM: SW Maintenance (531.35)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
SURFACE WATER MAINTENANCE FTE'S		4.75	4.75	4.75	5.23	5.23	5.23
PW OPS & MAINTENANCE MANAGER					0.33	0.33	0.33
PW MAINTENANCE OPS SUPERVISOR		0.35	0.35	0.35	0.50	0.50	0.50
MAINTENANCE OPERATIONS LEAD		1.00	1.00	1.00	1.00	1.00	1.00
MAINTENANCE OPERATIONS WORKER		3.00	3.00	3.00	3.00	3.00	3.00
ADMINISTRATIVE ASSISTANT II		0.40	0.40	0.40	0.40	0.40	0.40
SURFACE WATER MAINTENANCE SALARIES & BENEFITS							
531.35.11.000	Salaries & Wages	336,555	340,394	401,708	427,717	441,759	458,759
531.35.12.000	Overtime	5,438	4,421	14,693	8,500	8,000	9,000
531.35.20.000	Personnel Benefits	137,584	153,725	203,407	210,526	217,953	220,615
SALARIES AND BENEFITS		479,578	498,539	619,807	646,743	667,712	688,374
SUPPLIES							
531.35.31.008	Office & Operating Supplies	19,206	18,491	7,692	-	1,000	1,000
531.35.31.009	Operating & Repair Supplies	-	-	-	50,000	22,000	24,200
531.35.31.018	Safety Clothing	2,097	1,699	2,503	2,000	3,000	3,300
531.35.31.023	Regular Uniforms	940	374	387	1,650	750	750
531.35.35.000	Small Tools & Minor Equipment	5,974	1,953	4,207	5,500	5,500	2,500
531.35.35.001	Furnishing & Fixtures	-	-	-	-	500	500
SUPPLIES		28,218	22,517	14,789	59,150	32,750	32,250
OTHER SERVICES & CHARGES							
531.35.41.000	Professional Services	7,114	12,607	581	4,000	2,500	2,500
531.35.41.035	Underground Utility	2,300	2,601	2,307	3,500	2,750	3,025
531.35.42.028	Telephone	4,056	4,056	3,690	4,900	3,284	3,284
531.35.43.031	Lodging	417	-	-	2,400	-	-
531.35.43.032	Meals	-	25	-	500	-	-
531.35.43.033	Transportation	-	-	20	980	-	-
531.35.45.000	Operating Rentals	580	564	777	1,500	1,000	1,000
531.35.45.002	Equipment Rental - 501 Fund	189,192	189,264	202,328	241,771	290,650	279,709
531.35.47.042	Waste Disposal	11,699	19,258	24,598	25,750	26,500	27,500
531.35.48.049	Equipment Repair	108	129	147	250	250	250
531.35.48.064	Small Construction/Repairs	-	-	-	-	25,000	25,000
531.35.49.000	Miscellaneous	204	102	-	-	100	100
531.35.49.054	Memberships	181	292	585	200	600	600
531.35.49.061	Registration	825	700	360	7,640	7,650	2,650
OTHER SERVICES & CHARGES		216,676	229,597	235,392	293,391	360,284	345,618
SURFACE WATER MAINTENANCE		724,471	750,653	869,988	999,284	1,060,746	1,066,242

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

PROGRAM: Engineering Review (544.20)

DEPT: Public Works (11)

