



Administration and Finance Committee Minutes

July 14, 2022

4:00 PM

Virtual Meeting

Commence: 4:01 PM

Adjourn: 5:08 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Senayet Negusse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilmember Iris Guzmán	<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 Takele Gobena called the meeting to order at 4:01 PM.</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the 05/12/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>
4. Council/City Manager Travel Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Executive Assistant Lesa Ellis presented the following items for approval:</i></p> <ol style="list-style-type: none"> <i>Expense approval for Councilmember Kwon</i> <i>AWC Annual Conference</i> <i>Lodging: \$606.96</i> <i>Transportation: \$272.55</i> <i>Total: \$879.51</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>Expense approval for Councilmember Guzmán</i> <i>AWC Annual Conference</i> <i>Lodging: \$606.96</i> <i>Meals: \$54.31</i> <i>Transportation: \$272.55</i>

	<p><i>Total: \$933.82</i></p> <p><i>The committee voted to approve.</i></p> <p>3. <i>Expense approval for Councilmember Kwon NLC City Summit Registration: \$610</i></p> <p><i>The committee voted to approve.</i></p> <p>4. <i>Pre-approval for Councilmember Guzmán 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>5. <i>Expense approval for Councilmember Guzmán NLC City Summit Registration: \$595</i></p> <p><i>The committee voted to approve.</i></p>
<p>5. Budget Amendment Request for SeaTac 2044: Major Comprehensive Plan & TMP Update Project</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Senior Planner Kate Kaehny along with City Engineer Florendo Cabudol presented to the committee a request for a budget amendment to fund significant and state mandated updates to the Comprehensive Plan and Transportation Master Plan (TMP). The committee recommended this item for approval, and it will be presented at the September 13th Regular Council Meeting.</i></p>
<p>6. Amending the Risk Management Ordinance to appoint additional agents to receive claims and lawsuits</p>	<p><u> X </u> Recommended for Approval</p> <p><i>City Clerk Kristina Gregg presented to the committee a proposed Ordinance amending Chapter 2.03 related to Risk Management to appoint additional agents to receive claims for damages and service of process. The committee recommended this item for approval, and it will be placed on the Consent Agenda at the July 26th Regular Council Meeting.</i></p>
<p>7. Reclassification of Graphics Designer</p>	<p><u> X </u> Approved by Committee</p>

Position	<i>Government Relations & Communications Manager Kyle Moore presented to the committee a memo requesting a reclassification of the current vacant Graphic Designer position to a new Digital Content Supervisor. No budget amendment is needed to fund this position in 2022. The committee reviewed the proposal and approved the position reclassification.</i>
8. HVAC Upgrades City Hall & Community Center	<u> X </u> Recommended for Approval <i>Facilities Manager Brian Ruda presented a proposed contract to replace HVAC units at City Hall and the SeaTac Community Center. The committee reviewed the contact and recommended this item for approval.</i>
9. Asset Disposal List	<u> X </u> Recommended for Approval <i>Finance & Systems Director Gwen Pilo presented a list declaring property surplus. The committee recommended this item for approval and it will be presented on the Consent Agenda at the July 26th Regular Council Meeting.</i>
10. Q2 2022 Financial Reports	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo presented the Financial Management Report detailing actuals through June 30, 2022. Overall, the City is ending the 2nd Quarter of 2022 in a strong financial position.</i>
11. June 2022 Investment Report and Q2 Investment Policy Compliance Review	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided the committee with the June 2022 Investment Report and Portfolio Analysis and Q2 Investment Policy Compliance Review.</i>
12. Discuss Status of 08/11/2022 Meeting	<i>Finance & Systems Director Gwen Pilo asked the committee if the August A&F Meeting should be cancelled due to the Council's summer hiatus. Staff will review any proposed agenda items for the upcoming meeting and discuss further with the Committee Chair before making a decision.</i>
13. Adjourn	<i>Councilmember Takele Gobena adjourned the meeting at 5:08 PM.</i>



MEMORANDUM

To: Administration & Finance Committee
 From: Evan Maxim, Director of Community & Economic Development
 Date: August 11, 2022
 Re: Reclassification of Existing Position: Plans Examiner / Electrical Inspector

Summary

Community and Economic Development (CED) is seeking to reclassify an existing, vacant “Plans Examiner / Building Inspector 1” position into a “Plans Examiner / Electrical Inspector” position. This change will return the building division to its original configuration with two positions qualified to engage in electrical inspections in addition to building inspections, and one position focused solely on building inspections. The City currently contracts with a consultant and partners with Tukwila to cover inspections. If approved by the A&F committee, the proposed reclassification will not require a budget amendment in 2022 and will be incorporated into the 2023-2024 biennial budget.

