



Administration and Finance Committee Minutes

April 8, 2021
4:00 PM
Virtual Meeting

Commence: 4:03 PM
Adjourn: 5:28 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	Committee Chair Erin Sitterley <i>called the meeting to order at 4:03PM.</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 03/11/2021 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>Josh Weiss of Gordon Thomas Honeywell addressed the committee to provide an update on the status of the legislative session and the progress of proposed bills that may be of interest to the City.</i>
5. Budget Amendment for Carry Forwards	<u> X </u> Recommended for Approval <i>Finance Director Gwen Pilo presented the committee with a proposed 2021-2022 Biennial Budget amendment for carry-forwards. Carry-forwards are generally committed funds for projects that began in a previous year but were not completed. The budget amendment includes the unspent budget funds from the prior year and have no impact on the operational budget. The committee recommended this item for approval. It will be presented on the Consent Agenda of the April 27th Regular Council Meeting.</i>

<p>6. Hotel/Motel Tax Advisory Committee Annual Review</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented the committee with a memo providing an annual review of the Hotel/Motel Tax Advisory Committee membership, as required by SMC and RCW. The committee has not had any issues with the number of members and staff's recommendation is to retain the current committee membership. The A&F committee concurred, and this item was recommended for approval. The A&F Committee Chair will report out at the April 13th Regular Council Meeting.</i></p>
<p>7. Administrative Procedures related to Standards of Conduct and Council Study Sessions</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg provided the committee a memo detailing proposed revisions to the City Council Administrative Procedures including a new section dedicated to Council Standards of Conduct and revisions relating to Council Study Sessions. The committee discussed the proposals and the intent of the new language and agreed with all the revisions as presented. This item will be presented at an upcoming Regular Council Meeting.</i></p>
<p>8. Process for Citizen Committees to provide advice to Council</p>	<p><u> X </u> Informational Update</p> <p><i>City Clerk Kristina Gregg provided the committee a memo detailing the process for referral of items from an advisory committee, following a referral request at the March 23rd Regular Council Meeting. The City Council Administrative Procedures currently outlines topics that are automatically referred to Council Standing Committees.</i></p>
<p>9. Investment Report</p>	<p><i>Finance & Systems Director Gwen Pilo provided the committee with the February 2021 Investment Compliance Report and Portfolio Analysis.</i></p>
<p>10. Future Meeting Schedule</p>	<p><i>The next A&F committee is scheduled for May 13th at 4:00PM (Location: Virtual).</i></p>
<p>11. Adjourn</p>	<p><i>Committee Chair Erin Sitterley adjourned the meeting at 5:28 PM.</i></p>

MEMORANDUM

COMMUNITY & ECONOMIC DEVELOPMENT (CED)

Date: April 14, 2021
To: Hotel Motel Advisory Committee (HMAC) - Meeting on 4/14/2021
Administration & Finance (A&F) Committee – Meeting on 5/13/2021
CC: Evan Maxim, Director, Community & Economic Development
From: Tanja Carter, Economic Development Strategist
Subject: **SeaTac Hotel Shuttle Program Preliminary Analysis & Recommendation**

Overview

The purpose of this memo is to receive feedback regarding support for using lodging tax monies to support the SeaTac - Westfield Mall Shuttle Program using lodging tax monies. In order for HMAC and the A&F committee to evaluate this program, the Economic Development staff are providing the Committees with 1) shuttle program background, 2) historical ridership data analysis, 3) SeaTac hospitality industry significance overview, and 4) subsequent staff recommendations on reinstating funding of the program to support the SeaTac lodging/hospitality industry competitiveness and recovery.

Background

Overview

For twenty (20) years, the Seattle Southside Regional Tourism Authority (SSRTA or RTA) formerly known as Seattle Southside Visitor Services (SSVS), has hired Seattle Express to provide regularly scheduled shuttle services from hotels in the City of SeaTac to the Westfield Southcenter Mall seven days a week (excluding some major holidays). Throughout this time, the organization also initiated different service models (such as including the Museum of Flight on the route, obtaining financial support from Southcenter Mall, etc., however none of the expanded initiatives lasted longer than a year at the decision of the partners and feedback from riders. It should also be noted that Tukwila hotel ridership for the shuttle program was historically significantly lower than SeaTac because Tukwila hotel shuttles make trips to the Airport and incorporate a guest drop off the Mall as part of their route. The Tukwila hotel service by the shuttle program was ended after the 2008 recession.

Value Proposition

The main reason for providing the SeaTac shuttle program service is to enhance competitiveness of SeaTac hotels through added value in order to capture business of potential overnight guests and groups in a price sensitive hotel room market within the region. Between 2016 and 2019, Seattle Express each year transported approximately 25,000 SeaTac hotel guests to Westfield Southcenter Mall*. As part of the annual agreements, the shuttle is also wrapped in Seattle Southside branded advertising; adding to regional image building. The peak travel season is usually between May and September, when historically both hotel occupancies near

90% and average ridership numbers have surpassed 2,500 per month with a high mark of 3,100. Ridership is consistent at about 1,500-2,000 per month during the other months.

**See exhibit A "Annual Ridership"*

Funding

In 2016, the RTA assumed the shuttle program contract from SSVS with 100% of the cost funded by SeaTac lodging tax (prior to 2011 the shuttle program cost was split with lodging tax funding from Tukwila). The RTA has been contracting for this service on an annual basis with monthly costs in 2019 being \$13,333. The shuttle service has been suspended since April 2020 due to the COVID-19 pandemic. Previously the shuttle program costs have been incorporated into the annually approved tourism marketing initiatives the SSRTA provides to the City of SeaTac. For reference - the City of SeaTac's HMAc members have historically always supported lodging tax funding for the complimentary shuttle service for SeaTac hotel guests and the SeaTac Council has historically supported HMAc's shuttle funding recommendation each year from 2002-2020.

Shuttle Significance to Hospitality Industry

According to Seattle Express, historically the top four SeaTac hotels for ridership are the DoubleTree by Hilton Hotel Seattle Airport (850 rooms), Hilton Seattle Airport and Conference (396 rooms), The Hampton Inn & Suites Seattle-Airport /28th Ave (218 rooms) and the Radisson Hotel Seattle Airport (204 rooms). Room capacity for all four hotels is 1668 rooms; which represents 28% of the entire City hotel inventory of about 6,000 rooms. The shuttle is most in use from Thursday to Sunday with the most popular days being Friday and Saturday. Industry representatives consistently express strong support for the SeaTac shuttle program.

According to Brandi Mitchell Area Manager of BMI Hospitality, "Our hotels see more leisure traveler use than airline crew use; however, we also have a lot of corporate travelers that use the service since most don't have cars. When we do negotiate crew contracts, the shuttle has about a 30-40% impact on our ability to close contracts, which is very meaningful. It's also more crucial now than ever to reinstate this service since there is so much room inventory right now that this amenity is a critical differentiation."

