



Administration and Finance Committee Minutes

January 14, 2021
4:00 PM
Virtual Meeting

Commence: 4:00 PM
Adjourn: 5:34 PM

Committee Members:	Present	Absent
Mayor Erin Sitterley, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Clyde Hill	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Stanley Tombs, Peter Kwon, Pam Fernald

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Councilmember Clyde Hill called the meeting to order at 4:00PM.</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 12/10/2020 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. Legislative Update	<u> X </u> Informational Update <i>Government Relations and Communications Manager Kyle Moore addressed the committee to provide an update on the current legislative session and some of the proposed bills being discussed.</i>
5. Budget Amendment for PT Prosecutor	<u> X </u> Recommended for Approval <i>City Manager Carl Cole presented to the committee a proposed budget amendment for a Part-Time Prosecutor in the Legal Department for the 2021-2022 biennium. The committee discussed the proposal and recommended this item for approval. It will be presented on the consent agenda of the January 26th Regular Council Meeting.</i>

<p>6. ESRI Licensing Agreement</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented the committee with a proposed agenda bill authorizing the City Manager to enter into a three-year agreement with ESRI for GIS software and support. The funding for this agreement was approved as part of the 2021-2022 budget process. The committee recommended this item for approval and it will be presented on the consent agenda of the January 26th Regular Council Meeting.</i></p>
<p>7. Sidewalk Committee Absences (SMC 2.15.100)</p>	<p><i>City Manager Carl Cole addressed the committee to discuss a current member on the Sidewalk Advisory Committee who has had a number of unexcused absences. Per SMC 2.15.100, this requires notification to the A&F Committee where the A&F Committee may declare the position held by that member vacant and allow a new member to be appointed. The A&F committee members agreed the position should be declared vacant.</i></p>
<p>8. Police Services Update</p>	<p><u>X</u> Next Presentation at a City Council Meeting</p> <p><i>City Manager Carl Cole presented to the committee an update on the state of Police Services given the recent passage of King County Charter Amendments #5 and #6. The City currently contracts Police Services through King County. Mr. Cole discussed some of the concerns with these recent amendments and discussed potential options the Council could take in regards to the City's Police Services. The committee discussed the options at length. The committee agreed this presentation should be forwarded to the full Council for discussion and recommendation on the next steps.</i></p>
<p>9. Investment Report & Compliance Review</p>	<p><u>X</u> Informational Update</p> <p><i>Finance & Systems Director Gwen Pilo provided the committee with the November 2020 Investment Report.</i></p>
<p>10. Future Meeting Schedule</p>	<p><i>The next A&F committee is scheduled for February 11th at 4:00PM (Location: Virtual).</i></p>
<p>11. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:34 PM.</i></p>



MEMORANDUM

To: City Council
 From: Kristina Gregg, City Clerk
 Through: Carl Cole, City Manager
 Date: February 3, 2021
 Re: Council Administrative Procedures revisions related to Council meetings

Background:

At the January 23, 2021 Council Workshop, the City Council reviewed the current Council meeting structure with Regular Council Meetings (RCMs) and Council Committee meetings.

It appeared that while most of the Councilmembers (CMs) agreed that the current structure was working, they were open to discussing options. Most CMs liked the idea of having work sessions for items needing the entire Council to have a deeper discussion.

The Council has the ability currently to schedule special works sessions, however, scheduling special meetings is not an easy task due to the CMs and staff schedules and other meetings, which need to be worked around.

Staff recommendation:

Staff is recommending revising the Council Administrative Procedures to schedule one Council Study Session (CSS) per month, which can be cancelled if not needed. Items would be referred to the CSS by one of two ways:

- (1) Council referral during Key City Issues; or
- (2) Council Committee referral

Items discussed at a Council Workshop would be referred to one of the following:

- (1) next Regular Council Meeting (RCM)
 - a. Consent Agenda (this requires consensus of all Councilmembers present)
 - b. Action Item
- (2) future RCM for action if Council directs staff to make revisions which may take more than a day or two to make (depending on when the CSS is scheduled, the next packet deadline could be two days after the meeting)
- (3) future CSS for additional discussion if needed

Staff will prepare agenda bills and attachments for discussion during the CSS. The same documents, with any required revisions, will then be included in the RCM packet.

CSSs will be scheduled for two hours.

Below is a weekday calendar example for the month of March 2021 (red items are potential changes to be determined)

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 PC – 5:30 pm <i>Council Workshop 6 pm</i>	3	4 P&R 4 pm T&PW 5:30 pm	5
8 CSAC 5:30 pm	9 RCM 6 pm	10 HMAC 3 pm ACLAC 5:30 pm	11 A&F 4 pm PS&J 6 pm	12
15	16 SCAC 9 am PC – 5:30 pm	17	18 T&PW 4:30 pm SAC 6 pm	19
22	23 RCM 6 pm	24	25 PED 4 pm	26
29	30	31		

Calendar legend:

RCM = Regular Council Meeting

Citizen Advisory Committees:

PC = Planning Commission

CSAC = Community Services Adv Com

HMAC = Hotel/Motel Tax Adv Com

ACLAC = Arts, Culture & Library Adv Com

SCAC = Senior Citizen Advisory Committee

SAC = Sidewalk Adv Com

Council Committees

P&R = Parks & Recreation

T&PW = Transportation & Public Works

A&F = Administration & Finance

PS&J = Public Safety & Justice

PED = Planning & Economic Development

Suggested Future Topics for Council Workshops:

1. Human Services Funding
2. Police Services
3. Council Code of Conduct
4. 2019 Council Information Requests (CIR) related to Citizen Advisory Committees:
 - a. CIR 2019-17 – Establishing Equity, Diversity, Inclusion and Community Voice (EDICV) Advisory Board
 - b. CIR 2019-18 – Establishing Children, Youth and Families (CYF) Advisory Board
 - c. CIR 2019-19 – Integrating diversity into our existing committees
5. Comprehensive Plan Major Update

Questions:

1. Does the Committee want staff to move forward with revising the Council Administrative Procedures to include the above proposal?
 - a. one CSS per month
 - b. 1st Tuesday of each month – time? Or 2nd Tuesday of each month at 4 p.m.?
2. Are there additional topics the Committee would like added to the list?

Next Steps:

1. If the A&F Committee agrees with the proposal:
 - a. Staff to draft revisions to the Administrative Procedures
 - b. Present the revisions at a RCM for discussion and action.



Financial Management Report

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- Revenue Stoplight Chart
- Sales Tax Report
- Select Revenue Graphs
- Expense Stoplight Chart
- Expense Summary by Fund
- Salary Expenditures Overview
- Headcount Report
- Estimated Fund Balances
- Capital Expenditures Overview

Actuals thru December 31, 2020

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru December 31, 2020

<u>Revenue Description</u>	<u>2019 YTD ACTUAL</u>	<u>2019 % of Budget</u>	<u>2020 Annual BUDGET</u>	<u>2020 ACTUAL</u>	<u>Percent Expected</u>	<u>Percent Collected</u>	
Property Tax - Regular Levy	\$17,033,267	101%	\$17,300,000	\$17,128,927	100%	99%	●
Sales & Use Tax (operating)	\$14,590,223	111%	\$14,500,000	\$7,110,313	83%	49%	●
Parking Tax (#102)	\$10,083,871	104%	\$9,922,887	\$3,639,744	92%	37%	●
Leasehold Excise Tax	\$2,223,445	86%	\$2,600,000	\$1,319,955	75%	51%	●
Stormwater Fees (#403)	\$3,769,466	95%	\$3,979,716	\$3,716,714	100%	93%	●
Long Term Leases (CH & SeaTac Ctr - #108)	\$787,079	94%	\$588,650	\$335,421	100%	57%	●
Permits & Plan Review (building, electrical, etc.)	\$1,362,624	89%	\$1,708,104	\$2,631,434	100%	154%	●
Engineering Plan Review	\$593,469	181%	\$327,300	\$677,997	100%	207%	●
Hotel/Motel Special Revenue Tax (#107)	\$1,777,547	99%	\$1,810,000	\$611,602	83%	34%	●
Sales & Use Tax (criminal justice)	\$827,926	105%	\$786,000	\$679,787	83%	86%	●
Motor Vehicle Tax - City Streets (#102)	\$570,672	90%	\$635,000	\$444,466	83%	70%	●
Investment Interest			\$560,885	\$1,044,279	100%	186%	●
Franchise Fees	\$987,090	146%	\$686,343	\$801,912	83%	117%	●
Subtotal: Top Operating Revenues	\$54,606,679	103%	\$55,404,885	\$40,142,550	92%	72%	
Sales & Use Tax (construction) (#301)	\$3,415,688	854%	\$400,000	\$2,634,831	83%	659%	●
Real Estate Excise Tax - #1 & #2 (#301)	\$1,412,049	202%	\$700,000	\$671,033	100%	96%	●
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$359,203	112%	\$320,000	\$223,770	100%	70%	●
GMA Traffic Impact Fees (#307)	\$57,672	33%	\$175,000	\$666,550	100%	381%	●
Subtotal: Top Capital Recurring Revenues	\$5,244,612	329%	\$1,595,000	\$4,196,184	96%	263%	
Other Revenues (NO Transfers)	\$12,941,767	91%	\$18,263,336	\$23,461,399	100%	128%	●
TOTAL REVENUES	\$72,793,058	106%	\$75,263,221	\$67,800,133	94%	90%	

LEGEND:



Green = Annual Performance is within (or better than) expectations set in the budget



Yellow = Annual performance indicates this may become an area of concern in the future



Red = Annual Performance in this area is a cause for concern

Notes

Property Taxes: Property taxes are due in April and October. Final Property Tax Levy was \$17,369,087. The City has received 99% of property tax revenue.

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

Ten month benchmark is 83%

Sales & Use Operating: Sales tax revenues are down 46% over 2019. See Sales Tax report for more details.

Parking Taxes: Parking tax is based on the number of transactions that occur and not on occupancy or the value of service provided. There is a one month lag on collection of parking tax. See Revenue Charts for more details.

Eleven month benchmark is 92%

Leasehold Taxes: These taxes are remitted to the State quarterly. Payments are recorded in June, September, December and March. Anticipate actual leasehold tax will be about 75% of budget due to Covid-19 impacts.

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

Long Term Leases: Revenue budgeted for 4 months at the SeaTac Center and 12 months at City Hall.