Background

Prior to the 2021-2022 biennium, the City had three positions that conducted plan review and building and electrical inspections. All three positions were “Plans Examiner / Inspector 2”; two of the positions were qualified for electrical inspections.

In 2020, one of the three positions became vacant. For the 2021-2022 biennium, the City reclassified the vacant position as a “Plans Examiner / Inspector 1” with the goal of training and retaining a new employee who would not be an electrical inspector. This position was filled in 2021, however the incumbent was hired by the City of Bellevue in June of 2022 and the position is again vacant.

In mid-2021 a second position became vacant. The City advertised the vacant position with the electrical inspection requirement for close to a year but received no qualifying applicants. This position was reclassified in mid-2022 to not require the electrical inspection qualifications and was filled in July of 2022.

Under state law (RCW 19.28.321), the State of Washington controls the qualifications for people engaged in electrical inspections. The combination of licensing and experience allowed under State law has several variations but generally, an electrical inspector must have a Washington State Journeyman’s license or an Electrical Administrator’s license. The training required to even test for the licenses is also regulated by the State through the Department of Labor and Industries. As a result, in Washington State, it is very difficult for cities to recruit and retain electrical inspectors.

Historically, SeaTac has required two positions that can provide electrical inspections to keep up with the construction industry demand. SeaTac has been fortunate over the last two years that the staff in place have been able to maintain inspection levels of service; unfortunately, this is increasingly resulting in staff burnout and if unaddressed, will likely result in additional staff departures.

In July of 2022 a person qualified to conduct electrical inspections contacted the City and expressed interest in the now-eliminated electrical position. The only position currently vacant is the “Plans Examiner / Inspector 1” position. By converting this position to an “Plans Examiner / Electrical Inspector”, the City will be returning to the staffing profile in place prior to the 2021-2022 biennium. We anticipate that by converting this position “back”, the City will minimize further staff burnout.

Fiscal Impact

No fiscal impact is anticipated with this change in the current biennium. With the vacancies described above in 2022, this division is significantly under its salary and benefits budget previously approved by the City Council. If the reclassification is approved, this position will be budgeted into the 2023-2024 budget for Council review.

Authority

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

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

Approval

At its August 11, 2022, meeting the Administration and Finance Committee ratified the proposed reclassification and compensation as recommended above.

Ratified:

Councilmember Takele Gobena, Chair

Attachment: Job Description

CITY OF SEATAC

**CLASS TITLE: PLANS EXAMINER /
ELECTRICAL INSPECTOR**

Salary Range: 55

Essential Personnel: Yes No

FLSA: Non-Exempt

Union: AFSCME

BASIC FUNCTION:

Under the direction of the Building Services Supervisor, this position will perform complex electrical plans examination and inspection duties; review residential, limited commercial, limited industrial project plans, related documents, and permits for compliance with electrical, building, mechanical, plumbing, energy, and local ordinances; check plans and specifications to assure complete submittal of required information; inspect construction sites, installation methods, and materials during construction to assure compliance with codes and regulations.

REPRESENTATIVE DUTIES:

Perform the duties of a Plans Examiner/Inspector 1 in addition to the following:

- Perform comprehensive electrical plan reviews for multi-family residential, limited commercial, limited industrial projects; assure compliance with State electrical, and Washington cities electrical code, local ordinances, and other requirements to include compliance with building, mechanical, plumbing, and energy codes, as needed. *E*
- Perform commercial/residential electrical, energy, building, mechanical, and plumbing inspections; inspect construction sites for erosion and sedimentation control measures, installation methods and materials during construction and upon completion of single and multifamily residential structures, commercial and industrial projects to assure compliance with State codes and local regulations. *E*
- Assist architects, designers, engineers, contractors, and the public; resolve project design issues. *E*
- Prepare and maintain written and electronic records and related reports; review and update permit intake checklists and Building Division publications. Utilize the electronic permit tracking system, in all inspection, plan review and daily workload activities. *E*
- Stay abreast of new trends in the field of plan examination and electrical, energy, building, mechanical, and plumbing code compliance; attend professional group meetings.
- Serve as designated essential personnel during any emergency management response scenarios. Participate in emergency damage assessment inspections as part of the City's Continuity of Operations Plan. *E*