Rich Scherzinger, General Manager reports that the Hilton pre pandemic "...hosted 60-75 crew a night at the 850 room DoubleTree Hotel. Several international crews come from countries where shopping in the USA is highly desired, since they do not have such a selection of products and low pricing. Additionally, many international crew have long layovers, which contractually require crew to be near shopping. Having the shuttle means that SeaTac hotels can therefore compete with the Seattle hotel market. Our local market also depends on the shuttle during late summer and back to school shopping. Many of our leisure travelers come from eastern Washington to stock up for school since they don't have such amenities where they live."

Finally, Donna Rios from Radisson shared that "during COVID-19 it's been hard for guests to get out in SeaTac, which makes our hotels less desirable. Guests' main option for shopping where transportation is reasonably

priced is light rail to Seattle, which is not as easy or convenient like having Westfield Mall in your neighborhood. This was a great amenity we shared upon guest check-in, which enabled them to easily plan their stay. Now it is much more complicated if they want to get around.”

Hospitality Industry Significance to City of SeaTac

The hospitality, travel, and tourism industries were among the most impacted by the effects of the Covid-19 pandemic. Lodging tax collections in SeaTac for 2020 at \$840,154 were about 45% of 2019 levels at \$1,882,246. Additionally, accommodations and food services industries collectively represent approximately 20% of all commercial businesses and subsequent sales tax revenues in SeaTac. SeaTac’s hotel industry speed to recovery is determined by the collective ability to recapture traveler volumes. The most recent data from Smith Travel Report indicated SeaTac market hotel occupancies reaching 55% during March of 2021.

SeaTac hotels compete regionally for business. As with the airline crew contracts, leisure and business travelers are more likely to choose hotels with easy access to, or closer to shopping and other amenities. SeaTac’s competitive advantage is the abundant inventory and variety of lodging options. When SeaTac hotels capture a higher number of travelers, occupancy levels and ADR (average daily rates) increase, and so does hospitality-related spending within the City. The loss of traveler volumes from SeaTac to hotels in other parts of the region results in lost lodging, parking, and sales tax revenue through lower SeaTac hotel occupancy. A major challenge for SeaTac hotels is the relatively limited amenity base within the City of SeaTac proper. Thus, it is important to improve access to regional amenities and increase the SeaTac amenity base. These market dynamics and opportunities inform the travel and tourism policy SeaTac is developing. The overarching goal is to maximize the benefits to the City of SeaTac by ensuring a positive visitor experience, creating programming and connectivity for travelers by improving connection of hotel guests in the International Boulevard hotel district to the amenities SeaTac and the region has to offer.

Staff Recommendation

SeaTac tourism and travel industry representatives have expressed a strong desire to bring back the shuttle program. At various points, SeaTac Councilmembers have also expressed an interest in the program. The SeaTac economic development staff prepared this memo detailing the historic shuttle program to share with both HMAC and the A&F Committee. Based on available information, staff recommends that the RTA in collaboration with the City prepare an application for lodging tax funding to support the re-deployment of the SeaTac-Westfield Mall shuttle program. Staff acknowledges that the fluidity of the economic recovery and reopening restrictions will necessitate further analysis of scoping the service and ongoing evaluation of the program utilization.

Timeline and Milestones

Should the HMAC and the A&F Committees express interest in moving the program forward, an application for lodging tax funding will be prepared for the shuttle service and submitted to HMAC by end of May for review and recommendation. The A&F Committee would review the funding recommendation and proposed budget amendment at the June 10th meeting. Subsequently, the funding recommendation would be reviewed and possibly acted on at the Regular Council Meeting on June 22nd. If the application and funding recommendation is approved, it is estimated that the shuttle could be running by July 2021.



MEMORANDUM

To: Administration & Finance Committee
Through: Carl Cole, City Manager
From: Evan Maxim, Director of Community & Economic Development
CC: Mei Bark, Human Resources Director
Date: May 13, 2021
Re: Community & Economic Development Job Reclassifications

Summary

The Permit Center division is currently managed by the Permit Center Supervisor. A Human Resources job audit, which evaluated the span of control and responsibilities of this position recommends that the Permit Center Supervisor (salary range 59) be reclassified to a Permit Center Manager (salary range 66). The reclassification will address an apparent disparity in job title and compensation between the Permit Center Supervisor and other managers responsible for similar duties.

Background

The Community and Economic Development (CED) department is currently organized into four separate divisions, with each division generally managed by a manager under the supervision of the CED Director. The Building Services, Economic Development, and Planning divisions are managed by the Building Services Manager, Economic Development Manager, and Planning Manager respectively. Permit review also includes review by the Engineering review division in Public works, which is managed by the Engineering Review Manager.

In 2020, prior to the current CED director's arrival, the CED department was re-organized to create a separate Permit Center division. Previously permit center services were a function of the Building Services division, overseen by a Permit Center Supervisor. The Permit Center Supervisor was previously supervised the Building Services Manager and following the re-organization is now directly supervised by the CED Director. The re-organization re-focused permit center services on all permit lines (land use approvals, engineering permits, and building permits) and on permit counter customer service. Integrated permit services at a permit counter result in a consistent "look and feel" to permit materials, standardized and efficient administrative operations, and an overall improved customer experience. In addition to the Permit Center Supervisor, the recently created Permit Center division has an annual budget of

approximately \$467,000 and is comprised of two permit coordinators, a senior permit coordinator, and an administrative assistant two (AA2).

The current Permit Center Supervisor was hired in April of 2020, with the understanding that the position would be responsible for managing the division. As noted in the Human Resources job audit, the current CED Director has continued to require that the Permit Center Supervisor fulfill the responsibilities of managing the Permit Center division, which include job duties that the previous Permit Center Supervisor was not assigned. The Human Resources job audit of the Permit Center Supervisor position was initiated after the recently-hired CED Director realized that the span of control, division budget, and administrative responsibilities were comparable to the Engineering Review Manager, Building Services Manager, and Planning Manager.

The proposed Permit Center Manager position will replace the current Permit Center Supervisor position. The reclassification will not result in a net increase in staffing. The CED director has worked with Human Resources to develop an updated job description that will replace the current Permit Center Supervisor job description.

Fiscal Impact

The CED department current has one vacancy (Code Compliance Program Coordinator), which has been vacant since January 2021; this position will be filled by late May 2021. This vacancy will result in a reduction of personnel expenditures of approximately \$39,940 (salary & benefits) in 2021. Several positions in CED are currently “partially filled” for a variety of reasons (e.g. COVID-19, protected leave, etc); cost savings for these positions are not included in the above estimate.

