



# Administration and Finance Committee Minutes

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May 12, 2022  
4:00 PM  
\*Virtual Meeting\*

Commence: 4:03 PM  
Adjourn: 5:31 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deputy Mayor Senayet Negusse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Mohamed Egal (temp)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Councilmember Iris Guzmán called the meeting to order at 4:03 PM.</i>
2. Public Comment	<i>Vicky Lockwood provided a public comment in opposition to the Council travel request for the NLC Hispanic Elected Officials Leadership Retreat.</i>
3. Review of the Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the 4/14/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<u>  X  </u> Recommended for Approval  <i>Executive Assistant Lesa Ellis presented the following items for approval:</i> <ol style="list-style-type: none"> <li><i>1. Pre-approval for Councilmember Kwon AWC Annual Conference Lodging: \$550 Meals: \$75 Transportation: \$400 Registration: \$450 Total: \$1,475</i></li> </ol> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <li><i>2. Expense approval for Councilmember Kwon</i></li> </ol>

	<p><i>AWC Annual Conference Registration: \$375</i></p> <p><i>The committee voted to approve.</i></p> <p>3. <i>Pre-approval for Councilmember Guzmán AWC Annual Conference Lodging: \$550 Meals: \$75 Transportation: \$400 Registration: \$450 Total: \$1,475</i></p> <p><i>The committee voted to approve.</i></p> <p>4. <i>Expense approval for Councilmember Guzmán Registration: \$375</i></p> <p><i>The committee voted to approve.</i></p> <p>5. <i>Pre-approval for Councilmember Kwon NLC City Summit Lodging: \$1,800 Meals: \$320 Transportation: \$725 Registration: \$700 Total: \$3,545</i></p> <p><i>The committee voted to approve.</i></p> <p>6. <i>Pre-approval for Councilmember Guzmán NLC Hispanic Elected Officials Leadership Retreat Lodging: \$1,435 Meals: \$242 Transportation: \$820 Registration: \$350 Total: \$2,847</i></p> <p><i>The committee voted to approve.</i></p>
<p>5. Amelia Apartments MFTE</p>	<p><u>X</u> Recommended to Council for Further Discussion</p> <p><i>Senior Planner Dennis Hartwick presented to the committee the multi-family tax exemption (MFTE) contract between the City and SeaTac Star Development, LLC for the Amelia Multifamily project located in the Angle Lake Station Area at 2929 S 200<sup>th</sup> Street. The committee discussed the proposal and Councilmember Egal did not support the contract. This item will be moved forward to the full council, without a recommendation from the committee, for further discussion.</i></p>

<p>6. City Center Subarea Plan &amp; Development Code Update Project Consultant Contract</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Senior Planner Kate Kaehny and Planning Manager Jenn Kester presented to the committee a proposed contract with Otak, Inc. for the creation of a subarea plan and development code for the City Center/Airport District. The committee discussed the proposal and recommended this item for approval. It will be presented on the consent agenda at a future Regular Council Meeting.</i></p>
<p>7. RFQ for Repair and Expansion of SeaTac Maintenance Facility</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Projects &amp; Operations Manager Mike Fitzpatrick presented to the committee a request to issue a Request for Qualifications (RFQ) for design of Maintenance Facility Updates. The committee recommended this item for approval. It will be presented as an Action Item at the 6/14/2022 Regular Council Meeting.</i></p>
<p>8. Community Outreach Position</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Senior Management Analyst Brion Humenay presented to the committee a request to create a new limited-term position of Community Outreach Strategist. The committee supported the addition of this position. The amount needed to fund the position will be included in the upcoming budget amendment, scheduled for the May 24, 2022, Regular Council Meeting (see item #10 below).</i></p>
<p>9. Reclassification of IT Position</p>	<p><u> X </u> Approved</p> <p><i>Information Systems Manager Bart Perman presented a proposal to reclassify the currently vacant approved Information Systems Analyst position to a Senior Information Systems Technician, following an analysis of the division's structure and needs gap. The proposed position would be classified at a lower pay range than the current budgeted position, so no budget amendment is needed to fund the position. The committee approved the reclassification.</i></p>
<p>10. Budget Amendment</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Finance &amp; Systems Director Gwen Pilo presented to the committee a proposed amendment to the 2021-2022 Biennial Budget. The amendment includes the addition of grant revenues accepted over the last few months, one Decision Card for a SeaTac Police Community Outreach Center, and other miscellaneous increases and Fund Balance Adjustments. The committee reviewed the proposed amendments and</i></p>

	<i>recommended this item for approval. It will be presented on the consent agenda at the May 24, 2022, Regular Council Meeting.</i>
11. April 2022 Investment Report	<u>X</u> Informational Update <i>Finance &amp; Systems Director Gwen Pilo provided the committee with the April 2022 Investment Report and Portfolio Analysis.</i>
12. Discuss Cancellation of 6/9/2022	<i>Gwen Pilo proposed cancelling the 6/9/2022 Administration &amp; Finance Committee Meeting, due to staff absences. The committee agreed, and the meeting will be cancelled.</i>
13. Adjourn	<i>Councilmember Iris Guzmán adjourned the meeting at 5:31 PM.</i>

## Pre-approval or final approval of City Council and City Manager travel related expenses

July 14, 2022

Association of Washington Cities (AWC) Annual Conference  
Vancouver, WA  
June 21-24, 2022  
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date 7/14/22 Expenses
Lodging	550		606.96
Meals	75		
Transportation	400		272.55
Registration	450	375	
<b>Total</b>	<b>\$1475</b>	<b>\$375</b>	<b>\$879.51</b>

Iris Guzmán	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date 7/14/22 Expenses
Lodging	550		606.96
Meals	75		54.31
Transportation	400		272.55
Registration	450	375	
<b>Total</b>	<b>\$1475</b>	<b>\$375</b>	<b>\$933.82</b>

NLC City Summit  
Kansas City, MO  
Nov 17-19, 2022  
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 7/14/22 Expenses	A&F Date
Lodging	1800		
Meals	320		
Transportation	725		
Registration	700	610	
<b>Total</b>	<b>\$3545</b>	<b>\$610</b>	

NLC City Summit Continued...

Iris Guzmán	A&F Date 7/14/22 Pre-Approval - Budgeted Amount PP	A&F Date 7/14/22 Expenses	A&F Date
Lodging	1800		
Meals	320		
Transportation	725		
Registration (first-time, early-bird, event)	700	595	
<b>Total</b>	<b>\$3545</b>	<b>\$595</b>	

NLC

Hispanic Elected Officials (HELO) Leadership Retreat

June 5-8, 2022

San Juan, Puerto Rico

**NLC Postponed the conference until 2023**

Iris Guzmán	A&F Date 5/12/22 Pre-Approval Estimated costs	A&F Date Update 7/14/22
Lodging	1435	
Meals	242	
Transportation	820	
Registration	350	
<b>Total</b>	<b>\$2847</b>	<b>\$0</b>

Attachments: AWC Annual Conference Trip Reports

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Takele Gobena, Chair



# City Council Post Trip Report

*Required for City paid expenses or reimbursements of \$50 and above*

Per the City Council Administrative Policies and Procedures, Section 13.(A), the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

**Filed By:** Peter Kwon

**What type of event did you attend?**

Training

Conference

Other (specify): [Click here to enter text.](#)

<b>Name of Event:</b>	<b>AWC Annual Conference</b>
<b>Purpose:</b>	<b>SeaTac State legislative work, learning, sharing</b>
<b>Location:</b>	Vancouver, WA
<b>Date(s) of Event:</b>	June 21-24, 2022
<b>Number of hours attended:</b>	31 hours of planned events

*Please answer the following questions*

<b>What interested you in attending this event?</b>
I've been involved with AWC and efforts to pursue SeaTac interests at the State level, especially involving transportation and local control related matters as they most directly impact our city. As a result I'm on the PSRC Transportation Policy Board which works through AWC and this conference includes various training seminars to improve effectiveness as a councilmember. This is also an opportunity to view various third-party services that are available for our city such as the State Department of Commerce, building engineering and design companies, Puget Sound Energy, Waste Management, etc. In addition, this is a good event to meet with local elected officials from throughout our State to share best practices and seek collaboration opportunities.

<b>Please summarize what you learned and how it benefits the taxpayer:</b>
My complete trip coverage follows:  AWC Annual Conference, Vancouver WA June 21-24 Peter Kwon trip report  ===

**Tuesday, June 21**

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**Arrive, check in, and register**

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**AWC Conference orientation and mixer**

**Personal notes:**

**-Learned of various programs available through AWC and received a briefing of some of the training sessions available**

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**President's Welcome Reception**

**Personal notes:**

**-This was a great opportunity to meet newly elected councilmembers throughout Washington State as well as get re-acquainted with veteran councilmembers and share experiences and updates on what's happening in different cities.**

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**Wednesday, June 22**  
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**I missed the morning sessions as I had the 4Culture board meetings to attend.**

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**Welcome**

**Parade of Flags**

**City award recognition**

**General session: Reconnect. Realign. Renew. – Bridges to heal US**

**Erin Jones has devoted the last 25 years to serving as an agent of change in Washington state as a public-school educator, a mentor, a politician, and now a public speaker and author. Erin shares her why story, along with practical strategies she employs with a variety of stakeholders to build bridges and create communities that encourage flourishing.**

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**Historic Main Street tour**

**Tour Vancouver's revitalized historic Main Street, which Sunset Magazine named one of the "West's Best Main Streets." The walking tour spotlights success stories from locally owned businesses along with economic development tools and strategies that are revitalizing downtown. Come see nationally acclaimed restaurant Parklets, the art deco style Kiggins Theater, art murals by tattoo artists, adaptive reuse of a former bus terminal, a homestead supply shop, and a program that puts farmer's market vendors into storefronts.**

**Personal notes:**

**-Learned of the revitalization and re-purposing of old existing buildings with new businesses as well as brand-new development projects focusing on making the waterfront area attractive to tourists and residents. Heard from local business owners on the inspiration and motivations that drove them to start up new businesses or decide to resurrect old businesses such as the main movie theater. Discussed challenges and how to overcome them successfully.**

**References:**



Vancouver Downtown Association

<https://vdausa.org>

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#### **Exhibit Reception**

**Gather in the exhibit hall to network with your colleagues and vendors. Light appetizers, exhibitor prizes, and hosted bar; dinner on your own.**

#### **Personal notes:**

**-Met with various vendors including The State Department of Commerce working on Broadband to discuss the lack of high-speed broadband in SeaTac despite everyone in our city already having access to broadband. Also discussed the possibility of bringing in residential fiber optic and lack of motivation in the private sector.**

**Also met with MacDonald-Miller who is relocating their headquarters to SeaTac, they provide design, build, and optimization (eco-friendly/smart building design) for facilities and the city already has over a decade long history of working with them.**

<https://macmiller.com/espc>

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**Thursday, June 23**  
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#### **Crisis communications: Strategies for local government leaders**

**Facing the news media can be nerve-racking – even under the best conditions – and social media outlets have added even more complexity. Now imagine yourself in a crisis or emergency situation facing aggressive reporters who want answers to their tough questions, while also dealing with misinformation circulating on social media. What would you do? What should you say? Gain a much better idea of what it feels like to face the media, especially in a crisis communication situation.**

#### **Personal notes:**

**-We learned that typically people believe the first thing they read is the most credible and you're fighting against made up minds after the fact. It's important to be the first one out with any news so you can control the narrative. I feel this is a useful training session for all Councilmembers as well as our City Manager, Media Relations, and Social Media staff members.**

#### **References:**

**presenter website:**

<https://www.communicationscounsel.com>

**crisis checklist:**

<https://www.communicationscounsel.com/crisis-checklist>

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#### **Home rule: A discussion about housing**

**There is no doubt that we have an affordable housing crisis in Washington and that we need swift and effective action. During the last three sessions, legislative attention has focused on cities' role in authorizing development for a housing type known as "missing middle" housing – such as duplexes, triplexes, and courtyard apartments. This session provides an overview of the history and legal foundation of state and local decision-making ("home rule"), and then – using the recent housing debate**

as a case study – discusses and debates whether cities or the state should address this issue and why. Hear from state and city leaders and lend your voice to the discussion!

**Personal notes:**

-Learned about Dillon's Rule vs. Home Rule, the ongoing balance struggle, and some lobbying strategies on increasing Home Rule. Chris Collier of Housing Authority of Snohomish County shared some interesting historical data that showed increasing rent prices outpacing median incomes over time which correlated to decreasing available housing inventory.

-There was not enough time for audience questions as originally advertised.

**references:**

"The purpose and policy of this title is to confer upon two optional classes of cities created hereby the broadest powers of local self-government consistent with the Constitution of this state."

RCW 35A.01.010

<https://app.leg.wa.gov/RCW/default.aspx?cite=35A.01.010>

**Cities 101 — Delegation of Power**

<https://www.nlc.org/resource/cities-101-delegation-of-power/>

**Dillon's Rule vs Home Rule: Implications for Local Government Affairs Teams**

<https://blog.curatesolutions.com/dillons-rule-vs-home-rule>

**"Home Rule" vs. "Dillon's Rule" for Washington Cities**

<https://digitalcommons.law.seattleu.edu/sulr/vol38/iss3/2/>

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**AWC Center for Quality Communities fundraising lunch**

Join us as we honor this year's scholarship winners and continue our efforts to raise funds that nurture young community members to take on new leadership roles.

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**First Amendment considerations for government social media**

What do you do when a comment appears on your social media feed that's contrary to your agency's values or ignites controversy with the public? Do you know what you can (and cannot) post on social media during a crisis like a pandemic or civil unrest? How do you create a practical social media policy? Knowing how the First Amendment applies to your social media feeds can protect you from lawsuits, legal fees, and damages. Many public agency personnel are confused about legal issues surrounding social media comments, and government attorneys don't always understand social media. Get practical tips from a social media expert who is also an attorney who advises public safety agencies. This won't be dry legal humdrum – expect humorous real-life examples that will help you make your social media feeds better and smarter.

**Personal notes:**

-As social media continues to be tested as it relates to free speech, it is important to minimize liability for our city as well as individual elected members. Some State Supreme Courts have not yet ruled on various aspects so there are no precedents set yet. When in doubt, the pragmatic approach is to always seek legal advice from our City Attorney. That being said, this course helps to lay the ground work for deeper understanding on what is permissible as well as not permissible when moderating social media.

Facebook was used as an example simply because they are still the current largest platform in the

country.

-I've attended various similar training sessions and find that I learn something new each time since this is a constantly evolving and developing field.

References:

**Federal Court Holds That Banning a Commenter From a Public Official's Public Facebook Page Violates the Commenter's Right to Free Speech**

<https://casetext.com/analysis/federal-court-holds-that-banning-a-commenter-from-a-public-officials-public-facebook-page-violates-the-commenters-right-to-free-speech?sort=relevance&resultsNav=false&q=>

**Miller v. California (1973) [The "Miller test" regarding obscenity]**

<https://www.mtsu.edu/first-amendment/article/401/miller-v-california>

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I missed the business meeting as I was attending the SeaTac PED Committee remotely at the same time.

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**Friday, June 24**  
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**Advocating for cities is a year-round job: Tips for legislative interim action & navigating the campaign season**

Many decisions legislators make in Olympia directly affect Washington's cities and their residents. Yet many city officials don't realize just how much influence they have to impact legislative outcomes in Olympia. Join your AWC lobbyists in this fun and informative session to learn how to exert your influence, build long-term legislative relationships, adopt a year-round advocacy culture, and help make changes at the state level to improve the lives of your residents. Plus, discover city leaders' potential role and influence during this legislative campaign season and election year.

**Personal notes:**

-Overview of the structure of the State Legislature, how sessions are scheduled out, advice on developing local legislative agendas, and communicating with state electeds.

-Most of what was covered in this session is already implemented in SeaTac but this was a useful refresher.

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**From conflict to conversation**

How can leaders tackle complex and sensitive issues in ways that make people feel heard, respected, and empowered? This session explores pragmatic approaches for city and town leaders to conduct collaborative and courageous conversations.

**Personal notes:**

**1. Own Your Leadership Imperative**

-Ask yourself: What issue deserves better public engagement in your community?

-The purpose of local government is to enable individuals to join together in recognizing and solving community problems.

## 2. Champion community values

-Rotary Four Way Test: is it the truth? is it fair to all concerned? will it build goodwill and better friendships? will it be beneficial to all concerned?

-what are the core values of the community that you were elected, appointed, or hired to serve?

## 3. Give 'em what they want

## 4. Convene Courageous Conversations

-empower: initiative, connection, leadership

-what is something you appreciate in our community today that exists thanks to the decisions and efforts of people here more than 10 years ago?

-what is something we might recognize and start working on today that people in our community will thank us for more than 10 years from now?

-disrespect is the weapon of the weak.

## 5. avoid binary choices

Green = agree 90% or greater

Yellow = agree 80% or greater

Red = disagree under 80%

• People who flash “Red” deserve the opportunity to offer alternative suggestions for consideration. Though ultimately, the majority may make a different decision, it’s important that everyone have a chance for their ideas to be considered.

Conclusion – “The Future is Unknowable, but it’s Incredibly Malleable.”

## References:

presentation slides:

<https://img1.wsimg.com/blobby/go/606a20f0-f383-443d-97e5-b045795c657a/downloads/From%20Conflict%20to%20Conversation%20-%20Washington.pdf?ver=1656117347747>

notes:

<https://img1.wsimg.com/blobby/go/606a20f0-f383-443d-97e5-b045795c657a/downloads/Exec%20Summary%20-%20From%20Conflict%20to%20Conversation%20-.pdf?ver=1656117347747>

Would you recommend this opportunity for others? Please summarize why or why not.

I do recommend this opportunity for anyone interested in improving their understanding and increasing their skills in various aspects of Municipal Government. AWC is uniquely situated and equipped to provide training, information, and contacts that are directly relevant and can have immediate impact in our community. I also highly recommend every councilmember attend the various training classes and work towards their AWC Certificate of Municipal Leadership.

## Other Comments

The drive down to Vancouver, WA typically takes 2.5 hours with light traffic so you should plan accordingly. Carpool provides an advantage between SeaTac to Tacoma where the carpool lane ends.

**Hilton was the conference hotel and there is secure underground self-parking available in the garage, the cost was steep at \$29+tax per day but there are not many alternative options and street parking has time restrictions.**

**As of 2022 There are a lot of projects going on in the immediate vicinity around a 6-block radius with an aggressive revitalization effort taking place, it will be very interesting to see the results over the next year or two.**

**Gas prices and weather conditions are comparable to our local SeaTac area.**

**Oregon is just across the bridge, about a 10 minute drive with Portland being about 20 minutes away.**

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	<b>Peter Kwon</b>
<b>Date of Signature:</b>	6/28/2022



# City Council Post Trip Report

*Required for City paid expenses or reimbursements of \$50 and above*

Per the City Council Administrative Policies and Procedures, Section 15, the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

Rev. 3/15/22

**Filed By:** Iris Guzmán

**What type of event did you attend?**

Training

Conference

Other (specify): [Click here to enter text.](#)

<b>Name of Event:</b>	<b>AWC Annual Conference</b>
<b>Purpose:</b>	<b>SeaTac Municipal learning, training and connecting</b>
<b>Location:</b>	Vancouver, Washington
<b>Date(s) of Event:</b>	July 21-24, 2022
<b>Number of hours attended:</b>	31 hours of scheduled trainings and other events

*Please answer the following questions*

**What interested you in attending this event?**

**As a newly elected councilmember, I wanted to learn more about how the city of SeaTac City can continue provide resources, improve infrastructure, and receive funding to move towards post-pandemic governmental operations. I was also interested in meeting other councilmembers and Mayors across the state of Washington to gain knowledge on how they are responding to the needs of their residents from a variety of approaches.**

**Please summarize what you learned and how it benefits the taxpayer:**

I have brought back information about broadband funding that will be available by the end of this calendar year. SeaTac will be able to apply for it thus helping all residents and businesses access high-speed internet equitably. I also attended a tour visiting tiny homes in Vancouver and how they have helped reduce homelessness in the area by providing employment support, mental health and substance use referrals, and allowing folks to self-govern. I attended a workshop about making diversity part of our work beyond words and how to implement it in our day to day running of the city. Lastly, I was able to network across the state and discuss what SeaTac is doing to improve the lives of our residents and grow business as well infrastructure, looking at models that have effectively paired mental health resources with first responders, and how to communicate across the aisle.

**City of SeaTac**

4800 S 188<sup>th</sup> St SeaTac, Washington 98188

<b>Would you recommend this opportunity for others? Please summarize why or why not.</b>
<b>Yes, I recommend other councilmembers, including the Mayor and Deputy Mayor attend in the future. This conference provides a lot of great workshops that are relevant to our day-to-day operations as well as opportunities to see what is working across the state and how we can implement similar policies.</b>

<b>Other Comments</b>
<b>I feel grateful and honored to have attended this conference. It was a privilege to represent our great city.</b>

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	<b>Iris Guzmán</b>
<b>Date of Signature:</b>	June 30, 2022



**MEMORANDUM  
COMMUNITY & ECONOMIC DEVELOPMENT**

Date: July 6, 2022  
To: Administration & Finance (A&F) Committee  
From: Kate Kaehny, Senior Planner  
cc: Evan Maxim, Director, Community & Economic Development Department  
Jenn Kester, Planning Manager  
Florendo Cabudol, City Engineer  
Subject: **Request for Budget Amendment to Fund SeaTac 2044: Major Updates to the Comprehensive Plan & Transportation Master Plan (TMP)**

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The purpose of this memo is to provide an overview of the CED and Public Works departments’ joint request for a budget amendment to fund significant and state mandated updates to the Comprehensive Plan and Transportation Master Plan (TMP). The combined project, known as “SeaTac 2044,” will re-set the City’s twenty-year growth and development policies for the years 2024 to 2044.

**Background**

The GMA requires periodic review and updates to the Comprehensive Plan and its implementing development regulations on a ten-year cycle. Because of the substantial changes to state and regional growth management requirements since the last periodic update in 2015, the challenges presented by current regional growth pressures, and changes to City priorities over time, major updates to Comprehensive Plan policies and supporting technical data are necessary during this cycle. The state’s due date for the updated Comprehensive Plan is year-end 2024.

**SeaTac 2044 Approach**

In order to leverage staff resources and ensure consistency within the City’s policy documents, as required by state law, staff is proposing to follow the same overall process as the 2015 periodic update by concurrently updating the Comprehensive Plan and the Transportation Master Plan (TMP). Because of their technical differences, the two project components will be managed by separate consultants, but will be highly coordinated as follows:

- **Component #1: Major Comprehensive Plan Update Project:** Most of the ten chapters (or “elements”) within the current Comprehensive Plan, including their background/data reports, are anticipated to require significant updates based on the following:
  - New state and regional requirements,
  - The integration of new data and City priorities, including strategies from the SeaTac Housing Action Plan, and
  - Input from the inclusive and robust community engagement process that will be undertaken as part of the project. (It should be noted that the community engagement process will be leveraged and coordinated to gather feedback for both the Comprehensive Plan and TMP project updates, to the extent possible.)

The Major Comprehensive Plan Update Project will also include code amendments to ensure the City’s development regulations implement updated policies, as is required by state law. The six code amendment proposals identified in the Housing Action Plan, and others that emerge during the course of the project, will also be addressed.



- **Component #2: Transportation Element & Transportation Master Plan (TMP) Update Project.** The Transportation Element will be updated at the same time as other elements of the Comprehensive Plan to ensure it supports and is consistent with changes to growth and development policies throughout the Plan. The Transportation Master Plan (TMP) is a functional plan that guides the implementation of the Transportation Element. It also serves as the background report to the Transportation Element. The TMP will be updated after key changes to the City’s growth policies have been identified through the community engagement process, and the completion of other work as part of the Major Comprehensive Plan Update project component. The TMP update will include:
  - Reviews of existing conditions, level of service standards, the City’s concurrency program, other plans and programs (especially those adopted since 2015),
  - The update to the City’s travel demand model (TDM), a highly technical, and large undertaking, which the Port of Seattle will participate in, as was the practice for the 2015 periodic update, and
  - Updates to the multi-modal system plans and list of master projects to be completed during 2024-2044 to support the City’s growth policies.