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

Permits & Plan Review: Collected Permit revenues are at 154% of the budget due to the Amazon TI, Inland Group, and GMC Apartment projects, all which have made application and were not anticipated when the budget projection was made.

Sales & Use Construction: The Port of Seattle provided an updated construction vendor list in November 2020. The list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. That, coupled with increased construction at the airport, has greatly increased the revenue identified for the 301 fund. See sales tax report for more details.

Real Estate Excise Tax: Real estate sales in the city have slowed after two high performing years. The fourth quarter performed higher than all other quarters this year. Average sales for the fourth quarter of 2020 were \$19M compared to \$17.1M for the same time period in 2019.

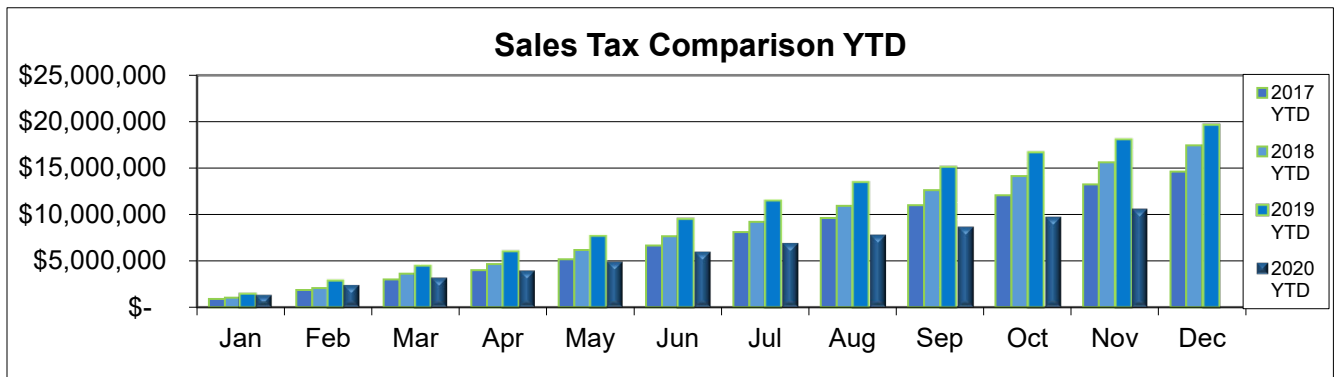
GMA Traffic Impact Fees: Traffic impact fees are dependent upon the amount and type of development within the City. The Copper River Project Impact fee payment is reflected in the first quarter of 2020.

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

Sales Tax

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

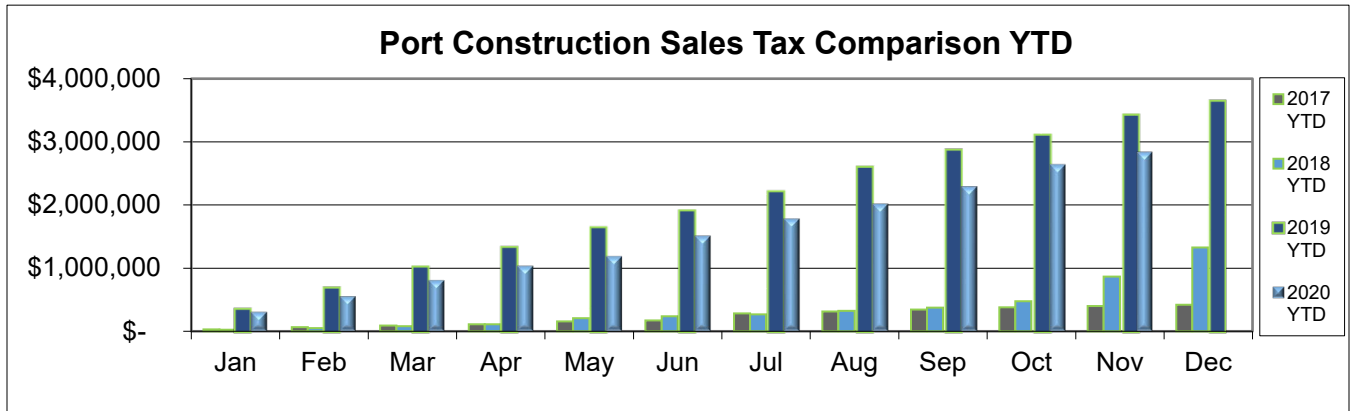
The chart below reflects total sales tax paid to the City, both operational and Port construction sales tax. Sales tax receipts collected in **January 2021** for **November 2020** were 35.6% below those from the same period of time in 2019 and are down 54.4% for the year. Operational sales tax is received into the General Fund, while Port construction sales tax is received into the Municipal Capital Improvement Program Fund and pays for general capital improvements.



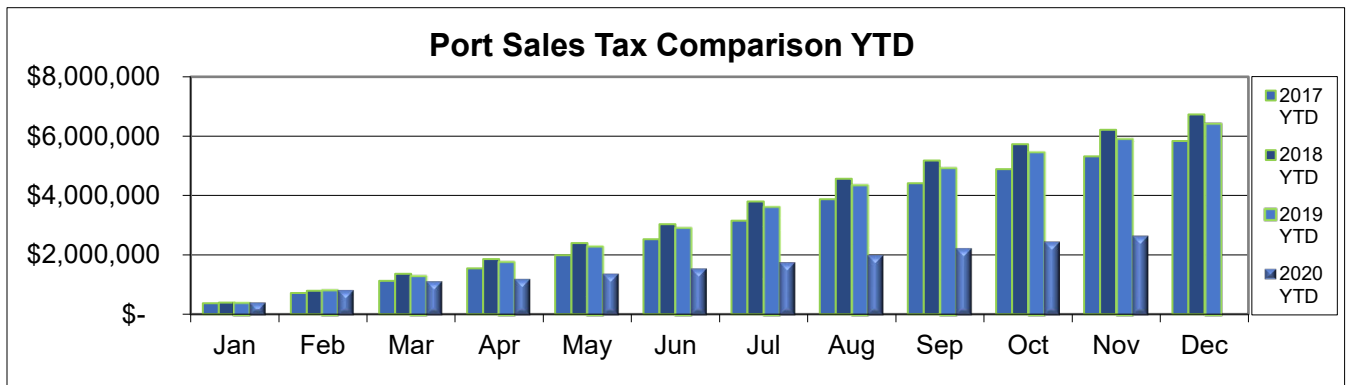
Construction sales tax is considered a one-time revenue because once the project is complete the revenue is gone. In 2003, the City decided to dedicate construction sales tax from Port of Seattle projects to fund capital improvements around the city. In November of 2018, the Port provided the city a list of construction vendors to assist us with accurately identify the payers of the tax. This resulted in a significant increase in revenue to the fund and now the Port provides a list to us each year. It is important to note, prior to 2018 the tax was deposited into the general fund. According to the Port of Seattle Port Programs and Projects website, as of August 10, 2020, projects in active construction continue to advance, however projects in the development stage may be delayed.

Construction sales tax receipts for the first half of 2020 were down 21%, and 12% in the last five months, compared to 2019. Collections (\$2,830,288) are well over the budgeted amount of

\$400,000 but down 17% from the same time period for the previous year.



The chart below tracks the sales tax attributed to retail trade specifically at the airport. 2019 saw declining revenue from the previous year due to construction within the airport that continues in 2020. With the pandemic essentially shutting down air travel the significant decline in revenue from airport retail sales continues. Total passenger count is down 67.3% for the month of **December** from the same time last year and down 64.2% year to date.



Sales Tax by Sector

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

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

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

Other sectors Operating within the City include:

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

The following table illustrates the **October** performance of the five top sectors compared to all other sectors over the last five years. As the state remained shut down due to the Coronavirus Public Health Emergency in 2020, **Accommodations & Food Services** fell **68.2%**, **Transportation** declined **60%** and **Finance/Insurance/Real Estate** fell **48.8%**. **Retail** fell **29.5%** with a decline in electronics and miscellaneous sales. **Construction** increased **27.1%**. All Other sectors decreased **14.4%**. **October** saw a total decline of **31.5%**, compared to 2019 which saw a **1.1%** increase overall.