The proposed reclassification of this position to Permit Center Manager will result in an increase in personnel expenditures of approximately \$16,940 (salary & benefits) in 2021. Presuming the reclassification is approved and all CED positions are filled in 2022, a budget amendment of approximately \$7,600 will be included as part of the anticipated mid-biennial budget amendment in 2021. With the ongoing COVID-19 pandemic, it is possible that some CED positions will remain partially filled and no budget amendment will be required.

Authority

SMC 2.65.030 states: “With written justification, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City’s defined commitments”.

RCW 35A (sections 13.080 through 13.102) provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

Approval

At its May 13, 2021 meeting the Administration and Finance Committee ratified the proposed reclassification and compensation as recommended above.

Ratified:

Mayor Erin Sitterley, Chair

Attachment

Draft Job Description

Human Resources Job Audit

POSTION EVALUATED: Permit Center Supervisor
CURRENT INCUMBENT(S): Becky Scheffer
DATE RECEIVED BY HR: February 21, 2021
DATE OF FINDINGS: March 12, 2021
CURRENT WAGE GRADE: 59

Background

The Permit Center Supervisor is located in the Community & Economic Development Department for the City of SeaTac. Responsibilities include the supervision and oversight of the Permit Center, administration of the permit software activities and operations, and the resolution of complex issues of the Permit Center. Originally, the Permit Center was managed by the Building Official and was a unit within Building Services in the Community & Economic Development Department.

Due to the gradual change in duties, the Permit Center Supervisor's pay grade changed from range 51 to range 59 based on a salary survey conducted by the Deputy City Manager in February 2020. Prior to April 2020, the Permit Center Supervisor reported to the Building Official, and supervised a Senior Permit Coordinator and two Permit Coordinators.

The former Community & Economic Development Director, prior to his retirement in July 2020, created a Permit Center division and changed the reporting structure of the Permit Center Supervisor from the Building Official to report directly to the Community & Economic Development Director. This change coincided with the departure of the former Permit Center Supervisor and the hiring of the current incumbent.

Findings

The current Permit Center Supervisor was hired with the understanding that the position was essentially managing the division. The former Community & Economic Development Director retired and was replaced with the current incumbent. Based on the "inherited" division structure the newly hired Community & Economic Development Director has continued to require that the Permit Center Supervisor fulfill the responsibilities of the position to align with the scope of work that manages a Permit Division. Many of the job duties that were originally assigned to the position have not changed, but have been supplemented with additional management duties.

The Permit Center Supervisor manages the Permit Center, which is one of four divisions in the Department of Community & Economic Development. The position operates an annual budget of \$467,000; performs the functions of management, which include planning the work of the division to meet organizational goals and objectives, establishing and organizing processes, setting goals for the division, leading staff,

monitoring employee performance and ensuring the quality of work produced is efficient and adequately maintained.

The following is the scope of work that shifted to change the nature of the position:

- Manage the Permit Center budget
- Plan and organize the work of the division
- Set division's goals
- Oversee and participate as needed in pre-application meetings for more complex development projects
- Hire staff
- Increase supervision of staff from 3 to 4
- Participate in complex development projects
- Expansion of the involvement in working with internal and external groups
- Act on behalf of the Community & Economic Development Director when designated during scheduled and/or emergency absences
- Increase in the number of years of experience supervising and managing staff

Comparable Cities

The Permit Center Supervisor position was compared to the City of Tukwila, City of Shoreline and City of Bothell. The City of Shoreline provided the best match under the position of Permit Services Manager. Therefore, the secondary cities of Auburn and Federal Way were not considered. The Permit Center Manager for the City of Shoreline is the head of the Permit Division. The incumbent is responsible for the planning, management and oversight of the permit center division; provides work direction to staff; hiring; manages employee performance; works with departments, service providers, regulatory agencies, and external customers on continuous process improvements.

Recommendations

- § The Permit Center Supervisor be reclassified to a Permit Center Manager, and the City adopt the job description as proposed.
- § The current incumbent, Becky Scheffer be placed in the Permit Center Manager position. The salary should be placed at Step B of Pay Range 66 on the 2021 Salary Schedule, \$8,813 per month retroactively. The salary will be effective February 21, 2021. Becky Scheffer's annual review date for performance appraisals shall be changed to February 21, 2021 annually.

This position's scope of work, responsibility and span of control are consistent with the managers of planning and building services. The position's scope of work and responsibility is consistent with the manager of the economic development division. Placing the incumbent at pay range 66 is equitable to the adjacent economic development manager and planning manager positions in Community & Economic Development, which are both range 66. Placing the incumbent at step B of the pay range addresses internal pay equity with the position's counter parts. The building services manager, who performs at the capacity as the building official for the City of SeaTac, which is a more technical position and has a higher level of responsibility is at pay range 67.

Maintaining the incumbent at range 59 would be the same pay range as the building services supervisor, who reports directly to the building services manager who manages a division and reports directly to the Community & Economic Development Director.

Job Audit Decision Process

The following timeline depicts the process in which the job audit was conducted.

- 2/21/2021 Job audit request and supporting materials submitted to HR by incumbent.
- 3/2/2021 Assigned to Human Resources Analyst
- 3/12/2021 Initial interview conducted with the Community & Economic Development Director by Human Resources Analyst. The Director provided additional information regarding scope of work and job responsibilities.
- 3/12/2021 Sent initial findings to Human Resources Director
- 3/15/2021 Received information from Human Resources Director to make final recommendations in a specified format
- 3/16/2021 Resent recommendation to HR Director for review
- 3/18/2021 Human Resources Director made edits
- 3/18/2021 Human Resources Analyst accepted and added edits
- 3/18/2021 Sent to Community & Economic Development Director for review
- 3/19/2021 Received changes from the Community & Economic Development Director

Additional Information for Consideration

No additional consideration presented at this time.

CITY OF SEATAC

CLASS TITLE: PERMIT CENTER MANAGER

Salary Range: 59

Essential Personnel: Yes No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the Community and Economic Development Director, this position is responsible for the planning, management, and oversight of the Permit Center Division. Manages and prepares division budget, administers the permit software system, activities and operations; ensures the proper intake, processing and issuance of land use approvals and building, fire, and engineering permits in compliance with City and State regulations and practices; promotes continual improvement of customer service, the permit review process, and coordination with other teams and departments. The Permit Center Manager provides training, supervision, work direction, performance evaluation, guidance and motivation to assigned personnel.