**Anticipated Project Schedule**

If the A&F Committee forwards the attached Decision Card request for a budget amendment to the full City Council for consideration, the anticipated project schedule includes the following milestones:

- Budget Amendment Request for Funding SeaTac 2044
  - 9/13/2022: RCM
- Consultant Hiring Process
  - September – November 2022
- Project Kick-Off
  - November – December 2022
- Project Completion
  - December 2024

**Proposed Budget Request**

The SeaTac 2044 project, as described in the sections above, will require significant updates to the Comprehensive Plan and TMP. (For more detailed information about project tasks, see the draft scope of work documents attached.) Staff’s budget estimates for each component, and the total budget amendment request for the SeaTac 2044 project are below:

- **Component #1: Major Comprehensive Plan Update Project** (including code amendments):
  - **Budget Expenditure Amendment Request: \$500,000**
  - Revenue - State Grant for Periodic Updates: \$125,000
    - *Net Project Cost to City: \$375,000*
- **Component #2: Transportation Element & Transportation Master Plan (TMP) Update Project**
  - **Budget Amendment Request: \$500,000**
  - Port of Seattle Cost Sharing for Modelling: TBD
    - *Net Project Cost: \$500,000, if Port does not participate.*
- **Total Budget Amendment Request for SeaTac 2044 Project: \$1,000,000**

**Attachments**

- Proposed Decision Card
- Major Comprehensive Plan Update Project: Draft Scope of Work,
- Transportation Master Plan (TMP) Update Project: Draft Scope of Work



VOLUME  
**1**



# Budget Amendment Request: SeaTac 2044

- Major Comprehensive Plan Update &
- Transportation Master Plan Update (TMP) Project

Administration & Finance (A&F) Committee  
July 14, 2022



# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

- To provide an overview of the budget request for funding the state mandated SeaTac 2044 project, which includes major updates to:
  - Comprehensive Plan
  - Transportation Master Plan (TMP)
- To obtain a recommendation from the Committee to the full City Council to approve the proposed budget amendment.

## WHY IS THIS ISSUE IMPORTANT?

1. Project is required by State and needed to ensure alignment with recently revised regional growth plans.
2. Updates to the Comprehensive Plan and Transportation Master Plan (TMP) are also needed to reflect current City priorities and new information.

# COMMITTEE ACTION REQUESTED

## ACTION REQUESTED

- Recommendation to the full City Council to approve the proposed budget amendment request to fund the SeaTac 2044 Project and state mandated major updates to the Comprehensive Plan, and related updates to the Transportation Master Plan (TMP).

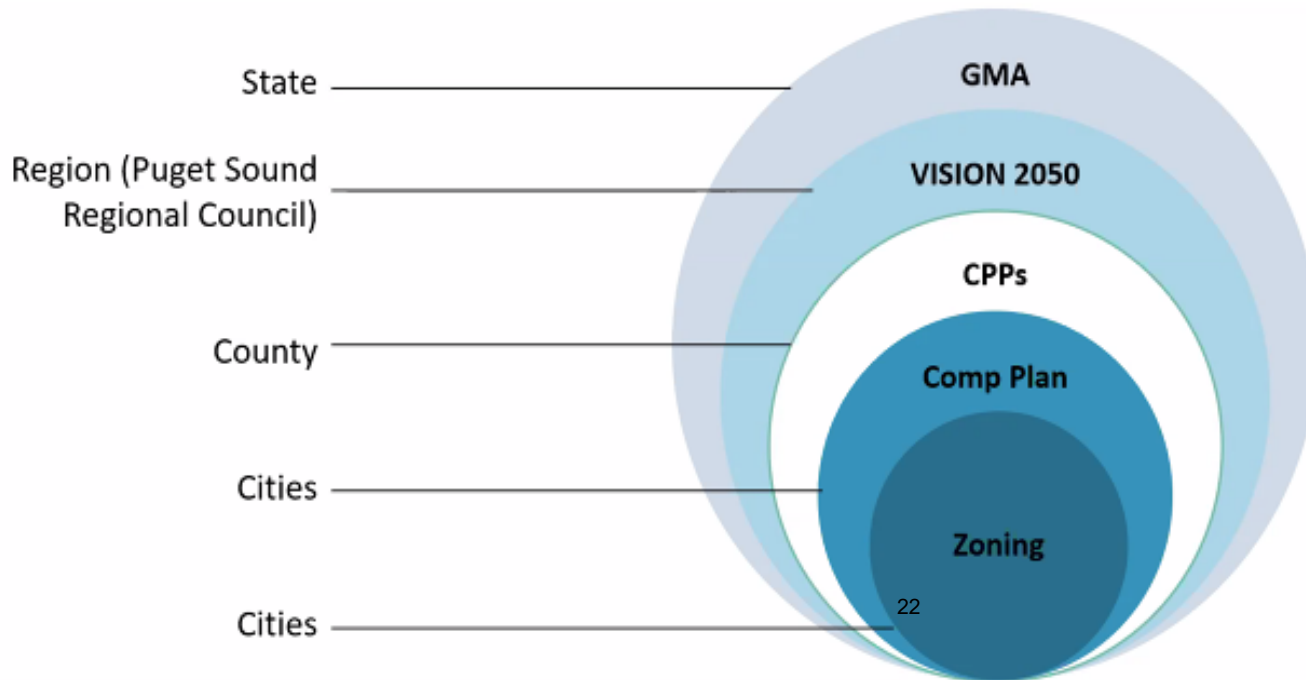
## REVIEWS TO DATE

- Council Study Session: 6/14/2022

# BACKGROUND

## GROWTH MANAGEMENT ACT (GMA) PERIODIC REVIEW

- Washington State GMA requires periodic reviews and updates to the Comprehensive Plan and implementing development regulations every ten years. (In this review cycle, updated plans due end of 2024.)
- Proposed SeaTac 2044 project will update City's twenty-year, 2015-2035, growth policies, to the 2024-2044 timeframe.



**Comp Plans must be consistent with regional growth plans.**

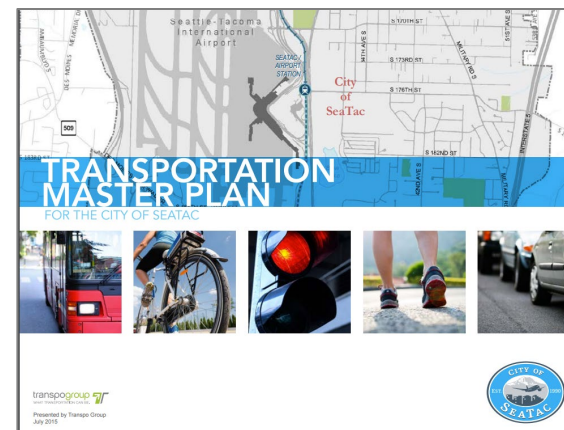
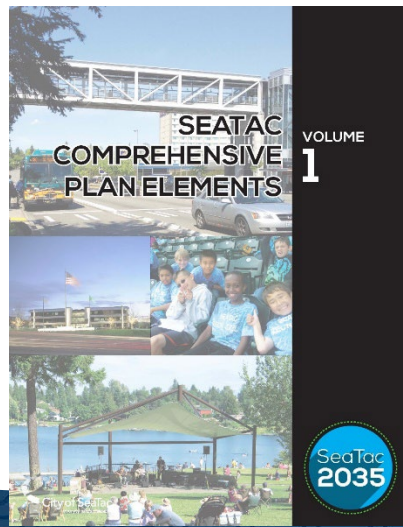
Consistency = Eligible for state & regional grants & loans

# PROPOSED PROJECT APPROACH

## SEATAC 2044: TWO PROJECT COMPONENTS

### Follow Same Process as Major Periodic Update in 2015:

- Update Comprehensive Plan & Transportation Master Plan concurrently to leverage and coordinate projects.
  - Example: Community engagement processes will be aligned to the extent possible.
- Because of technical differences, the two project components will be managed by separate consultants.



# COMPONENT #1: MAJOR COMPREHENSIVE PLAN UPDATE

## ANTICIPATED UPDATES

**Most of Comprehensive Plan's ten chapters, and related background/data reports, anticipated to be significantly updated to address:**

- New state and regional requirements,
- New information and City priorities, including strategies from the SeaTac Housing Action Plan
- Input from the inclusive and robust community engagement process that will be undertaken as part of the project.

### COMPREHENSIVE PLAN ELEMENTS

- |   |   |
|---|---|
| ▪ Ch. 1 Introduction & Framework Policies | ▪ Ch. 6 Utilities                       |
| ▪ Ch. 2 Land Use                          | ▪ Ch. 7 Community Design                |
| ▪ Ch. 3 Housing & Human Services          | ▪ Ch. 8 Economic Vitality               |
| ▪ Ch. 4 Transportation                    | ▪ Ch. 9 Environment                     |
| ▪ Ch. 5 Capital Facilities                | ▪ Ch. 10 Parks, Recreation & Open Space |
|   | ▪ Background/Data Reports               |



# COMPONENT #1: MAJOR COMPREHENSIVE PLAN UPDATE

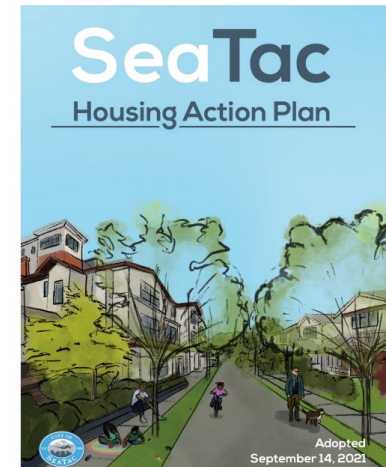
## KEY UPDATES TO MEET STATE & REGIONAL REQUIREMENTS

- **Update job and housing targets for 2024-2044.**
- **Integrate new affordable housing targets.** (These 20-year allocations were required by recent state legislation and the King County Countywide Policies. A state and countywide process to determine allocations for each city in King County is underway.)
- **New/increased policy emphasis on:** Focusing growth near transit with supportive infrastructure, equitable access to opportunity, better understanding of potential policy impacts on historically marginalized communities, climate change, others.
- **New jobs, housing and transit-oriented development requirements for designated urban centers** to encourage more pedestrian activity and higher intensity development near high- capacity transit.

# COMPONENT #1: MAJOR COMPREHENSIVE PLAN UPDATE

## KEY UPDATES TO REFLECT NEW INFORMATION & CITY PRIORITIES

- **Update City vision statement and policies through inclusive public engagement process throughout entire project.**
- **Incorporate new City priorities**, including goals and policies adopted after the last major update in 2015
  - New PROS Element & PROS Plan (adopted 2020)
  - Housing Action Plan (adopted 2021)
  - Others
- **Incorporate new information and data:**
  - 2020 Census data, new housing and jobs data
  - Major transportation, parks, and other large and public and private development projects
  - Other information



# COMPONENT #1: MAJOR COMPREHENSIVE PLAN UPDATE

## PROPOSED KEY THEMES FOR COMMUNITY FEEDBACK

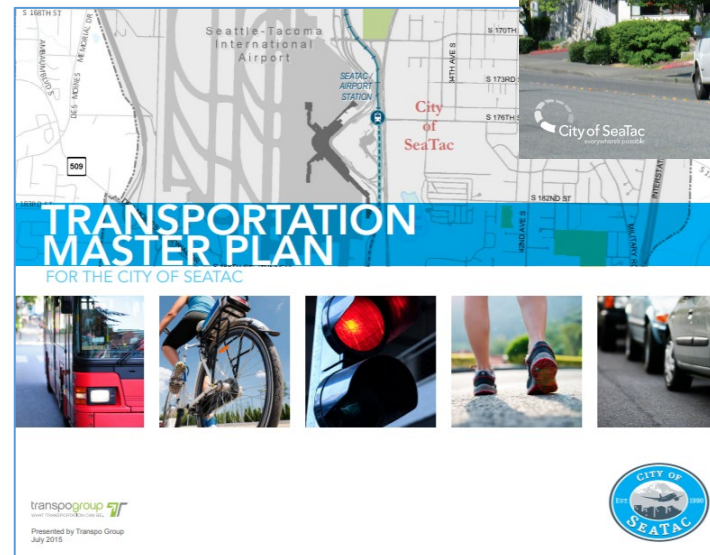
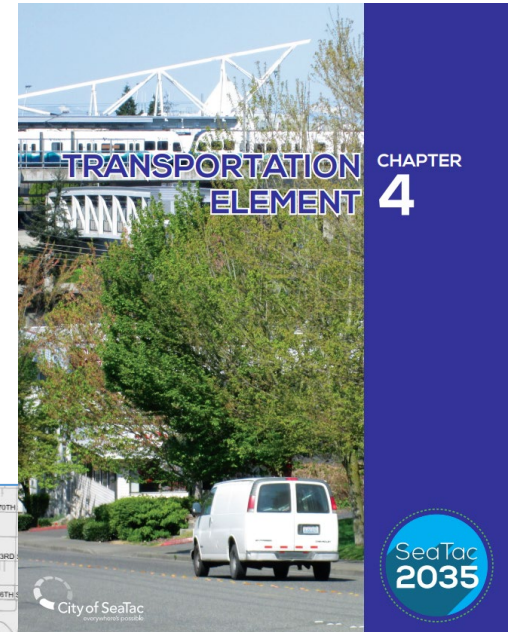
**Themes represent categories of existing & potential policies that will be considered as part of Major Comprehensive Plan Update process.**

- Increase access to opportunity & wellbeing
- Strengthen neighborhoods & create healthy, equitable, connected complete communities
- Grow urban villages near light rail with a variety of options for living, working, and recreating
- Provide connected, efficient, multi-modal transportation networks
- Housing for all - increase housing types and affordable options
- Economic vitality – increase economic opportunities that empower residents and support the business community
- Enhance resiliency of the built and natural environments

# COMPONENT #2: TRANSPORTATION MASTER PLAN (TMP)

## WHAT IS THE TMP?

- It is a functional plan that serves as background report and companion document to the Transportation Element (TE) (Chapter 4) of the Comprehensive Plan
- The TE provides the long-range vision and policies for the City's transportation system, and the TMP identifies how to implement the TE.
- Last updated in 2015 in conjunction with the last Comp Plan update
- Currently looks out to 2035



# COMPONENT #2: TRANSPORTATION MASTER PLAN (TMP)

## CHAPTERS

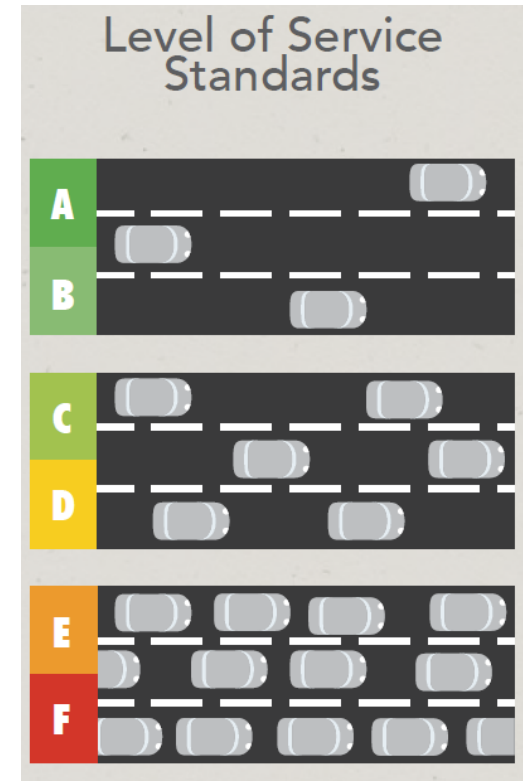
1. Introduction
2. Inventory of Existing Transportation Systems and Conditions
3. Travel Forecasts and Alternatives Evaluation
4. Multimodal Transportation Systems Plans
5. Funding and Implementation Strategies



# COMPONENT #2: TRANSPORTATION MASTER PLAN (TMP)

## MAJOR COMPONENTS TO PURSUE IN TMP UPDATE

- Inventory of Existing Conditions (a lot of projects have been built or advanced since 2015)
- City's new Level-of-Service (LOS) Standard and Concurrency Program
- Adopted Plans and Programs since 2015
  - Angle Lake District Station Area Plan
  - ADA Transition Plan
  - Permit Parking Program
  - City Center Phases I and II
  - Military Road Five-Way Intersection Study
  - South 200<sup>th</sup> Street Corridor Study
  - International Boulevard Corridor Safety Study
  - Local Road Safety Plan (LRSP)
- Update Multimodal Plans and Master Project Lists
  - Plans: Bicycle, Pedestrian, Vehicular/Roadway, Freight
  - Project Lists: Transportation Programs, External Agency Projects, Road Projects, Non-Motorized Projects
- Update Travel Demand Model (TDM) – shared with Port of Seattle
- Connectivity Strategies



# SEATAC 2044: ANTICIPATED PROJECT SCHEDULE

## ESTIMATED TIMELINE

- **Budget Amendment Request for Funding SeaTac 2044**
  - 7/14/2022: A&F Committee
  - 9/13/2022: Regular Council Meeting
- **Consultant Hiring Process**
  - September – November 2022
- **Project Kick-Off**
  - November – December 2022
- **Project Completion**
  - December 2024

# SEATAC 2044: PROPOSED BUDGET AMENDMENT REQUEST

## PROPOSED

**Component #1: Major Comprehensive Plan Update Project** (including code amendments):

- **Budget Expenditure Amendment Request: \$500,000**
  - Revenue - State Grant for Periodic Updates: \$125,000
    - *Net Project Cost to City: \$375,000*

**Component #2: Transportation Element & Transportation Master Plan (TMP) Update Project**

- **Budget Amendment Request: \$500,000**
  - Port of Seattle Cost Sharing for Modelling: TBD
    - *Net Project Cost: \$500,000, if Port does not participate.*

**Total Budget Amendment Request for SeaTac 2044 Project**

- **\$1,000,000**



# COMMITTEE ACTION REQUESTED

## ACTION REQUESTED

- Recommendation to the full City Council to approve the proposed budget amendment request to fund the SeaTac 2044 Project and state mandated major updates to the Comprehensive Plan, and related updates to the Transportation Master Plan (TMP).

## REVIEWS TO DATE

- Council Study Session: 6/14/2022

**City of SeaTac  
Decision Card**

**Budget**

Date Prepared:

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

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

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

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

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

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

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

Date Approved:

Additional BARS #'s:

Amount:

**Decision Card Supplement: SeaTac 2044 Project  
Expanded Response to Question on City Goal**

**1. PROMOTE OUR NEIGHBORHOODS**

This goal will be addressed through updating policies in the Land Use, Housing & Human Services, and other elements and through the creation of the new proposed Neighborhoods Element. Strengthening and clarifying the City's current urban village and complete communities policies, per guidance in the SeaTac Housing Action Plan, will also support this Council goal.

**2. BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT**

The robust, inclusive, and meaningful community engagement process proposed for the SeaTac 2044 project will help build more understanding of City goals and community priorities throughout the update process.

**3. CREATE & PRESERVE HOUSING**

Housing is one of the top policy issues to be addressed in the SeaTac 2044 process through community engagement and policy updates to the Land Use and Housing & Human Services elements. The creation of a new Neighborhoods Element will also allow for significant community discussions around housing.

**4. EXPAND GREEN & PUBLIC SPACES**

One of the main themes of the SeaTac 2044 project is to clarify and strengthen current complete communities policies, which include addressing access to parks and recreation.

**5. INCREASE CONNECTIVITY & SAFETY**

Another main theme of the SeaTac 2044 project is to enhance access and connectivity for all transportation modes throughout the city, with a focus on pedestrian connectivity and access to transit and other services and amenities. This will be addressed through updates to complete communities policies, and through the Transportation Element and Transportation Master Plan update processes.

# **SeaTac 2044 - Component #1:** **Major Comprehensive Plan Update** **DRAFT SCOPE OF WORK**

## **I. Project Description**

### **SeaTac 2044**

The Growth Management Act (GMA) requires cities and counties in Washington to review and, if needed, revise their comprehensive plans and development regulations as part of a periodic review cycle (RCW 36.70A), every 10 years. “SeaTac 2044” is the project name for the City’s periodic review process for the Comprehensive Plan. It is comprised of two main components that will be managed by separate consultants because of their differing technical and subject matter needs:

- **Component #1: Major Comprehensive Plan Update Project**, includes related code amendments to ensure consistency with policy updates, and
- **Component #2: Transportation Element & Transportation Master Plan (TMP) Update Project.**

These project components will be highly coordinated in order to maximize staff and funding resources, and ensure the development of a consistent approach to completing the required periodic review and addressing other City growth management and community priorities.

### **About the Comprehensive Plan**

SeaTac’s Comprehensive Plan identifies the City’s 20-year growth and development vision and provides a policy “roadmap” for where and how to accommodate new housing and jobs while preserving and improving City neighborhoods. Comprehensive Plan policies also help guide City decisions on how to invest in the local transportation system, City parks, and other infrastructure and public assets. The Plan document consists of ten chapters, also called “elements,” and background reports that provide data and analysis to support each element.

### **Major Comprehensive Plan Update Project Overview**

Since the last major update in 2015, the City and region have undergone significant physical, economic, social, and other changes, including those related to the on-going coronavirus pandemic. Because of this, and in light of recent updates to state and regional growth management policies, substantial changes are anticipated to many of the current Comprehensive Plan elements and background reports. In addition to content updates to the existing plan, two new elements and three new background reports are proposed. The project will also include the development of code amendments required to support policy updates, including those identified within the SeaTac Housing Action Plan. Lastly, but of primary importance, is the need for the project to undertake an inclusive and intensive community engagement process to ensure input from SeaTac’s varied geographic and cultural populations, and community stakeholders, into the development of new policies and codes.

## **II. Project Timeline**

The state periodic update schedule requires that the Major Comprehensive Plan Update Project, and its related code amendments, is completed by the end of calendar year 2024. To meet this schedule and ensure sufficient time for community engagement, data gathering and analysis, and

drafting policy amendments, and public and City Council review processes, project work should begin in late fall, 2022.

### **III. Estimated Project Budget**

The estimated project budget was developed based on completion of the following:

- Undertaking an inclusive, meaningful, citywide community engagement process, and
- Significant updates to most Comprehensive Plan elements, and the creation of two new elements, that fully address current City priorities, incorporate new data, and attain compliance with new state and regional requirements.

### **Anticipated Project Cost & Funding**

- **Major Comprehensive Plan Update and related code amendments: \$500,000,**
  - The total project cost to the City, as noted above, will be reduced through a State grant funding allocation of \$125,000.

### **IV. Anticipated Project Tasks**

#### **A) Project Management**

A consultant will be hired to manage and coordinate all aspects of the project with the City's project manager and the consultant team, producing high quality products, and meeting the agreed schedule and budget. Close coordination with the Transportation Master Plan Update Project, City Center/Airport District Subarea Plan & Code Project, and other City initiatives will be necessary.

#### **B) Community Engagement**

An inclusive and robust public participation process will be undertaken for this periodic update. The consultant will develop and implement a community engagement process that will facilitate multiple and varied opportunities for public input from the City's diverse communities, including residents, historically underrepresented populations, business and property stakeholders, and other stakeholders.