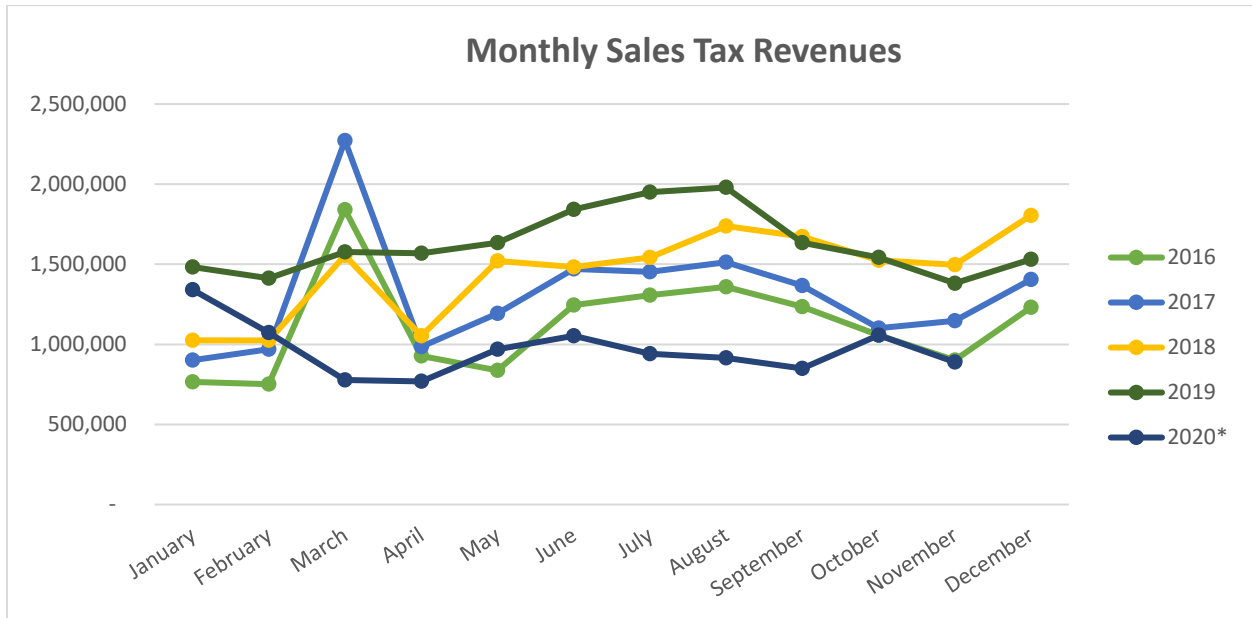
	October				
	2016	2017	2018	2019	2020
Retail Trade	\$ 90,031	\$ 102,562	\$ 136,140	\$ 132,671	\$ 93,508
\$ Change		\$ 12,531	\$ 33,579	\$ (3,469)	\$ (39,163)
% Change		13.9%	32.7%	-2.5%	-29.5%
% of Total		9.3%	8.9%	8.6%	8.9%
Accommodation & Food Services	\$ 249,844	\$ 301,111	\$ 310,143	\$ 378,425	\$ 120,479
\$ Change		\$ 51,267	\$ 9,032	\$ 68,282	\$ (257,946)
% Change		20.5%	3.0%	22.0%	-68.2%
% of Total		27.4%	20.3%	24.5%	11.4%
Construction	\$ 139,246	\$ 309,247	\$ 444,661	\$ 391,020	\$ 497,132
\$ Change		\$ 170,001	\$ 135,414	\$ (53,641)	\$ 106,112
% Change		122.1%	43.8%	-12.1%	27.1%
% of Total		28.1%	29.2%	25.4%	47.1%
Transportation/Warehousing/Utilities	\$ 220,050	\$ 53,839	\$ 255,513	\$ 276,323	\$ 110,558
\$ Change		\$ (166,212)	\$ 201,675	\$ 20,810	\$ (165,765)
% Change		-75.5%	374.6%	8.1%	-60.0%
% of Total		4.9%	16.8%	17.9%	10.5%
Finance/Insurance/Real Estate	\$ 219,859	\$ 203,734	\$ 214,278	\$ 222,801	\$ 114,138
\$ Change		\$ (16,126)	\$ 10,544	\$ 8,523	\$ (108,663)
% Change		-7.3%	5.2%	4.0%	-48.8%
% of Total		18.5%	14.1%	14.4%	10.8%
All Others	\$ 137,256	\$ 129,741	\$ 163,835	\$ 140,855	\$ 120,634
\$ Change		\$ (7,515)	\$ 34,094	\$ (22,980)	\$ (20,221)
% Change		-5.5%	26.3%	-14.0%	-14.4%
% of Total		11.8%	10.7%	9.1%	11.4%
Total	\$ 1,056,287	\$ 1,100,233	\$ 1,524,571	\$ 1,542,095	\$ 1,056,449
\$ Change		\$ 43,946	\$ 424,337	\$ 17,524	\$ (485,646)
% Change		4.2%	38.6%	1.1%	-31.5%

November month over month saw a decrease of **35.6%** from the previous year.

Accommodation & Food Services continues to decline and fell **58.7%**. **Transportation** showed a slight improvement over **October** but still declined **57.0%** for the same period last year and **Finance/Insurance/Real Estate** fell **48.6%**. **Retail** and **Construction** declined **14.4%** and **25.1%** and **All Other** category's increase **8.4%** respectively.

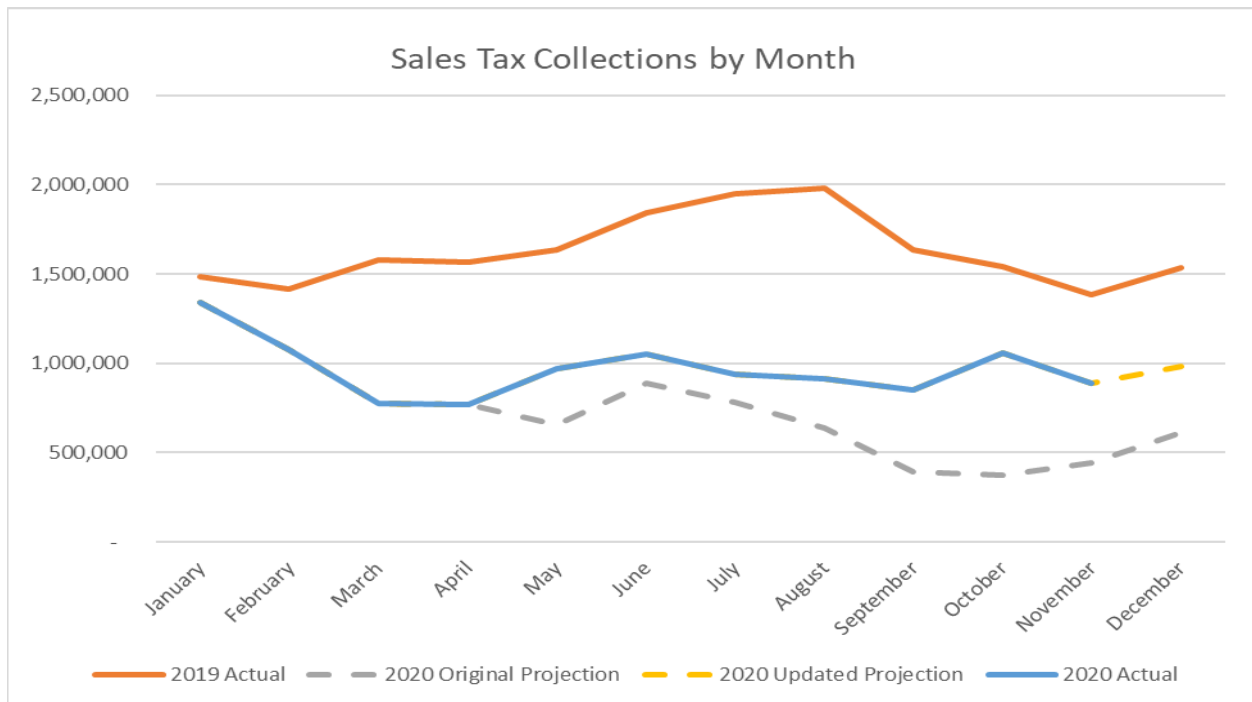
	November				
	2016	2017	2018	2019	2020
Retail Trade	\$ 94,072	\$ 103,558	\$ 136,037	\$ 116,867	\$ 100,073
\$ Change		\$ 9,486	\$ 32,479	\$ (19,170)	\$ (16,794)
% Change		10.1%	31.4%	-14.1%	-14.4%
% of Total		9.0%	9.1%	8.5%	11.2%
Accommodation & Food Services	\$ 215,627	\$ 263,101	\$ 221,509	\$ 242,879	\$ 100,275
\$ Change		\$ 47,474	\$ (41,592)	\$ 21,370	\$ (142,604)
% Change		22.0%	-15.8%	9.6%	-58.7%
% of Total		23.0%	14.8%	17.6%	11.3%
Construction	\$ 119,329	\$ 239,312	\$ 586,708	\$ 474,667	\$ 355,464
\$ Change		\$ 119,983	\$ 347,396	\$ (112,041)	\$ (119,203)
% Change		100.5%	145.2%	-19.1%	-25.1%
% of Total		20.9%	39.2%	34.4%	39.9%
Transportation/Warehousing/Utilities	\$ 183,133	\$ 250,033	\$ 231,618	\$ 246,237	\$ 105,783
\$ Change		\$ 66,900	\$ (18,414)	\$ 14,619	\$ (140,455)
% Change		36.5%	-7.4%	6.3%	-57.0%
% of Total		21.8%	15.5%	17.8%	11.9%
Finance/Insurance/Real Estate	\$ 178,255	\$ 161,768	\$ 173,581	\$ 172,009	\$ 88,481
\$ Change		\$ (16,487)	\$ 11,813	\$ (1,572)	\$ (83,529)
% Change		-9.2%	7.3%	-0.9%	-48.6%
% of Total		14.1%	11.6%	12.5%	9.9%
All Others	\$ 111,267	\$ 128,596	\$ 146,600	\$ 128,922	\$ 139,732
\$ Change		\$ 17,329	\$ 18,004	\$ (17,678)	\$ 10,810
% Change		15.6%	14.0%	-12.1%	8.4%
% of Total		11.2%	9.8%	9.3%	15.7%
Total	\$ 901,682	\$ 1,146,368	\$ 1,496,054	\$ 1,381,581	\$ 889,807
\$ Change		\$ 244,686	\$ 349,686	\$ (114,473)	\$ (491,774)
% Change		27.1%	30.5%	-7.7%	-35.6%

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



October is the first time since May that the City has been at or above 2016 Sales Tax Revenue levels. While revenue is still well below 2019, October and November could be a sign recovery has begun.

The chart below shows our original and revised projections compared to 2019 and 2020 actuals.