Capital (594, 595)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
ENGINEERING REVIEW FTE'S		2.00	2.00	2.00	2.00	2.00	2.00
ENGINEERING REVIEW MANAGER		0.50	0.50	0.50	0.50	0.50	0.50
SENIOR ENGINEERING PLANS REVIEWER			0.50	0.50			
ENGINEERING PLANS REVIEWER			0.50	0.50			
ENGINEERING REVIEW TECHNICIAN (LT)		0.50	0.50	0.50			
SENIOR ENGINEERING TECHNICIAN		0.50					
ENGINEERING TECHNICIAN		0.50					
PUBLIC WORKS INSPECTOR					0.50	0.50	0.50
CIVIL ENGINEER 1					1.00	1.00	1.00
ENGINEERING REVIEW SALARIES & BENEFITS							
544.20.11.000	Salaries & Wages	124,725	145,698	148,645	197,990	206,549	215,611
544.20.12.000	Overtime	-	-	616	-	-	-
544.20.20.000	Personnel Benefits	49,480	61,291	60,678	84,093	79,802	82,822
SALARIES AND BENEFITS		174,205	206,988	209,939	282,083	286,351	298,433
OTHER SERVICES & CHARGES							
544.20.41.000	Professional Services	-	3,285	-	-	-	-
544.20.42.028	Telephone	-	-	-	-	1,360	1,360
544.20.49.054	Memberships	-	-	143	-	-	-
OTHER SERVICES & CHARGES		-	3,285	143	-	1,360	1,360
ENGINEERING REVIEW		174,205	210,274	210,082	282,083	287,711	299,793
PRIOR YEAR CORRECTIONS							
558.10.00.000	Prior Year Corrections	-	-	2,450	-	-	-
PRIOR YEAR CORRECTIONS		-	-	2,450	-	-	-
CAPITAL OUTLAY							
CAPITAL OUTLAY - SWM EQUIP							
538.33.01.001	Depreciation Expense-Equipment	2,988	2,988	2,988	-	-	-
538.33.01.002	Deprecation Expense-Software	18,985	18,985	17,274	-	-	-
538.33.01.003	Depreciation Expense-Other Imp	638,339	639,432	724,794	-	-	-
594.31.61.001	Stormwater Pond at 26th Ave	-	-	-	345,000	-	-
594.53.61.001	Des Moines Creek Land Acquisiti	-	-	-	2,200,000	-	-
CAPITAL OUTLAY - SWM EQUIP		660,313	661,405	745,056	2,545,000	-	-
CAPITAL OUTLAY - INFRASTRUCTURE							
595.40.63.201	Small Works Drainage Repairs	-	87,353	34,033	370,967	68,721	-
595.40.63.211	Miller Creek Realignment & Daylig	-	-	-	985,000	985,000	-
595.40.63.212	S 168th St Storm System Improve	218,535	-	-	-	-	-
595.40.63.213	DMMD Overlay Project	-	-	382,338	-	-	-
595.40.63.214	2020 Annual Overlay Project	-	-	-	421,000	-	-
595.40.63.215	S 221st St Drainage Improv	-	-	17,221	333,779	417,457	-
595.40.63.216	S 166TH ST Drainage Improv	-	-	-	199,000	10,000	199,000
595.40.63.217	S 180TH ST Flood Reduction	-	-	72,106	274,068	771,000	-
595.40.63.218	S 200TH ST Shared Use Path-Wa	-	-	-	202,500	202,500	-
595.40.63.221	2021 Annual Overlay Project	-	-	-	-	421,000	-
595.40.63.222	2022 Annual Overlay Project	-	-	-	-	-	421,000
CAPITAL OUTLAY - INFRASTRUCTURE		218,535	87,353	505,698	2,786,314	2,875,678	620,000
CAPITAL OUTLAY		878,847	748,758	1,250,754	5,331,314	2,875,678	620,000

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #403

FUND: Surface Water Mgt Utility Fund (403)

PROGRAM: Other Financing Uses (590)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	OTHER FINANCING USES						
	TRANSFERS OUT						
597.04.00.000	Transfer Out-Fund 001	335,898	367,515	-	-	-	-
597.39.00.000	Transfer Out-Fund 111	135,300	135,300	135,300	135,300	135,300	135,300
597.82.00.000	Transfer Out-Fund 501	-	-	86,452	-	-	-
	TRANSFERS OUT	471,198	502,815	221,752	135,300	135,300	135,300
	OTHER FINANCING USES	471,198	502,815	221,752	135,300	135,300	135,300
	TOTAL SWM UTILITY FUND EXPENSES	3,057,953	3,151,335	3,523,306	8,054,201	5,646,132	3,391,042

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #404

Fund: Solid Waste & Environmental Services (404)

Department: Public Works (11)

Responsible Manager: William Appleton, Public Works Director

Fund Description

Established in 2017, the Solid Waste and Environmental Services Fund was created to account for franchise fees paid for solid waste services and grants related to solid waste and recycling. All expenses related to the administration of the City's recycling and education program are paid for out of this fund.