- **Proposed Key Themes for Community Feedback:** The following themes represent categories of existing and potential policies that will be considered as part of Major Comprehensive Plan Update process.
  - Increase access to opportunity & wellbeing
  - Strengthen neighborhoods & create healthy, equitable, connected complete communities
  - Focus new growth in the urban center, and grow urban villages near light rail with a variety of options for living, working, and recreating
  - Provide connected, efficient, multi-modal transportation networks
  - Housing for all - increase housing types and affordable options
  - Economic vitality – increase economic opportunities that empower residents and support the business community
  - Enhance resiliency of the built and natural environments

### C) Comprehensive Plan: Key Updates & Tasks

Updates will be undertaken to the elements and background reports to reflect past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans (i.e., Housing Action Plan, PROS Plan, others), external consistency with state and regional goals, and eliminate unnecessary redundancies. Key updates include the following:

Element/ Chapter	Key Updates
<b>All Elements</b>	<ul style="list-style-type: none"> <li>- Integrate community input and City priorities, including those identified in studies and plans such as the SeaTac Housing Action Plan.</li> <li>- Address and demonstrate compliance with state and regional growth and development policy requirements, including those related to access to opportunity, equity, climate change, and others as established in state legislation, PSRC Vision 2050, and the King County Countywide Planning Policies (CPPs).</li> <li>- Clarify and streamline Comprehensive Plan document so each chapter addresses how it supports the City’s growth vision and complies with the regional planning framework.</li> </ul>
<b>Ch. 1 Introduction &amp; Framework Goals</b>	<ul style="list-style-type: none"> <li>- Update City’s twenty-year growth and development Vision Statement, which is located within this chapter, through an inclusive and robust community engagement process.</li> <li>- Potentially rename the chapter to “Vision, Community Engagement &amp; Framework Goals” to make it easier to find the vision statement and community engagement goals.</li> </ul>
<i>Ch. 1 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Revise as necessary to support Ch 1 Element.</i></li> </ul>
<b>Ch. 2 Land Use</b>	<ul style="list-style-type: none"> <li>- Review and refine existing land use and growth policies based on changes related to physical conditions, new data, City priorities, and community input.</li> <li>- Refine and clarify City’s current, foundational growth management approach, specifically:               <ul style="list-style-type: none"> <li>---To focus new growth and development within the designated Urban Center, with the majority of job and housing growth within the urban village/station areas,*</li> <li>---To strengthen neighborhoods within and outside of the Urban Center as healthy, equitable, connected, and complete communities.*</li> </ul> </li> <li>- Address how City can comply with and leverage state and regional growth requirements, including job and housing targets.</li> <li>- Consider land use and growth impacts of potential future state legislation that could mandate increased density in single-family zones, in terms of population forecasts and alternative growth scenarios that could complement City goals for focusing growth within urban village/station areas, and creating complete communities. Propose potential policies to help guide this type of transition.               <ul style="list-style-type: none"> <li>---Note: State legislation that was proposed, but did not pass, in 2022 explored increasing single family zoning to allow up between 3-6 dwelling units per single family lot. Consideration of potential impacts from these types of changes through the Major Comprehensive Plan Update process will help prepare the City in advance of any similar future legislation.</li> </ul> </li> </ul>

Element/ Chapter	Key Updates
	<p><i>*Asterisk identifies objectives/strategies from SeaTac Housing Action Plan.</i></p>
<p><i>Ch. 2 Background Report</i></p>	<ul style="list-style-type: none"> <li>- <i>Revise as necessary to support Ch. 2 Element, including updates to population and employment data and forecasts, the incorporation of data from City’s recent Buildable Lands/Urban Growth Capacity analysis, and other data updates as appropriate.</i></li> <li>- <i>Include data and analysis needed for development of growth projections and alternative growth scenarios for potential state-mandated density changes to single family zones.</i></li> </ul>
<p><b>*NEW* Chapter Urban Center</b></p>	<ul style="list-style-type: none"> <li>- To comply with new PSRC and King County requirements for SeaTac’s designated Regional Growth/Urban Center, create a new chapter that identifies a growth and development policy framework for districts located within the Urban Center, including the three station area/subareas.</li> <li>- Use data and findings from the City Center/Airport Subarea Plan Project to inform development of Urban Center-specific policies. (The City Center/Airport District subarea encompasses approximately 40% of SeaTac’s designated Urban Center).</li> <li>- Clarify and strengthen existing policies related to focusing growth in the urban center and specifically within the station area/subareas, per guidance from the Housing Action Plan.</li> <li>- Relocate and existing Urban Center policies to this new chapter and refine as appropriate.</li> <li>- Clarify and strengthen existing Urban Center complete community policies, per guidance from the Housing Action Plan. <ul style="list-style-type: none"> <li>---Include consideration of transit community strategies related to the PSRC Growing Transit Communities Compact.</li> <li>---Leverage work from the City Center/Airport District Subarea Plan Project that will result in the creation of complete communities criteria and GIS assessment tool for higher density/urban center districts.</li> </ul> </li> <li>- Ensure compliance with regional policies for Regional Growth/Urban Centers.</li> <li>- Relocate and integrate all station area/subarea plans within this new chapter.</li> </ul>
<p><b>*NEW* Urban Center Chapter Background Report</b></p>	<ul style="list-style-type: none"> <li>- <i>Create new background report that demonstrates compliance with PSRC Vision Regional Growth Center Consistency Tool, and King County Countywide Planning Policies (CPPs), including significant data collection and analysis to assess existing conditions and gaps in infrastructure within 885 acre area to support new population, housing, and job targets specific to the Urban Center.</i></li> </ul>
<p><b>*NEW* Chapter Neighborhoods (Outside of Urban Center)</b></p>	<ul style="list-style-type: none"> <li>- Create a new chapter and policy framework to support the long-term development of SeaTac’s neighborhoods outside of the Urban Center as healthy, equitable, connected, and complete communities.</li> <li>- Work through the community engagement process to refine existing complete communities policies for neighborhoods outside of the Urban Center, including those related to access to transportation choices, healthy food, housing, neighborhood services, and parks and open space. <ul style="list-style-type: none"> <li>---Consider how to integrate PSRC Growing Transit Communities goals for areas defined as transit communities (locations within ½ mile of high</li> </ul> </li> </ul>



Element/ Chapter	Key Updates
	<p>capacity transit such as light rail stations and RapidRide), as referenced in the PSRC Growing Transit Communities Compact.</p> <p>---Leverage work from City Center/Airport District Subarea Plan Project that will result in the creation of complete communities criteria and GIS assessment tool for higher density districts, and revise for use in moderate and low density neighborhoods, as appropriate.</p> <ul style="list-style-type: none"> <li>- Consider how potential state legislation that may mandate density increases in single family zones could affect neighborhoods outside of the Urban Center along with other new housing-related requirements coming from the Department of Commerce and King County Countywide Planning Policy amendment process in 2022 and 2023.</li> <li>- Propose policies that support the creation of future neighborhood-specific subarea plans, under certain conditions, in order to identify and consider issues that are unique to certain geographic areas or better addressed at a neighborhood level rather than through citywide policies.</li> </ul>
<p><i><b>*NEW*</b></i> <i>Neighborhoods Chapter Background Report</i></p>	<ul style="list-style-type: none"> <li>- <i>Create new background report that includes data collection and assessment as necessary to understand existing conditions and gaps in infrastructure to support twenty-year growth plan for neighborhoods outside the urban center.</i></li> <li>- <i>Address growth projections and growth alternatives analysis related to potential state-mandated density increases in single family zones that will be completed as part of the Ch. 2 Land Use Background Report.</i></li> </ul>
<p><b>Ch. 3 Housing &amp; Human Services</b></p>	<ul style="list-style-type: none"> <li>- Review and refine existing housing and human services policies based on changes in physical conditions, new data, City priorities, and community input.</li> <li>- Integrate findings and guidance from the SeaTac Housing Action Plan.</li> <li>- Work with Parks, Community Programs &amp; Services Department staff on potential changes to human services policies.</li> <li>- Address how City can comply with and leverage state and regional housing requirements, including: <ul style="list-style-type: none"> <li>---Goals regarding the preservation, improvement, and expansion of the housing stock to provide a range of affordable, accessible, housing choices to every resident.</li> <li>---New affordable housing targets and other requirements coming from the Department of Commerce and King County Countywide Planning Policy amendment process in 2022 and 2023.</li> <li>---Consider potential impacts from possible state legislation that may mandate increased residential density in single family zones.</li> </ul> </li> </ul>
<p><i>Ch. 3 Background Report</i></p>	<ul style="list-style-type: none"> <li>- <i>Integrate findings from Housing Action Plan, including Housing Inventory &amp; Assessment Report (HIAR), and new data as available from 2020 Census and other sources.</i></li> <li>- <i>Address new housing unit reporting requirements from the King County Countywide Planning Policy requirements.</i></li> <li>- <i>Consider growth projections and growth alternatives analysis related to potential state-mandated density increases in single family zones which will be completed as part of the Ch. 2 Land Use Background Report.</i></li> </ul>

Element/ Chapter	Key Updates
<b>Ch. 4 Transportation</b>	<ul style="list-style-type: none"> <li>- Work with the TMP City staff Lead, Public Works staff, and TMP Update Project consultant to review and refine existing transportation policies for all modes, based on changes in physical conditions, new data, City priorities, and community input.</li> <li>- Clarify and strengthen transportation policies to ensure support of City’s long-term growth and development goals for: <ul style="list-style-type: none"> <li>--- Access, mobility and connectivity in higher intensity urban village/station areas and the Urban Center,</li> <li>---Freight mobility, and the multi-modal needs of commercial and industry clusters throughout the city, and</li> <li>---Creating complete communities within and outside of the Urban Center that promote multi-modal, healthy, equitable, connected neighborhoods with access to parks, neighborhood-oriented retail, and other services.</li> </ul> </li> <li>- Ensure compliance with state and regional requirements related to transportation.</li> <li>- Consider how potential future state legislation that may mandate density increases in single family zones could impact the transportation system.</li> </ul>
Ch. 4 Background Report	<ul style="list-style-type: none"> <li>- Work with the TMP City Staff Lead, Public Works staff, and TMP Update Project consultant on updates to the Transportation Master Plan (TMP), which serves as the background report to the Transportation Element.</li> </ul>
<b>Ch. 5 Capital Facilities Element</b>	<ul style="list-style-type: none"> <li>- Review and refine capital facilities policies, and clarify and streamline policy approach to updating and monitoring the Capital Facilities Plan (CFP), which serves as the background report to this Element.</li> <li>- Consider changes that would allow for the monitoring of the CFP, including level of service assessments, through the biennial budget and Capital Improvement Program (CIP) process, rather than through the separate, biennial Comprehensive Plan Amendment process, as is current practice.</li> <li>- Review current level of service (LOS) metrics, and consider adding an LOS for school facilities, per the Highline School District’s Capital Facilities Plan.</li> <li>- Ensure proposed changes to CFP policies meet state requirements and are developed with input from City staff from all relevant departments.</li> </ul>
<i>Ch. 5 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Revise background report, which currently consists of the Capital Facilities Plan, as appropriate to maintain consistency with Capital Facilities Element, and undertake update in conjunction with proposed special 2024 City budget process.</i></li> </ul>
<b>Ch. 6 Utilities Element</b>	<ul style="list-style-type: none"> <li>- Review and refine existing utility policies based on changes in physical conditions, new data, and updates to other elements or utility system plans - especially those related to potential growth and infrastructure needs. <ul style="list-style-type: none"> <li>---Because the City only owns and operates one utility system, the surface water (stormwater) utility, the Utilities Element update will involve data gathering and coordination with multiple utility districts or systems.</li> </ul> </li> <li>- Engage with utility providers as appropriate to ensure alignment between utility plans and the City’s long-term growth and development plan.</li> </ul>
<i>Ch. 6 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Update facility maps and related information for utility systems serving SeaTac, including those not operated by the City, but by private companies</i></li> </ul>

Element/ Chapter	Key Updates
	<p><i>(including electrical, natural gas, telecommunications, and solid waste), or by separate utility districts (four water districts and four sewer districts).</i></p> <ul style="list-style-type: none"> <li>- <i>As funding allows, undertake modeling or analysis of potential infrastructure gaps and system needs for growth alternatives identified as part of Land Use Element update, including potential refinements to the Urban Center/Urban Village growth strategy, and implications from possible density increases within single family zones related to potential future state legislation.</i></li> </ul>
<b>Ch. 7 Community Design Element</b>	<ul style="list-style-type: none"> <li>- Consider eliminating this chapter and re-locating policies to other Elements as appropriate.</li> </ul>
<i>Ch. 7 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Consider eliminating chapter and re-locating policies to other Elements as appropriate.</i></li> </ul>
<b>Ch. 8 Economic Vitality Element</b>	<ul style="list-style-type: none"> <li>- Review and refine existing policies, based on changes in physical conditions, new data, City priorities, and community input.</li> <li>- Work with Economic Development staff to update this element, and coordinate with tourism planning initiative currently underway.</li> <li>- Clarify locations and roles of city’s industry and job clusters in local economy, perform gap/SWOT analysis. <ul style="list-style-type: none"> <li>---Evaluate and incorporate holistic economic development strategies to ensure existing businesses’ success and improve future investment/business attraction competitiveness of SeaTac.</li> </ul> </li> <li>- Review potential implications of and opportunities related to strengthening City’s complete communities policies, per Housing Action Plan guidance, specifically in regards to increasing access to neighborhood-scale commercial development in appropriate locations outside of the Urban Center to serve needs of residents.</li> <li>- Ensure compliance with state and regional requirements for economic development elements, and incorporate economic development best practices.</li> </ul>
<i>New Ch. 8 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Create Economic Vitality background report that provides economic data that supports the Ch. 8 Element.</i></li> </ul>
<b>Ch. 9 Environment</b>	<ul style="list-style-type: none"> <li>- Review and refine existing policies, based on changes in physical conditions, new data, City priorities, and community input.</li> <li>- Ensure compliance with state and regional requirements, especially those related to climate change.</li> </ul>
<i>Ch. 9 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>Revise as necessary to support Ch. 9 Element.</i></li> </ul>
<b>Ch. 10 Parks, Recreation &amp; Open Space (PROS) Element</b>	<ul style="list-style-type: none"> <li>- Work with Parks, Community Programs &amp; Services Department staff to determine extent of updates to this element, given that the PROS Plan is anticipated to be updated in 2026, per its regular cycle.</li> <li>- Review existing policies, based on changes in physical conditions, new data, City priorities, and community input.</li> <li>- Explore potential parks and recreation policies that: <ul style="list-style-type: none"> <li>---Support the City’s urban village and Urban Center growth and development policies, and</li> </ul> </li> </ul>

Element/ Chapter	Key Updates
	<ul style="list-style-type: none"> <li>---Strengthen complete communities policies, per Housing Action Plan guidance, which promote multimodal, healthy, equitable, connected neighborhoods with access to parks, neighborhood-oriented retail, and other services throughout the city.</li> <li>- Ensure compliance with state and regional requirements for economic development elements.</li> </ul>
<i>Ch. 10 Background Report</i>	<ul style="list-style-type: none"> <li>- <i>The PROS Plan serves as Ch. 10 background report and is not anticipated to be revised as part of the SeaTac 2044 project, but in 2026, per its regular six-year update cycle, and to maintain eligibility for state recreation grants.</i></li> </ul>

**D) Critical Areas Ordinance Review**

Review the Critical Areas Ordinance and draft a memo of recommended and required changes that are consistent with Comprehensive Plan policies, Department of Ecology requirements, and Department of Commerce guidance. Depending on recommended changes, City staff may finalize the code amendment or add additional services to have the consultant update using in-house services or subcontractors.

**E) Environmental Review**

The Consultant shall provide a recommendation on the need for a Supplemental EIS, depending on scope of changes or if changes will result in new significant adverse impacts. Consultant will take the lead in completing the SEPA checklist for the project, and if necessary the Supplemental EIS. Consultant will also advise whether undertaking a planned action for the Urban Center would be beneficial at a later date.

## SeaTac 2044 - Component #2: **Transportation Element & Transportation Master Plan (TMP) Updates** **DRAFT SCOPE OF WORK**

### **I. Project Description**

The SeaTac 2044 project will also include a concurrent update of the Transportation Master Plan, a functional plan that guides implementation of the Transportation Element.

To ensure appropriate subject matter expertise in the updates, the project and consultant services are anticipated to be split into two separate, highly coordinated components:

The City is undertaking a major update of the City’s Comprehensive Plan, which is due at the end of calendar year 2024. The Comprehensive Plan consists of a series of chapters, or “elements,” one of which is focused on transportation. The City’s Transportation Master Plan is a functional plan that serves as a background report and companion document to the Transportation Element of the Comprehensive Plan. The Transportation Element provides the long-range vision and a series of goals and policies for the City’s transportation system, and the Transportation Master Plan identifies how to implement the TE and delves into the details of the City’s transportation system.

A Draft Scope of Work for the TE and the TMP is included here as Attachment A. A final, detailed scope of work and schedule will be prepared by the Consultant.

### **II. Project Timeline**

Because the state periodic update schedule requires that the Major Comprehensive Plan Update Project, is completed by the end of calendar year 2024, the Transportation Element must be updated within this schedule. To leverage consultant resources, the TMP update is also scheduled for this completion date.

### **III. Estimated Project Budget**

The estimated project budget for the TE/TMP Update Project follows:

#### **Anticipated Project Cost & Funding**

- **Budget Amendment Request: \$500,000**
- Port of Seattle Cost Sharing for Modelling: TBD

### **III. Anticipated Project Tasks**

#### **A) Agency Coordination and Public Outreach**

- The stakeholder and public outreach program will be used to support preparation of the TE and TMP. It includes three primary elements – Planning Commission and City Council Meetings; Public Outreach; and Coordination with Other Agencies.
- The TE and TMP coordination and public outreach processes will be integrated and coordinated with other elements of the City of SeaTac’s Comprehensive Plan (Comp Plan) update, which will be led by a separate consultant. It is envisioned that the overarching public outreach strategy, will be formulated as part of the Comp Plan scope of work. This would include the Planning Commission and City Council Meetings element, as well as the public outreach element (such as an online open house series). The TE/TMP consultant will be expected to conform to this strategy and provide supporting materials (text, graphics, etc.) to integrate into that strategy.

- There will likely be a need for separate meetings/discussions that focus on the TE and/or TMP. This could take the form of specific briefings for Planning Commission and City Council, a separate online open, or other formats. Depending on qualifications of both consultants, that effort will either be part of the Comprehensive Plan contract scope, or part of the TE/TMP scope.
- Coordination with other Agencies: as a city served by four state highways, three light rail stations, two RapidRide lines, multiple bus routes, two regional trails, and the region's major international airport entirely within its boundaries, it will be important to coordinate development of City's TMP with other agencies that contribute to SeaTac's transportation system. WSDOT, King County, Sound Transit, and the Port of Seattle all have operations within the City. The Consultant will consider and reference these agencies' long-range plans and short- and medium-term operational plans in development of the TMP and TE.

## **B) Alignment with Regional Plans**

- The TMP and TE must comply with planning guidelines and requirements laid out by the Growth Management Act (GMA) and WA State Department of Commerce, Puget Sound Regional Council and their VISION 2050 Plan and Regional Transportation Plan (RTP), and King County's Countywide Planning Policies (CPPs). The Consultant will work with the City to ensure the TE and TMP documents align with these requirements, using available resources, guidance, and tools from these agencies.

## **C) Existing Transportation System Conditions**

- Review Existing Studies, Plans, and Programs:
  - The consultant will review existing City studies, plans, and programs. In addition to those that were in place before the adoption of the 2015 TMP, below is a list of studies, plans, and programs that have been adopted or implemented by the City since then. The Consultant will have to integrate the policies and procedures present in these studies, plans, and programs into the TE and TMP.
    - Angle Lake District Station Area Plan
    - ADA Transition Plan
    - Permit Parking Program
    - City Center Phases I and II
    - Military Road South Five-Way Intersection Study
    - South 200<sup>th</sup> Street Corridor Study
    - International Boulevard Corridor Safety Study
    - Local Road Safety Plan (LRSP)
- Assemble and Analyze Traffic Data:
  - The Consultant will undertake a data collection effort on the City's traffic data using the best available means. This may include on-the-ground collection methods such as tube counts, and/or "big data" providers. The City is interested in methods to gather data on bicycling and pedestrian activity in addition to vehicular traffic.
- Evaluate Existing Traffic Operations
  - The City adopted a new level-of-service (LOS) standard for roadways, as well as a related Transportation Concurrency program based on this standard, in 2020. The consultant will integrate these into the TMP and TE.

#### **D) Update Travel Demand Model**

- The City of SeaTac and the Port of Seattle, which operates Seattle-Tacoma International Airport, share a joint travel demand model (TDM). This is mandated per the Interlocal Agreement (ILA) between the two organizations. The TDM was last updated as part of the 2015 TMP update, and has not had any minor or versioning updates since. The consultant will perform a major update of the TDM based on the PSRC four-step model (as opposed to PSRC’s activity-based model, or “SoundCast,” which is still in its infancy).

#### **E) Analysis of Travel Forecasts**

- There are several megaprojects occurring within the City of SeaTac that have the potential to dramatically alter traffic and travel patterns. Sound Transit’s Federal Way Link Extension (FWLE) and I-405 STRIDE Bus Rapid Transit (BRT) projects will be major expansions of the region’s mass transit system, and WSDOT’s SR 509 Completion Project will fundamentally change the way regional traffic flows through the City’s southern end. The consultant will undertake a robust analysis of how these megaprojects will affect traffic and travel patterns in the City. Some major questions, for example:
  - Will the opening of FWLE alter how much vehicular demand the parking garage at the Angle Lake light rail station generates?
  - How will the opening of the STRIDE BRT line’s station adjacent to the Tukwila-International Boulevard light rail station, in conjunction with a major redevelopment project adjacent to the planned station on the City’s border with Tukwila, change traffic and travel patterns in the northeast part of the City?
  - Finally, how will the completion of SR 509 change traffic patterns? Will regional traffic use it despite it being a tolled facility, or will they seek avoid the toll by using City streets? Will airport traffic utilize the new highway and the new interchange at 24<sup>th</sup> Avenue South as a new southerly access point for SEA Airport, or will they avoid the toll by using South 188<sup>th</sup> and 200<sup>th</sup> Streets, or continue north to enter from SR 518?

#### **F) Update Multimodal Transportation Plans and Master Project Lists with a Focus on Connectivity**

- Transportation Plans: Bicycle, Pedestrian, Vehicular/Roadway, Public Transportation, and Freight
- Master Project Lists: External Agency Projects, City Transportation Programs, Road Projects, and Non-Motorized Projects
- The results of the existing conditions and analyses of forecasts will provide the framework for developing an updated list of multimodal transportation improvement projects and programs. The project list should address transportation safety and operational improvements, non-motorized facility needs and transit enhancement strategies. The project list should be closely coordinated with the Port of Seattle, WSDOT, transit agencies, and other local agencies to provide consistency between plans.
- Specifically, this process should pay special attention to improving connectivity throughout the City. Given the City’s long history as a part of unincorporated King County, the parcel and roadway layout is not to an urban standard, and can be inconvenient, haphazard, and not conducive for facilitating a walkable and grid-based transportation and development vision. The consultant should consider where new roadway, shared-use path, and sidewalk connections should be planned to connect residential areas to destinations (such as schools, parks, public transit, services, etc.), improve connectivity, and provide relief to the City’s existing transportation network. Examples of opportunities include extending dead-end roadways to connect to public ROW and utilizing unopened or unused ROW to build multiuse path

connections. The consultant should rely heavily on the work of the City Center Phase II subarea planning effort, which will take a hard look at connectivity in the central part of the City, and then expand that analysis to other parts of the City where warranted.

**G) Financial Plan and Impact Fee Program Update**

- The goal of the financial analysis is to provide the City with a planning-level understanding of the potential resources available for future transportation capital projects in order to perform project prioritization and regional transportation planning decisions. The analyses will provide a baseline for assisting the City in fiscally constraining the transportation plan, and indicate levels of resources that are reasonably expected to be available to carry out the transportation program. The fiscal analyses will assist in the project prioritization process to satisfy the state fiscal constraint requirements. In addition, where there are funding shortfalls, the consultant team will assist the City in identifying potential policy options for addressing funding gaps.





# MEMORANDUM

To: Mayor and City Council  
From: Kristina Gregg, City Clerk  
Date: June 29, 2002  
Re: Designating additional agents to accept claims and service of process

---

## **Background:**

Ordinance 21-1007 was adopted on March 23, 2021 establishing a Risk Management Division within the Legal Department. The City Clerk was designated as the sole agent to receive claims for damages. It's been determined that additional agents need to be appointed to ensure someone is always available to receive claims for damages and service of process.