- Provide training, assign, monitor and direct the work of a Plans Examiner/Inspector 1.
- Perform related duties as assigned

E denotes an essential function of the job

KNOWLEDGE, SKILLS, AND ABILITIES:

Requires the knowledge and abilities of Plans Examiner/Inspector 1 in addition to the following:

KNOWLEDGE OF:

- City organization, operations, policies, and objectives.
- Organizational principles and practices.
- National Electrical Code (NEC), Washington Cities Electrical Code, International Building Code (IBC), International Existing Building Code (IEBC) International Mechanical Code (IMC), Uniform Plumbing Code (UPC, and Washington State Energy Code.
- Electrical, building, mechanical, plumbing, and energy inspection and plan review procedures.
- Field inspection techniques and procedures, materials, tools, and equipment of the electrical trade including layout and operation of electrical installations.

SKILL IN:

- Performing complex and technical construction and electrical plan review to determine and assure compliance with all code requirements.
- Performing electrical, energy, mechanical, and plumbing inspections of residential and commercial/industrial buildings.
- Providing oral and written information and technical assistance to engineers, architects, developers and the public related to code enforcement.
- Applying reasoned problem-solving and decision-making skills.
- Utilization of basic computer skills and systems such as permit tracking program software or similar software.

ABILITY TO:

- Work independently with little direction.
- Establish cooperative and effective working relationships with others.
- Motivate, train, and direct the work of others.

REQUIRED EDUCATION AND EXPERIENCE:

- Two (2) years college-level or trade school course work in structural engineering, electrical engineering, construction technology, architecture, or a related field, and
- Four (4) years increasingly responsible experience in building and/or electrical construction, building code inspection and plans examination, or related codes compliance activities, or

- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license. A three-year driving record abstract must be submitted prior to hire
- Obtain valid International Code Council (ICC) Building Inspector certification or International Code Council (ICC) Plans Examiner certification within 6 months of hire and:
- Must have the following qualification as required by RCW 19.28.321:
 - Four years of experience as a journey-level electrician in the electrical construction trade installing and maintaining electrical wiring and equipment; or
 - Two years of electrical training in a college of electrical engineering of recognized standing and four years continuous practical electrical experience in installation work; or
 - Four years of electrical training in a college of electrical engineering of recognized standing and two years of continuous practical electrical experience in electrical installation work; or
- Have a current Washington State Electrical Administrator's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment in unfamiliar locations including seasonal heat or cold or adverse weather conditions.

PHYSICAL ABILITIES:

Climbing ladders and working at heights; seeing to inspect construction sites; sitting and standing for extended periods of time; walking on rough and uneven surfaces and construction sites; lifting and carrying items weighing up to 30 pounds; bending at the waist; kneeling; crouching, or crawling in confined work chambers; dexterity of hands and fingers to operate measuring and testing equipment; hearing and speaking to communicate with others in potentially high noise environments regarding code requirements.

HAZARDS:

Exposure to fumes, gases, various chemicals, electrical power supply and high voltage at inspection sites; falling objects at construction sites; working at heights on ladders and scaffolding; working around and with machinery having moving parts.

Created: 05/2022 D Powell

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 (<i>PRINTED</i>)	



MEMORANDUM

To: A&F Committee
From: Bart Perman-Information Systems Manager
Date: August 11, 2022
Re: Digital Signatures Policy and Resolution

History:

The City currently requires wet signatures on contracts, agreements, and other documents requiring signatures. By allowing the use of electronic and digital signatures and adopting an electronic and digital signature policy, the City will be able to process these documents in a more efficient and secure manner.

Proposal:

Staff is requesting that the Administration & Finance Committee place Agenda Bill #6051 - A Resolution authorizing the use of electronic and digital signatures and adoption of an electronic and digital signature policy be placed on the Consent Agenda at the September 13, 2022, Regular Council Meeting.