Fund Balance Detail - Fund #404

FUND: Solid Waste & Environmental Svcs Fund (404)

DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEG NET ASSETS (UNRESTRICTED), JAN 1	-	179,758	427,982	533,743	794,787	834,587
Add: Operating Revenues	395,516	430,884	483,412	435,620	324,780	368,374
Add: Nonoperating Revenues/Miscellaneous Revs	456	6,086	13,234	1,000	850	850
Total Revenues	395,972	436,970	496,646	436,620	325,630	369,224
Less: Operating Expenses	(201,215)	(168,745)	(223,504)	(302,896)	(285,830)	(211,854)
Less: Other Financing Uses/Transfers Out	(15,000)	(20,000)	-	-	-	-
Total Expenses	(216,215)	(188,745)	(223,504)	(302,896)	(285,830)	(211,854)
ENDING NET ASSETS (UNRESTRICTED), DEC 31	179,758	427,982	701,124	667,467	834,587	991,957
Percentage Change in Ending Net Asset Balance	N/A	138%	64%	25%	5%	19%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #404

FUND: Solid Waste & Environmental Svcs Fund (404)

SOURCE: Licenses and Permits (321)
Intergovernmental (330)
Miscellaneous Revenues (360)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	LICENSES AND PERMITS						
321.91.00.004	Franchise Fees - Cleanscapes	343,441	379,316	435,942	325,000	305,160	348,754
	LICENSES AND PERMITS	343,441	379,316	435,942	325,000	305,160	348,754
	INTERGOVERNMENTAL REVS						
	STATE GRANTS						
334.03.10.001	LSWFA Local Solid Waste Fin. As	7,406	7,566	7,154	7,620	7,620	7,620
334.07.00.001	Waste Reduction & Recycling Gra	32,324	31,964	29,531	90,000	-	-
	STATE GRANTS	39,730	39,530	36,685	97,620	7,620	7,620
	INTERLOCAL GRANTS						
337.00.00.001	Sound Transit FWLE (ST3)	304	-	-	-	-	-
337.07.00.002	Local Hazard Waste Mngt Program	12,041	12,039	10,785	13,000	12,000	12,000
	INTERLOCAL GRANTS	12,345	12,039	10,785	13,000	12,000	12,000
	INTERGOVERNMENTAL REVS	52,075	51,569	47,470	110,620	19,620	19,620
	MISCELLANEOUS REVENUES						
361.11.00.000	LGIP Investment Interest	456	3,579	9,027	1,000	600	600
369.10.00.000	Sale of Scrap & Junk	-	-	288	-	250	250
369.90.00.000	Other Miscellaneous Revenues	-	2,506	3,919	-	-	-
	MISCELLANEOUS REVENUES	456	6,086	13,234	1,000	850	850
	TOTAL SWE FUND REVENUES	395,972	436,970	496,646	436,620	325,630	369,224

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #404

FUND: Solid Waste & Environmental Svcs Fund (404)

PROGRAM: Environmental Services (537.90)

DEPT: Public Works (11)

Recycle Events (537.91)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
SWE ADMINISTRATION FTE'S		1.30	0.40	1.30	0.80	0.80	0.80
PUBLIC WORKS DIRECTOR		0.10	0.10	0.10	0.10	0.10	0.10
PUBLIC WORKS MAINTENANCE SUPERVISOR		0.10	0.10	0.10	0.10	0.10	0.10
ADMINISTRATIVE ASSISTANT III		0.10	0.10	0.10	0.10	0.10	0.10
CONSERVE/NEIGHBORHOOD COORDINATOR		1.00	0.10	1.00	0.60	0.60	0.60
PUBLIC WORKS PROJECT COORDINATOR							
ENVIRONMENTAL SERVICES							
SALARIES AND BENEFITS							
537.90.11.000	Salaries & Wages	126,003	92,404	112,187	72,963	77,356	81,585
537.90.12.000	Overtime	66	1,737	72	300	1,200	1,200
537.90.20.000	Personnel Benefits	37,755	35,322	48,864	33,570	35,159	36,928
SALARIES AND BENEFITS		163,823	129,464	161,123	106,833	113,715	119,713
OTHER SERVICES & CHARGES							
537.90.00.000	General Fund Overhead	-	-	26,676	27,263	15,335	15,361
537.90.42.028	Telephone	-	-	-	-	480	480
OTHER SERVICES & CHARGES		-	-	26,676	27,263	15,815	15,841
ENVIRONMENTAL SERVICES		163,823	129,464	187,799	134,096	129,530	135,554
RECYCLE EVENTS							
SUPPLIES							
537.91.31.008	Office & Operating Supplies	-	-	46	-	-	-
537.91.31.013	Food Supplies	-	-	-	-	150	150
537.91.35.000	Small Tools & Minor Equipment	-	-	880	-	200	200
SUPPLIES		-	-	925	-	350	350
OTHER SERVICES & CHARGES							
537.91.41.001	Contract Services	11,870	11,273	14,727	23,000	15,000	15,000
537.91.42.029	Postage	3,588	3,851	7,050	5,400	5,000	5,000
537.91.43.032	Meals	-	210	262	350	350	350
537.91.45.000	Operating Rentals & Leases	-	-	-	400	-	-
537.91.49.000	Miscellaneous Services	2,121	1,129	2,193	2,200	2,200	2,200
537.91.49.058	Printing & Binding	1,910	-	5,808	7,000	5,000	5,000
OTHER SERVICES & CHARGES		19,488	16,463	30,039	38,350	27,550	27,550
RECYCLE EVENTS		19,488	16,463	30,964	38,350	27,900	27,900