## **Designated agents:**

1. Current: Claims – City Clerk
2. Added: Service of process – personally served upon the Mayor, City Manager, or City Clerk
3. Added: In the absence of the City Clerk - the Legal & Risk Management Analyst or City Receptionist, or any employee acting in the capacity of the City Receptionist are designated as an agent to accept claims and service of process.

## **Questions:**

1. Does the committee recommend forwarding the Ordinance as presented to the City Council for approval?
2. Does the committee recommend forwarding the Ordinance to the Consent Agenda?

## **Recommendation:**

It is recommended this item be placed on the consent agenda at the 7/26/2022 RCM.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington amending Chapter 2.03 to the SeaTac Municipal Code related to Risk Management to appoint additional agents to receive claims for damages and service of process.

**WHEREAS**, Ordinance 21-1007 was adopted on March 23, 2021 establishing a Risk Management Division within the Legal Department; and

**WHEREAS**, the City Clerk was designated as the sole agent to receive claims for damages; and

**WHEREAS**, it's been determined that additional agents need to be appointed in order to ensure someone is always available to receive claims for damages and service of process.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Section 2.03.030 is amended as follows:

**2.03.30 Appointed Agent and Filing Process.**

A. Claims for damages against the City, and/or its officers, employees, or volunteers, acting in such capacity, shall be filed with the City Clerk, who is hereby appointed the City's agent to receive claims.

All claims for damages must comply with the requirements of RCW 4.96.020.

Claims for Damages may be received by email, mail, or in person.

B. Service of process against the City and/or its officers, employees, or volunteers, acting in such capacity, shall be personally served upon the Mayor, City Manager, or, during normal office hours, upon the City Clerk.

All service of process for lawsuits must comply with the requirements of RCW 4.28.080.

C. If the City Clerk is not available, the City Manager designates and authorizes the Legal & Risk Management Analyst or City Receptionist, or any employee acting in the capacity of the City Receptionist, as an agent to accept claims and service of process.

Claim for damages and service of process documents shall immediately be forwarded to the Risk Management Division.

~~D. The City Clerk’s Office is located at SeaTac City Hall, 4800 S. 188<sup>th</sup> Street, SeaTac, WA 98188. The City eClerk’s eOffice is open to the public Monday through Friday, between the hours of 8:30 A.M. and 5:00 P.M., except holidays. The City Clerk shall immediately forward copies of such claims to the Risk Division.~~

~~B. All claims for damages must comply with the requirements of RCW 4.96.020.~~

~~C. All service of process for lawsuits must comply with the requirements of RCW 4.28.080.~~

**Section 2.** If any provision of this Chapter, or its application to any person or circumstance is held invalid, the remainder of this Chapter, or the application of the provision to other persons or circumstances is not affected.

**Section 3.** Upon approval of the City Attorney's Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

**Section 4.** This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022 and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF SEATAC**

\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

\_\_\_\_\_  
Kristina Gregg, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: \_\_\_\_\_]

[Risk Management-appoint agents]



## MEMORANDUM

Date: July 14, 2022

To: Administration and Finance Committee

Through: Carl Cole, City Manager

From: Kyle Moore, Government Relations and Communications Manager

**Re: Graphic Designer-Position Reallocation**

---

### Summary

The City Manager Office (CMO) Communications Divisions is asking for the A&F Committee support to reallocate the Graphic Designer position to Digital Content Supervisor.

### Background and Analysis

The CMO/Communications Division is charged with developing, directing, and implementing the City's capabilities and resources through community engagement, strategic external communications, media relations, government relations and legislative relations. The CMO/Communications Division currently consists of the Government Relations and Communications Manager, a Digital Media Strategist, Multimedia Video Specialist, Community Outreach Strategist and the Graphic Designer

The Community Economic Development (CED) Department added a part-time Graphic Designer in 2017 to assist with creating infographics, marketing materials, brochures, and templates for CED and the City. The position also assisted with the monthly City newsletter which transformed into the SeaTac Quarterly Magazine. The position was moved to full-time and transferred to the CMO/Communications Division when the Government Relations and Communications Manager was added in 2018. The position was vacated in early 2022.

The City's request is to eliminate the Graphic Designer position due to a dynamic change in the fundamental needs of the City. An analysis of the workload of the Graphic Designer position indicated the workload being requested from City staff has changed from traditional graphic design work to digital web page content/design, template creation and digital content training. Since the Graphic Designer left the City in early 2022, the Administrative Assistants and CMO Office has absorbed the work of the Graphic Designer.

The needs of the City have changed since the part-time graphic designer position was created. The City requires a position to create content, website templates and oversee the highly utilized public website and the SharePoint internal website which is currently under development. Currently, each department manages their own web pages with IT overseeing the technical

back end of the website and the CMO/Communications Division overseeing the website homepage.

The Cities most utilized communication tool is the public website. For example, in April of 2022, seatacwa.gov had more than 14 thousand unique users performing more than 17 thousand sessions on the website. (Users = "Unique visitors", or a person who has come to your website. Sessions = "Visits", or different times that person came to your site) The current website was last redesigned in 2016. A general rule of thumb is to redesign a website every two to five years with the industry average for companies to be 2.66 years.

A work plan is being developed to redesign the current website to make it more accessible for the SeaTac community. This project will require a person to be project manager, create content, web templates and oversee the finished product.

In an increasingly digital world, the re-classification will allow the City to be more responsive to customer needs. In addition, this position will fit the City's goals of Building Effective & Accountable Government which will increase community trust through better community engagement, collaboration and transparency.

The new position would supervisor the newly hired Multimedia Video Supervisor. As a supervisor, this position would change from represented to non-represented. The CMO/Communications Division has added three new represented positions in the past two years.

### **Budget**

The budget impact of the new position for 2022 would be \$46,442 in total salaries and benefits. This would not require a budget amendment because the 2022 CMO/Communications Position Budget remaining for 2022 is \$75,903.

### **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**

Seeking Administration and Finance Committee recommendation for the proposed reallocation as recommended above.

Ratified:

---

Takele Gobena, Chair

**Attachment**

Job Description

{Graphic Designer-Position Reallocation}

# CITY OF SEATAC

**CLASS TITLE: Digital Content Supervisor**

Salary Range: 57

**Essential Personnel: Yes**  **No**

FLSA: Exempt

Union: Non-Represented

## **BASIC FUNCTION:**

Under the direction of the Government Relations and Communications Manager, the incumbent will oversee the content in the Content Management System for the City's external and internal websites, along with creating and overseeing the graphic content for the City's digital platforms and communication products. This position requires the incumbent to be self-directed, innovative and possess editorial and technical skills.

The responsibilities include supervising staff, creating effective and engaging designs in multiple mediums, fostering collaborative relationships across all City departments, and the ability to integrate branding, design, and content to reach all audiences.

This job may require weekends, nights, mornings, and holiday work.

## **REPRESENTATIVE DUTIES:**

1. Serve as primary online content editor, oversee day-to-day content needs for the City's external and internal websites, manage web enhancements; write, edit, proofread, and approve content posted on the City's internal and external websites. *E*
2. Artistically integrate text, still images and video to create compelling web pages; ensure website is designed to be mobile friendly.
3. Work collaboratively with the City's IT staff and website vendor to address any issues affecting City websites in a timely manner.
4. Participate on the City's web team to continue enhancements and improvements to the website. Monitor and manage website content.
5. Proofread and edit all content and assist with training for each department's content administrator; recommend design changes to improve readability and appearance. *E*
6. Oversee video filming, editing and post-production as necessary for use on web and social media. *E*

7. Stay current on relevant approaches around web designs, social trends, and technological innovations; seeks out new techniques and methods to stay up to date.
8. Create graphic design and layouts for various departments *.E*
9. Provide training and support to City staff using the City Content Management System.
10. Follow and actively support the City's mission, vision, and values statements. Utilize designated technology issued by City.
11. Supervise, coach, train, provide feedback, and evaluate performance of employees. *E*
12. Maintain high level of productivity with minimal supervision and work in a collaborative, team environment.
13. Maintain regular, reliable, and punctual attendance.
14. Maintain confidentiality. *E*
15. Perform related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of**

- Technologies used in web publishing, including CMS, HTML, CSS, and JavaScript.
- Principals of graphic design.
- Municipal government policies, procedures, structure, applicable local, state, and federal laws, codes, regulations, and ordinances.
- Supervisory techniques.
- Graphic design techniques.

### **Ability to**

- Design webpage graphics and maintain website information.
- Write, edit design, produce, and disseminate communication materials using a variety of formats, including digital, print and web.
- Work effectively with multiple interruptions in a production environment to meet schedules and deadlines.
- Evaluate existing products and materials with an eye for content, translation support, clarity, usability, and accessibility.
- Shift priorities as needed to meet deadlines, be flexible and adapt to changing situations.
- Stay up to date with new technology, trends and applications related to discipline.



## **Skills in**

- Written and oral communication.
- Communicating effectively with diverse audiences.
- Identifying and assessing communications needs of audiences.
- Use of creativity and imagination in preparing communications materials.
- Use of content management systems, web analytics tools like Google Analytics and Search Engine Optimization (SEO).
- Use of Adobe Creative Suite programs; specifically, the latest versions of InDesign, Photoshop, Acrobat, and Illustrator.
- Strong time management and organizational skills.
- Coaching and mentoring skills.
- Sensitive to political environment and remain politically neutral in performance of duties.
- Acting with tact and diplomacy when working on sensitive issues with diverse groups.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- BA/BS degree and three years prior work experience is required and
- A minimum of three (3) years of experience supervising staff.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license. A three-year driving record abstract must be submitted prior to hire.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment; subject to driving a vehicle to conduct work, exposure to adverse weather conditions. Field work is required along with performing in an office environment with extensive time spent at a desktop computer.

### **PHYSICAL ABILITIES:**

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate general office, video, and editing equipment; seeing to review projects and work product; hearing and speaking to exchange information with both internal and external customers. Able to safely lift, up to 50 pounds.

### **HAZARDS:**

Working around passing traffic and working in adverse weather conditions.

---

Developed: 06/2022 K. Moore / M. Barker

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (*PRINTED*)



## MEMORANDUM

To: Administration and Finance Committee  
From: Brian Ruda; Facilities Manager  
Date: July 14, 2022  
Re: HVAC Contract

---

The City will be procuring King County Directors Association (KCDA) to manage the contract for this project. King County Directors Association is a direct ordering process by which the contracts have been competitively bid and reviewed.

In 2020, the city contracted ARC architects to perform a building assessment of City Hall and based on their recommendations, the facility improvement measures (FIMs) need to meet the 40-year facility improvement goal. The FIMs are based on information was provided by the employees of SeaTac and observations during ARC's site walk at City Hall. Please note that almost no mechanical equipment has an expected 40-year life span, so over the next 40 years, it is likely that some FIMs listed below will need to occur twice. Recommendations are to replace the Make-Up Air Units and Air Handler, Water Source Heat Pumps, Electric Boiler, and update the HVAC controls. All these items have exceeded their expected service life of 20yrs.

There is CIP funding in the 2022 budget to replace 5 HVAC units at the SeaTac Community Center. All the units located at the Community Center have exceeded their expected service life of 20yrs.

The total cost of this project will not exceed \$1,650,000.00



**Proposal for:**

**KCDA**

**SEA-E SeaTac City Hall &  
Community Center**

**Presented by:**

**Renee Tillmond - Sales Professional**

**Honeywell Building Solutions**



Honeywell International  
15001 NE 36th Street  
B14  
Redmond, WA 98052

**Quote Date:** 17-Jun-2022  
**Quote Number:** 0001610648-232820  
**Honeywell Professional:** Renee Tillmond

**Site:** Boeing 4-86 Bldg  
737 Logan Ave  
Renton WA US 98055

**Customer:** KCDA

**Contact:**  
**Phone:**  
**Email:**

**Contact:**  
**Phone:**  
**Email:**

OVERVIEW OF SCOPE

**SEATAC City Hall Mechanical Improvements**

**MECHANICAL Scope of Work:**

System Assessment

- Record and create red-line drawing documents that allow a compare & contrast between the designed and current conditions of the 83,535 sq.ft space.
- Technician will assess the space outlining all associated HVAC equipment and ductwork locations. Drawings will be created in and shared electronically.

**Boiler Replacement**

- Acquisition of all necessary permits (Cost Included).
- Order, manufacture, and/or acquire all equipment.
- Disconnect and make safe electrical.
- Demo and dispose of existing boiler.
- Provide and install new electric boiler.
- Modify water, gas, and venting connections as necessary.
- Run new electrical line back to panel.
- Reconnect water, gas, and venting.
- Start and test all equipment for proper operation.
- Close out package including: as built drawings (if applicable), O&M manuals for new HVAC equipment, one-year parts and labor warranty on any work perform.
- All labor, equipment, and materials related to above scope of work.

**DOAS (Designated Outside Air System) Install**

- Acquisition of all necessary permits (Cost Included).
- Order, manufacture, and/or acquire all equipment.
- Provide structural review and assessment.
- Disconnect and make safe electrical.
- Removal and disposal of existing (2) Make up Air Units and the Exhaust Fan. (Crane Cost Included)
- Provide and set the necessary curb adapter.
- Provide and install new Trane DOAS unit.
- Reconfigure duct runs on roof.
- Provide and connect new disconnect.
- Reconfigure & reconnect electrical.
- Start and test all equipment for proper operation.
- Close out package including: as built drawings (if applicable), O&M manuals for new HVAC equipment, one-year parts and labor warranty on any work perform.

- All labor, equipment, and materials related to above scope of work.

**(40) Water Source Heat Pumps**

- Acquisition of all necessary permits (Cost Included).
- Order, manufacture, and/or acquire all equipment.
- Disconnect and make safe electrical.
- Demo & dispose of existing heat pump.
- Install (40) Climate Master high efficiency water source transition heat pumps.
- Check all (93) hose transition and replace old ones as needed.
- Adjust ducting as needed.
- Reconnect electrical.
- Open water lines and check for leaks.
- Start and test all equipment for proper operation.
- Close out package including: as built drawings (if applicable), O&M manuals for new HVAC equipment, one-year parts and labor warranty on any work perform.
- All labor, equipment, and materials related to above scope of work.

**BMS Scope of Work:**

Honeywell will provide a JACE in an enclosure that will connect up to 93 Heat pumps that will have a graphics dashboard that can be accessed through a web browser on any designated computer on the buildings LAN network. A new laptop will be provided to the customer for their viewing. Wall space must be provided for the JACE panel (Preferably near an IT switch).

- QTY(93) Wall Stats
- Includes programming and testing.
- BACnet MSTP communications wiring.

**SEATAC Community Center Roof Top Units**

Honeywell will be replacing QTY(5) Roof Top Units at th SEATAC Community Center.

**LEAD TIMES**

- Permits: Approximately 4-6 weeks from intake date.
- Equipment: Approximately 16-27 weeks from intake date.

**SCOPE OF WORK**

- Acquisition of all necessary permits (Cost Included).
- Order, manufacture, and/or acquire all equipment.
- Provide structural review and assessment.
- Disconnect and make safe electrical.
- Removal and disposal of (5) existing RTUs. (Crane Cost Included) RTU-100, RTU-105A, RTU-105B, RTU-106, RTU-109
- Provide and set the necessary curb adapter.
- Provide and install (1) 7.5-ton, (1) 3-ton, (2) 10-tons, (1) 15-ton gas/electric RTUs.
- Provide and set the necessary curb adapter.
- Make the needed adjustments to reconnect the gas, electrical, and condensate lines.
- Provide and install new disconnects.
- Start and test equipment for proper operation.
- Close out package including: as built drawings (if applicable), O&M manuals for new HVAC equipment, one-year parts and labor warranty on any work perform.
- All labor, equipment, and materials related to above scope of work.

**CLARIFICATIONS / EXCLUSIONS**

Clarification: A structural assessment will need to be done prior to ordering equipment to confirm that the building can hold the weight of the new DOAS unit.

Clarification: It is assumed that all existing heat pumps have standard interface controls and not proprietary interfaces. There will be additional costs if after start of job, it is discovered that proprietary controls are discovered for any of the existing Heat Pumps.

Clarification: It is assumed that electrical on the roof is adequate for the new DOAS. Price includes new disconnect and connections to unit. If existing power isn't adequate, a change order will be necessary.

Clarification: Payments made after 60 days will have a 2% interest added to their monthly billing.

Clarification: Pricing is based upon the date of the proposal. Upon approval, any additional escalation costs as based upon the Consumer Price Index at time of equipment or material buy-out, will be passed along to the customer.

Clarification: Proposal is valid for 30 days from date.

Clarification: Scope as described must be accepted by the Jurisdiction Having Authority (JHA) for the proposal to become valid.

Clarification: All work is based on using ladders.

Clarification: Honeywell accepts no responsibility for making good or painting of walls where cables are going through walls.

Clarification: Work to be carried out during normal working hours.

Exclusion: Asbestos testing and/or abatement

Exclusion: Concrete cutting & coring

Exclusion: Drywall Cutting/Patch and Paint

Exclusion: Electrical & Structural modifications

Exclusion: Fire wrap

Exclusion: Sales Tax

Exclusion: Screening

Exclusion: TABB

Exclusion: Troubleshooting of existing equipment

Exclusion: X-Ray or Scanning

Clarification: All Heat Pumps are assumed to be in working condition.

Clarification: This proposal does not include any modification to existing OEM controls.

Clarification: This proposal include QTY(93) TB7652H5014B/U model wall Thermostat. Compatibility of this thermostat with the heat pumps need to be field verified. Model is subject to change upon field verification.

Price

**QUOTATION TOTAL: \$1,488,406.00**

\*This pricing only valid upon acceptance of both scope of works.

THIS QUOTATION is valid for 30 days.

Sales tax, if applicable, will be invoiced separately.

Use tax, if applicable, is included in the price.

Currency: USD

**Terms and Conditions**

This offer is subject to Honeywell Terms & Conditions, copy available upon request. This quotation is valid for a period of 30 days from the date of issue. We reserve the right to apply for partial payment at any time during contract performance.

Payment: Upon Customer acceptance of this proposal or contract execution, whichever occurs first, the Customer shall pay Honeywell \_\_\_\_ or \_\_\_\_ percent (\_\_\_%) of the Price. Such payment shall be used for engineering, drafting, and other mobilization costs reasonably incurred prior to on-site installation.

To accept this proposal, simply sign the document and return together with an official purchase order to either the issuing engineer or via post/fax to the address listed above. By accepting this quotation, the Customer Responsible Person is aware of and agrees with the proposed system modification(s).

Honeywell reserves the right, in its discretion, to increase the price(s) set forth in this Proposal in the event that tariffs (or similar governmental charges) imposed by the United States or other countries result in any increase in the costs that Honeywell used to determine such price(s).

I confirm acceptance of this quotation in accordance with the aforementioned Terms & Conditions. I agree that any terms and conditions referenced in the official purchase order shall be considered null and void.

*Kent LabaBugh*

Honeywell Professional

**Customer Acceptance**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_





# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: July 14, 2022  
Re: Declaring City Property Surplus

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**Purpose/Action Requested:** Recommendation to Council declaring property surplus and authorizing Department Heads to dispose of surplus equipment. Staff is requesting this be placed on the Consent agenda for the July 26, 2022 Council Meeting.

**Analysis:** Departments are responsible for reporting assets ready for disposal to the Finance Department. The Finance Department is responsible for preparing this list of assets for disposal and presenting the list to the City Council for approval at least annually.

The list of various obsolete and/or inoperable items identified by city staff is attached. Finance is requesting City Council declare these items as surplus property. Departments have 30 days in which to dispose of the assets declared surplus; including resale, donation or recycling, using the most cost effective method for the City.

**Budget Significance:** Any money received from the sale of an asset shall be returned to the fund where the asset resided.

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	000809	WAN WB6SAC 36X72 ARROW BOARD		12/31/1991	Missing	7/26/2022	PW Maintenance
CP	003339	VIEWSONIC 23" LED MONITOR	T8L140301848	3/5/2014	Retired	7/26/2022	Information Systems
CP	003471	SEAGATE 3.0 TB HARD DRIVE	Z1F4C964	7/3/2014	Retired	7/26/2022	Information Systems
CP	003472	SEAGATE 3.0 TB HARD DRIVE	Z1F4CAKP	7/3/2014	Retired	7/26/2022	Information Systems
CP	003474	HP COLOR LASERJET PRO 400	CNDG131366	8/26/2014	Retired	7/26/2022	Information Systems
CP	003504	STIHL EDGER ATTACHMENT FOR KM130	N/A	9/30/2014	Missing	7/26/2022	Parks Maintenance
CP	003506	STIHL 24" HEDGE TRIMMER	500675426	10/9/2014	Missing	7/26/2022	Parks Maintenance
CP	003508	STIHL CURB EDGER ATTCHMENT FOR KM 130 DRIVE MOTOR		10/15/2014	Missing	7/26/2022	Parks Maintenance
CP	003511	STIHL HEDGE TRIMMER ATTACHMENT	145L23	9/30/2014	Missing	7/26/2022	Parks Maintenance
CP	003515	STIHL BR 700 BACK PACK PLOWER	508609497	8/31/2016	Missing	7/26/2022	Parks Maintenance
CP	003516	STIHL BR 700 BACK PACK PLOWER	508609502	8/31/2016	Missing	7/26/2022	Parks Maintenance
CP	003517	STIHL 14" BAR CHAINSAW - ARBORIST SAW	509497645	12/9/2016	Missing	7/26/2022	Parks Maintenance
CP	003518	STIHL LINE TRIMMER W/LOOP HANDLE	509003426	12/9/2016	Missing	7/26/2022	Parks Maintenance
CP	003519	STIHL LINE TRIMMER W/LOOP HANDLE	509003427	12/9/2016	Missing	7/26/2022	Parks Maintenance
CP	3541	GREAT NORTHERN ANTIQUE STYLE POPCORN MACHINE AND CART	N01/2014 00069	3/5/2014	Replaced	7/26/2022	Human Resources
CP	003561	FORTIGATE 200D FIREWALL	FG200D4613806844	6/10/2014	Retired	7/26/2022	Information Systems
CP	003570	VIEWSONIC 24" MONITOR	U6C145101357	3/4/2015	Retired	7/26/2022	Information Systems
CP	003573	VIEWSONIC 24" MONITOR	U6C145101364	3/4/2015	Retired	7/26/2022	Information Systems
CP	003582	OPTIPLEX 3030 DESKTOP COMPUTER	HZ54B42	3/4/2015	Retired	7/26/2022	Information Systems
CP	003590	OPTIPLEX 3030 DESKTOP COMPUTER	HZ5X942	3/4/2015	Retired	7/26/2022	Information Systems
CP	003606	DELL OPTIPLEX 3020 MICRO DESKTOP COMPUTER	H42HD42	6/4/2015	Retired	7/26/2022	Information Systems
CP	003607	DELL OPTIPLEX 3020 MICRO DESKTOP COMPUTER	GYFDS42	6/4/2015	Retired	7/26/2022	Information Systems
CP	003609	DELL OPTIPLEX 3020 MICRO DESKTOP COMPUTER	GYBPD42	6/4/2015	Retired	7/26/2022	Information Systems
CP	003611	DELL OPTIPLEX 3020 MICRO DESKTOP COMPUTER	GY8MD42	6/4/2015	Retired	7/26/2022	Information Systems
CP	003613	DELL OPTIPLEX 3020 MICRO DESKTOP COMPUTER	BFZTC32	6/4/2015	Retired	7/26/2022	Information Systems
CP	003629	DEWALT CORDLESS WRENCH	42725	12/21/2016	Missing	7/26/2022	SWM
CP	003649	SEAGATE 4TB EXTERNAL HARD DRIVE	NA7F356K	11/19/2015	Retired	7/26/2022	Information Systems
CP	003661	STOR-N-GO WALL MOUNT WET DRY VACUUM	42296	10/19/2015	Missing	7/26/2022	SWM
CP	003676	WESTERN DIGITAL PASSPORT 500GB EXTERNAL DRIVE	WXB1AC4NEDHK	1/27/2016	Retired	7/26/2022	Information Systems
CP	003743	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CGWL8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003744	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CH6J8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003748	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CHPH8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003750	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CGWC8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003754	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CGCH8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003755	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CGSC8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003758	DELL OPTIPLEX 3040 MICRO FORM FACTOR DESKTOP COMPUTER	CG6J8C2	6/24/2016	Retired	7/26/2022	Information Systems
CP	003775	DELL LAPTOP DOCKING STATION LATITUDE E SERIES	310885649003240687	12/15/2016	Missing	7/26/2022	Police