A RESOLUTION of the City Council of the City of SeaTac, Washington, authorizing the use of electronic and digital signatures in the city of SeaTac; and adopting an electronic and digital signature policy.

WHEREAS, in Chapter 19.360 RCW, the Washington State Legislature, to the extent not already authorized by federal or state law, authorized electronic dealings for governmental affairs and established the implementation framework for electronic governmental affairs and governmental transactions; and

WHEREAS, in March 2020, through Engrossed Substitute Senate Bill 6028 ("ESSB 6028"), the Washington State Legislature repealed Chapter 19.360 RCW and adopted the Uniform Electronic Transactions Act, which was codified in Chapter 1.80 RCW and effective June 11, 2020;

WHEREAS, the intent of Chapter 1.80 RCW is to facilitate use of electronic transactions consistent with other applicable law, and to bring consistency to reasonable practices concerning electronic transactions and with the continued expansion of those practices; and

WHEREAS, to increase the effectiveness and efficiency of the City of SeaTac's business processes, the City desires to leverage technology solutions which are in compliance with Chapter 1.80 RCW in order to apply authenticated electronic signatures to legally enforceable electronic records as allowed by Chapter 1.80 RCW.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:

Section 1.. The City Council finds it to be in the public interest to allow the use of electronic records and electronic signatures for City business consistent with the Uniform Electronic Transactions Act, Chapter 1.80 RCW.

Section 2. The City Council hereby adopts the Electronic and Digital Signature Policy attached hereto as Exhibit "A".

PASSED 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

[Resolution adopting Electronic/Digital Signature Policy]

City of SeaTac Policies and Procedures

Policy Number:	CW
Policy Name:	Electronic and Digital Signatures
Department(s):	Citywide
Effective Date:	
Supersedes:	
Prepared by:	Gwen Pilo; Finance & Systems Director
Approved by:	
Signature:	

Purpose:

To establish an electronic signature policy for the City, allowing for the acceptance and submission of electronic and digital signatures and to provide reasonable assurance of the integrity and authenticity of electronic documents when electronic signatures are used.

Reducing the City's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Consistent with the intent of Washington State law to promote electronic transactions, this policy seeks to establish guidelines for the use of electronic signatures for certain City transactions.

References:

Chapter 1.80 RCW, Uniform Electronic Transactions Act
15 U.S.C. Ch. 96 Electronic Signatures in Global and National Commerce Act

Definitions:

Definitions pertaining to electronic and digital signatures are found in Chapter 1.80 RCW, except for the following:

Authorized Signer: The Mayor, City Manager, Deputy City Manager, City Clerk, City Attorney, Department Directors, and their designees, and any other City employee or elected official who has been granted authority to sign certain records on behalf of the City, either by the nature of their position in relation to the record or by direct authorization from City Council or SeaTac Municipal Code.

Digital Signature: One type of electronic signature that contains a digital certificate, issued by a licensed certificate authority, behind the signature and offers authentication when sending a "signed" electronic document.

Facsimile Signature: A reproduction of a handwritten signature that has been saved electronically or by engraving, imprinting or stamping.

Wet Signature: A signature created when a personal physically marks a document with the intent to sign the record.

Policy:

A. Authorization and Use

The City authorizes electronic transactions and the use of electronic, digital, or facsimile signatures in accordance with this Policy.

1. Authorized Signers are authorized to sign records using a facsimile signature or via the City's selected electronic signature platform to affix electronic or digital signatures to City records as provided in this policy.
2. Authorized Signers are authorized to affix electronic signatures to any contracts and other documents to which the City of SeaTac is a party, including but not limited to City Council, Boards or Commission actions or meeting minutes, resolutions and ordinances adopted or passed by the City Council, and claim vouchers approved by the City Council.
3. Electronic, digital, or facsimile signatures may be used on City records requiring execution by a third party.
4. Electronic signatures may be applied using other electronic signature tools, such as Adobe, for documents such as internal documents.
5. A document signed electronically, digitally or via facsimile shall be deemed as legally binding and equivalent in nature to a document signed with a wet signature.
6. A document that is required by law to be signed in a non-electronic media may not be electronically or digitally signed.
7. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the City Manager, Deputy City Manager, City Clerk, City Attorney, or Department Director by a designee shall use their own electronic signature.
8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
9. This Policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