REPRESENTATIVE DUTIES:

- Manage the daily operations of the Permit Center, assigned staff, and the City's centralized permitting activities and programs in accordance with applicable laws. Develop, implement and maintain policies, procedures and processes for the effective and efficient operation of the Permit Center Division to ensure consistent and timely routing of all permit and land use applications and development review plans to appropriate divisions and personnel. Track and ensure timely review of applications and plans; ensure that responses to applicants are coordinated and provided in a timely manner. Provide excellent customer service to internal and external customers. *E*
- Coordinate with other department heads and division managers to develop and implement systems to streamline citywide permitting processes, including editing and maintaining the content and design of related forms, handouts and miscellaneous documents to ensure smooth operation of citywide objectives. Ensure compliance with local and State laws pertaining to applications and assist in implementing required changes to systems, policies and procedures as laws change. *E*
- Continually monitor and evaluate the ongoing evaluation of permit process activities to improve customer service, productivity and efficiency while ensuring regulatory compliance. Evaluate and develop goals, objectives, policies, procedures and priorities and implement changes as needed. Analyze the effectiveness of operations to include evaluating work products, methods and procedures. *E*

- Responsible for overall oversight and administration of the permit tracking software and serve as the administrator for “front end” issues and as the primary contact for troubleshooting permit tracking system problems. Maintain, modify, and update computer database programs and software. Train and assist review staff in the efficient utilization of permit software to achieve consistent data among all divisions and departments. Serve as the permit tracking system administrator for report generation and information extraction. Coordinate with Information Services personnel for administration of the permit tracking system. *E*
- Continually monitor, and regularly provide updates of, the Permit Center activities to the Director; prepare revenue details based on anticipated and actual Permit Center work; provide permit turnaround and process information, performance data, and prepare associated reports for the Director and City Manager. *E*
- Work with the Building Services Manager to develop, implement and oversee the permit processes as related to the City’s Interlocal Agreement with the Port of Seattle; ensuring quality control and quality assurance. *E*
- Responsible for public notifications as required by code, bond maintenance, and administrative support for land use processes and other permits.
- Manage the maintenance of the centralized master file management system for all development, building and land use plans, applications and permit records, information and related documents. Train and provide guidance to assigned staff in the use and maintenance of this filing system. Supervise and oversee the preparation of documents for archiving, adhering to City and State requirements. *E*
- Compile information from various paper and computer records to develop the Permit Center division’s annual budget. Gather information and prepare reports giving input to future projection analysis and revenue tracking. *E*
- Responsible for hiring, training, supervision, and performance evaluations of Permit Center staff. Prioritize, assign and review work to assure efficient Permit Center operations. Recommend hiring and terminations. Establish clear goals and direction for the Permit Center division according to Department standards. *E*
- Establish Permit Center staff work schedules to ensure permit center counter coverage. *E*
- Provide general information to customers regarding general construction/design requirements, land use related procedures and development engineering and building permit application requirements and standards. Assist the public in how to complete applications. *E*
- Process and coordinate review of all Interlocal Agreement Pre-Application checklists for

Port of Seattle-related development including land use, SEPA, Engineering Review, and Building activities and prepare reports for use by Department Director, City Manager and City Council committees.

- Oversee and coordinate invoicing the Franchise Utilities and coordinate collection efforts with the City's Finance Department. *E*
- Oversee and coordinate the permit processing of the City's most complex and visible development projects. Track and monitor review times, ensuring that reviews are completed within the established review time guidelines. Provide plan review coordination over multiple City departments. Act as a liaison between other City departments, staff and the public. *E*
- Provide first level technical support and assistance to Permit Center staff and resolve complex issues by providing guidance to the assigned staff. *E*
- Resolve unusual or difficult problems encountered in the issuance of a variety of permits. *E*
- Work directly with other CED managers on a variety of permit related issues. Assign staff to process public disclosure requests and provide copies of plans and permit files. Conduct surveys, research issues, prepare meeting materials and reports, and coordinate with other departments as needed. *E*
- Oversee, and participate as needed, in pre-application meetings for more complex development projects. Explain the permit process and permitting application intake requirements for the various types of permits and land use applications. *E*
- Act on behalf of the CED Director when designated during scheduled and/or emergency absences. *E*
- Perform related duties as assigned. *E*

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Federal, State and local laws, codes and regulations.
- Principles of supervision, training, performance evaluation and corrective actions.
- Record keeping procedures and applicable retention requirements.
- General principles, practices, theories, terminology and application of municipal building, planning and engineering permits including permitting, plans examination and inspections.
- Modern methods and techniques of customer services

- Principles and practices of program development and administration.
- Principles of business letter writing and report preparation and analysis.
- Managing and monitoring a computer-based records and data input system.

SKILL IN:

- Providing excellent customer service to the public, co-workers and City employees.
- Developing and administering permit services goals, objectives and procedures.
- Selecting, supervising, training, motivating and evaluating staff and administering discipline as needed.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Interpreting and applying applicable Federal, State and local policies codes, laws, and regulations.
- Participating in the development and administration of Department goals, objectives and procedures.
- Operating a computer to enter data, maintain records, generate reports and provide electronically produced presentations.
- Communicating effectively both orally and in writing.
- Analyzing and interpreting permitting requests accurately and adopting an effective course of action.

ABILITY TO:

- Establish and maintain effective working relationships with others.
- Prioritize work and meet deadlines planning and organizing many and varied work assignments.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Train and explain codes, policies and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Associates of Arts degree in business administration or related field.
- Five (5) years increasingly responsible permitting experience including at least three years in a supervisory capacity.
- Municipal experience is required.
- Intermediate to expert level skill in permitting software required.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- International Code Council (ICC) Certification as a Permit Technician required.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Sitting and standing for extended periods; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information. Lifting and carrying boxes or other objects weighing up to 20 pounds.

HAZARDS:

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

Updated: Evan Maxim 3/2021

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)



MEMORANDUM

To: Administration & Finance Committee
From: Gwen Voelpel, Deputy City Manager
Date: May 10, 2021
Re: Port of Seattle Court Services Request

Summary: Airport Acting Chief of Police Mike Villa recently inquired into the City's openness to negotiating an interlocal agreement with the Port of Seattle for the City to provide municipal court services. Before opening negotiations with the Port of Seattle, staff seeks authorization from the City Council.

Background: The Seattle-Tacoma International Airport currently files cases with King County District Court. Under state law (RCW 3.50.020), the City has original jurisdiction over traffic infractions and criminal violations of ordinances arising within its borders. The City also has the authority to establish joint agreements to benefit citizens and property within its borders per the Interlocal Cooperation Act (RCW 39.34).

The Acting Chief of Police indicates that the Port's interest in seeking an agreement is in prosecution of cases, including repeat offenses of trespassing and breaking and entering. King County has been declining to prosecute many cases. Chief Villa shared that many of those the Port Police trespass or arrest remain in the area—including in SeaTac—because they cannot be detained at the King County Correctional Facility. Many if not most of the subjects apprehended for criminal activity at the airport are released at the scene due to King County policies that either do not allow for prosecution in District Court, if prosecuted do not allow for meaningful penalties, or a combination of these. A potential benefit of undertaking this contract could be the opportunity to hold offenders accountable for criminal activity at the airport (booking at time of crime and sentencing down the road if appropriate) and not allow them to be released on the streets of SeaTac.