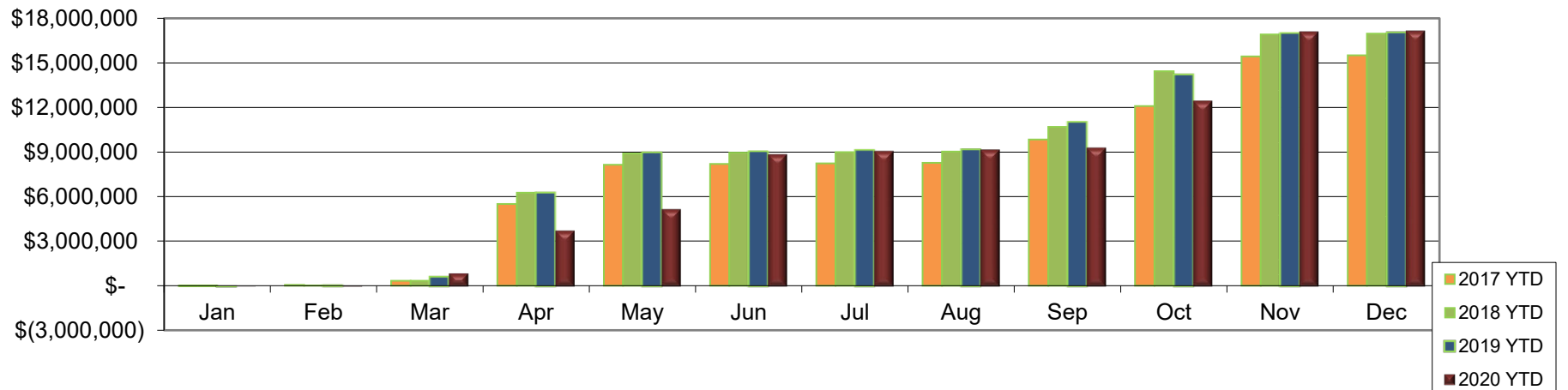
REVENUE CHARTS

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

Property Taxes

Month	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	Variance YTD
Jan	\$ (11,008)	\$ (11,008)	\$ (19,741)	\$ (19,741)	\$ (3,347)	\$ (3,347)	\$ 16,551	\$ 16,551	\$ 19,898
Feb	\$ 66,113	\$ 55,106	\$ 33,789	\$ 14,048	\$ 71,988	\$ 68,641	\$ 40,881	\$ 57,433	\$ (11,209)
Mar	\$ 275,653	\$ 330,758	\$ 309,901	\$ 323,949	\$ 580,717	\$ 649,358	\$ 825,799	\$ 883,232	\$ 233,874
Apr	\$ 5,171,967	\$ 5,502,726	\$ 5,933,349	\$ 6,257,298	\$ 5,640,002	\$ 6,289,360	\$ 2,871,481	\$ 3,754,713	\$ (2,534,647)
May	\$ 2,633,783	\$ 8,136,508	\$ 2,635,257	\$ 8,892,555	\$ 2,705,570	\$ 8,994,930	\$ 1,428,855	\$ 5,183,568	\$ (3,811,363)
Jun	\$ 52,621	\$ 8,189,129	\$ 55,700	\$ 8,948,255	\$ 61,213	\$ 9,056,143	\$ 3,673,890	\$ 8,857,458	\$ (198,686)
Jul	\$ 43,410	\$ 8,232,539	\$ 36,458	\$ 8,984,713	\$ 102,221	\$ 9,158,364	\$ 226,347	\$ 9,083,804	\$ (74,560)
Aug	\$ 42,777	\$ 8,275,316	\$ 44,907	\$ 9,029,620	\$ 37,753	\$ 9,196,117	\$ 84,716	\$ 9,168,520	\$ (27,597)
Sep	\$ 1,563,240	\$ 9,838,556	\$ 1,669,464	\$ 10,699,084	\$ 1,850,454	\$ 11,046,571	\$ 138,749	\$ 9,307,269	\$ (1,739,302)
Oct	\$ 2,247,105	\$ 12,085,662	\$ 3,740,442	\$ 14,439,526	\$ 3,168,330	\$ 14,214,902	\$ 3,130,160	\$ 12,437,429	\$ (1,777,473)
Nov	\$ 3,351,718	\$ 15,437,379	\$ 2,471,043	\$ 16,910,569	\$ 2,781,257	\$ 16,996,158	\$ 4,635,692	\$ 17,073,121	\$ 76,963
Dec	\$ 73,670	\$ 15,511,050	\$ 64,111	\$ 16,974,680	\$ 37,109	\$ 17,033,267	\$ 55,806	\$ 17,128,927	\$ 95,660
Total	\$ 15,511,050	\$ 14,800,000	\$ 16,974,680	\$ 15,800,000	\$ 17,033,267	\$ 16,900,000	\$ 17,128,927	\$ 17,300,000	99.0%

Property Tax Comparisons YTD



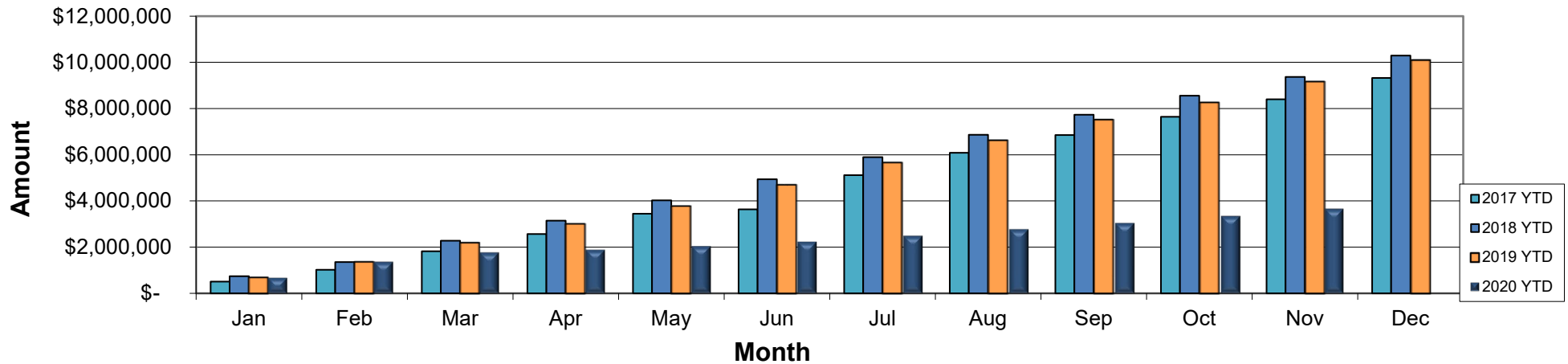
**City of SeaTac
Year to Year Revenue Comparison**

Parking Tax

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

Month	2017	2017 YTD	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	Variance YTD
Jan	\$ 508,304	\$ 508,304	\$ 741,564	\$ 741,564	\$ 709,223	\$ 709,223	\$ 675,925	\$ 675,925	\$ (33,298)
Feb	\$ 515,429	\$ 1,023,733	\$ 618,026	\$ 1,359,591	\$ 679,698	\$ 1,388,921	\$ 691,803	\$ 1,367,728	\$ (21,193)
Mar	\$ 793,520	\$ 1,817,253	\$ 915,630	\$ 2,275,221	\$ 831,438	\$ 2,220,359	\$ 398,970	\$ 1,766,698	\$ (453,661)
Apr	\$ 747,252	\$ 2,564,505	\$ 870,641	\$ 3,145,863	\$ 830,660	\$ 3,051,018	\$ 112,981	\$ 1,879,679	\$ (1,171,339)
May	\$ 881,535	\$ 3,446,040	\$ 884,907	\$ 4,030,770	\$ 767,290	\$ 3,818,308	\$ 148,099	\$ 2,027,778	\$ (1,790,530)
Jun	\$ 186,849	\$ 3,632,889	\$ 906,526	\$ 4,937,296	\$ 906,546	\$ 4,724,854	\$ 196,226	\$ 2,224,004	\$ (2,500,850)
Jul	\$ 1,485,522	\$ 5,118,411	\$ 953,957	\$ 5,891,253	\$ 957,916	\$ 5,682,770	\$ 252,432	\$ 2,476,436	\$ (3,206,334)
Aug	\$ 962,517	\$ 6,080,928	\$ 970,217	\$ 6,861,470	\$ 960,816	\$ 6,643,586	\$ 275,119	\$ 2,751,554	\$ (3,892,032)
Sep	\$ 777,243	\$ 6,858,171	\$ 869,216	\$ 7,730,686	\$ 885,914	\$ 7,529,500	\$ 271,247	\$ 3,022,801	\$ (4,506,699)
Oct	\$ 787,877	\$ 7,646,048	\$ 824,174	\$ 8,554,860	\$ 735,478	\$ 8,264,978	\$ 303,736	\$ 3,326,537	\$ (4,938,441)
Nov	\$ 756,741	\$ 8,402,789	\$ 809,901	\$ 9,364,761	\$ 909,725	\$ 9,174,703	\$ 313,207	\$ 3,639,744	\$ (5,534,960)
Dec	\$ 921,748	\$ 9,324,537	\$ 933,198	\$ 10,297,959	\$ 914,403	\$ 10,089,106		\$ -	
Total	\$ 9,324,537	Budget	\$ 10,297,959	Budget	\$ 10,089,106	Budget	\$ 3,639,744	Budget	% of Budget
		\$ 7,956,704		\$ 8,100,266		\$ 9,728,321		\$ 9,922,887	36.7%

Parking Tax Comparison YTD



BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru December 31, 2020

<u>Expense Category</u>	<u>2019 YTD ACTUAL</u>	<u>2019 % of Budget</u>	<u>2020 Annual BUDGET</u>	<u>2020 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 15,727,019	93%	\$ 18,525,003	\$ 16,559,772	89%	●
SUPPLIES	\$ 780,755	84%	\$ 1,178,644	\$ 821,253	70%	●
SERVICES & CHARGES	\$ 9,383,324	73%	\$ 14,366,964	\$ 9,498,529	66%	●
POLICE- Base ILA with King Co.	\$ 11,049,969	94%	\$ 12,862,571	\$ 12,328,448	96%	●
FIRE/EMS- ILA with Kent RFA	\$ 10,675,977	106%	\$ 10,619,028	\$ 10,714,358	101%	●
CAPITAL	\$ 10,728,923	34%	\$ 38,205,918	\$ 17,028,205	45%	●
DEBT SERVICE	\$ -		\$ -	\$ -		●
TOTAL EXPENSES	\$ 58,345,968	70%	\$ 95,758,128	\$ 66,950,564	70%	●

YTD Target: 100%

LEGEND:

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

Notes

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

Fire Contract: Billed quarterly. Aproximately \$55,000 was billed for overtime costs related to the Covid-19 pandemic. These costs were recovered through the CARES grant.

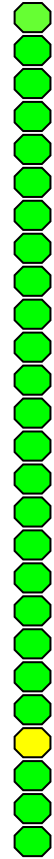
Police Contract: King County "trues up" 2019 contract costs in the first quarter of 2020. A reconciling bill is provided in May for the first 5 months and any credit or additional cost owed from the previous year. Due to the COVID-19 Public Health Crisis the invoice was delivered to the City later than usual. The 2019 credit was \$852,600. The Police guild contract was settled in late 2019 and retro payments were issued in early 2020. SeaTac paid \$808,240 in retro payments for 2017-2019.

Capital: See Capital Expense report for project status.