B. Authentication and Security and Storage of Electronic, Digital, and Facsimile Signatures

In order to accept facsimile, emailed, or scanned electronic or digital signatures in lieu of an original written signature, the authenticity of the facsimile, emailed, or scanned, electronic, or digital signature must be verified by the receiving party. Such means of verification may include:

1. The receipt of a faxed signature from a facsimile number verified as belonging to or traceable to the party that did so sign and transmit the document.
2. The receipt of an emailed signature from an email address verified as belonging to the party that did so sign and transmit the document.
3. The receipt of electronic signature from a verifiable system as belonging to the party that did so sign the document.

Information that is necessary to verify the authenticity of an electronic, or facsimile signature should be retained and transmitted to the Records Division along with the contract. This retained information may include, but is not limited to, an electronic file with metadata saved from commercial e-signature software, and email to which a facsimile signature was attached, or a fax coversheet or other record verifying who sent the record.



MEMORANDUM

To: A&F Committee
From: Bart Perman-Information Systems Manager
Date: August 11, 2022
Re: Contract for Redundant City Internet Connection – Agenda Bill 6024

History:

The City currently has a single connection point to the Internet which is located at City Hall. As the City moves toward a Cloud based environment, we are more reliant on Internet access and having a single point of failure puts us at risk of failure if that connection goes down. Adding a second Internet connection at another City facility will allow the City to be better protected from such a failure. Council approved the addition of this connection as part of the 2021-2022 Mid-Biennium Budget Adjustments.

Proposal:

Staff is requesting that the Administration & Finance Committee place Agenda Bill #6024 - A Motion authorizing the City Manager to enter into a contract with Allstream for a redundant Internet connection for the City be place on the Consent Agenda at the September 13, 2022, Regular Council Meeting.



Allstream Proposal

Prepared for:
Bart Perman
CITY OF SEATAC
03/10/2022

Allstream Contact:
Matthew Waters
matthew.waters@allstream.com
(360) 558-4033

One source for everything you need.



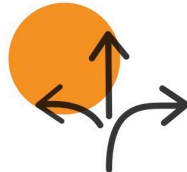
Today, companies demand high performance business-class connectivity, voice, collaboration, and managed services to lower costs, communicate more effectively, share data more intelligently and simplify complexity in IT environments.

The Allstream Advantage



Complete solutions

We have the scale, flexibility, and capability to provide solutions that simplify business communications, allowing businesses to thrive and grow.



Single provider

You get a single provider with specialized expertise across the infrastructure stack – with support for your key strategic IT initiatives.



Reliable service

Connect your people with confidence across North America with Allstream's secure and reliable service, backed up with industry leading SLA's for your mission critical applications.

We provide solutions, services and support that are built around our customers' needs. Our entire organizational structure is geared towards keeping your business running smoothly and efficiently.

All our services work together seamlessly across our platform for a single unified solution. **We make everything easy** so that you can focus on your business.

Your **trusted** business communications partner

Voice and Collaboration | Connectivity | Managed IT

Putting you first.



Our core values

Customer-centric

You are the heart of everything we do – we show this every day through delivering exceptional customer service and going the extra mile to ensure you have what you need.

Easy

We simplify complexity in network and collaboration so that you can focus on what matters most to your business.

Responsive

We design flexible solutions that seamlessly integrate and scale with your needs. We continually adapt and evolve with urgency to support you.

Trusted

We act to exceed expectations and to always act with integrity. Doing the right thing is how we think and work.

Your Team

We'll provide resources and support every step of the way, with consultative solution experts, dedicated project coordination for your activation, knowledgeable technical support remotely or on-site, solution training and more.

My.allstream.com

The Allstream Portal provides you instant access to a library of user documentation and quick start guides. You also have the ability to electronically submit tickets, view a summary of charges and download invoices.

A hassle-free process

Depending on your service and the intricacies of your implementation, Allstream has a simple four step process for installation.



1. Pre-install and planning

Our experienced team works with you to design a communications solution to best meet your business needs.