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #404

FUND: Solid Waste & Environmental Svcs Fund (404)

PROGRAM: Residential Recycling (537.92)

DEPT: Public Works (11)

Commercial Recycling (537.94)

Other Financing Uses (590)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	RESIDENTIAL RECYCLING SUPPLIES						
537.92.31.008	Office & Operating Supplies	10,454	8,745	1,708	12,000	5,000	5,000
537.92.31.018	Uniforms & Safety Clothing	-	-	195	-	-	-
537.92.35.000	Small Tools & Minor Equipment	-	279	615	-	-	-
	SUPPLIES	10,454	9,025	2,517	12,000	5,000	5,000
	OTHER SERVICES & CHARGES						
537.92.42.029	Postage	2,289	-	-	2,200	2,500	2,500
537.92.43.031	Lodging	-	-	359	300	-	-
537.92.43.032	Meals	257	139	-	200	-	-
537.92.43.033	Transportation	-	-	516	400	-	-
537.92.47.042	Waste Disposal	-	-	192	2,000	12,000	12,000
537.92.49.000	Miscellaneous Services	-	1,071	-	-	-	-
537.92.49.054	Memberships	-	255	-	-	-	-
537.92.49.058	Printing & Binding	3,944	8,093	-	2,100	2,500	2,500
537.92.49.061	Registration	-	-	705	600	700	700
	OTHER SERVICES & CHARGES	6,490	9,557	1,772	7,800	17,700	17,700
	RESIDENTIAL RECYCLING	16,945	18,582	4,289	19,800	22,700	22,700
	COMMERCIAL RECYCLING SUPPLIES						
537.94.31.008	Office & Operating Supplies	537	4,237	177	5,150	200	200
	SUPPLIES	537	4,237	177	5,150	200	200
	OTHER SERVICES & CHARGES						
537.94.41.000	Professional Services	-	-	-	105,000	105,000	25,000
537.94.49.054	Memberships	421	-	275	500	500	500
	OTHER SERVICES & CHARGES	421	-	275	105,500	105,500	25,500
	COMMERCIAL RECYCLING	959	4,237	452	110,650	105,700	25,700
	OTHER FINANCING USES TRANSFERS OUT						
597.04.00.000	Transfers Out-Fund 001	15,000	20,000	-	-	-	-
	TRANSFERS OUT	15,000	20,000	-	-	-	-
	OTHER FINANCING USES	15,000	20,000	-	-	-	-
	TOTAL SWE UTILITY FUND EXPENSES	216,215	188,745	223,504	302,896	285,830	211,854

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Fund Overview - Fund #501

Fund: Equipment Rental Fund (501)

Department: Public Works (11)

Responsible Manager: William Appleton, Public Works Director

Fund Description

The Equipment Rental Fund provides the funding resources needed to maintain, repair, and replace City vehicles and auxiliary equipment except for fire and police vehicles and equipment. All costs to maintain, repair, and replace a vehicle or piece of equipment are used to calculate the monthly rental rate charged to the department using the equipment.