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	003787	LOGITECH KEYBOARD AND MOUSE UNIT	1643SYA5PZV9	1/20/2017	Missing	7/26/2022	Police
CP	003793	LOGITECH KEYBOARD AND MOUSE UNIT	1644SYBBZ6C9	1/20/2017	Missing	7/26/2022	Police
CP	003795	LOGITECH KEYBOARD AND MOUSE UNIT	1644SYBA5PPZ9	1/20/2017	Missing	7/26/2022	Police
CP	003922	OPTIPLEX 7040 MICOR FORM FACTOR COMPUTER	G39TQG2	3/27/2017	Retired	7/26/2022	Information Systems
CP	003926	OPTIPLEX 7040 MICOR FORM FACTOR COMPUTER	G149QG2	3/27/2017	Retired	7/26/2022	Information Systems
CP	003937	SEAGATE 4TB EXTERNAL HARD DRIVE	NA9F2SY3	11/3/2017	Retired	7/26/2022	Information Systems
CP	004951	WACKER GENERATOR	UNKNOWN	5/7/2014	Missing	7/26/2022	PW Maintenance
CP	004978	DELTA 8" GRINDER	UNKNOWN	5/7/2014	Missing	7/26/2022	PW Maintenance
CP	005481	CRAFTSMAN DRILL	315-271540	5/7/2014	Missing	7/26/2022	PW Maintenance
CP	006076	LIFE FITNESS INTEGRITY RECUMBENT LIFE CYCLE EXERCISE BIKE	CL112294	10/4/2013	Missing	7/26/2022	Parks & Recreation
CP	006077	LIFE FITNESS INTEGRITY RECUMBENT LIFE CYCLE EXERCISE BIKE	CL112295	10/4/2013	Missing	7/26/2022	Parks & Recreation
CP	008271	HP 17" FLAT PANEL MONITOR	CNN50402RH	3/9/2005	Retired	7/26/2022	Information Systems
CP	008734	HP 17" FLAT PANEL MONITOR	CNN50402RK	3/9/2005	Retired	7/26/2022	Information Systems
CP	008837	HONDA PORTABLE GENERATOR	EAA5-1309208	10/21/2005	Missing	7/26/2022	Parks Maintenance
CP	009032	HP 17" FLAT PANEL MONITOR	CND5380DB4	3/9/2005	Retired	7/26/2022	Information Systems
CP	009080	HP 17" FLAT PANEL MONITOR	3CQ023FBRL	5/27/2016	Retired	7/26/2022	Information Systems
CP	009139	KALATEL PTZ CLASSIC DOME SECURITY CAMERA		5/5/2006	Missing	7/26/2022	Facilities
CP	009166	DELL ISPIRON 17R NOTEBOOK COMPUTER	2P8WPZ1	1/13/2014	Retired	7/26/2022	Information Systems
CP	009394	COMPAQ L1702 17" FLAT	CNN4170QCD	7/1/2004	Retired	7/26/2022	Information Systems
CP	009396	COMPAQ L1702 17" FLAT	CNN41706WS	7/1/2004	Retired	7/26/2022	Information Systems
CP	009609	Olympus Digital Voice Recorder	100117212	8/20/2009	Retired	7/26/2022	Police
CP	009705	WINDSOR UPRIGHT VACUUM CLEANER	Y-10053919	7/30/2012	Missing	7/26/2022	Facilities
CP	009727	OLYMPUS DIGITAL CAMERA FE 210	X61519232	2/13/2008	Missing	7/26/2022	Parks Maintenance
CP	009736	TROY MICR 4200 PRINTER	USGNX36728	9/3/2004	Retired	7/26/2022	Information Systems
CP	009756	HP 17" FLAT PANEL MONITOR	CNN50402WW	3/9/2005	Retired	7/26/2022	Information Systems
CP	009813	SIDE TABLE - CORIANDER		2/6/2007	Missing	7/26/2022	Parks & Recreation
CP	009848	SEARS 17" DRILL PRESS	UNKNOWN	5/7/2014	Missing	7/26/2022	PW Maintenance
CP	009870	OLYMPUS DIGITAL CAMERA FE-46	U85A 16776	10/5/2009	Missing	7/26/2022	Parks Maintenance
CP	009913	DELL LATITUDE E5500 NOTEBOOK COMPUTER	95TKWH1	12/30/2008	Retired	7/26/2022	Information Systems
CP	009965	RUSTOLEUM FIELD STRIPING MACHINE	NONE	4/20/2009	Missing	7/26/2022	Parks Maintenance
CP	009966	RUSTOLEUM FIELD STRIPING MACHINE	NONE	4/20/2009	Missing	7/26/2022	Parks Maintenance
CP	009967	DOLPHIN FIELD WATER REMOVAL DRUM	NONE	3/5/2010	Missing	7/26/2022	Parks Maintenance
CP	009986	DAYTON HAND TRUCK #1	N/A	5/19/2011	Missing	7/26/2022	Parks Maintenance
CP	009987	DAYTON HAND TRUCK #2	N/A	5/19/2011	Missing	7/26/2022	Parks Maintenance
CP	010031	OLYMPUS DIGITAL CAMERA FE-46	U85A 21681	11/5/2009	Missing	7/26/2022	Parks Maintenance
CP	010062	SONY CIBER-SHOT DIGITAL CAMERA	7206693	3/19/2010	Retired	7/26/2022	City Clerk
CP	010107	DELL OPTIPLEX 380 DESKTOP COMPUTER	B56WDP1	7/29/2016	Retired	7/26/2022	Information Systems
CP	010109	DELL OPTIPLEX 380 DESKTOP COMPUTER	B55WDP1	7/29/2016	Retired	7/26/2022	Information Systems
CP	010115	DELL OPTIPLEX 380 DESKTOP COMPUTER	BMCBSL1	7/29/2016	Retired	7/26/2022	Information Systems

**CITY OF SEATAC**  
**ASSET DISPOSAL LIST**  
for  
**CONTINUING PROPERTY (CP) OR FIXED ASSETS (FA)**

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	010119	HP LV2001 MONITOR	COVERED BY STAND	5/31/2016	Retired	7/26/2022	Information Systems
CP	010142	HP 17" FLAT PANEL MONITOR	3CQN69060N09	5/31/2016	Retired	7/26/2022	Information Systems
CP	010163	HP LE1901W FLAT PANEL MONITOR	3257P3CS00402	5/26/2016	Retired	7/26/2022	Information Systems
CP	010164	HP LE1901W FLAT PANEL MONITOR	CNC118R12F	5/26/2016	Retired	7/26/2022	Information Systems
CP	010245	ALCO-SENSOR FST	064437	5/24/2011	Retired	7/26/2022	Police
CP	010258	WIRELESS HEADSET (FOR POLICE RADIO)	SEE DESC/COMMENTS	6/16/2011	Missing	7/26/2022	Police
CP	010321	FIELD STRIPER RUST-OLEUM	N/A	8/23/2011	Missing	7/26/2022	Parks Maintenance
CP	010337	SALT BRINE SALINITY TESTOR	NONE	2/9/2012	Missing	7/26/2022	PW Maintenance
CP	010504	DELL OPTIPLEX 380 COMPUTER	BYWGPW1	7/29/2016	Retired	7/26/2022	Information Systems
CP	010507	HP ELITE L2201X MONITOR	CNK12907B0	7/22/2016	Retired	7/26/2022	Information Systems
CP	010532	DELL OPTIPLEX 390 DESKTOP COMPUTER	9NFL5V1	6/20/2012	Retired	7/26/2022	Information Systems
CP	010537	DELL OPTIPLEX 390 DESKTOP COMPUTER	9NG95V1	6/20/2012	Retired	7/26/2022	Information Systems
CP	010541	DELL LATITUDE XT3 NOTEBOOK COMPUTER	G55GWN1	9/21/2012	Retired	7/26/2022	Information Systems
CP	010543	DELL LATITUDE XT3 NOTEBOOK COMPUTER	G54GWN1	9/21/2012	Retired	7/26/2022	Information Systems
CP	010545	DELL LATITUDE XT3 NOTEBOOK COMPUTER	G57FWN1	9/21/2012	Retired	7/26/2022	Information Systems
CP	010546	DELL LATITUDE XT3 NOTEBOOK COMPUTER	G54JWN1	9/21/2012	Retired	7/26/2022	Information Systems
CP	010689	LG 42" TELEVISION WITH UNIVERSAL TILT MOUNTING BRACKET	212RMKU29829	3/12/2013	Missing	7/26/2022	Court
CP	010741	HP LV2311 FLAT PANEL MONITOR	8CM2360M9Y	7/22/2016	Retired	7/26/2022	Information Systems
CP	010747	HP 17" FLAT PANEL MONITOR	3CQ1021J21	7/22/2016	Retired	7/26/2022	Information Systems
CP	010751	VIEWSONIC 24" LED MONITOR	CNC118R4ZT	7/22/2016	Retired	7/26/2022	Information Systems
CP	010758	VIEWSONIC 24" LED MONITOR	CNOVXV4972872158EOWL	7/25/2016	Retired	7/26/2022	Information Systems
CP	010776	HANNS-G 21.5" WIDESCREEN LED MONITOR	3027P3CS02651	3/15/2013	Retired	7/26/2022	Information Systems
CP	010797	HONDA MOWER 21" SELF PROPELLED	MAKA-1152772	3/18/2014	Missing	7/26/2022	Parks Maintenance
CP	010798	HONDA MOWER 21" SELF PROPELLED	MAKA-1152774	3/18/2014	Missing	7/26/2022	Parks Maintenance
CP	010805	HUDSON SP2 4 GALLON BACKPACK SPRAYER	PARKS1	9/2/2014	Missing	7/26/2022	Parks Maintenance
CP	010806	HUDSON SP2 4 GALLON BACKPACK SPRAYER	PARKS2	9/2/2014	Missing	7/26/2022	Parks Maintenance
CP	010876	HANNSG 21.5 LCD WIDESCREEN MONITOR	3257P3CS00437	8/22/2013	Retired	7/26/2022	Information Systems
CP	010877	HANNSG 21.5 LCD WIDESCREEN MONITOR	3247P3CS00401	8/22/2013	Retired	7/26/2022	Information Systems
CP	010888	SEAGATE 3.0 TB SATA HARD DRIVE	W1F2N41D	10/21/2013	Retired	7/26/2022	Information Systems
CP	010890	CISCO 2911 ROUTER FOR PHONE SERVICE CITY HALL	FTX1748AJ58	10/29/2013	Retired	7/26/2022	Information Systems

## 2022 NUTS - BOLTS - WASHERS SURPLUS INVENTORY

SIZE	TYPE	FINISH	QUANTITY
1/2"x2-1/2"	lag screw	zinc	79
3/8"x6"	lag screw	zinc	33
1/4"x5"	lag screw	zinc	61
1/2"x3-1/2"	lag screw	zinc	68
1/4"x6"	lag screw	zinc	72
1/2"x6"	lag screw	zinc	36
3/8"x4"	lag screw	zinc	83
1/2"x5"	lag screw	zinc	49
5/16"x4"	lag screw	zinc	104
5/8"x5"	lag screw	zinc	38
5/16"x6"	lag screw	zinc	27
1/2" (13)x6"	hex cap screw	zinc	21
1/2" (13)x5-1/2"	hex cap screw	zinc	14
5/8" (11)x4"	hex cap screw	zinc	31
5/8" (11)x4-1/2"	hex cap screw	zinc	35
5/8" (11)x5"	hex cap screw	zinc	27
1/2" (20)x1-1/2	hex cap screw	zinc	53
3/8" (16)x6	hex cap screw	zinc	37
5/8" (11)x5-1/2"	hex cap screw	zinc	15
5/8" (11)x6"	hex cap screw	zinc	15
1/2" (13)x2"	hex cap screw	zinc	63
5/8" (11)x2-1/2"	hex cap screw	zinc	35
5/8"x3"	hex cap screw	zinc	31
3/8" (16)x2"	hex cap screw	zinc	123
1/2" (13)x3"	hex cap screw	zinc	45
5/16"x5"	lag screw	zinc	35
1/4"x1"	lag screw	zinc	71
5/16"x1-1/2"	lag screw	zinc	75
3/8"x2"	lag screw	zinc	103
1/4"x4"	lag screw	zinc	82
1/2"x2"	lag screw	zinc	35
1/4"x2"	lag screw	zinc	13
1/4"x2-1/2"	lag screw	zinc	63
1/2"x4-1/2"	lag screw	zinc	25
5/16"x1"	lag screw	zinc	49
3/8"x2-1/2	lag screw	zinc	99
3/8"x3"	lag screw	zinc	49
5/16"x3-1/2	lag screw	zinc	31
1/4"x3"	lag screw	zinc	84
3/8"x1-1/2	lag screw	zinc	99
1/2"x3"	lag screw	zinc	61

## 2022 NUTS - BOLTS - WASHERS SURPLUS INVENTORY

SIZE	TYPE	FINISH	QUANTITY
1/4"x3-1/2"	lag screw	zinc	108
1/4"x1-1/2"	lag screw	zinc	129
3/8"x3-1/2"	lag screw	zinc	26
5/16"x2"	lag screw	zinc	57
1/2"x4"	lag screw	zinc	25
3/8"x5"	lag screw	zinc	29
5/16"x3"	lag screw	zinc	61
5/16"x2-1/2	lag screw	zinc	51
3/8" (16)x3-1/2"	hex cap screw	zinc	14
5/16" (24)x1-1/2"	hex cap screw	zinc	74
7/16" (14)x3"	hex cap screw	zinc	22
7/16" (20)1-1/2"	hex cap screw	zinc	44
3/16" (16)x3-1/2"	hex cap screw	zinc	15
3/8" (16)x3"	hex cap screw	zinc	20
5/16" (24)x1/2"	hex cap screw	zinc	88
5/16" (24)x1"	hex cap screw	zinc	61
5/16" (18)x2-1/2"	hex cap screw	zinc	55
3/8" (24)x1"	hex cap screw	zinc	60
5/16" (24)x3/4"	hex cap screw	zinc	88
1/4" (28)x2"	hex cap screw	zinc	39
7/16" (20)x1"	hex cap screw	zinc	25
5/16" (18)x3"	hex cap screw	zinc	28
1/4" (20)x3"	hex cap screw	zinc	48
1/4" (28)x1-1/2"	hex cap screw	zinc	78
7/16" (20)x2-1/2"	hex cap screw	zinc	27
1/4" (28)x1"	hex cap screw	zinc	144
1/4" (28)x3/4"	hex cap screw	zinc	150
7/16" (14)x3-1/2"	hex cap screw	zinc	10
1/4" (28)x1/2"	hex cap screw	zinc	55
1/2" (13)	nylon/lock nuts	zinc	10
3/8" (16)	nylon/lock nuts	zinc	48
5/8" (11)	nylon/lock nuts	zinc	21
7/16" (14)	lock nuts	zinc	268
9/16" (12)	lock nuts	zinc	33
1/2" (20)	hex nuts	finished	111
7/16" (24)	hex nuts	finished	70
3/8" (24)	hex nuts	finished	128
5/16" (24)	hex nuts	finished	104
1/4" (28)	hex nuts	zinc	72
3/8" (16)x4-1/2"	hex cap screw	zinc	33
1/2" (20)x2"	hex cap screw	zinc	43
1/2" (13)x2-1/2"	hex cap screw	zinc	36

## 2022 NUTS - BOLTS - WASHERS SURPLUS INVENTORY

SIZE	TYPE	FINISH	QUANTITY
7/16" (14)x4-1/2"	hex cap screw	zinc	15
1/2" (20)x1"	hex cap screw	zinc	45
3/8" (16)x5"	hex cap screw	zinc	28
1/2" (20)x2-1/2"	hex cap screw	zinc	25
1/2" (13)x3-1/2"	hex cap screw	zinc	25
1/2" (13)x4"	hex cap screw	zinc	29
1/2" (13)x4-1/2"	hex cap screw	zinc	20
1/4" (20)x3-1/2"	hex cap screw	zinc	79
5/16" (24)x2"	hex cap screw	zinc	82
5/16" (18)x4"	hex cap screw	zinc	45
3/8" (24)x1-1/2"	hex cap screw	zinc	81
1/4" (20)x4"	hex cap screw	zinc	74
5/8" (11)x3-1/2"	hex cap screw	zinc	16
3/8" (24)x3-1/4"	hex cap screw	zinc	85
7/16" (20)x2"	hex cap screw	zinc	58
3/8" (24)x2"	hex cap screw	zinc	106
1/4" (20)x2-1/2"	hex cap screw	zinc	116
7/16" (14)x4"	hex cap screw	zinc	13
1/2" (13)x1"	hex cap screw	zinc	48
5/8" (11)x2"	hex cap screw	zinc	25
3/8" (16)x4"	hex cap screw	zinc	23
3/8" (16)x2-1/2"	hex cap screw	zinc	53
5/16"x3-1/2"	hex cap screw	zinc	47
1/2" (13)x5"	hex cap screw	zinc	24
7/16"	hex nuts	black	52
7/16"x2"	hex cap screw	black	22
1/2"	flat washers	black	122
7/16" (14)x2-1/2"	hex cap screw	black	13
1/4"	hex nuts	black	152
7/16"	flat washers	black	126
7/16" (14)x1-1/4"	hex cap screw	black	56
5/16" (18)x1"	hex cap screw	black	70
3/8"	flat washers	black	122
1/4" (20)x1"	hex cap screw	black	100
1/4"	flat washers	black	154
7/16" (14)x1"	hex cap screw	black	48
MISCELLANEOUS BOX	XXXXXXXXXXXX	XXXXX	XXXX
5/16" (18)x3/4"	hex cap screw	black	98
1/4" (20)x1-1/2"	hex cap screw	black	100
1/4" (20)x2"	hex cap screw	black	73
1/2" (13)x1-1/2"	hex cap screw	black	30
1/2" (13)x1-1/2"	hex cap screw	zinc	44

## 2022 NUTS - BOLTS - WASHERS SURPLUS INVENTORY

SIZE	TYPE	FINISH	QUANTITY
7/16" (14)x2-1/2"	hex cap screw	zinc	59
1/4" (20)x1-1/4"	hex cap screw	black	102
1/4" (20)x3/4"	hex cap screw	black	79
5/16"	hex nuts	black	206
3/8"	hex nuts	black	353
1/2"	hex nuts	black	54
7/16"	hex nuts	black	40
3/8" (16)x1"	hex cap screw	black	79
7/16" (14)x3/4"	hex cap screw	black	48
3/8"	flat washers	zinc	23
5/16"	lock washers	zinc	120
1/2"	flat washers	zinc	85
7/16"	lock washers	zinc	121
5/16" (18)x2"	hex cap screw	zinc	39
5/16" (18)x1-1/2"	hex cap screw	black	87
3/8" (16)x2"	hex cap screw	black	78
3/8" (16)x1-1/2"	hex cap screw	black	51
3/8" (16)x1-1/4"	hex cap screw	black	77
5/16" (18)x1-1/4"	hex cap screw	black	105
1/2" (13)x2-1/2"	hex cap screw	black	18
1/2" (13)x1-1/4"	hex cap screw	black	27
1/2" (13)x1"	hex cap screw	black	57
7/16"x1-1/2"	hex cap screw	black	73
3/8 (16)x2-1/2"	hex cap screw	black	39
5/16" (18)x2"	hex cap screw	black	89
7/16" (14)x2-1/2"	hex cap screw	zinc	38
7/16"	hex nuts	zinc	47
5/8" (11)x1"	hex cap screw	zinc	25
1/2"	hex nuts	zinc	151
1/4" (20)x2"	hex cap screw	zinc	103
5/8" (11)x1-1/2"	hex cap screw	zinc	24
1/4" (20)x1"	hex cap screw	zinc	90
3/8" (16)x1"	hex cap screw	zinc	124
1/2" (13)x1"	hex cap screw	zinc	38
1/2"	med lock washer	zinc	84
5/8"	flat washers	zinc	44
7/16"	med lock washer	zinc	134
7/16"	flat washers	zinc	92
1/4" (20)x3"	finish hex nut	zinc	55
3/8"	alloy lock washrs	zinc	180
1/2"	alloy lock washrs	zinc	41
1/4"	flat washers	zinc	237







# **Financial Management Report**

## **Table of Contents**

- Revenue Stoplight Chart
- Revenue Charts & Sales Tax Report
- Expense Stoplight Chart
- Expense Summary by Fund
- Salary Expenditures Overview
- Headcount Report
- Capital Expenditures Overview

Actuals thru June 30, 2022




# REVENUE STOPLIGHT CHART

## BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2022

<u>Revenue Description</u>	<u>2021 YTD ACTUAL</u>	<u>2020 % of Budget</u>	<u>2022 Annual BUDGET</u>	<u>2022 ACTUAL</u>	<u>Percent Collected</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$8,880,226	51%	\$17,400,000	\$9,330,331	54%	50%
Sales & Use Tax (operating)	\$2,854,740	26%	\$13,022,100	\$4,744,081	36%	33%
Sales & Use Tax (construction) (#301)	\$921,332	115%	\$800,000	\$451,647	56%	33%
Criminal Justice-Sales Tax & State Shared Rev	\$316,036	48%	\$659,100	\$375,993	57%	33%
Leasehold Excise Tax	\$591,698	30%	\$2,000,000	\$671,113	34%	25%
Emergency Medical Svcs Levy	\$109,376	20%	\$566,981	\$301,534	53%	100%
Parking Tax (#102)	\$1,900,355	27%	\$6,944,600	\$3,271,769	47%	42%
Motor Vehicle Tax - City Streets (#102)	\$175,234	32%	\$555,063	\$194,023	35%	33%
Hotel/Motel Special Revenue Tax (#107)	\$237,193	31%	\$868,239	\$454,648	52%	33%
Real Estate Excise Tax - #1 & #2 (#301)	\$398,707	57%	\$700,000	\$476,509	68%	50%
<b>Subtotal: Taxes</b>	<b>\$16,384,897</b>	<b>39%</b>	<b>\$43,516,083</b>	<b>\$20,271,648</b>	<b>47%</b>	<b>41%</b>
Permits & Plan Review (building, electrical, etc.)	\$1,394,979	87%	\$1,550,190	\$1,329,321	86%	50%
Engineering Plan Review	\$319,385	74%	\$430,526	\$220,864	51%	50%
Business Licenses	\$322,850	65%	\$550,000	\$387,000	70%	50%
Parks Programs	\$181,502	25%	\$744,959	\$360,481	48%	50%
Franchise Fees (#001 & #404)	\$312,610	40%	\$819,054	\$397,761	49%	39%
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$288,399	60%	\$520,000	\$339,178	65%	50%
GMA Traffic Impact Fees (#307)	\$692,300	396%	\$175,000	\$503,394	288%	50%
Stormwater Fees (#403)	\$1,824,384	47%	\$3,931,550	\$2,020,396	51%	50%
Long Term Leases (CH & YMCA)	\$241,254	64%	\$361,000	\$239,368	66%	50%
<b>Subtotal: Permits and Services</b>	<b>\$5,577,663</b>	<b>62%</b>	<b>\$9,082,279</b>	<b>\$5,797,761</b>	<b>64%</b>	<b>49%</b>
Parks Capital Grants	\$281,792	26%	\$1,516,238	\$1,234,532	81%	
Transportation Capital Grants	\$63,910	1%	\$11,729,790	\$4,154,795	35%	
SWM Capital Grants	\$23,342	2%	\$50,000	\$325,398	651%	
<b>Subtotal: Capital Grants</b>	<b>\$369,044</b>	<b>5%</b>	<b>\$13,296,028</b>	<b>\$5,714,725</b>	<b>43%</b>	
Investment Interest	\$490,390	110%	\$441,705	\$390,623	88%	50%
Other Revenues (NO Transfers)	<b>\$7,789,717</b>	<b>149%</b>	\$10,398,066	\$4,017,356	39%	50%
<b>TOTAL REVENUES</b>	<b>\$30,611,711</b>	<b>48%</b>	<b>\$76,734,161</b>	<b>\$36,192,112</b>	<b>47%</b>	<b>44%</b>

### 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

# REVENUE STOPLIGHT CHART

## **Notes**

**Property Taxes:** Property taxes are due in April and October. See Revenue Charts for more details.

**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.

### **Four month benchmark is 33%**

**Sales & Use Operating:** See Sales Tax report for more details.

**Sales & Use Construction:** The Port of Seattle provided an updated construction vendor list in November 2021. The list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. See sales tax report for more details.