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

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

GENERAL FUND		2019 YTD	2019 %	2020 YTD		YTD %
Department	Section	Actual	Expended	2020 Budget	2020 Q4 Actual	Expended
City Council		\$ 336,905	78%	\$ 417,079	\$ 57,758	\$ 319,281 77%
Municipal Court		\$ 767,171	96%	\$ 925,580	\$ 220,801	\$ 871,266 94%
City Manager		\$ 1,398,481	91%	\$ 1,773,523	\$ 403,464	\$ 1,472,281 83%
Finance & Systems		\$ 2,209,411	93%	\$ 2,404,887	\$ 538,542	\$ 2,067,717 86%
City Clerk		\$ 464,114	75%	\$ 720,916	\$ 128,062	\$ 493,715 68%
Legal Services		\$ 1,246,590	96%	\$ 1,285,257	\$ 330,646	\$ 1,221,316 95%
Human Resources		\$ 895,500	74%	\$ 1,534,184	\$ 142,452	\$ 1,186,710 77%
Police Services		\$ 11,637,813	94%	\$ 12,946,315	\$ 4,748,878	\$ 12,216,991 94%
Fire Services		\$ 10,753,041	106%	\$ 10,753,284	\$ 2,741,427	\$ 10,785,740 100%
	<i>Central Facilities</i>	\$ 828,290	89%	\$ 1,101,307	\$ 229,934	\$ 892,161 81%
	<i>Fire Stations (2)</i>	\$ 55,315	159%	\$ 34,895	\$ 8,914	\$ 33,425 96%
	<i>Maintenance Facility</i>	\$ 67,306	78%	\$ 84,634	\$ 27,476	\$ 73,888 87%
	<i>Human Services</i>	\$ 568,156	79%	\$ 846,148	\$ 294,877	\$ 632,313 75%
	<i>Park, CP & Admin</i>	\$ 390,591	87%	\$ 413,388	\$ 90,318	\$ 392,530 95%
	<i>Rec. Svcs/Classes</i>	\$ 938,753	97%	\$ 1,027,758	\$ 177,856	\$ 829,869 81%
	<i>Rec Prgms/Camps</i>	\$ 772,005	104%	\$ 908,462	\$ 144,843	\$ 544,935 60%
	<i>Comm Ctr. Facility</i>	\$ 135,413	83%	\$ 265,510	\$ 50,712	\$ 165,880 62%
	<i>Parks Maintenance</i>	\$ 1,856,457	97%	\$ 2,165,741	\$ 593,943	\$ 1,909,717 88%
Parks, Comm Progs., & Svcs Total		\$ 5,612,284	94%	\$ 6,847,843	\$ 1,618,874	\$ 5,474,720 80%
	<i>Planning</i>	\$ 917,041	90%	\$ 1,143,356	\$ 251,517	\$ 975,108 85%
	<i>Building</i>	\$ 1,270,881	79%	\$ 1,712,642	\$ 343,691	\$ 1,414,890 83%
	<i>Engineering Review</i>	\$ 3,711	6%	\$ 65,000	\$ -	\$ 2,826 4%
	<i>Economic Dvlpmnt</i>	\$ 289	7%	\$ 494,843	\$ 86,100	\$ 528,420 107%
	<i>Code Compliance</i>	\$ 270,592	80%	\$ 330,225	\$ 62,240	\$ 259,863 79%
Comm & Econ Devm't Total		\$ 2,462,513	81%	\$ 3,746,066	\$ 743,549	\$ 3,181,107 85%
TOTAL GENERAL FUND		\$ 37,783,824	95%	\$ 43,354,934	\$ 11,674,452	\$ 39,290,842 91%



YTD Target: 100%

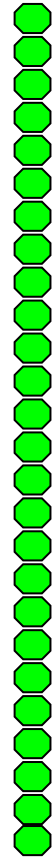
City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending December 31, 2020

Summary of Expenditures by Department and Division Notes:

Economic Development - Professional Services for CARES Act Small Business Grants were reimbursed through the CARES grant.

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

OTHER FUNDS	Fund Name	2019 YTD Actual	2019 % Expended	2020 Budget	2020 Q4 Actual	YTD Actual Expended	YTD % Expended
	<i>Permit Parking Program</i>	\$ 206,546	61%	\$ 211,093	\$ 41,056	\$ 176,008	83%
	<i>Roadway Maintenance</i>	\$ 1,779,514	74%	\$ 2,696,194	\$ 493,890	\$ 1,865,510	69%
	<i>Engineering Review</i>	\$ 230,159	76%	\$ 328,013	\$ 73,850	\$ 307,144	94%
	<i>Admin & Engineering</i>	\$ 695,837	65%	\$ 1,336,898	\$ 233,763	\$ 824,194	62%
	<i>Capital and Transfers</i>	\$ 9,668,079	89%	\$ 6,473,980	\$ 763,636	\$ 5,094,938	79%
102	Street Fund Total	\$ 12,580,135	84%	\$ 11,518,507	\$ 1,724,278	\$ 8,740,123	76%
105	Port of Seattle ILA	\$ 1,394,187	85%	\$ 1,537,920	\$ 445,529	\$ 1,348,995	88%
106	Transit Planning	\$ 158,693	36%	\$ 716,865	\$ 173,346	\$ 698,315	97%
107	Hotel/Motel Tax	\$ 1,273,599	96%	\$ 1,815,154	\$ 393,804	\$ 1,238,824	68%
108	Building Mgmt	\$ 944,709	76%	\$ 975,500	\$ 52,895	\$ 342,452	35%
111	DC Basin ILA	\$ 21,718	14%	\$ 301,863	\$ 218,743	\$ 239,532	79%
207	2009 Score Bonds	\$ -	0%	\$ -	\$ -	\$ -	0%
301	Municipal CIP	\$ 1,233,071	31%	\$ 7,521,011	\$ 637,968	\$ 4,852,146	65%
306	Facility Construction CIP	\$ -	0%	\$ 25,000	\$ 9,672	\$ 19,847	79%
307	Transportation CIP	\$ 6,958,604	33%	\$ 20,895,873	\$ 2,899,911	\$ 10,584,969	51%
308	Light Rail Area CIP	\$ -	0%	\$ 2,495,625	\$ -	\$ -	0%
	<i>SWM Admin</i>	\$ 372,887	80%	\$ 504,704	\$ 105,044	\$ 368,324	73%
	<i>SWM Compliance</i>	\$ 371,572	48%	\$ 579,634	\$ 102,050	\$ 409,726	71%
	<i>SWM Maintenance</i>	\$ 872,926	97%	\$ 999,284	\$ 193,552	\$ 779,140	78%
	<i>SWM Engineering Rev</i>	\$ 210,082	78%	\$ 282,083	\$ 67,210	\$ 275,806	98%
	<i>Capital and Transfers</i>	\$ 953,721	40%	\$ 3,143,496	\$ 158,133	\$ 593,216	19%
403	Surface Wtr Mgt Total	\$ 2,781,188	58%	\$ 8,054,201	\$ 625,989	\$ 2,771,214	34%
404	Solid Waste & Env	\$ 222,447	82%	\$ 302,896	\$ 69,661	\$ 204,285	67%
501	Equipment Rental	\$ 958,596	66%	\$ 1,537,247	\$ 234,641	\$ 513,489	33%
SUBTOTAL OTHER FUNDS		\$ 28,543,172	55%	\$ 57,697,662	\$ 7,486,438	\$ 31,554,190	55%
ALL FUNDS - EXPENDITURE TOTAL		\$ 66,326,997	72%	\$ 101,052,596	\$ 19,160,890	\$ 70,845,032	70%



YTD Target: 100%

SALARY
AND
BENEFITS
EXPENDITURES

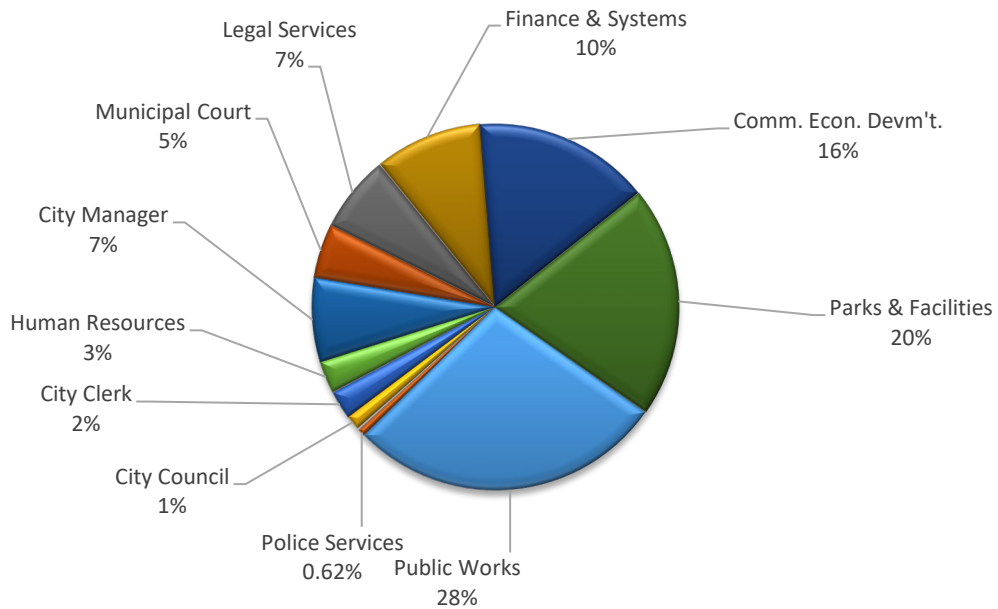
City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending December 31, 2020