Fund Balance Detail - Fund #501

FUND: Equipment Rental Fund (501)						
DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
BEG NET ASSETS (UNRESTRICTED), JAN 1	1,291,408	1,187,054	1,094,797	818,892	703,038	473,881
Add: Operating Revenues	612,260	508,184	646,588	735,652	890,272	848,036
Add: Nonoperating Revenues/Interest Earnings	20,452	28,032	33,345	16,000	11,200	11,200
Add: Other Financing Sources/Asset Sales	94,949	71,597	188,078	138,500	97,500	30,000
Total Revenues	727,660	607,813	868,011	890,152	998,972	889,236
Less: Operating Expenses	(578,887)	(607,040)	(619,920)	(473,479)	(494,257)	(500,553)
Less: Other Financing Uses	(23,416)	(21,783)	-	-	-	-
Less: Capital Expenses	(229,711)	(71,247)	(637,028)	(1,063,768)	(733,872)	(219,977)
Total Expenses	(832,014)	(700,070)	(1,256,948)	(1,537,247)	(1,228,129)	(720,530)
ENDING NET ASSETS (UNRESTRICTED), DEC 31	1,187,054	1,094,797	705,860	171,797	473,881	642,587
Percentage Change in Ending Net Assets Balance	-8%	-8%	-36%	-79%	-33%	36%

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Revenue Detail - Fund #501

FUND: Equipment Rental Fund (501)

SOURCE: Intergovernmental (330)
Charges for Services (340)
Miscellaneous Revenues (360)
Other Financing Sources (390)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	INTERGOVERNMENTAL RVS						
337.00.00.001	Sound Transit FWLE (ST3)	20	-	-	-	-	-
	INTERGOVERNMENTAL RVS	20	-	-	-	-	-
	CHARGES FOR GOODS & SVS						
	INTERNAL SERVICE FUND CHGS						
348.30.00.001	Equipment Maintenance/Repair Ch	287,473	276,611	358,798	361,278	405,115	373,729
348.30.00.002	Equipment Capital Recovery Char	324,787	231,573	287,790	374,374	485,157	474,307
	CHARGES FOR GOODS & SVS	612,260	508,184	646,588	735,652	890,272	848,036
	MISCELLANEOUS REVENUES						
361.10.00.000	Investment Interest	-	-	6,300	-	-	-
361.11.00.000	LGIP Investment Interest	8,636	14,235	25,254	6,000	1,200	1,200
361.90.00.000	Other Interest Earnings	1,295	6,300	-	-	-	-
369.40.00.000	Judgments & Settlements	4,639	6,516	-	10,000	10,000	10,000
369.90.00.000	Other Misc Revenues	-	973	1,791	-	-	-
369.90.00.003	Misc Prior Year Adj/Revenues	-	8	-	-	-	-
369.92.00.000	Other Non Operating Proprietary	5,882	-	-	-	-	-
	MISCELLANEOUS REVENUES	20,452	28,032	33,345	16,000	11,200	11,200
	OTHER FINANCING SOURCES						
	DISPOSITION OF CAP ASSETS						
373.00.00.000	Gain (Loss) on Disp of Capital Ass	32,318	11,545	2,626	138,500	97,500	30,000
397.70.00.000	Transfer In-Fund 102	55,821	28,513	43,000	-	-	-
397.90.00.000	Transfer In-Fund 001 Capital Asse	6,809	-	-	-	-	-
397.90.00.001	Transfer In-Fund 001	-	31,539	56,000	-	-	-
397.90.00.002	Transfer In-Fund 403	-	-	86,452	-	-	-
	DISPOSITION OF CAP ASSETS	94,949	71,597	188,078	138,500	97,500	30,000
	OTHER FINANCING SOURCES	94,949	71,597	188,078	138,500	97,500	30,000
	TOTAL EQUIPMENT RENTAL FUND REVENUES	727,680	607,813	868,011	890,152	998,972	889,236

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #501

FUND: Equipment Rental Fund (501)

PROGRAM: Mtc of Facilities & Equip (548.65)