### **Quarterly benchmark is 25%**

**Leasehold Taxes:** These taxes are remitted to the State quarterly. Payments are recorded in June, September, December and March. Airport space leases are being filled accounting for the increase in leasehold tax.

### **Five month benchmark is 42%**

**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.

**Real Estate Excise Tax:** Real estate sales in the city have returned to "normal" after 2020's slump and two high performing years (2018 & 2019). Average sales for the second quarter of 2022 were \$22.7M compared to \$19.4M for the same time period in 2021 and \$7.0M in 2020.

## **Permits & Services**

**Business Licenses:** Fees are collected by the State and remitted regularly. Business License renewals are based on the timing of the businesses state license renewal.

**Parks Programs:** Includes revenues from classes, sports, senior, teen, and afterschool programs as well as facility rentals. These revenues remained low due to the states phased reopening plan.

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

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

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

**Long Term Leases:** Due to new accounting standards a portion of the lease payment is now captured in the Interest category.

# REVENUE STOPLIGHT CHART

## **Grants**

*Parks Capital Grants:* Includes grants for Des Moines Creek, the Pump Track, and Lighting Upgrades.

*Transportation Capital Grants:* Includes grants for 34th Ave S Safe Routes To School & State TIB, 34th Ave, S 160th to S 166th TIB, River Ridge Elementary Sidewalk TIB, 34th Ave Phase II TIB, and Sound Transit Pedestrian Improvements.

*SWM Grants:* Includes KC Flood Reduction Projects.

*Investment Interest:* Investments in 2021 have yielded higher returns than budgeted.

*Other Revenues:* Other revenues account for non-capital grant funding, State shared revenues, Equip replacement charges, Court revenue and fines, CLFRF Grant and other Miscellaneous revenue.

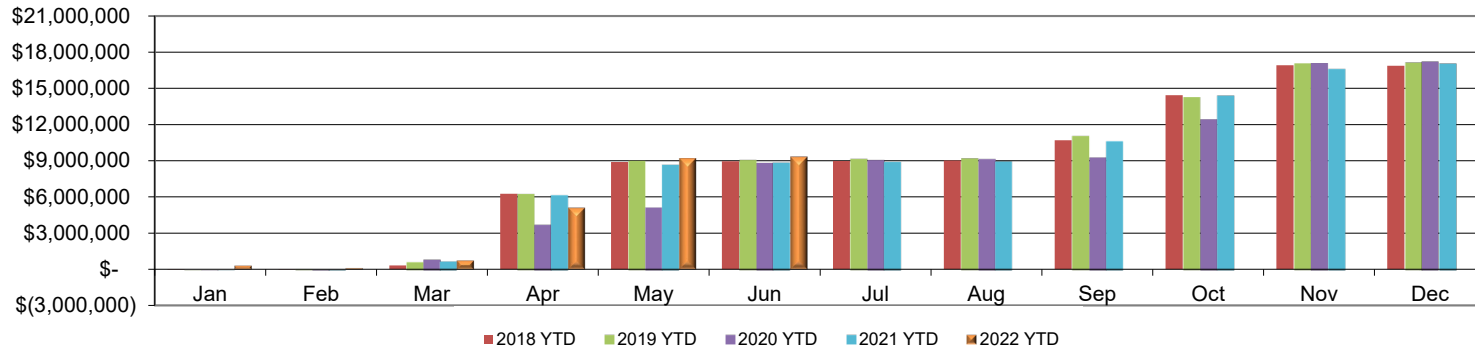
REVENUE  
CHARTS  
&  
SALES TAX  
REPORT

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

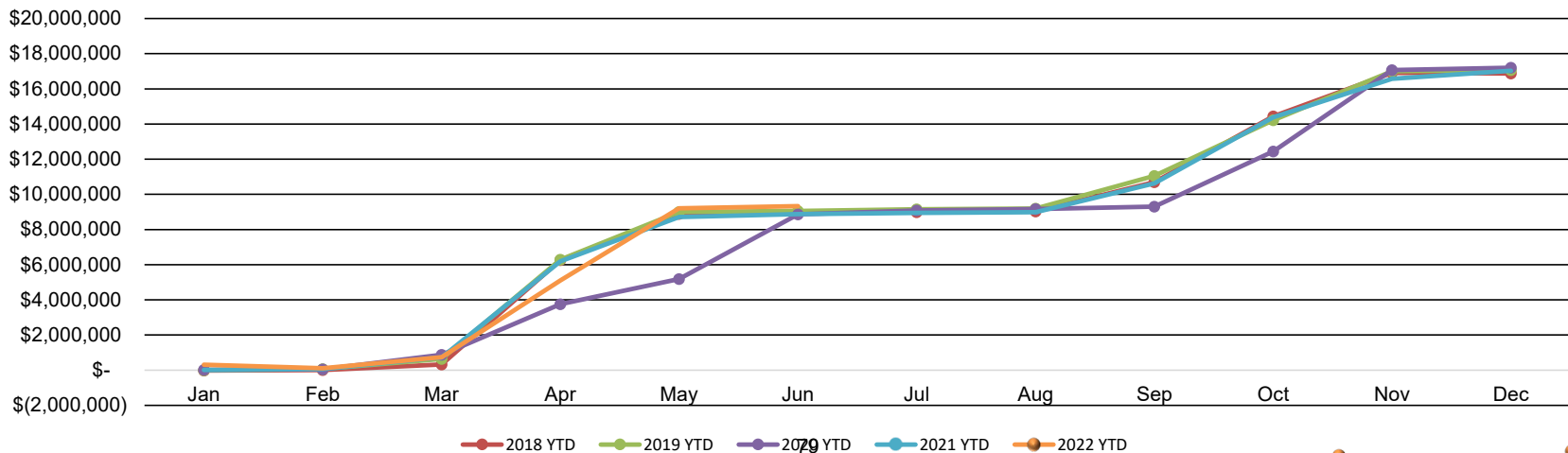
**Property Taxes**

Month	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	Variance YTD
Jan	\$ (19,741)	\$ (19,741)	\$ (3,347)	\$ (3,347)	\$ 16,551	\$ 16,551	\$ 14,507	\$ 14,507	\$ 316,770	\$ 316,770	\$ 302,263
Feb	\$ 33,789	\$ 14,048	\$ 71,988	\$ 68,641	\$ 40,881	\$ 57,433	\$ 44,723	\$ 59,230	\$ (206,666)	\$ 110,103	\$ 50,874
Mar	\$ 309,901	\$ 323,949	\$ 580,717	\$ 649,358	\$ 825,799	\$ 883,232	\$ 671,760	\$ 730,989	\$ 626,393	\$ 736,497	\$ 5,507
Apr	\$ 5,933,349	\$ 6,257,298	\$ 5,640,002	\$ 6,289,360	\$ 2,871,481	\$ 3,754,713	\$ 5,457,073	\$ 6,188,062	\$ 4,371,063	\$ 5,107,559	\$ (1,080,502)
May	\$ 2,635,257	\$ 8,892,555	\$ 2,705,570	\$ 8,994,930	\$ 1,428,855	\$ 5,183,568	\$ 2,519,398	\$ 8,707,459	\$ 4,096,874	\$ 9,204,433	\$ 496,974
Jun	\$ 55,700	\$ 8,948,255	\$ 61,213	\$ 9,056,143	\$ 3,673,890	\$ 8,857,458	\$ 172,767	\$ 8,880,226	\$ 125,898	\$ 9,330,331	\$ 450,105
Jul	\$ 36,458	\$ 8,984,713	\$ 102,221	\$ 9,158,364	\$ 226,347	\$ 9,083,804	\$ 66,120	\$ 8,946,347			
Aug	\$ 44,907	\$ 9,029,620	\$ 37,753	\$ 9,196,117	\$ 84,716	\$ 9,168,520	\$ 42,002	\$ 8,988,349			
Sep	\$ 1,669,464	\$ 10,699,084	\$ 1,850,454	\$ 11,046,571	\$ 138,749	\$ 9,307,269	\$ 1,642,017	\$ 10,630,366			
Oct	\$ 3,740,442	\$ 14,439,526	\$ 3,168,330	\$ 14,214,902	\$ 3,130,160	\$ 12,437,429	\$ 3,759,188	\$ 14,389,555			
Nov	\$ 2,471,043	\$ 16,910,569	\$ 2,781,257	\$ 16,996,158	\$ 4,635,692	\$ 17,073,121	\$ 2,188,982	\$ 16,578,536			
Dec	\$ (36,759)	\$ 16,873,811	\$ 77,918	\$ 17,074,076	\$ 127,906	\$ 17,201,027	\$ 449,898	\$ 17,028,434			
<b>Total</b>	<b>\$ 16,873,811</b>	<b>\$ 15,800,000</b>	<b>\$ 17,074,076</b>	<b>\$ 16,900,000</b>	<b>\$ 17,201,027</b>	<b>\$ 17,300,000</b>	<b>\$ 17,028,434</b>	<b>\$ 17,400,000</b>	<b>\$ 9,330,331</b>	<b>\$ 17,400,000</b>	<b>53.6%</b>

**Property Tax Comparisons YTD**



**Property Tax Comparisons YTD**



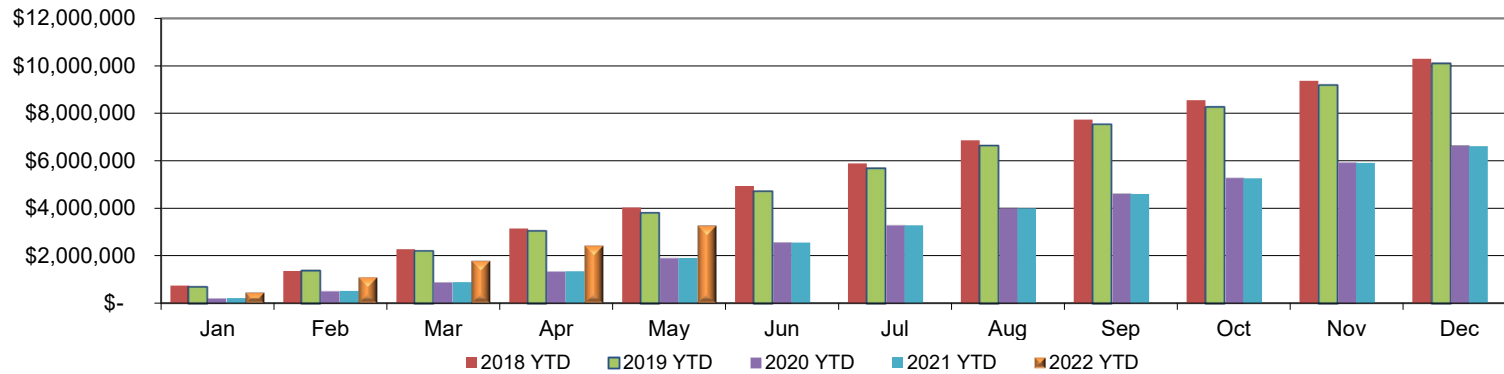
**City of SeaTac  
Year to Year Revenue Comparison**

**Parking Tax**

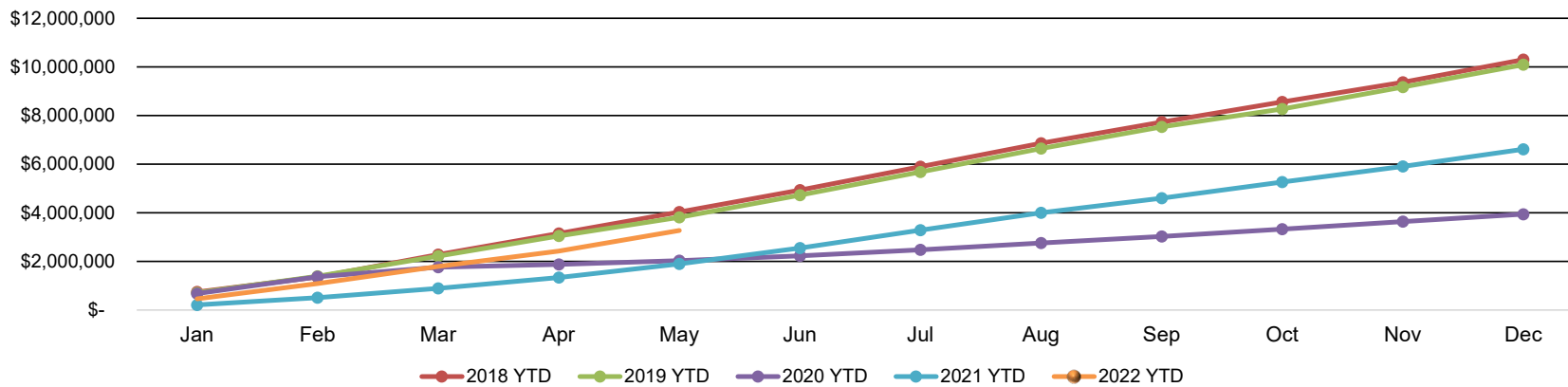
*(There is a 30 day delay for remittance to City)*

Month	2018	2018 YTD	2019	2019 YTD	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	Variance YTD
Jan	\$ 741,564	\$ 741,564	\$ 709,223	\$ 709,223	\$ 675,925	\$ 675,925	\$ 211,221	\$ 211,221	\$ 459,641	\$ 459,641	\$ 248,420
Feb	\$ 618,026	\$ 1,359,591	\$ 679,698	\$ 1,388,921	\$ 691,803	\$ 1,367,728	\$ 298,641	\$ 509,862	\$ 633,103	\$ 1,092,744	\$ 582,882
Mar	\$ 915,630	\$ 2,275,221	\$ 831,438	\$ 2,220,359	\$ 398,970	\$ 1,766,698	\$ 377,044	\$ 886,906	\$ 702,621	\$ 1,795,365	\$ 908,459
Apr	\$ 870,641	\$ 3,145,863	\$ 830,660	\$ 3,051,018	\$ 112,981	\$ 1,879,679	\$ 453,841	\$ 1,340,747	\$ 633,159	\$ 2,428,525	\$ 1,087,778
May	\$ 884,907	\$ 4,030,770	\$ 767,290	\$ 3,818,308	\$ 148,099	\$ 2,027,778	\$ 559,608	\$ 1,900,355	\$ 843,245	\$ 3,271,769	\$ 1,371,415
Jun	\$ 906,526	\$ 4,937,296	\$ 906,546	\$ 4,724,854	\$ 196,226	\$ 2,224,004	\$ 652,652	\$ 2,553,006			
Jul	\$ 953,957	\$ 5,891,253	\$ 957,916	\$ 5,682,770	\$ 252,432	\$ 2,476,436	\$ 732,019	\$ 3,285,026			
Aug	\$ 970,217	\$ 6,861,470	\$ 960,816	\$ 6,643,586	\$ 275,119	\$ 2,751,554	\$ 711,264	\$ 3,996,290			
Sep	\$ 869,216	\$ 7,730,686	\$ 885,914	\$ 7,529,500	\$ 271,247	\$ 3,022,801	\$ 607,069	\$ 4,603,359			
Oct	\$ 824,174	\$ 8,554,860	\$ 735,478	\$ 8,264,978	\$ 303,736	\$ 3,326,537	\$ 662,931	\$ 5,266,290			
Nov	\$ 809,901	\$ 9,364,761	\$ 909,725	\$ 9,174,703	\$ 313,207	\$ 3,639,744	\$ 640,957	\$ 5,907,248			
Dec	\$ 933,198	\$ 10,297,959	\$ 914,403	\$ 10,089,106	\$ 302,754	\$ 3,942,498	\$ 705,807	\$ 6,613,054			
<b>Total</b>	<b>\$ 10,297,959</b>	<b>Budget</b>	<b>\$ 10,089,106</b>	<b>Budget</b>	<b>\$ 3,942,498</b>	<b>Budget</b>	<b>\$ 6,613,054</b>	<b>Budget</b>	<b>\$ 3,271,769</b>	<b>Budget</b>	<b>% of Budget</b>
		\$ 8,100,266	\$ 10,089,106	\$ 9,728,321	\$ 3,942,498	\$ 9,922,887	\$ 6,613,054	\$ 6,944,600	\$ 3,271,769	\$ 6,944,600	47.1%

**Parking Tax Comparison YTD**



**Parking Tax Comparison YTD**





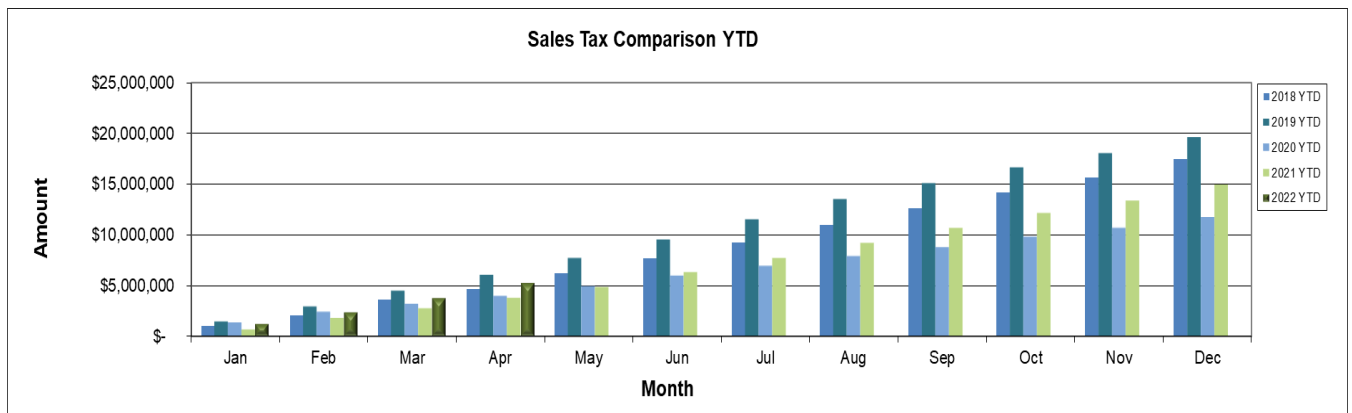
## Sales Tax

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 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 **June 2022** for **April 2022** were 41% above those from the same period in 2021 and are up 41.3% for the year. Sales Tax is 14% below 2019, our highest performing year.

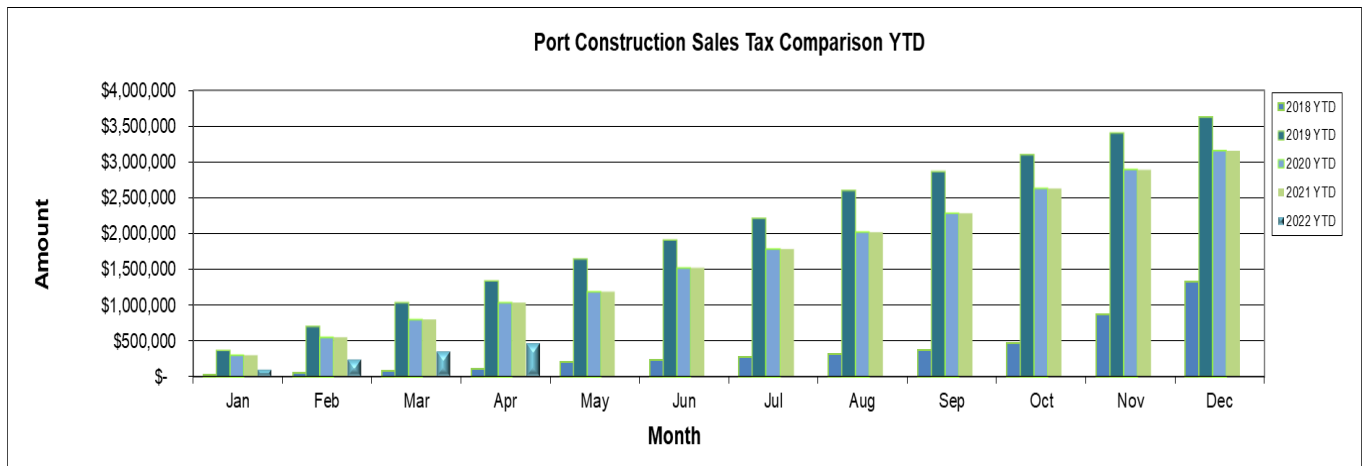
When comparing the budget estimate to actual, collections are 3% greater than expected for the period.

Operational sales tax is receipted into the General Fund, while Port construction sales tax is receipted into the Municipal Capital Improvement Program Fund and pays for general capital improvements.

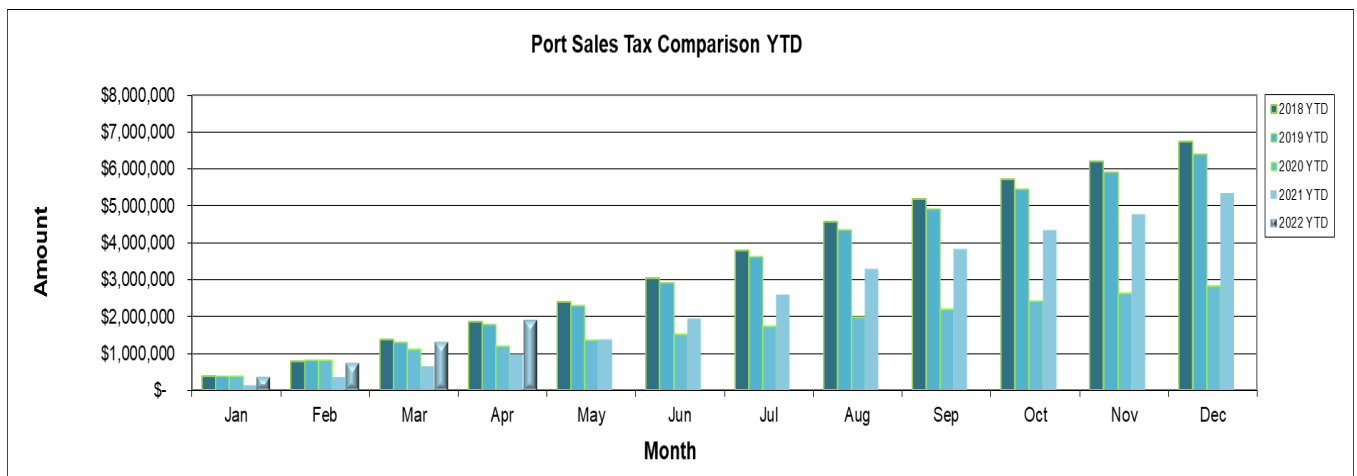


Construction sales tax is considered a highly volatile one-time revenue because it is completely dependent on Port projects and once the project is complete the revenue is gone. In 2003, the City decided to dedicate construction sales tax from Port of Seattle projects to fund capital improvements around 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.

Construction sales tax receipts for 2022 are down 56% from 2021. However, collections (\$451,614) are on target for the budgeted amount of \$800,000. The Port is winding down construction on several large projects but still has many in the works including the Central Terminal Renovations and Dining and Retail Redevelopment and preparations are underway for the upcoming C Concourse Expansion. Identifiable Port Construction Sales Tax is about 50% of total sales tax from construction activities throughout the city.