The City requested citation numbers from airport police staff to gain an initial understanding of the potential impact on staffing. Given the impact of COVID on the traveling public in 2020, the City referred to 2019 data for City and airport cases.

2019 Cases

Type of Case	City of SeaTac	Sea-Tac International Airport
Traffic	3,116	947
Criminal Non-traffic	443	207
Criminal Traffic	247	49
Infraction Non-traffic	73	248
Other (primarily parking)	1,261	N/A

Preliminary calculations indicate that additional staffing in the Legal Department and Municipal Court, as well as contract funding for public defense and interpretation, would be required to process claims arising at the airport. Because the Legal Department and Court staff are both relatively small, adding redundancies to both departments should be a benefit to the City as staff need to be absent for one reason or another. The airport has its own agreement with SCORE for detention.

Request of the A&F Committee: The City Manager’s Office seeks a recommendation from the Administration & Finance Committee to the City Council to a) proceed with negotiations with the Port of Seattle to provide court services for cases occurring on airport property; or b) decline to proceed with negotiations with the Port of Seattle to provide court services for airport cases. The staff recommends proceeding with negotiations.

Next Steps: The results of this request will come forward as a motion at the June 8 Regular Council Meeting. Should the City Council approve the motion to authorize the City Manager to enter negotiations with the Port of Seattle, staff would present updates at the A&F Committee prior to bringing an interlocal agreement to the full City Council for approval.

Airport Court Service Request

May 13, 2021



PRESENTATION OVERVIEW

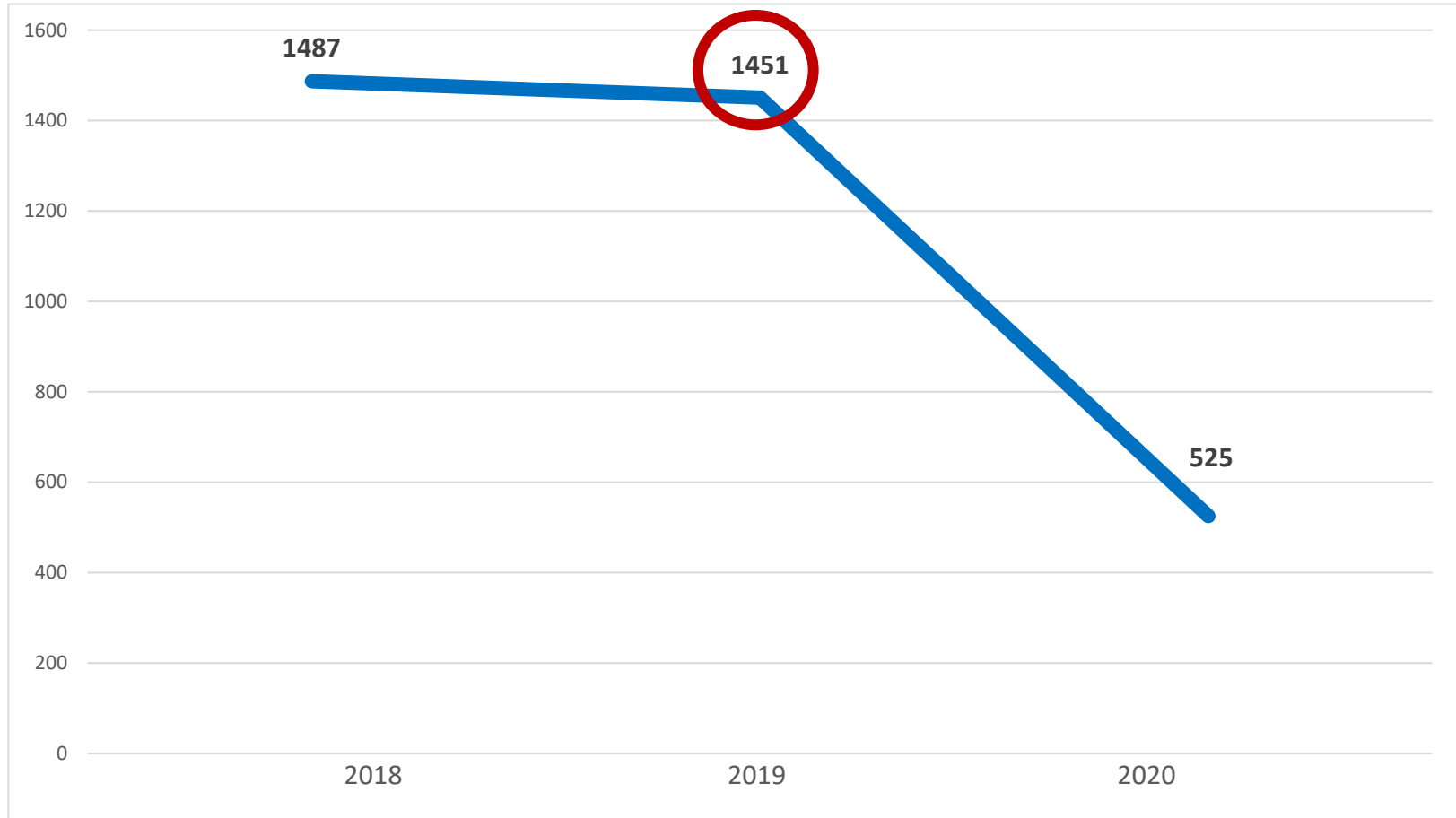
PURPOSE OF PRESENTATION

Share request from the Port of Seattle to provide court services for citations on airport property and receive direction from A&F on whether to proceed with negotiations.