DEPT: Public Works (11)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
MTC OF FACILITIES & EQUIPMENT FTE'S		0.40	0.40	0.40	0.78	0.78	0.78
PW OPS & MAINTENANCE MANAGER					0.33	0.33	0.33
PUBLIC WORKS MAINT SUPERVISOR		0.20	0.20	0.20	0.25	0.25	0.25
ADMINISTRATIVE ASSISTANT II		0.20	0.20	0.20	0.20	0.20	0.20
MTC OF FACILITIES & EQUIPMENT							
SALARIES AND WAGES							
548.65.11.000	Salaries & Wages	32,333	31,856	34,849	80,447	86,552	90,958
548.65.12.000	Overtime	-	22	-	-	-	-
548.65.20.000	Personnel Benefits	12,391	13,700	15,128	39,212	36,697	34,583
SALARIES AND BENEFITS		44,724	45,579	49,977	119,659	123,249	125,541
DEPRECIATION/AMORTIZATION							
548.63.01.001	Depreciation Expense-Equip & Ma	290,417	300,584	298,967	-	-	-
DEPRECIATION/AMORTIZATION		290,417	300,584	298,967	-	-	-
SUPPLIES							
548.65.31.007	Vehicle Operating/Repair Supplies	27,075	13,362	24,061	20,000	20,000	20,000
548.65.31.008	Office & Operating Supplies	3,167	4,014	10,358	2,500	2,500	2,500
548.65.32.000	Fuel	67,620	94,655	86,661	100,000	90,000	95,000
548.65.35.000	Small Tools & Minor Equipment	-	176	825	1,500	1,500	1,500
SUPPLIES		97,863	112,208	121,906	124,000	114,000	119,000
OTHER SERVICES & CHARGES							
548.65.41.000	Professional Services	-	-	-	2,000	3,500	3,500
548.65.41.001	General Fund Overhead	-	-	22,350	23,090	33,707	31,211
548.65.42.028	Telephone	-	-	-	-	400	400
548.65.43.031	Lodging	-	761	-	-	-	-
548.65.43.032	Meals	-	74	-	-	-	-
548.65.43.033	Transportation	-	273	-	-	-	-
548.65.44.001	Business & Occupation Taxes	5,063	4,652	771	-	6,000	6,000
548.65.46.000	Insurance	30,886	26,895	2,759	29,190	35,901	35,901
548.65.47.042	Waste Disposal	-	-	-	400	400	400
548.65.48.049	Equipment Repair & Maintenance	78,232	88,245	120,233	110,000	110,000	110,000
548.65.48.050	Asset Maintenance	-	-	954	5,000	5,000	5,000
548.65.49.000	Miscellaneous Services	4,470	3,576	2,003	-	-	-
548.65.49.006	Judgments, Damages & Settlements	26,233	5,144	-	10,000	10,000	10,000
548.65.49.007	Auto Liability Deductibles	-	18,554	-	50,000	50,000	50,000
548.65.49.054	Memberships	499	-	-	140	100	100
548.65.49.061	Registration	500	495	-	-	2,000	3,500
OTHER SERVICES & CHARGES		145,883	148,669	149,070	229,820	257,008	256,012
MTC OF FACILITIES & EQUIPMENT		578,887	607,040	619,920	473,479	494,257	500,553

CITY OF SEATAC 2021-2022 BIENNIAL BUDGET

Expenditure Detail - Fund #501

FUND: Equipment Rental Fund (501)
DEPT: Public Works (11)

PROGRAM: Capital Outlay (594.48)
 Other Financing Uses (597)

ACCOUNT	DESCRIPTION	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2022 BUDGET
	CAPITAL OUTLAY						
594.48.64.095	Vehicles/Heavy Equipment	207,684	49,598	575,023	792,268	391,972	157,893
594.48.64.097	Tools & Equipment	22,027	21,650	62,006	271,500	341,900	62,084
	CAPITAL OUTLAY	229,711	71,247	637,028	1,063,768	733,872	219,977
	OTHER FINANCING USES TRANSFERS OUT						
597.55.00.000	Transfer Out-Fund 001	23,416	21,783	-	-	-	-
	TRANSFERS OUT	23,416	21,783	-	-	-	-
	OTHER FINANCING USES	23,416	21,783	-	-	-	-
	TOTAL EQUIPMENT RENTAL FUND EXPENSES	832,014	700,070	1,256,948	1,537,247	1,228,129	720,530