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 continued into 2021. With the pandemic essentially shutting down air travel the decline in revenue from airport retail sales was significant in 2020. Revenue is up 91% from 2021 and has surpassed 2019 by 6%. The opening of the new North Satellite and the International Arrivals Facility has contributed to the increase in sales tax collection.



## 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 **first quarter** performance of the 5 top sectors compared to all other sectors over the last five years.

Every category, except for **Construction**, is performing better than the same period in **2021**. As previously discussed, **Construction** tends to fluctuate, and while down from previous years, is still considered strong. When comparing to pre-pandemic 2019 numbers, **Construction** and **Accommodations & Food Services** are the only categories to fall short of **2019** numbers.

	1st Quarter					
	2017	2018	2019	2020	2021	2022
<b>Retail Trade</b>	<b>\$ 386,869</b>	<b>\$ 319,483</b>	<b>\$ 353,108</b>	<b>\$ 292,074</b>	<b>\$ 282,824</b>	<b>\$ 386,801</b>
\$ Change	\$ 84,265	\$ (67,386)	\$ 33,625	\$ (61,034)	\$ (9,250)	\$ 103,977
% Change	27.8%	-17.4%	10.5%	-17.3%	-3.2%	36.8%
% of Total	9.3%	8.9%	7.9%	9.2%	10.3%	10.4%
<b>Accommodation &amp; Food Services</b>	<b>\$ 1,069,056</b>	<b>\$ 795,812</b>	<b>\$ 839,850</b>	<b>\$ 487,958</b>	<b>\$ 366,866</b>	<b>\$ 737,330</b>
\$ Change	\$ 215,410	\$ (273,245)	\$ 44,039	\$ (351,893)	\$ (121,092)	\$ 370,464
% Change	25.2%	-25.6%	5.5%	-41.9%	-24.8%	101.0%
% of Total	25.8%	22.1%	18.8%	15.3%	13.4%	19.8%
<b>Construction</b>	<b>\$ 782,090</b>	<b>\$ 899,517</b>	<b>\$ 1,619,411</b>	<b>\$ 1,149,319</b>	<b>\$ 1,049,409</b>	<b>\$ 655,187</b>
\$ Change	\$ 374,279	\$ 117,428	\$ 719,894	\$ (470,092)	\$ (99,910)	\$ (394,222)
% Change	91.8%	15.0%	80.0%	-29.0%	-8.7%	-37.6%
% of Total	18.9%	25.0%	36.2%	36.0%	38.4%	17.6%
<b>Transportation/Warehousing/Utilities</b>	<b>\$ 725,429</b>	<b>\$ 632,165</b>	<b>\$ 702,885</b>	<b>\$ 490,826</b>	<b>\$ 422,539</b>	<b>\$ 828,795</b>
\$ Change	\$ 120,684	\$ (93,263)	\$ 70,719	\$ (212,058)	\$ (68,287)	\$ 406,256
% Change	20.0%	-12.9%	11.2%	-30.2%	-13.9%	96.1%
% of Total	17.5%	17.5%	15.7%	15.4%	15.4%	22.2%
<b>Finance/Insurance/Real Estate</b>	<b>\$ 620,841</b>	<b>\$ 473,470</b>	<b>\$ 483,748</b>	<b>\$ 360,444</b>	<b>\$ 270,783</b>	<b>\$ 517,611</b>
\$ Change	\$ (115,391)	\$ (147,371)	\$ 10,277	\$ (123,304)	\$ (89,661)	\$ 246,828
% Change	-15.7%	-23.7%	2.2%	-25.5%	-24.9%	91.2%
% of Total	15.0%	13.1%	10.8%	11.3%	9.9%	13.9%
<b>All Others</b>	<b>\$ 556,759</b>	<b>\$ 483,836</b>	<b>\$ 473,880</b>	<b>\$ 411,118</b>	<b>\$ 343,746</b>	<b>\$ 600,621</b>
\$ Change	\$ 104,153	\$ (72,923)	\$ (9,956)	\$ (62,762)	\$ (67,372)	\$ 256,875
% Change	23.0%	-13.1%	-2.1%	-13.2%	-16.4%	74.7%
% of Total	13.4%	13.4%	10.6%	12.9%	12.6%	16.1%
<b>Total</b>	<b>\$ 4,141,044</b>	<b>\$ 3,604,284</b>	<b>\$ 4,472,882</b>	<b>\$ 3,191,738</b>	<b>\$ 2,736,167</b>	<b>\$ 3,726,345</b>
\$ Change	\$ 783,401	\$ (536,760)	\$ 868,598	\$ (1,281,144)	\$ (455,571)	\$ 990,178
% Change	23.3%	-13.0%	24.1%	-28.6%	-14.3%	36.2%

The available **second quarter** by month statistics are presented on the following pages.

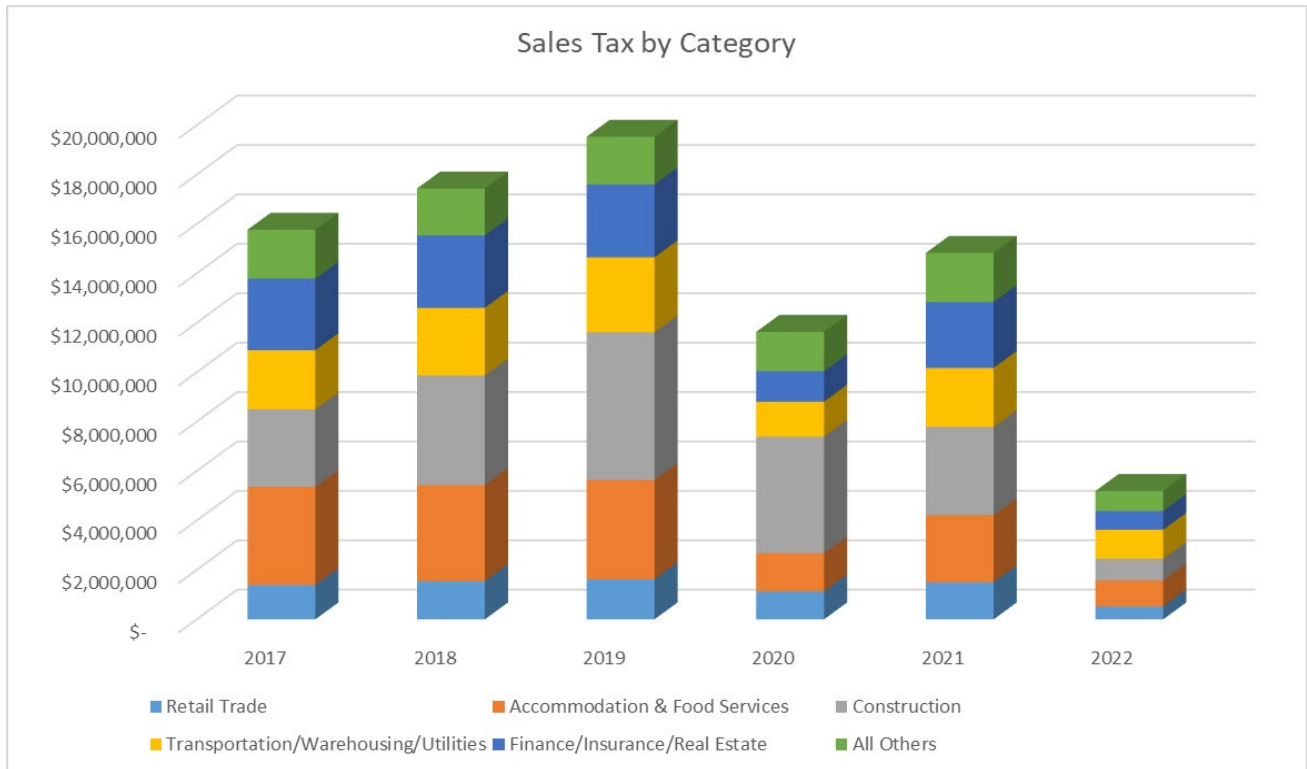
**March 2022** continues to outperform the same period last year with a total increase of **50.4%** for the month, over **2021**.

	March					
	2017	2018	2019	2020	2021	2022
<b>Retail Trade</b>	<b>\$ 210,849</b>	<b>\$ 132,236</b>	<b>\$ 139,000</b>	<b>\$ 84,266</b>	<b>\$ 113,519</b>	<b>\$ 147,858</b>
\$ Change	\$ 44,242	\$ (78,613)	\$ 6,764	\$ (54,734)	\$ 29,253	\$ 34,339
% Change	26.6%	-37.3%	5.1%	-39.4%	34.7%	30.2%
% of Total	9.3%	8.5%	8.8%	10.8%	11.9%	10.3%
<b>Accommodation &amp; Food Services</b>	<b>\$ 564,792</b>	<b>\$ 302,614</b>	<b>\$ 317,251</b>	<b>\$ 52,051</b>	<b>\$ 154,951</b>	<b>\$ 302,895</b>
\$ Change	\$ 96,636	\$ (262,177)	\$ 14,637	\$ (265,200)	\$ 102,900	\$ 147,944
% Change	20.6%	-46.4%	4.8%	-83.6%	197.7%	95.5%
% of Total	24.9%	19.5%	20.1%	6.7%	16.2%	21.0%
<b>Construction</b>	<b>\$ 464,666</b>	<b>\$ 408,331</b>	<b>\$ 521,172</b>	<b>\$ 378,396</b>	<b>\$ 225,668</b>	<b>\$ 220,891</b>
\$ Change	\$ 236,139	\$ (56,335)	\$ 112,841	\$ (142,776)	\$ (152,728)	\$ (4,777)
% Change	103.3%	-12.1%	27.6%	-27.4%	-40.4%	-2.1%
% of Total	20.5%	26.3%	33.1%	48.7%	23.6%	15.3%
<b>Transportation/Warehousing/Utilities</b>	<b>\$ 380,175</b>	<b>\$ 294,847</b>	<b>\$ 243,480</b>	<b>\$ 93,886</b>	<b>\$ 192,543</b>	<b>\$ 335,578</b>
\$ Change	\$ 70,992	\$ (85,328)	\$ (51,366)	\$ (149,594)	\$ 98,657	\$ 143,035
% Change	23.0%	-22.4%	-17.4%	-61.4%	105.1%	74.3%
% of Total	16.7%	19.0%	15.4%	12.1%	20.1%	23.3%
<b>Finance/Insurance/Real Estate</b>	<b>\$ 345,073</b>	<b>\$ 184,876</b>	<b>\$ 189,371</b>	<b>\$ 43,531</b>	<b>\$ 118,150</b>	<b>\$ 211,717</b>
\$ Change	\$ (67,945)	\$ (160,197)	\$ 4,494	\$ (145,839)	\$ 74,619	\$ 93,567
% Change	-16.5%	-46.4%	2.4%	-77.0%	171.4%	79.2%
% of Total	15.2%	11.9%	12.0%	5.6%	12.3%	14.7%
<b>All Others</b>	<b>\$ 305,999</b>	<b>\$ 232,221</b>	<b>\$ 165,913</b>	<b>\$ 125,257</b>	<b>\$ 152,960</b>	<b>\$ 221,620</b>
\$ Change	\$ 50,602	\$ (73,779)	\$ (66,308)	\$ (40,656)	\$ 27,703	\$ 68,660
% Change	19.8%	-24.1%	-28.6%	-24.5%	22.1%	44.9%
% of Total	13.5%	14.9%	10.5%	16.1%	16.0%	15.4%
<b>Total</b>	<b>\$ 2,271,554</b>	<b>\$ 1,555,125</b>	<b>\$ 1,576,188</b>	<b>\$ 777,389</b>	<b>\$ 957,791</b>	<b>\$ 1,440,559</b>
\$ Change	\$ 430,666	\$ (716,429)	\$ 21,063	\$ (798,799)	\$ 180,402	\$ 482,768
% Change	23.4%	-31.5%	1.4%	-50.7%	23.2%	50.4%

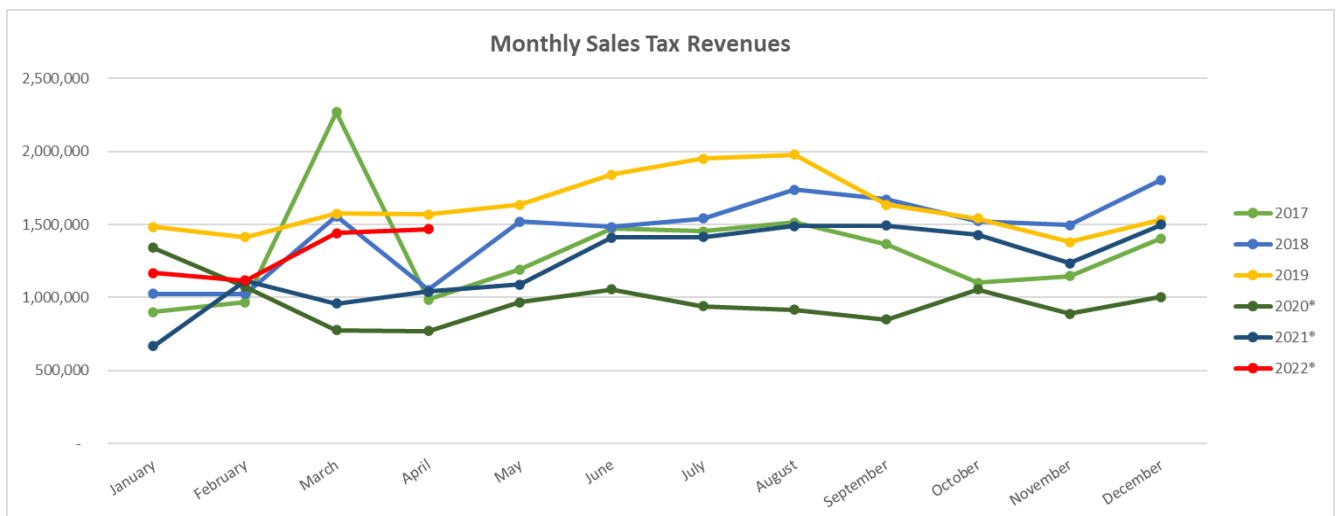
April 2022 remains strong and outperformed the same period last year by **41.3%**.

	April					
	2017	2018	2019	2020	2021	2022
<b>Retail Trade</b>	<b>\$ 88,158</b>	<b>\$ 115,587</b>	<b>\$ 126,463</b>	<b>\$ 73,107</b>	<b>\$ 88,300</b>	<b>\$ 137,783</b>
\$ Change	\$ 7,540	\$ 27,429	\$ 10,875	\$ (53,355)	\$ 15,193	\$ 49,483
% Change	9.4%	31.1%	9.4%	-42.2%	20.8%	56.0%
% of Total	9.0%	11.0%	8.1%	9.5%	8.5%	9.4%
<b>Accommodation &amp; Food Services</b>	<b>\$ 276,444</b>	<b>\$ 271,266</b>	<b>\$ 301,122</b>	<b>\$ 126,680</b>	<b>\$ 177,299</b>	<b>\$ 315,229</b>
\$ Change	\$ 42,082	\$ (5,178)	\$ 29,856	\$ (174,442)	\$ 50,619	\$ 137,930
% Change	18.0%	-1.9%	11.0%	-57.9%	40.0%	77.8%
% of Total	28.1%	25.8%	19.2%	16.5%	17.0%	21.5%
<b>Construction</b>	<b>\$ 129,071</b>	<b>\$ 136,209</b>	<b>\$ 540,018</b>	<b>\$ 407,816</b>	<b>\$ 290,785</b>	<b>\$ 224,049</b>
\$ Change	\$ 36,998	\$ 7,138	\$ 403,809	\$ (132,202)	\$ (117,031)	\$ (66,736)
% Change	40.2%	5.5%	296.5%	-24.5%	-28.7%	-23.0%
% of Total	13.1%	12.9%	34.4%	53.1%	28.0%	15.2%
<b>Transportation/Warehousing/Utilities</b>	<b>\$ 192,459</b>	<b>\$ 210,874</b>	<b>\$ 253,223</b>	<b>\$ 49,567</b>	<b>\$ 179,527</b>	<b>\$ 342,490</b>
\$ Change	\$ 25,054	\$ 18,415	\$ 42,348	\$ (203,656)	\$ 129,960	\$ 162,963
% Change	15.0%	9.6%	20.1%	-80.4%	262.2%	90.8%
% of Total	19.5%	20.0%	16.1%	6.4%	17.3%	23.3%
<b>Finance/Insurance/Real Estate</b>	<b>\$ 167,886</b>	<b>\$ 183,736</b>	<b>\$ 190,605</b>	<b>\$ 52,024</b>	<b>\$ 146,535</b>	<b>\$ 238,723</b>
\$ Change	\$ (29,150)	\$ 15,850	\$ 6,869	\$ (138,581)	\$ 94,511	\$ 92,188
% Change	-14.8%	9.4%	3.7%	-72.7%	181.7%	62.9%
% of Total	17.1%	17.4%	12.2%	6.8%	14.1%	16.2%
<b>All Others</b>	<b>\$ 130,450</b>	<b>\$ 135,572</b>	<b>\$ 157,148</b>	<b>\$ 59,395</b>	<b>\$ 157,457</b>	<b>\$ 211,108</b>
\$ Change	\$ (26,088)	\$ 5,122	\$ 21,576	\$ (97,752)	\$ 98,062	\$ 53,651
% Change	-16.7%	3.9%	15.9%	-62.2%	165.1%	34.1%
% of Total	13.3%	12.9%	10.0%	7.7%	15.1%	14.4%
<b>Total</b>	<b>\$ 984,468</b>	<b>\$ 1,053,245</b>	<b>\$ 1,568,578</b>	<b>\$ 768,590</b>	<b>\$ 1,039,903</b>	<b>\$ 1,469,382</b>
\$ Change	\$ 56,436	\$ 68,777	\$ 515,333	\$ (799,988)	\$ 271,313	\$ 429,479
% Change	6.1%	7.0%	48.9%	-51.0%	35.3%	41.3%

The bar chart below shows sales tax year over year and the impacts of the pandemic on sales tax collections by category. 2022 accounts for 4 months of tax collection.



The line graph below shows SeaTac’s sales tax revenue month over month through **April 2022** compared to the five prior years and shows collections just under 2019 numbers. While this is good news, we anticipate as consumer confidence begins to drop and recession/inflation concerns rise, we will see another decline towards the end of the second quarter and beginning of the third quarter.



# EXPENDITURE STOPLIGHT CHART

## BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2022

<u>Expense Category</u>	<u>2021 YTD ACTUAL</u>	<u>2021 % of Budget</u>	<u>2022 Annual BUDGET</u>	<u>2022 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 9,054,611	48%	\$ 20,220,244	\$ 9,057,105	45%	●
SUPPLIES	\$ 236,167	30%	\$ 1,001,978	\$ 307,307	31%	●
SERVICES & CHARGES	\$ 4,358,772	38%	\$ 15,652,089	\$ 4,942,908	32%	●
POLICE- Base ILA with King Co.	\$ 4,707,564	36%	\$ 12,519,138	\$ 4,373,325	35%	●
FIRE/EMS- ILA with Kent RFA	\$ -	*	\$ 11,023,799	\$ 2,861,177	26%	●
CAPITAL	\$ 2,352,922	9%	\$ 33,190,393	\$ 4,996,342	15%	●
DEBT SERVICE	\$ -		\$ 141,582	\$ -	*	
<b>TOTAL EXPENSES</b>	<b>\$ 20,710,036</b>	<b>25%</b>	<b>\$ 93,749,223</b>	<b>\$ 26,538,164</b>	<b>28%</b>	●

YTD Target: 50%

**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: 50% of the total General Fund budget is allocated to contracted police and fire services; 31% is allocated to Personnel.

Fire Contract: Actual wages were over due to staffing shortages and the payment overtime.

Police Contract: King County "trues up" 2021 contract costs in the first half of 2022. A reconciling bill is provided in May for the first 5 months and any credit or additional cost owed from the previous year. The 2021 credit was \$958,629.

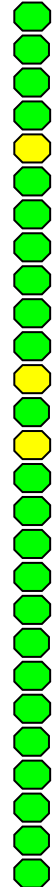
Capital: See Capital Expense report for project status.

Debt Service: SCORE Bond debt service for 2021 will be paid from SCORE contract revenue.



**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending June 30, 2022**

GENERAL FUND		2021 YTD	2021 %	2022 YTD		YTD %
Department	Section	Actual	Expended	2022 Budget	2022 Q2 Actual	Expended
City Council		\$ 169,947	56%	\$ 333,476	\$ 63,240	\$ 182,369 55%
Municipal Court		\$ 447,135	48%	\$ 1,095,309	\$ 262,524	\$ 494,230 45%
City Manager		\$ 730,536	43%	\$ 2,006,045	\$ 421,020	\$ 801,980 40%
Finance & Systems		\$ 1,219,818	52%	\$ 2,643,105	\$ 536,959	\$ 1,279,250 48%
City Clerk		\$ 306,212	51%	\$ 678,554	\$ 244,610	\$ 365,138 54%
Legal Services		\$ 1,128,667	52%	\$ 2,657,341	\$ 354,214	\$ 1,122,084 42%
Human Resources		\$ 278,689	41%	\$ 784,456	\$ 155,042	\$ 291,901 37%
Police Services		\$ 4,804,668	38%	\$ 14,262,885	\$ 4,848,086	\$ 5,146,161 36%
Fire Services		\$ 24,782	0%	\$ 11,190,468	\$ 2,880,666	\$ 2,898,144 26%
	<i>Central Facilities</i>	\$ 1,978,880	79%	\$ 1,131,159	\$ 221,099	\$ 442,487 39%
	<i>Fire Stations (2)</i>	\$ 22,518	66%	\$ 136,588	\$ 25,417	\$ 47,943 35%
	<i>Maintenance Facility</i>	\$ 38,047	46%	\$ 73,090	\$ 21,823	\$ 38,776 53%
	<i>Human Services</i>	\$ 324,368	41%	\$ 1,034,247	\$ 83,203	\$ 326,003 32%
	<i>Park, CP &amp; Admin</i>	\$ 185,849	55%	\$ 355,511	\$ 90,114	\$ 188,730 53%
	<i>Rec. Svcs/Classes</i>	\$ 492,232	49%	\$ 1,079,109	\$ 239,018	\$ 521,873 48%
	<i>Rec Prgms/Camps</i>	\$ 230,481	28%	\$ 989,230	\$ 196,802	\$ 314,860 32%
	<i>Comm Ctr. Facility</i>	\$ 60,975	37%	\$ 164,700	\$ 43,823	\$ 76,223 46%
	<i>Parks Maintenance</i>	\$ 1,052,087	46%	\$ 2,262,511	\$ 535,494	\$ 1,050,101 46%
Parks, Comm Progs., & Svcs Total		\$ 4,385,437	54%	\$ 7,226,145	\$ 1,456,792	\$ 3,006,997 42%
	<i>Planning</i>	\$ 495,861	36%	\$ 1,485,724	\$ 261,159	\$ 511,810 34%
	<i>Permitting</i>	\$ 407,919	63%	\$ 772,110	\$ 138,584	\$ 270,664 35%
	<i>Building</i>	\$ 645,761	52%	\$ 1,359,670	\$ 208,396	\$ 406,967 30%
	<i>Engineering Review</i>	\$ -	0%	\$ 25,000	\$ -	\$ - 0%
	<i>Economic Dvlpmnt</i>	\$ 95,077	36%	\$ 280,656	\$ 22,654	\$ 48,200 17%
	<i>Code Compliance</i>	\$ 114,271	30%	\$ 315,127	\$ 67,051	\$ 131,952 42%
Comm & Econ Devm't Total		\$ 1,758,889	45%	\$ 4,238,287	\$ 697,843	\$ 1,369,594 32%
<b>TOTAL GENERAL FUND</b>		<b>\$ 15,254,782</b>	<b>34%</b>	<b>\$ 47,116,071</b>	<b>\$ 11,920,996</b>	<b>\$ 16,957,846 36%</b>



YTD Target: 50%

**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending June 30, 2022**

**Summary of Expenditures by Department and Division Notes:**

City Council - City memberships are paid at the beginning of the year.