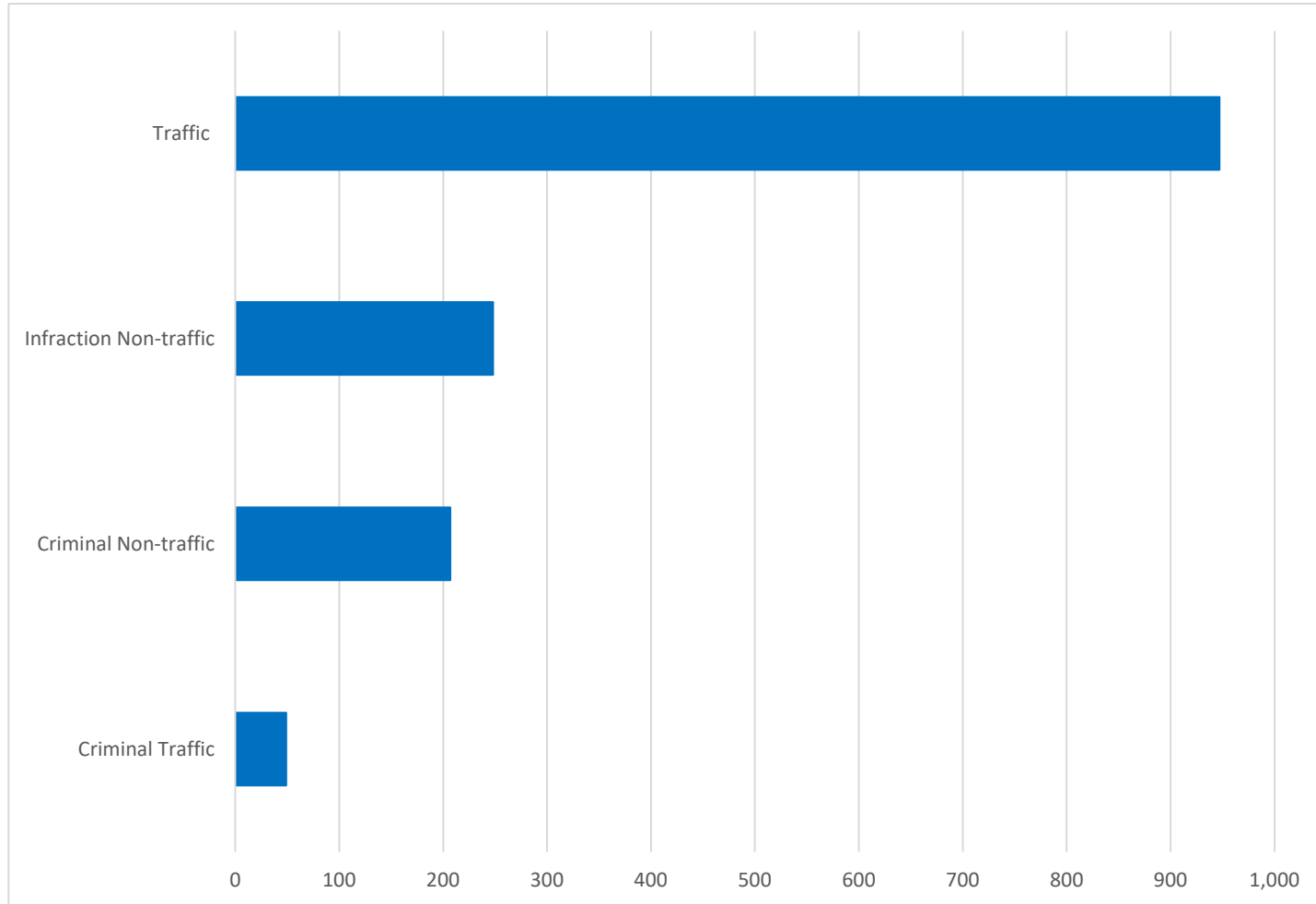
WHY IS THIS ISSUE IMPORTANT?

1. The Port of Seattle has approached the City to explore the possibility of moving criminal filings on Seattle-Tacoma International Airport property to SeaTac's Municipal Court.
2. The Port of Seattle currently files infractions with King County District Court.
3. The Port Police Department's interest is in seeing more offenses prosecuted than is currently occurring with King County, including repeat offenses such as trespassing and breaking and entering vehicles.