2. Installation

An on-site technician installs your equipment and phones (if applicable) at your location.



3. Training

We'll make the transition to your new service as simple as possible by providing support, training and tools.



4. Ongoing Support

Once your service is up and running, we continue to provide you with remote and on-site support.

Your **trusted** business
communications partner

Voice and Collaboration | Connectivity | Managed IT



Service Order

Kent, WA

Matthew Waters

matthew.waters@allstream.com

(P) (360) 558-4033 (F)

Prepared Date: 3/10/2022

Customer Name: CITY OF SEATAC

Customer Name CITY OF SEATAC-3521						
Street Address/Suite 3521 S 170th St						
City/State/Zip SeaTac, WA 98188						
Product Description	QTY	Monthly Charge	Monthly Charge Discount	Total Monthly Charges ¹	Activation Charge	Total Activation Charges
Initial Service Term - 36 months						
Access Service						
Ethernet Extended Access - 500 Mbps	1	\$ 1,255.00		\$ 1,255.00	\$ 0.00	\$ 0.00
Dedicated Internet						
Internet - 500 Mbps	1	\$ 225.00		\$ 225.00	\$ 0.00	\$ 0.00
IP Address - /30 Bundle of 4, 1 Assignable	1	\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Total				\$ 1,480.00		\$ 0.00

CHARGES ARE SUBJECT TO (A) FACILITIES AND SERVICES AVAILABILITY, (B) ALLSTREAM'S CAPACITY CHECK, INCLUDING SITE VISITS, IF REQUIRED; AND (C) IN THE EVENT THAT THIRD PARTY FACILITIES ARE USED TO PROVIDE THE SERVICE(S), SUCH THIRD PARTY'S CAPACITY CHECK, INCLUDING SITE VISITS IF REQUIRED.

THIS CHARGES ARE SUBJECT TO CHANGE IF, IT IS LATER DETERMINED THAT CAPACITY TO ACCOMMODATE THE QUOTED SERVICE IS UNAVAILABLE. IN SUCH CASE, THE CHARGES SHALL BE UPDATED WITH HIGHER AND/OR ADDITIONAL COSTS, INCLUDING WITHOUT LIMITATION CONSTRUCTION COSTS. IN SUCH CASE, CUSTOMER WILL BE NOTIFIED BY ALLSTREAM (THE "ADDITIONAL CHARGES NOTICE"). IF THE CUSTOMER HAS REJECTED THE ADDITIONAL CHARGES, AND AN ALTERNATE SOLUTION TO PROVIDE THE SERVICE(S) TO THE CUSTOMER BY ALLSTREAM IS NOT AVAILABLE WITHOUT ADDITIONAL COSTS, THE CUSTOMER WILL BE ALLOWED TO CANCEL THIS SERVICE ORDER WITHIN 14 DAYS FROM THE LATER OF (1) THE ADDITIONAL FEES NOTICE OR (2) ALLSTREAM'S NOTIFICATION ON ALTERNATE SOLUTION(S) INAVAILABILITY.

Your trusted business communications partner

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allstream.com

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Customer Equipment and Inside Wiring. Services are delivered to a point of demarcation ("Demarcation Point") or the minimum point of entry ("MPOE") at the Customer's location. Customer is responsible for connecting to the Demarcation Point or from the MPOE to the premises, as specified in the Service Order. Equipment and service beyond the Demarcation Point and/or interconnection between Allstream's facilities and terminal equipment shall be the responsibility of Customer ("Customer Equipment"). Wiring at the Demarcation Point, on the Customer's side of the Demarcation Point or the MPOE, or otherwise inside the Customer's building or premises, is considered inside wiring ("Inside Wiring") for which the Customer is responsible. Customer Equipment and Inside Wiring costs may apply and are not included in the quote for Service(s).

In addition, any landlord location/building access fees, cross-connects and/or riser charges and/or any third party Charges for access to the Customer's building ("Building Access Charges") are not included in this Service Order and will be invoiced to the Customer separately.