GENERAL FUND		2019 YTD	2019 %	2020 Q3		YTD Actual	YTD %
Department	Section	Actual	Expended	2020 Budget	Actual	Expended	Expended
City Council		\$ 219,387	100%	\$ 221,469	\$ 55,365	\$ 219,565	99%
Municipal Court		\$ 693,615	97%	\$ 836,980	\$ 189,349	\$ 796,039	95%
City Manager	City Manager Admin	\$ 783,722	97%	\$ 911,114	\$ 218,764	\$ 911,317	100%
	Communications	\$ 293,245	97%	\$ 415,371	\$ 103,545	\$ 307,383	74%
City Manager		\$ 1,076,967	97%	\$ 1,326,485	\$ 322,309	\$ 1,218,700	92%
Finance & Systems Total	Finance Administration	\$ 958,930	98%	\$ 907,653	\$ 208,513	\$ 848,185	93%
	Systems/GIS	\$ 731,441	87%	\$ 826,647	\$ 176,857	\$ 732,463	89%
Finance & Systems Total		\$ 1,690,371	93%	\$ 1,734,300	\$ 385,370	\$ 1,580,649	91%
City Clerk		\$ 373,024	97%	\$ 434,819	\$ 98,633	\$ 411,768	95%
Legal Services		\$ 1,139,912	98%	\$ 1,146,107	\$ 254,037	\$ 1,119,631	98%
Human Resources		\$ 437,885	98%	\$ 471,745	\$ 113,874	\$ 476,781	101%
Police Services		\$ 97,953	98%	\$ 103,947	\$ 25,182	\$ 102,704	99%
Fire Service - LEOFF 1		\$ 46,461	63%	\$ 103,250	\$ 7,550	\$ 36,184	35%
Parks, CS & Facilities Total	Central Facilities	\$ 468,405	102%	\$ 581,009	\$ 130,153	\$ 528,850	91%
	Human Services	\$ 113,433	102%	\$ 117,424	\$ 27,289	\$ 112,604	96%
	Park & Rec Admin.	\$ 309,934	100%	\$ 324,512	\$ 82,625	\$ 323,922	100%
	Rec. Svcs/Events	\$ 1,139,144	106%	\$ 1,249,500	\$ 212,532	\$ 944,181	76%
	Comm Center Operations	\$ 177,939	96%	\$ 189,611	\$ 35,646	\$ 166,212	88%
	Parks Maintenance	\$ 1,190,783	99%	\$ 1,485,184	\$ 323,853	\$ 1,311,886	88%
Parks, CS & Facilities Total		\$ 3,399,639	102%	\$ 3,947,240	\$ 812,098	\$ 3,387,654	86%
Comm & Econ Devm't Total	Planning	\$ 818,832	90%	\$ 983,871	\$ 218,041	\$ 923,154	94%
	Building	\$ 1,208,912	95%	\$ 1,339,597	\$ 247,659	\$ 1,135,842	85%
	Econ Development	\$ -	0%	\$ 80,743	\$ 18,395	\$ 75,601	94%
	Code Compliance	\$ 246,242	96%	\$ 246,940	\$ 56,082	\$ 235,252	95%
Comm & Econ Devm't Total		\$ 2,273,986	93%	\$ 2,651,151	\$ 540,177	\$ 2,369,849	89%
TOTAL GENERAL FUND		\$ 11,449,201	97%	\$ 12,977,493	\$ 2,803,944	\$ 11,719,523	90%
OTHER FUNDS		2019 YTD	2019 %	2020 Q3		YTD Actual	YTD %
Fund Name	Actual	Expended	2020 Budget	Actual	Expended	Expended	
Permit Parking Program	\$ 101,106	58%	\$ 168,326	\$ 38,096	\$ 159,256	95%	
Roadway Maintenance	\$ 645,490	72%	\$ 967,057	\$ 168,552	\$ 701,158	73%	
Engineering Review	\$ 222,197	77%	\$ 312,498	\$ 73,023	\$ 301,416	96%	
Admin & Engineering	\$ 459,209	67%	\$ 864,971	\$ 147,804	\$ 601,298	70%	
102 Street Fund Total	\$ 1,428,002	70%	\$ 2,312,852	\$ 427,474	\$ 1,763,128	76%	
106 Transit Planning Fund	\$ 146,712	91%	\$ 217,192	\$ 60,941	\$ 241,094	111%	
107 Hotel/Motel Tax Fund	\$ 215,356	112%	\$ 224,380	\$ 56,020	\$ 208,655	93%	
307 Transportation CIP Fund	\$ 983,692	95%	\$ 1,052,860	\$ 258,585	\$ 1,073,567	102%	
403 Surface Water Mgt.	SWM Admin	\$ 208,742	98%	\$ 295,906	\$ 75,405	\$ 303,332	103%
	SWM Compliance	\$ 251,974	56%	\$ 289,002	\$ 57,424	\$ 259,018	90%
	SWM Maintenance	\$ 622,745	107%	\$ 646,743	\$ 120,928	\$ 506,924	78%
	SWM Engineering Rev	\$ 209,939	78%	\$ 282,083	\$ 66,730	\$ 274,422	97%
404 Solid Waste & Environ	\$ 1,293,401	85%	\$ 1,513,734	\$ 320,487	\$ 1,343,695	89%	
501 Equipment Rental Fund	\$ 160,065	103%	\$ 106,833	\$ 24,205	\$ 98,145	92%	
501 Equipment Rental Fund	\$ 50,591	99%	\$ 119,659	\$ 26,305	\$ 111,964	94%	
SUBTOTAL OTHER FUNDS		\$ 4,277,819	83%	\$ 5,547,510	\$ 1,174,017	\$ 4,840,248	87%
ALL FUNDS TOTAL		\$ 15,727,019	93%	\$ 18,525,003	\$ 3,977,961	\$ 16,559,772	89%

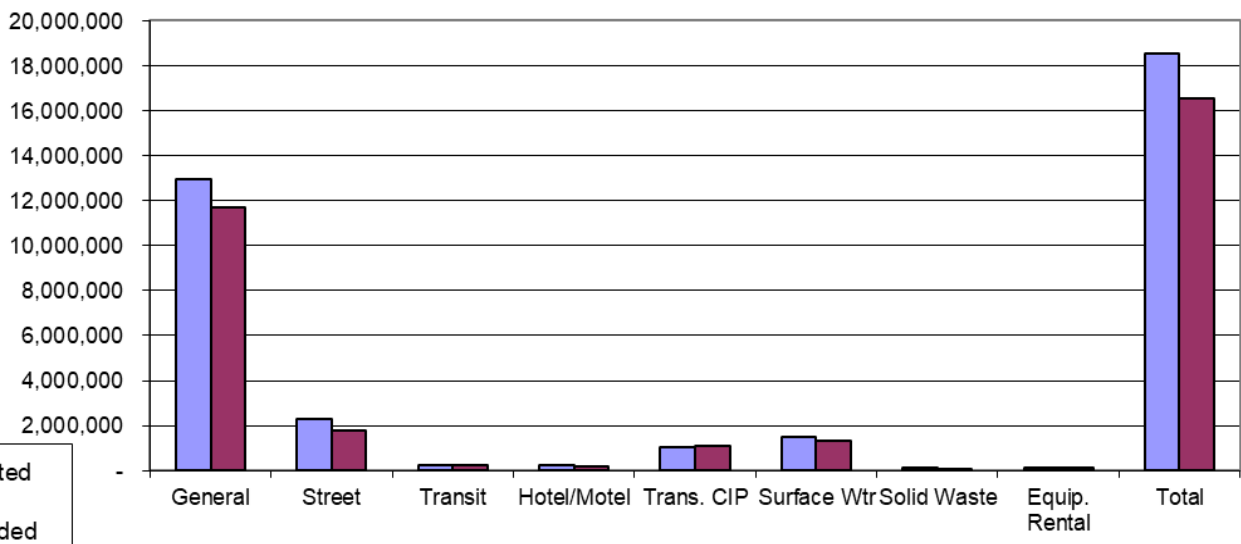
YTD Target: 100%

Notes

Salary & Benefits Actual Expenditures



Budget to Actual Salaries & Benefits



	<u>2017</u> <u>ACTUAL</u>	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>ACTUAL</u>	<u>2021</u> <u>BUDGET</u>	<u>2022</u> <u>BUDGET</u>
By Dept. Headcount (Fund)						
City Council	0.42	0.42	0.42	0.42	0.42	0.42
Municipal Court	6.50	5.55	5.55	6.55	6.55	6.55
City Manager	5.50	8.00	9.00	9.00	8.20	8.20
Finance & Systems	12.50	14.00	14.00	13.00	13.00	13.00
City Clerk	4.00	0.00	0.00	0.00	0.00	0.00
Legal/City Clerk	8.00	11.00	11.00	11.38	11.38	11.38
Human Resources	3.00	3.00	3.00	3.00	3.00	3.00
Police-City Staff	1.00	1.00	1.00	1.00	1.00	1.00
Parks, Community Programs and Services	36.57	37.50	40.16	45.42	44.81	44.81
Public Works (001,102,106,307,403,501)	34.75	34.00	41.50	41.50	40.30	40.30
Comm. Econ. Dev. (001,107)	19.50	20.75	21.75	21.75	21.75	21.75
Total City Full-Time Equivalent Positions	131.7	135.2	147.4	153.0	150.4	150.4

Police Interlocal Dedicated FTE's	41.00	46.0	48.0	48.0	49.0	49.0
Fire Interlocal Dedicated FTE's						
Equivalent Service FTE's	172.7	181.2	195.4	201.0	199.4	199.4

<u>2021</u>	
<i>City Manager</i>	-0.8 Transfer Administrative Assistant II to PW
<i>Legal</i>	0.38 Add Part-Time Prosecutor (1/26/2021)
<i>Public Works</i>	0.8 Transfer Administrative Assistant II from City Manager Office
	-1 Remove Civil Engineer II
	-1 Remove Limited Term Sound Transit CAD Technician

<u>2020</u>	
<i>Court</i>	1 Add Judicial Support Specialist
<i>City Manager</i>	1 Added Digital Communications Strategist
	-1 Remove Out-going City Manager
<i>Finance & Systems</i>	-1 Limited-Term GIS Analyst (Expired 12/31/2019)
<i>Legal</i>	0.38 Added Rule 9 Intern (Expired 12/31/2020)
<i>Parks</i>	1 Added Facilities Maintenance Worker 1
	1 Added Parks Operations Worker
	3.26 Correction of Part-Time/Seasonal Worker Hours
<i>Community & Economic Development</i>	1 Add Economic Development Manager
	-1 Eliminate Code Compliance Supervisor

<u>2019</u>	
<i>City Manager</i>	1 Add Deputy City Manager
	1 Transfer Administrative Assistant II Graphic Design Specialist From CED
	-1 Transfer Real Property Management Specialist to Finance
<i>Finance & Systems</i>	1 Add GIS Analyst
	-1 Transfer Real Property Management Specialist to PW
<i>Parks</i>	2 Add Parks Operations Workers
	1 Add Parks Operations Supervisor
	0.34 Reduce Recreation Services
<i>Public Works (102,106,307,403,404,501)</i>	1 Add PW Maintenance & Operations Manager
	1 Transfer Real Property Management Specialist from Finance
	1 Add Limited-Term Engineering Review Technician
	2 Add Sound Transit Civil Engineer II
	2 Add Parking Officers
	0.5 Add Senior Planner
<i>Comm. Econ. Dev. (001,107)</i>	1 Add Code Compliance Supervisor
	-0.75 Transfer Administrative Assistant II Graphic Design Specialist to CMO
	0.75 Add Senior Planner