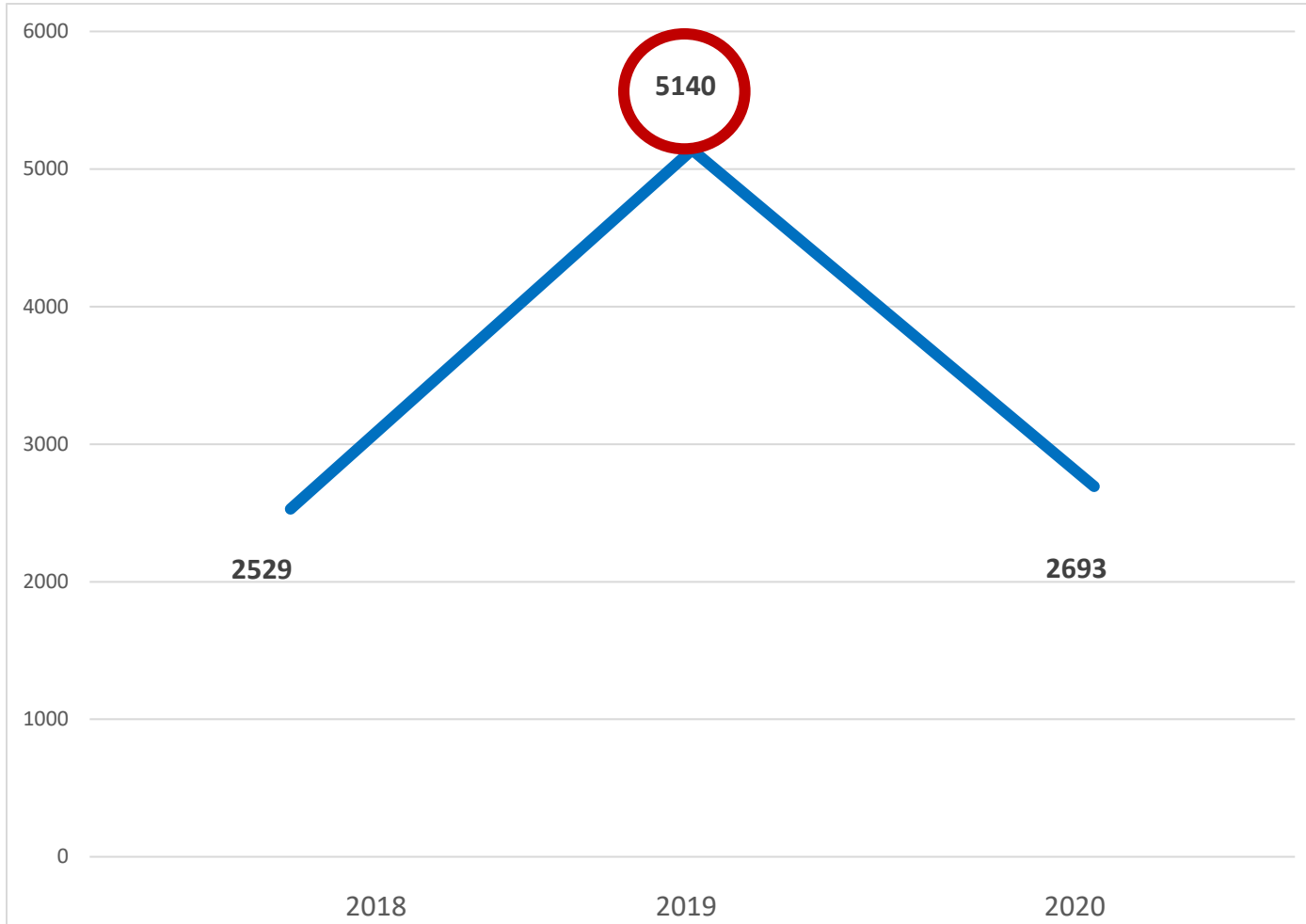
AIRPORT CASES



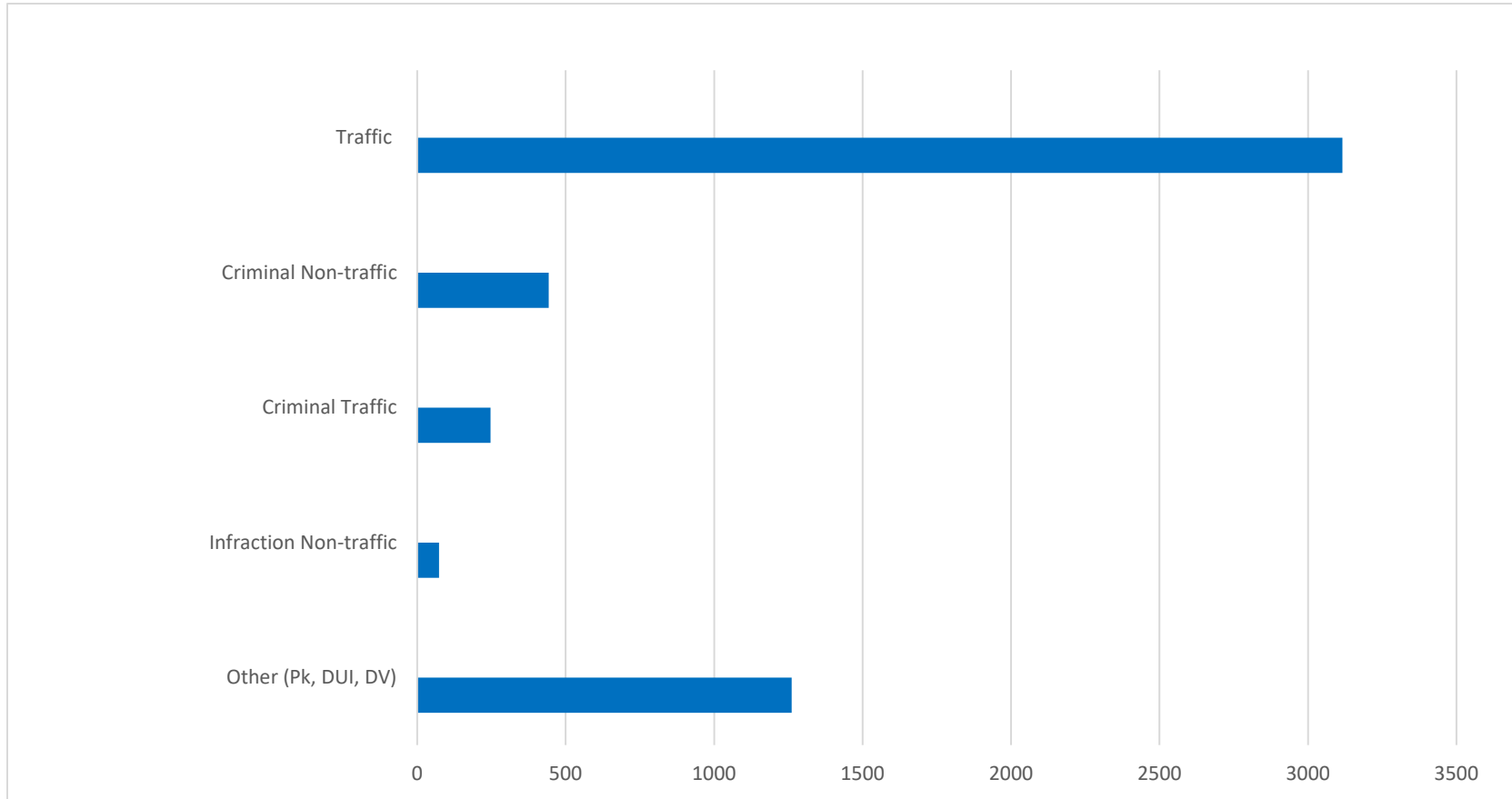
TYPES OF AIRPORT CASES



CITY CASES



TYPES OF CITY CASES



PROJECTED TERMS

SHORT TERM

- Address repeat offenders on airport property beginning in 2021
- Estimated at one to two cases per month
- Requires interlocal agreement (ILA)
- Neither the Court nor Legal foresee this requiring any additional staff

LONG TERM

- City would process all criminal cases (civil still go to King County)
- Potential timeframe January 1, 2022 – December 31, 2024
- Compensate City fully for staff including a prosecuting attorney, judicial support specialist and contract increases for the public defender and interpretation services
- Include inflators for inflation, volume, complexity (or some combination)
- Requires ILA

COURT SERVICE INTERLOCAL AGREEMENTS

CITY WITH CITY

- Sumner with Bonney Lake
- North Bend, Snoqualmie with Issaquah

CITY WITH COUNTY

- McCleary with Grays Harbor County
- Kittitas with Kittitas County

CITY AND PORT

- City of Pasco with Port of Pasco

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Recommend authorizing the City Manager/staff to begin negotiations with the Port of Seattle to provide court services for infractions occurring on airport property;

OR

- Recommend NOT authorizing the City Manager/staff to begin negotiations.

STAFF RECOMMENDATION

Staff recommends proceeding with negotiations.

COUNCIL MEETING DATE

June 8th RCM



MEMORANDUM

To: Administration & Finance Committee
Date: May 10, 2021
Re: Multi-Family Tax Exemption – Adara at SeaTac Project

Prior to the Covid-19 pandemic, CAP Acquisitions, LLC (aka Inland Construction) entered into a Purchase and Sale Agreement with the City for purchase of the former SeaTac Center property, with the intent to redevelop the site into a multi-family residential project in two separate phases. Currently under construction is the first phase of their project, “Polaris at SeaTac.” This phase will create 385 affordable residential apartments in two residential towers plus approximately 20,000 square feet of ground level commercial space. All units in the Polaris phase are rent- and income- restricted at 60% AMI. "Adara at SeaTac" is the second phase of this redevelopment project that will result in construction of 220 apartments and approximately 7,500 square feet of commercial space.

Due to the pandemic, financing for the Adara phase has been on hold because lenders have significantly curtailed loans for primarily market rate project since March 2020. As a result, it was necessary to restructure the timing of the closing of the Adara parcel. It was determined that the property for the Polaris project would move forward in May 2020 so construction could begin on the first phase of their project, and the parties would enter into a ground lease with an option to purchase on the Adara property.