City Clerk - Election Costs and Voter Registration Services higher than budgeted.

**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending June 30, 2022**

OTHER FUNDS	Fund Name	2021 YTD Actual	2021 % Expended	2022 Budget	2022 Q2 Actual	YTD Actual Expended	YTD % Expended	
	Permit Parking Program	\$ 101,282	49%	\$ 218,064	\$ 53,850	\$ 100,933	46%	●
	Roadway Maintenance	\$ 912,352	39%	\$ 2,728,449	\$ 595,602	\$ 1,002,735	37%	●
	Snow and Ice Control	\$ -	0%	\$ 44,482	\$ 48,553	\$ 53,954	121%	●
	Engineering Review	\$ 170,132	52%	\$ 361,006	\$ 55,403	\$ 122,699	34%	●
	Admin & Engineering	\$ 21,085	2%	\$ 1,710,932	\$ 347,713	\$ 671,120	39%	●
	Capital and Transfers	\$ 933,708	34%	\$ 8,777,523	\$ 1,745,946	\$ 3,505,640	40%	●
102	Street Fund Total	\$ 2,799,467	38%	\$ 13,840,456	\$ 2,847,068	\$ 5,457,081	39%	●
105	Port of Seattle ILA	\$ 566,338	30%	\$ 2,008,043	\$ 564,865	\$ 573,501	29%	●
106	Transit Planning	\$ 405,415	72%	\$ 337,428	\$ 52,454	\$ 134,675	40%	●
107	Hotel/Motel Tax	\$ 163,055	24%	\$ 1,080,649	\$ 120,709	\$ 194,507	18%	●
108	Building Mgmt	\$ 124,066	47%	\$ 259,217	\$ 61,631	\$ 123,263	48%	●
111	DC Basin ILA	\$ 3,562	1%	\$ 712,510	\$ 3,125	\$ 3,644	1%	●
112	Affordable Housing ST	\$ -	0%	\$ 188,983	\$ -	\$ -	0%	●
113	ARPA Grant	\$ -	0%	\$ 64,974	\$ -	\$ -	0%	●
207	2019 Score Bonds	\$ -	0%	\$ -	\$ -	\$ -	0%	●
301	Municipal CIP	\$ 396,290	6%	\$ 8,119,992	\$ 202,302	\$ 220,987	3%	●
306	Facility Construction CIP	\$ -	0%	\$ 164,995	\$ -	\$ -	0%	●
307	Transportation CIP	\$ 1,956,177	15%	\$ 21,770,102	\$ 3,272,773	\$ 4,490,860	21%	●
308	Light Rail Area CIP	\$ -	0%	\$ 49,623	\$ -	\$ -	0%	●
	SWM Admin	\$ 220,543	43%	\$ 413,892	\$ 122,408	\$ 202,624	49%	●
	SWM Compliance	\$ 198,479	36%	\$ 773,770	\$ 121,554	\$ 238,835	31%	●
	SWM Maintenance	\$ 469,037	44%	\$ 1,102,279	\$ 254,770	\$ 523,492	47%	●
	SWM Engineering Rev	\$ 156,445	54%	\$ 315,470	\$ 42,662	\$ 100,176	32%	●
	Capital and Transfers	\$ 645,683	16%	\$ 1,650,246	\$ 513,374	\$ 734,732	45%	●
403	Surface Wtr Mgt Total	\$ 1,690,187	19%	\$ 4,255,657	\$ 1,054,766	\$ 1,799,858	42%	●
404	Solid Waste & Env	\$ 119,059	42%	\$ 328,795	\$ 49,174	\$ 90,542	28%	●
501	Equipment Rental	\$ 300,457	15%	\$ 1,098,608	\$ 181,143	\$ 295,815	27%	●
<b>SUBTOTAL OTHER FUNDS</b>		<b>\$ 8,524,071</b>	<b>20%</b>	<b>\$ 54,280,032</b>	<b>\$ 8,410,011</b>	<b>\$ 13,384,734</b>	<b>25%</b>	●
<b>ALL FUNDS - EXPENDITURE TOTAL</b>		<b>\$ 23,778,853</b>	<b>27%</b>	<b>\$ 101,396,103</b>	<b>\$ 20,331,007</b>	<b>\$ 30,342,580</b>	<b>30%</b>	●

YTD Target: 50%

**City of SeaTac**  
**Summary of Expenditures by Fund and Department**  
**Expense to Budget Comparison**  
**Month Ending June 30, 2022**

**Summary of Expenditures by Fund Notes:**

102 Snow & Ice Control - Additional salt brine purchased due to an unusually cold winter account for the increase in this division. In an effort to better identify program costs, this division has been broken out and wages are tracked and charged to the program. Wages are budgeted where the employee normally works.

Affordable Housing Sales Tax and ARPA Grant Fund - These are new funds in 2021 and 2022. As programs are developed budget amendments will be processed and reflected in this report.

SALARY  
AND  
BENEFITS  
EXPENDITURES

**City of SeaTac**  
**Salaries & Benefits**  
**Summary by Fund and Department**  
**Month Ending June 30, 2022**

GENERAL FUND		2021 YTD	2021 %	2022 Q2		YTD Actual	YTD %
Department	Section	Actual	Expended	2022 Budget	Actual	Expended	Expended
City Council		\$ 110,736	50%	\$ 221,494	\$ 55,373	\$ 110,745	50%
Municipal Court		\$ 416,250	49%	\$ 995,151	\$ 232,710	\$ 445,249	45%
City Manager	City Manager Admin	\$ 445,790	46%	\$ 967,595	\$ 240,451	\$ 487,882	50%
	Communications	\$ 173,416	42%	\$ 534,021	\$ 81,160	\$ 182,699	34%
		\$ 619,205	45%	\$ 1,501,616	\$ 321,611	\$ 670,581	45%
Finance & Systems Total	Finance Administration	\$ 470,527	51%	\$ 991,931	\$ 246,802	\$ 487,796	49%
	Systems/GIS	\$ 404,812	52%	\$ 946,464	\$ 205,531	\$ 409,588	43%
		\$ 875,338	51%	\$ 1,938,395	\$ 452,333	\$ 897,385	46%
City Clerk		\$ 211,954	50%	\$ 460,007	\$ 115,833	\$ 230,702	50%
Legal Services		\$ 581,951	48%	\$ 1,445,451	\$ 342,122	\$ 640,243	44%
Human Resources		\$ 253,701	52%	\$ 520,138	\$ 127,221	\$ 258,244	50%
Police Services		\$ 56,643	55%	\$ 115,578	\$ 27,750	\$ 55,573	48%
Fire Service - LEOFF 1		\$ 14,370	23%	\$ 65,660	\$ 12,256	\$ 23,543	36%
Parks, CS & Facilities Total	Central Facilities	\$ 298,379	52%	\$ 606,462	\$ 138,700	\$ 288,238	48%
	Human Services	\$ 62,620	53%	\$ 121,119	\$ 32,834	\$ 66,393	55%
	Park & Rec Admin.	\$ 181,770	55%	\$ 341,514	\$ 87,923	\$ 182,024	53%
	Rec. Svcs/Events	\$ 515,101	42%	\$ 1,413,516	\$ 286,333	\$ 546,405	39%
	Comm Center Operations	\$ 78,377	42%	\$ 180,877	\$ 50,446	\$ 95,810	53%
	Parks Maintenance	\$ 747,084	50%	\$ 1,551,253	\$ 375,496	\$ 737,891	48%
		\$ 1,883,331	48%	\$ 4,214,741	\$ 971,733	\$ 1,916,760	45%
Comm & Econ Devm't Total	Planning	\$ 486,338	50%	\$ 1,128,020	\$ 256,919	\$ 504,804	45%
	Building	\$ 440,611	49%	\$ 915,134	\$ 188,998	\$ 380,048	42%
	Permitting	\$ 223,939	48%	\$ 572,534	\$ 128,141	\$ 247,410	43%
	Econ Development	\$ 42,272	51%	\$ 88,212	\$ 21,442	\$ 42,991	49%
	Code Compliance	\$ 105,717	33%	\$ 239,411	\$ 59,569	\$ 117,587	49%
		\$ 1,298,877	48%	\$ 2,943,311	\$ 655,070	\$ 1,292,840	44%
<b>TOTAL GENERAL FUND</b>		<b>\$ 6,322,358</b>	<b>48%</b>	<b>\$ 14,421,542</b>	<b>\$ 3,314,012</b>	<b>\$ 6,541,864</b>	<b>45%</b>
OTHER FUNDS		2021 YTD	2021 %	2022 Q2		YTD Actual	YTD %
Fund Name		Actual	Expended	2022 Budget	Actual	Expended	Expended
102	Permit Parking Program	\$ 91,289	52%	\$ 186,470	\$ 45,550	\$ 90,425	48%
	Roadway Maintenance	\$ 424,606	44%	\$ 962,257	\$ 248,992	\$ 458,243	48%
	Engineering Review	\$ 168,024	53%	\$ 348,506	\$ 54,310	\$ 121,118	35%
	Admin & Engineering	\$ 325,342	49%	\$ 695,724	\$ 148,952	\$ 300,212	43%
	Street Fund Total	\$ 1,009,262	47%	\$ 2,192,957	\$ 497,805	\$ 969,999	44%
106	Transit Planning Fund	\$ 135,753	52%	\$ 297,401	\$ 14,740	\$ 62,656	21%
107	Hotel/Motel Tax Fund	\$ 126,094	51%	\$ 265,760	\$ 65,318	\$ 130,509	49%
113	ARPA Fund	\$ -	0%	\$ 55,514	\$ -	\$ -	0%
307	Transportation CIP Fund	\$ 583,086	55%	\$ 1,140,651	\$ 266,892	\$ 536,280	47%
403	SWM Admin	\$ 186,128	53%	\$ 351,542	\$ 84,728	\$ 164,241	47%
	SWM Compliance	\$ 110,939	38%	\$ 296,138	\$ 56,830	\$ 114,240	39%
	SWM Maintenance	\$ 294,243	44%	\$ 643,728	\$ 161,276	\$ 319,182	50%
	SWM Engineering Rev	\$ 155,768	54%	\$ 314,110	\$ 42,457	\$ 99,795	32%
404	Surface Water Mgt.	\$ 747,077	47%	\$ 1,605,518	\$ 345,291	\$ 697,458	43%
404	Solid Waste & Environ	\$ 60,660	53%	\$ 120,741	\$ 29,659	\$ 59,303	49%
501	Equipment Rental Fund	\$ 70,320	57%	\$ 120,160	\$ 29,866	\$ 59,037	49%
<b>SUBTOTAL OTHER FUNDS</b>		<b>\$ 2,732,253</b>	<b>49%</b>	<b>\$ 5,798,702</b>	<b>\$ 1,249,570</b>	<b>\$ 2,515,241</b>	<b>43%</b>
<b>ALL FUNDS TOTAL</b>		<b>\$ 9,054,611</b>	<b>48%</b>	<b>\$ 20,220,244</b>	<b>\$ 4,563,582</b>	<b>\$ 9,057,105</b>	<b>45%</b>

YTD Target: 50%

Notes

**EMPLOYMENT BY DEPARTMENT**  
(Number of Full-Time Equivalent Positions - FTE's)

<b>By Dept. Headcount (Fund)</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2022 BUDGET</b>
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	7.65
City Manager	5.50	8.00	9.00	9.00	8.20	10.20
Finance & Systems	12.50	14.00	14.00	13.00	13.00	14.00
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	12.38
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	47.81
Public Works (102,106,307,403,404,501)	34.75	34.00	41.50	41.50	40.30	40.30
Community & Economic Devel. (001,107)	19.50	20.75	21.75	21.75	21.75	22.75
<b>Total City Full-Time Equivalent Positions</b>	<b>131.7</b>	<b>135.2</b>	<b>147.4</b>	<b>153.0</b>	<b>150.4</b>	<b>159.5</b>
Police Interlocal Dedicated FTE's	41.00	46.0	48.0	48.0	49.0	53.0
Fire Interlocal Dedicated FTE's	44.00	44.0	44.0	44.0	45.0	45.0
<b>Equivalent Service FTE's</b>	<b>216.7</b>	<b>225.2</b>	<b>239.4</b>	<b>245.0</b>	<b>244.4</b>	<b>257.5</b>

<b>2022</b>		
<b>Court</b>	1	Add Judicial Support Specialist POS ILA
	0.1	Additional time for POS ILA - Judge
<b>City Manager</b>	1	Add MultiMedia Video Specialist
	1	Add Community Outreach Strategist
<b>Finance &amp; Systems</b>	1	Add IS Systems Analyst
<b>Legal</b>	1	Add Prosecuting Attorney
<b>Parks</b>	1	Add Volunteer and Special Events Coordinator
	2	Add Parks Maintenance Workers
<b>Community &amp; Economic Development</b>	1	Add Long Range Planner
<b>Police</b>	1	Add Captain
	3	Add Sergeants
<b>2021</b>		
<b>City Manager</b>	-0.8	Transfer Administrative Assistant II to PW
<b>Legal</b>	0.38	Add Part-Time Prosecutor (1/26/2021)
<b>Public Works</b>	0.8	Transfer Administrative Assistant II from City Manager Office
	-1	Remove Civil Engineer II
	-1	Remove Limited Term Sound Transit CAD Technician
<b>2020</b>		
<b>Court</b>	1	Add Judicial Support Specialist
<b>City Manager</b>	1	Added Digital Communications Strategist
	-1	Remove Out-going City Manager
<b>Finance &amp; Systems</b>	-1	Limited-Term GIS Analyst (Expired 12/31/2019)
<b>Legal</b>	0.38	Added Rule 9 Intern (Expired 12/31/2020)
<b>Parks</b>	1	Added Facilities Maintenance Worker 1
	1	Added Parks Operations Worker
	3.26	Correction of Part-Time/Seasonal Worker Hours
<b>Community &amp; Economic Development</b>	1	Add Economic Development Manager
	-1	Eliminate Code Compliance Supervisor



# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: July 14, 2022  
Re: June 30, 2022, Investment Report

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Attached is the June 2022 Investment Compliance Report and Portfolio Analysis and the Second Quarter Investment Policy Compliance Report.

At the end of June, the city had \$ 78,269,865 in cash and short-term investments and \$62,211,527 in long-term investments at market value. Total cash on hand and investments equals \$140,481,392 an increase of \$2,818,098 over the previous month due to revenue collections outperforming expenditures.

Interest received during the month was \$101,750 from bonds and \$40,104 from the LGIP. Interest paid to date is \$445,970.

The 90-day T-bill is at 1.66%, double what it was in April. The LGIP jumped from .70% in May to 1.01% in June. The 2-year Treasury note is at 2.92%.

SeaTac Yield is .96% compared to the LGIP at 1.01%. This put us slightly behind our benchmark, but only because we have not made any recent investments at the new higher rates.

The Second Quarter Investment Policy Compliance Report show we are in compliance with our policy in all aspects.



Total Funds City of SeaTac

Compliance Report

6/30/2022

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	56%	78,269,865	YES
Under 1 year	25%	64%	90,170,064	YES
Under 5 years	100%	100%	140,481,392	YES
Maximum Weighted Average Maturity	3.00		2.41	
Maximum Single Maturity	5 Years		4.83	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		6.15%	\$ 8,639,316	
U.S. Agencies Primary	100%		34.42%	\$ 48,356,606	YES
FHLB		30%	18.20%	\$ 25,561,805	YES
FNMA		30%	7.35%	\$ 10,323,308	
FHLMC		30%	3.51%	\$ 4,926,175	
FFCB		30%	5.37%	\$ 7,545,318	
U.S. Agencies Secondary	20%		1.40%	\$ 1,962,104	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.40%	\$ 1,962,104	
Municipal Debt Obligations	20%	5%	2.32%	\$ 3,253,501	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		21.34%	\$ 29,975,301	YES
Local Government Investment Pool	100%		34.38%	\$ 48,294,564	YES
<b>Total</b>			<b>100%</b>	<b>\$ 140,481,392</b>	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 64,808,000	\$ 65,537,086	\$ 62,211,527	\$ (3,325,560)	0.96%
City of SeaTac Liquidity Funds	\$ 78,269,865	\$ 78,269,865	\$ 78,269,865		
<b>TOTAL PORTFOLIO</b>	<b>\$ 143,077,865</b>	<b>\$ 143,806,951</b>	<b>\$ 140,481,392</b>	<b>\$ (3,325,560)</b>	

Cit of SeaTac  
Investment Portfolio Analysis  
As of 6/30/2022

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
January	27,840,000	27,541,000	62,808,000	-	182,914	44,256	74,764,550	73,134,760	48,196,331	109,251	8,662	3,719	109,251	191,576	47,975
February	27,840,000	34,503,000	62,808,000	-	38,233	14,889	74,864,270	63,142,122	48,200,336	99,719	7,362	4,005	208,970	237,171	66,868
March	28,340,000	43,503,000	62,808,000	55,960	68,750	98,500	72,945,782	63,148,231	48,209,571	81,513	6,109	9,235	346,443	312,030	174,603
April	28,340,000	43,503,000	64,808,000	32,500	39,500	39,549	72,994,572	63,153,525	48,225,611	48,789	5,294	16,040	427,732	356,824	230,192
May	30,340,000	43,503,000	64,808,000	16,250	20,000	45,075	73,025,430	63,157,624	48,254,460	30,858	4,099	28,850	474,840	380,923	304,116
June	30,340,000	43,453,000	64,808,000	118,350	101,875	101,750	73,047,623	63,161,553	48,294,564	22,193	3,910	40,104	615,383	486,707	445,970
July	30,230,000	41,453,000		-	42,506		73,066,893	63,171,099		19,270	9,566		634,652	538,778	445,970
August	30,203,000	43,453,000		-	2,500		73,082,792	63,175,331		15,899	4,232		650,551	545,510	445,970
September	30,203,000	43,453,000		42,500	98,500		73,095,153	63,179,850		12,361	4,519		705,413	648,529	445,970
October	30,203,000	43,453,000		39,500	32,500		73,106,728	63,184,881		11,575	5,031		756,488	686,060	445,970
November	30,203,000	48,443,000		16,250	28,200		73,116,409	48,188,898		9,681	4,018		782,418	718,278	445,970
December	30,203,000	62,808,000		112,328	101,750		73,126,098	48,192,612		9,689	3,714		904,436	823,742	445,970
<b>Average</b>	29,523,750	43,255,750	<b>63,808,000</b>	36,136	63,102	<b>344,018</b>	73,353,025	61,499,207	<b>48,230,146</b>	39,233	5,543	<b>16,992</b>	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2022 Budget		
	2 Yr T-Note 2020	2 Yr T-Note 2021	2 Yr T-Note 2022	90 Day TBill 2020	90 Day TBill 2021	90 Day TBill 2022	City 2020	City 2021	City 2022	LGIP 2020	LGIP 2021	LGIP 2022	Actual	Budget	% of Budget
January	1.33%	0.11%	1.18%	1.52%	0.06%	0.24%	1.86%	1.24%	0.78%	1.72%	0.14%	0.09%	47,975	27,259	176%
February	0.86%	0.14%	1.44%	1.25%	0.04%	0.37%	1.85%	0.96%	0.78%	1.68%	0.14%	0.11%	18,894	27,259	69%
March	0.23%	0.16%	2.28%	0.11%	0.03%	0.51%	1.58%	0.88%	0.78%	1.30%	0.11%	0.23%	107,735	27,259	395%
April	0.20%	0.16%	2.70%	0.09%	0.01%	0.81%	1.58%	0.88%	0.96%	0.81%	0.10%	0.40%	55,588	27,259	204%
May	0.16%	0.14%	2.53%	0.14%	0.01%	1.13%	1.52%	0.88%	0.96%	0.50%	0.08%	0.70%	73,925	27,259	271%
June	0.16%	0.25%	2.92%	0.16%	0.05%	1.66%	1.49%	0.88%	0.96%	0.37%	0.08%	1.01%	141,854	27,259	520%
July	0.11%	0.19%		0.09%	0.06%		1.39%	0.89%		0.31%	0.18%		-	27,259	0%
August	0.14%	0.20%		0.11%	0.04%		1.39%	0.89%		0.26%	0.08%		-	27,259	0%
September	0.13%	0.28%		0.10%	0.04%		1.39%	0.89%		0.21%	0.09%		-	27,259	0%
October	0.14%	0.48%		0.09%	0.05%		1.39%	0.86%		0.19%	0.09%		-	27,259	0%
November	0.16%	0.52%		0.08%	0.05%		1.39%	0.76%		0.16%	0.09%		-	27,259	0%
December	0.13%	0.73%		0.09%	0.05%		1.28%	0.78%		0.16%	0.09%		-	27,259	0%
<b>Average</b>	0.31%	0.28%	<b>2.18%</b>	0.32%	0.04%	<b>0.79%</b>	1.51%	0.90%	<b>0.87%</b>	0.64%	0.10%	<b>0.42%</b>	445,970	327,105	<b>136.34%</b>

**CITY OF SEATAC  
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report: 04/14/2022  
 Period Covered: **June 30, 2022**

<b>Policy Section</b>	<b>Policy Requirement</b>	<b>Compliance</b>	<b>Current Portfolio</b>	<b>Frequency</b>
<b>5.1</b> Delegation of Authority	Establish written procedures for operations of the investment program	Compliant	Investment procedures are documented	Updated as needed
<b>6.2</b> Safekeeping	All Securities will be held in Safekeeping	Compliant	US Bank Safekeeping	Monthly
<b>6.3</b> Internal Controls	Documented in Investment Procedures Manual	Compliant	Section 3. Internal Controls in Procedures Manual	Updated as needed
<b>6.4</b> 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
<b>7.1</b> Broker/Dealers	<ul style="list-style-type: none"> <li>• Review of Financial Industry Regulatory Authority report on firm and broker</li> <li>• Certification of having read the Policy and receipt of the City's Trading Authorization</li> <li>• or Broker/Dealer list provided by Investment Advisor</li> </ul>	Compliant	Detailed Authorized Broker/Dealer list is on file.	Annual
<b>7.3</b> Bank Institutions	Only PDPC participating banks	Compliant	U.S. Bank	At Inception
<b>7.4</b> Competitive Transactions	3 bids for security purchase or sale	Compliant	Last call for bids done in November 2021. Broker security offerings are on file in Z:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Monthly
<b>8.0</b> Authorized Investments	Authorized by WA State Statute RCW 39.58, 39.59, 43.250, 43.84.080	Compliant	See Compliance Report	Monthly
<b>9.0</b> Investment Parameters Authorized Investments Credit Ratings	Requires AA- or better from Standard & Poor's and Aa3 by Moody's	Compliant	Detailed in Platinum Report on file in Z:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Semi-Annual
<b>9.1</b> Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	6.15%	
US Agency Primary	100%, 30% per issuer	Compliant	34.42%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	1.40%	
Local Government	100%	Compliant	34.38%	

Investment Pool				
Bank Deposits	50%	Compliant	21.34%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	2.32%	
<b>9.2</b> 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	Monthly
<b>9.2</b> Investment Maturity Maximum Maturity	Maximum Maturity of Individual Issue 5 Years	Compliant	4.83 yrs. 04/28/2027	Monthly
<b>10.0</b> Reporting Requirements	Annual, Quarterly & Monthly	Compliant	Monthly reports provided to Administration and Finance Committee	Monthly
<b>10.2</b> Performance Standards	LGIP for earnings rate US Treasury index for total return	Compliant	<u>LGIP</u> 0.42% <u>Investment Core</u> 2.18% <u>Total Portfolio</u> 0.87%	Monthly
<b>10.3</b> Compliance Report	Quarterly comparison to Investment Policy	Compliant	This Report should be provided quarterly to the Administration and Finance Committee	Quarterly
<b>11.0</b> Investment Policy Adoption	Annual Review	Compliant	December 2020	Annual
<b>11.0</b> Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Last adopted 10-10-2019	Changes Adopted As Needed