General Fund Ending Fund Balance

Preliminary Totals Thru December 30, 2020

General Fund Revenues by Source

<u>Source</u>	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YEAR END EST.
Taxes:					
<i>Property Tax</i>	\$ 15,511,050	\$16,873,810	\$17,074,093	\$17,300,000	\$17,129,219
<i>Property Tax - BLS</i>	401,928	348,500	434,279	529,810	544,755
<i>Sales & Use Tax (Includes Crim. Justice)</i>	15,001,095	16,993,680	16,818,853	15,286,000	7,790,099
<i>Leasehold Excise Tax</i>	2,550,333	2,790,690	3,203,940	2,600,000	1,319,955
<i>Gambling Tax</i>	582,399	529,601	1,050,857	575,000	418,412
Licenses and Permits	1,674,173	2,866,982	1,882,697	1,436,940	2,325,649
Grants and Entitlements	233,395	198,576	217,296	1,223,345	1,404,091
State Shared Revenue	491,680	515,427	514,496	516,500	480,743
Intergovernmental Revenue	56,586	46,822	64,254	105,000	127,846
General Government Charges	127,544	224,736	176,903	166,568	233,916
Security of Persons & Property Fees	148,490	153,489	142,402	170,979	45,035
Physical Environment Fees	5,605	-	636	28,500	152,178
Economic Development Fees (Planning)	833,133	1,642,256	1,036,892	1,191,307	1,480,464
Culture & Recreation Fees (Parks & Rec)	441,934	461,519	447,284	468,625	105,896
Fines and Forfeits	588,821	286,285	289,119	150,950	218,927
Interest and Miscellaneous	172,224	331,024	558,590	182,000	366,941
Rents, Leases and Concessions	239,913	274,193	295,368	300,000	107,049
Other Miscellaneous Revenues	40,309	107,936	1,051,233	48,215	43,738
Transfers from Other Funds	1,321,012	1,285,667	-	2,356,668	956,668
Total General Fund Revenues	\$ 40,421,626	\$45,931,191	\$45,259,192	\$44,636,407	\$35,251,582

General Fund Expenditures by Department

<u>Department</u>	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 YEAR END EST.
Council	\$ 279,299	\$ 292,057	\$ 336,905	\$ 417,079	\$ 319,281
Municipal Court	690,552	695,360	767,171	925,580	871,266
City Managers Office	803,513	1,109,760	1,398,481	1,773,523	1,472,281
Finance & Systems	1,614,028	1,878,132	2,209,411	2,404,887	2,067,717
City Clerk	526,203	519,350	478,503	720,916	493,715
Legal	1,113,956	1,102,963	1,246,590	1,285,257	1,221,316
Human Resources	5,089,987	943,085	895,575	1,534,184	1,186,710
Police, SCORE, Animal Control Services	11,280,722	11,930,470	11,637,813	12,946,315	12,216,991
Fire & Emergency Services	10,046,285	10,135,167	10,752,876	10,753,284	10,785,740
Parks, Comm Progs., & Srvcs Total	4,977,708	5,297,387	5,612,284	6,847,843	5,474,720
Community & Economic Development	2,083,101	2,324,417	2,462,535	3,746,066	3,181,107
Total General Fund Expenditures	\$ 38,505,353	\$36,228,148	\$37,798,145	\$43,354,934	\$ 39,290,842
<i>YE Estimated Surplus/(Deficit)</i>	\$ 1,916,273	\$ 9,703,043	\$ 7,461,047	\$ 1,281,473	\$ (4,039,261)
Beginning Fund Balance	\$ 17,471,668	\$ 19,387,941	\$ 29,090,983	\$ 31,059,086	\$ 36,552,030
Ending Fund Balance	\$ 19,387,941	\$ 29,090,983	\$ 36,552,030	\$ 32,340,559	\$ 32,512,769
Fund Balance Target**	\$ 12,835,118	\$ 12,076,049	\$ 12,599,382	\$ 14,451,645	\$ 13,096,947
Over (Under) Fund Target	\$ 6,552,823	\$ 17,014,934	\$ 23,952,648	\$ 17,888,914	\$ 19,415,822

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

Fund		2020 Actual BFB	Estimated Revenues	Estimated Expenditures	Rev/Exp Adjustments	2020 Estimated EFB
001	General Fund	36,562,067	35,247,233	39,293,277	(4,046,044)	32,516,023
102	Street Fund	14,299,826	4,574,368	8,740,123	(4,165,755)	10,134,070
105	Port ILA	1,710,810	8,287,474	1,348,995	6,938,479	8,649,289
106	Transit Planning	429,231	835,178	698,315	136,863	566,094
107	Hotel/Motel Tax	9,158,309	685,096	1,238,824	(553,728)	8,604,580
108	Building Management	3,402,993	389,561	342,452	47,109	3,450,102
111	Des Moines Creek Basin ILA	2,854,476	350,686	239,532	111,153	2,965,629
112	Affordable Housing Sales Tax	-	53,657	-	53,657	53,657
207	SCORE Bond Servicing	272,888	2,147	-	2,147	275,035
301	Municipal Capital Improvements	11,829,355	4,165,002	4,852,146	(687,144)	11,142,211
306	Facility Construction CIP	1,793,535	2,208,821	19,847	2,188,974	3,982,509
307	Transportation CIP	19,420,297	8,607,803	10,584,969	(1,977,166)	17,443,131
308	Light Rail Station Areas CIP	1,934,569	1,036,355	-	1,036,355	2,970,924
403	SWM Utility	5,027,618	4,104,303	2,771,214	1,333,089	6,360,707
404	Solid Waste & Environmental	701,124	406,579	204,285	202,294	903,418
501	Equipment Rental	705,860	747,656	513,489	234,167	940,027
Total		110,102,958	71,701,917	70,847,467	854,450	110,957,408

CAPITAL EXPENDITURES

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

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
61 Land					
Fund 307	509 Extension Land Exchange	397,800	397,800	100%	Complete
Fund 403	Stormwater Pond at 26th Ave	345,000	345,000	100%	Complete
	Des Moines Creek Park Land Acq	2,200,000	-	0%	
Land Total		2,942,800	742,800	25%	
62 Buildings					
Fund 001	Community Center Improvements	-	26,368	*	Complete
Fund 108	SeaTac Center Tenant Imprvmnts	20,000	-	0%	
	City Hall Improvements	93,296	41,755	45%	Complete
Fund 301	City Hall Elevator Hydraulics	133,127	43,241	32%	Complete
	Maintenance & Storage Facilities	7,672	2,426	32%	Lighting Upgrades Complete
	SeaTac Community Center Improvements	108,159	5,918	5%	Lighting Upgrades Delayed, Complete Q2 2021
Fund 306	Maintenance Facility Roof Repair	25,000	15,079	60%	Complete
Fund 308	International Marketplace	2,495,625	-	0%	Project Cancelled
Buildings Total		2,882,879	134,787	5%	
63 Other Improvements					
Fund 102	2016 Overlay	-	528	*	
	2018 Overlay Military Rd S from 200th to 209th	-	15,070	*	Complete
	2019 Overlay Des Moines Mem Dr S 128th-136th	-	4,331	*	Complete
	2020 Overlay Project	920,000	120,087	13%	In Design Q3, merged with 2021 Overlay
	200th Street & I-5 Access Ramp	696,480	104,238	15%	Awaiting Final Acceptance
	509 Extension Local Contribution	2,000,000	2,000,000	100%	WSDOT Led Project, SeaTac Portion Complete
Fund 111	DMC Capital Replacement	62,000	-	0%	No project expected 2020
Fund 301	Valley Ridge Park Improvements	286,309	249,584	87%	Complete Q4 2020
	Sunset Park Tennis Court Renovation	121,000	-	0%	On Hold until 2021
	Riverton Heights Phase II	368,400	34,599	9%	In Construction Q1 2021
	North SeaTac Park Baseball Field Improvements	112,946	5,853	5%	In Planning
	North SeaTac Soccer Fields	4,359,246	3,957,579	91%	Construction completion Q2 2021
Fund 307	34th Ave S from S 160th to S 166th	4,898,379	331,710	7%	In Design; Bid and Construction Q1 2021
	Military Rd. S & S 152nd St	3,882,597	2,576,579	66%	In Construction
	Des Moines Memorial Dr & S 200th Intersection	5,486,508	4,474,425	82%	In Construction
	S 200th St Corridor Study	125,000	52,368	42%	In Design
	Military Rd S/S 164th Intersection Study	125,000	27,925	22%	In Design
	24th Ave & S 208th Intersection Imp	300,000	300,000	100%	Des Moines Led Project, SeaTac Funding Complete
	International Blvd Safety Imp Program	1,000,000	58,536	6%	In Design
	Intelligent Transportation Systems	282,000	-	0%	On Hold until 2021
	Ped Crossing Program	100,000	-	0%	On Hold until 2021

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
	S 166th ST Ped Improvements	2,000	1,311	66%	Substantially complete, awaiting Final Acceptance
	S 200th ST Ped & Bicycle Shared Pathway	2,857,587	967,335	34%	In Construction
	2021 Sidewalk - Airport Light Rail Station Ped Imp	350,000	283,135	81%	In Design
Fund 403	Small Works Drainage Project	370,967	93,045	25%	In Design, Bid and Construction Q1 2021
	Miller Creek Realignment & Daylight Project				Burien Led Project, Design Complete, ILA being
		985,000	-	0%	Executed
	2020 Annual Overlay Project	421,000	-	0%	Consolidated with 2021 Overlay Project
	S 221st St Drainage Improvements	333,779	47,336	14%	In Design, Bid and Construction Q1 2021
	S 166th St Drainage Improvements	199,000	-	0%	On Hold until 2021
	S 180th St Flood Reduction	274,068	95,653	35%	In Design
	S 200th St Path Water Quality Retrofit	202,500	-	0%	In Construction
	Other Improvements Total	31,121,766	15,801,226	51%	
64 Equipment					
Fund 001	Senior Program Software	-	12,232	*	
Fund 301	Council Chambers A/V Equipment	24,880	38,746	156%	Complete
	Computer Software	49,794	19,582	39%	
	Computer Hardware	-	9,010	*	
	SeaTV Upgrade	50,096	40,216	80%	
	Tools and Equipment-Parks	69,935	44,361	63%	Community Center Appliances
Fund 501	Vehicles/Heavy Equipment	792,268	181,804	23%	Purchase orders submitted, awaiting delivery
	Tools and Equipment	271,500	3,442	1%	
	Equipment Total	1,258,473	349,392	28%	
	Total Capital Expenditures	38,205,918	17,028,205	45%	

Definition of Project Status Terms:

Planning = Includes scoping, budgeting, and grant funding work

Design = Includes both design and ROW acquisition work

Bid Advertisement = Advertising for construction bids

Construction = Construction contract awarded and project being built

Substantial Completion = Construction complete to a point where facility can be used or occupied

Final Acceptance = Owner acceptance of the facility/project as complete



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: February 11, 2021
Re: December 31, 2020 Investment Report

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

At the end of December, the City had \$ 87,788,955 in cash and short-term investments (a decrease of \$521 Thousand), and \$28,678,714 in long-term investments at market value (a decrease of \$485 Thousand). Total cash on hand and investments equals \$116,467,669.