In April 2019, Inland applied for a 12-year Multi-Family Tax Exemption pursuant to RCW 81.14 and SMC 3.85. To qualify for this exemption, an applicant must commit to renting at least twenty percent (20%) of the multi-family housing units as affordable housing to low- or moderate-income households. The Adara project will meet this requirement by having 44 units (20%) rent and income restricted to moderate income households earning up to 115% of the King County Area Median Income (AMI). All other requirements as set forth in RCW 81.14 and SMC 3.85 have been satisfied, and the City Manager has approved the application. Therefore, the owner must now enter into a contract with the City, approved by the City Council, to formalize the agreement. After this contract is approved, the City will issue a conditional certificate of tax exemption that will be valid for three years. Once the project is complete, a final certificate of tax exemption will be issued to start the 12-year exemption period. After 12 years, the property will no longer be eligible for this exemption and will be subject to taxation.



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: May 13, 2021
Re: March 31, 2021 Investment Report

Attached is the March 2021 Investment Compliance Report and Portfolio Analysis.

At the end of March, the City had \$ 71,470,428 in cash and short-term investments and \$44,499,597 in long-term investments at market value. Total cash on hand and investments equals \$115,970,025 (an increase of \$1,889,353 over the previous month).

Interest received during the month was \$68,750 from bonds and \$6,109 from the LGIP. Interest paid to date is \$312,030.

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

SeaTac Yield is .88% compared to the LGIP at .11%. SeaTac yield has decreased due to maturities and reinvestment at a lower rate.

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	62%	71,470,428	YES
Under 1 year	25%	63%	73,483,836	YES
Under 5 years	100%	100%	115,970,025	YES
Maximum Weighted Average Maturity	3.00		2.96	
Maximum Single Maturity	5 Years		4.98	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		1.72%	\$ 1,996,640	
U.S. Agencies Primary	100%		33.91%	\$ 39,322,128	YES
FHLB		30%	11.36%	\$ 13,169,850	YES
FNMA		30%	12.97%	\$ 15,040,934	
FHLMC		30%	6.13%	\$ 7,113,472	
FFCB		30%	3.45%	\$ 3,997,872	
U.S. Agencies Secondary	20%		1.78%	\$ 2,069,536	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.78%	\$ 2,069,536	
Municipal Debt Obligations	20%	5%	0.96%	\$ 1,111,293	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		7.18%	\$ 8,322,197	YES
Local Government Investment Pool	100%		54.45%	\$ 63,148,231	YES
Total			100%	\$ 115,970,025	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 43,503,000	\$ 44,326,777	\$ 44,499,597	\$ 172,820	0.88%
City of SeaTac Liquidity Funds	\$ 71,470,428	\$ 71,470,428	\$ 71,470,428		
TOTAL PORTFOLIO	\$ 114,973,428	\$ 115,797,205	\$ 115,970,025	\$ 172,820	

Cit of SeaTac
Investment Portfolio Analysis
As of 3/31/2021

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
January	9,982,295	27,840,000	27,541,000	-	-	182,914	53,078,146	74,764,550	73,134,760	112,341	109,251	8,662	112,341	109,251	191,576
February	9,982,295	27,840,000	34,503,000	15,750	-	38,233	53,190,487	74,864,270	63,142,122	102,542	99,719	7,362	230,633	208,970	237,171
March	9,982,295	28,340,000	43,503,000	-	55,960	68,750	53,293,029	72,945,782	63,148,231	114,197	81,513	6,109	344,829	346,443	312,030
April	9,982,295	28,340,000		16,943	32,500		73,407,225	72,994,572		119,790	48,789		481,562	427,732	312,030
May	9,982,295	30,340,000		-	16,250		73,527,016	73,025,430		155,829	30,858		637,392	474,840	312,030
June	9,982,295	30,340,000		-	118,350		73,682,845	73,047,623		151,763	22,193		789,154	615,383	312,030
July	9,982,295	30,230,000		-	-		73,834,608	73,066,893		155,365	19,270		944,519	634,652	312,030
August	7,802,000	30,203,000		15,750	-		73,989,973	73,082,792		143,750	15,899		1,104,020	650,551	312,030
September	7,802,000	30,203,000		-	42,500		74,133,723	73,095,153		134,326	12,361		1,238,346	705,413	312,030
October	7,802,000	30,203,000		16,493	39,500		84,268,050	73,106,728		147,118	11,575		1,401,957	756,488	312,030
November	7,802,000	30,203,000		-	16,250		84,415,168	73,116,409		126,876	9,681		1,528,833	782,418	312,030
December	27,840,000	30,203,000		46,250	112,328		74,655,299	73,126,098		113,256	9,689		1,688,338	904,436	312,030
Average	10,743,672	29,523,750	35,182,333	9,265	36,136	96,632	70,456,297	73,353,025	66,475,038	131,429	39,233	7,378	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2021 Budget		
	2 Yr T-Note 2019	2 Yr T-Note 2020	2 Yr T-Note 2021	90 Day TBill 2019	90 Day TBill 2020	90 Day TBill 2021	City 2019	City 2020	City 2021	LGIP 2019	LGIP 2020	LGIP 2021	Actual	Budget	% of Budget
January	2.45%	1.33%	0.11%	2.41%	1.52%	0.06%	1.54%	1.86%	1.24%	2.49%	1.72%	0.14%	191,576	35,412	541%
February	2.52%	0.86%	0.14%	2.45%	1.25%	0.04%	1.54%	1.85%	0.96%	2.52%	1.68%	0.14%	45,595	35,412	129%
March	2.27%	0.23%	0.16%	2.40%	0.11%	0.03%	1.53%	1.58%	0.88%	2.53%	1.30%	0.11%	74,859	35,412	211%
April	2.27%	0.20%		2.43%	0.09%		1.53%	1.58%		2.54%	0.81%		-	35,412	0%
May	1.95%	0.16%		2.35%	0.14%		1.52%	1.52%		2.50%	0.50%		-	35,412	0%
June	1.75%	0.16%		2.12%	0.16%		1.52%	1.49%		2.51%	0.37%		-	35,412	0%
July	1.85%	0.11%		2.08%	0.09%		1.52%	1.39%		2.48%	0.31%		-	35,412	0%
August	1.50%	0.14%		1.99%	0.11%		1.59%	1.39%		2.29%	0.26%		-	35,412	0%
September	1.63%	0.13%		1.88%	0.10%		1.60%	1.39%		2.20%	0.21%		-	35,412	0%
October	1.52%	0.14%		1.54%	0.09%		1.59%	1.39%		2.06%	0.19%		-	35,411	0%
November	1.61%	0.16%		1.59%	0.08%		1.59%	1.39%		1.83%	0.16%		-	35,411	0%
December	1.58%	0.13%		1.55%	0.09%		1.87%	1.28%		1.77%	0.16%		-	35,411	0%
Average	1.91%	0.31%	0.14%	2.07%	0.32%	0.04%	1.58%	1.51%	1.03%	2.31%	0.64%	0.13%	312,030	424,941	73.43%