Interest received during the month was \$112,328 from the bonds and \$9,689 from the LGIP. Average interest earned for the year from the bonds is \$36,136 and LGIP is \$39,233. Interest paid to date is \$904,436.

The 2-year Treasury note and 90-day T-bill continued to remain below 1% in December and the LGIP remains below 1% as well.

SeaTac Yield is 1.28% compared to the LGIP at .16%. SeaTac yield has decreased due to a maturity and reinvestment at a lower rate.

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	75%	87,788,955	YES
Under 1 year	25%	79%	91,846,206	YES
Under 5 years	100%	100%	116,467,669	YES
Maximum Weighted Average Maturity	3.00		2.41	
Maximum Single Maturity	5 Years		4.46	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		1.75%	\$ 2,037,698	
U.S. Agencies Primary	100%		20.12%	\$ 23,438,840	YES
FHLB		30%	3.66%	\$ 4,257,258	YES
FNMA		30%	11.21%	\$ 13,052,258	
FHLMC		30%	3.54%	\$ 4,127,612	
FFCB		30%	1.72%	\$ 2,001,712	
U.S. Agencies Secondary	20%		4.07%	\$ 4,741,675	YES
FICO		10%	2.29%	\$ 2,661,923	YES
FARMER MAC		10%	1.79%	\$ 2,079,752	
Municipal Debt Obligations	20%	5%	0.96%	\$ 1,122,423	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		10.31%	\$ 12,010,624	YES
Local Government Investment Pool	100%		62.78%	\$ 73,116,409	YES
Total			100%	\$ 116,467,669	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 30,203,000	\$ 30,719,921	\$ 31,340,636	\$ 620,716	1.28%
City of SeaTac Liquidity Funds	\$ 85,127,033	\$ 85,127,033	\$ 85,127,033		
TOTAL PORTFOLIO	\$ 115,330,033	\$ 115,846,953	\$ 116,467,669	\$ 620,716	

Cit of SeaTac
 Investment Portfolio Analysis
 As of 12/31/2020

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
January	9,982,295	9,982,295	27,840,000	-	-	-	52,077,592	53,078,146	74,764,550	63,206	112,341	109,251	63,206	112,341	109,251
February	9,982,295	9,982,295	27,840,000	15,750	15,750	-	52,140,799	53,190,487	74,864,270	58,921	102,542	99,719	137,877	230,633	208,970
March	9,982,295	9,982,295	28,340,000	-	-	55,960	52,199,720	53,293,029	72,945,782	69,849	114,197	81,513	207,726	344,829	346,443
April	9,982,295	9,982,295	28,340,000	16,943	16,943	32,500	52,269,568	73,407,225	72,994,572	73,673	119,790	48,789	298,341	481,562	427,732
May	9,982,295	9,982,295	30,340,000	-	-	16,250	52,343,241	73,527,016	73,025,430	79,802	155,829	30,858	378,143	637,392	474,840
June	9,982,295	9,982,295	30,340,000	-	-	118,350	52,423,043	73,682,845	73,047,623	81,290	151,763	22,193	459,433	789,154	615,383
July	9,982,295	9,982,295	30,230,000	-	-	-	52,504,333	73,834,608	73,066,893	88,552	155,365	19,270	547,986	944,519	634,652
August	9,982,295	7,802,000	30,203,000	15,750	15,750	-	52,592,885	73,989,973	73,082,792	89,990	143,750	15,899	653,725	1,104,020	650,551
September	9,982,295	7,802,000	30,203,000	-	-	42,500	52,682,875	74,133,723	73,095,153	89,286	134,326	12,361	743,011	1,238,346	705,413
October	9,982,295	7,802,000	30,203,000	16,943	16,493	39,500	52,772,161	84,268,050	73,106,728	100,025	147,118	11,575	859,978	1,401,957	756,488
November	9,982,295	7,802,000	30,203,000	-	-	16,250	52,872,186	84,415,168	73,116,409	99,171	126,876	9,681	959,150	1,528,833	782,418
December	9,982,295	27,840,000	30,203,000	-	46,250	112,328	52,971,357	74,655,299	73,126,098	106,789	113,256	9,689	1,065,939	1,688,338	904,436
Average	9,982,295	10,743,672	29,523,750	5,449	9,265	36,136	52,487,480	70,456,297	73,353,025	83,379	131,429	39,233	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2020 Budget		
	2 Yr T-Note 2018	2 Yr T-Note 2019	2 Yr T-Note 2020	90 Day TBill 2018	90 Day TBill 2019	90 Day TBill 2020	City 2018	City 2019	City 2020	LGIP 2018	LGIP 2019	LGIP 2020	Actual	Budget	% of Budget
January	2.14%	2.45%	1.33%	1.46%	2.41%	1.52%	1.96%	1.54%	1.86%	1.43%	2.49%	1.72%	109,251	41,574	263%
February	2.25%	2.52%	0.86%	1.65%	2.45%	1.25%	1.96%	1.54%	1.85%	1.47%	2.52%	1.68%	99,719	41,574	240%
March	2.27%	2.27%	0.23%	1.73%	2.40%	0.11%	1.97%	1.53%	1.58%	1.58%	2.53%	1.30%	137,473	41,574	331%
April	2.49%	2.27%	0.20%	1.87%	2.43%	0.09%	2.08%	1.53%	1.58%	1.71%	2.54%	0.81%	81,289	41,574	196%
May	2.40%	1.95%	0.16%	1.93%	2.35%	0.14%	1.94%	1.52%	1.52%	1.80%	2.50%	0.50%	47,108	41,574	113%
June	2.52%	1.75%	0.16%	1.93%	2.12%	0.16%	1.96%	1.52%	1.49%	1.87%	2.51%	0.37%	140,543	41,574	338%
July	2.67%	1.85%	0.11%	2.03%	2.08%	0.09%	1.98%	1.52%	1.39%	1.99%	2.48%	0.31%	19,270	41,574	46%
August	2.62%	1.50%	0.14%	2.11%	1.99%	0.11%	1.91%	1.59%	1.39%	2.01%	2.29%	0.26%	15,899	41,574	38%
September	2.81%	1.63%	0.13%	2.19%	1.88%	0.10%	1.91%	1.60%	1.39%	2.06%	2.20%	0.21%	54,861	41,574	132%
October	2.87%	1.52%	0.14%	2.34%	1.54%	0.09%	1.86%	1.59%	1.39%	2.23%	2.06%	0.19%	51,075	41,573	123%
November	2.80%	1.61%	0.16%	2.37%	1.59%	0.08%	1.79%	1.59%	1.39%	2.28%	1.83%	0.16%	25,931	41,573	62%
December	2.48%	1.58%	0.13%	2.45%	1.55%	0.09%	1.63%	1.87%	1.28%	2.37%	1.77%	0.16%	122,017	41,573	294%
Average	2.53%	1.91%	0.31%	2.01%	2.07%	0.32%	1.91%	1.58%	1.51%	1.90%	2.31%	0.64%	904,436	498,885	181.29%

**CITY OF SEATAC
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report 02/11/2020Period Covered 4th Quarter 2020 @ December 31, 2020

Policy Section	Policy Requirement	Compliance	Current Portfolio	Frequency
5.1 Delegation of Authority	Establish written procedures for operations of the investment program	Compliant	Investment procedures are documented	Updated as needed
6.2 Safekeeping	All Securities will be held in Safekeeping	Compliant	US Bank Safekeeping	Monthly
6.3 Internal Controls	Documented in Investment Procedures Manual	Compliant	Section 3. Internal Controls in Procedures Manual	Updated as needed
6.4 External Review	External review of City Investment Policy and Investment Portfolio for compliance and best practices	Compliant	2019 review completed, next review in 2022	Every 3 Years
7.1 Broker/Dealers	<ul style="list-style-type: none"> • Review of Financial Industry Regulatory Authority report on firm and broker • Certification of having read the Policy and receipt of the City's Trading Authorization • or Broker/Dealer list provided by Investment Advisor 	Compliant	Detailed Authorized Broker/Dealer list is on file.	Annual
7.3 Bank Institutions	Only PDPC participating banks	Compliant	U.S. Bank	At Inception
7.4 Competitive Transactions	3 bids for security purchase or sale	Compliant	One security purchased in December to replace a maturity. Broker security offerings are on file in H:\FINANCE\Z Investments	Monthly
8.0 Authorized Investments	Authorized by WA State Statute RCW 39.58, 39.59, 43.250, 43.84.080	Compliant	See Compliance Report	Monthly
9.0 Investment Parameters Authorized Investments Credit Ratings	Requires AA- or better from Standard & Poor's and Aa3 by Moody's	Compliant	See Compliance Report	Semi-Annual
9.1 Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	1.75%	
US Agency Primary	100%, 30% per issuer	Compliant	20.12%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	4.07%	
Local Government Investment Pool	100%	Compliant	62.78%	
Bank Deposits	50%	Compliant	10.31%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	0.96%	

9.2 Investment Maturity	Maximum Weighted Maturity 3 Years Minimum % of Portfolio: Under 30 Days 10% Under 1 Year 25% Under 5 Years 100%	Compliant	2.41 Years 75% 79% 100%	Monthly
9.2 Investment Maturity Maximum Maturity	Maximum Maturity of Individual Issue 5 Years	Compliant	4.46 yrs. 06/16/2025	Monthly
10.0 Reporting Requirements	Annual, Quarterly & Monthly	Compliant	2020 4th Quarter Preliminary Financial Management Report is available.	Monthly
10.2 Performance Standards	LGIP for earnings rate US Treasury index for total return	Compliant	<u>LGIP</u> 0.16% <u>Portfolio</u> <u>Investment Core</u> 1.28%	Monthly
10.3 Compliance Report	Quarterly comparison to Investment Policy	Not Compliant	This Report is provided quarterly to the Administration and Finance Committee	Quarterly
11.0 Investment Policy Review - internal	Annual Review	Compliant	December 06, 2020	Annual
11.0 Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Last adopted 10-10-2019	Changes Adopted As Needed