The Customer acknowledges that Customer is ordering the Service(s) described below from Allstream Business Inc. (for services in Canada) and Allstream Business US, LLC. (for services in the United States) and their subsidiaries (collectively "Allstream"). This Service Order shall be governed by and subject to the applicable Master Service Agreement between Customer and Allstream . If the Customer has not executed a Master Service Agreement or no Master Service Agreement is referenced in this Service Order then this Service Order shall be governed by the terms and conditions of Allstream's standard Master Service Agreement as posted on www.allstream.com. The Services described herein will also be subject to any additional terms and conditions below and/or incorporated herein by reference.

The Term of this Service Order will commence on the Service Activation Date for each new Service and will continue for the Term specified below or until this Service Order has been renewed. The Term for renewal Services will commence on the Customer signature date below and will continue for the Term specified or until further renewed.

Unless otherwise defined in this Service Order capitalized terms shall have the meaning as defined in the Master Services Agreement.

Allstream will provide a summary bill format unless contacted by the Customer to revert to a detailed invoice option.

Charges subject to Service availability.

See Product Exhibits (found on Company's website: <https://allstream.com/legal-policies/terms-conditions>)
Internet Service Schedule

For global services to a non-Canadian location or any service with pricing in United States currency (US\$) where currency conversion applies, then a United States to Canadian conversion rate will be applied for invoicing purposes; any charges will be converted in accordance with the noonday rates published by the Bank of Canada on the 20th day of the month preceding the invoice date.

¹ * Total Monthly Charges do not include the following, which will be reflected on the invoice as applicable: federal, state, and local taxes and fees, universal service fees, and Company-specific charges such as Network Access Assessment (NAA), for which the current NAA rate is 12.45% and may be subject to change with 30 days' prior written notice. Monthly long distance charges are estimated based on Customer's estimated usage. For more information about taxes, surcharges, and fees please visit: www.allstream.com.

Customer Acceptance

Bart Perman

Print Name Authorized Signature Date

Responsible Party email: bperman@seatacwa.gov

This email contact will be the primary recipient of future secure information

Allstream Acceptance

Print Name Signature Date

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2021-2022 Biennial Budget expenditures.

WHEREAS, the Hotel/Motel Advisory Committee (HMAC) reviews and makes recommendations on lodging tax funding allocation applications; and

WHEREAS, on June 8, 2022, the HMAC reviewed an application from the Seattle Southside Regional Tourism Authority to continue funding the SeaTac Hotel – Westfield Shuttle program and recommended the application be funded; and

WHEREAS, on September 8, 2022, the Administration and Finance Committee, reviewed the proposed amendment submitted by the Economic Development Strategist which details a recommended increase in Hotel Motel Tax Fund 107 expenditures in the 2021-2022 Biennial Budget; and

WHEREAS, it is necessary for the City Council to amend the 2021-2022 Biennial Budget to provide additional appropriation authority to fund certain tourism related expenditures identified in Exhibit A;

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

Section 1. The 2021-2022 Biennial Budget for the City of SeaTac, covering the period from January 1, 2021, through December 31, 2022, is hereby amended to reflect an increase in Fund 107 expenditure of \$44,360

Section 2. This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this _____ day of _____, 2021, 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: _____]

[2021-2022 Biennial Budget Amendment Ordinance]

MEMORANDUM
PLANNING & ECONOMIC DEVELOPMENT COMMITTEE

Date: August 11, 2022
 To: Administration & Finance Committee (A&F)
 CC: Evan Maxim, Director, Community & Economic Development;
 Tanja Carter, Economic Development Strategist
 From: Aleksandr Yeremeyev, Economic Development Manager
 Subject: ARPA Funding Proposals Background & Overview

The purpose of this memo is to provide an overview of the ARPA funding programs that the Economic Development (EcDev) division staff proposes based on the effects of the COVID global pandemic on SeaTac businesses. The programs propose the use of federal State and Local Fiscal Relief Funds (SLFRF). At the Council Study Session on May 10, the Council directed the City Manager to proceed with developing the discussed programs and preparing the necessary budget amendment approval requests. On June 23, the PED Committee meeting reviewed draft proposals, discussed their contents, and provided feedback. Following the presentation of these budget amendment decision cards to the A&F Committee, staff is seeking a recommendation from A&F Committee to place the decision cards on the consent agenda for the next available Regular Council Meeting.

Business Community Outreach - Program Development Background

One of the six practice areas in economic development is Business Retention & Expansion (BRE). The other areas are: Business and Investment Attraction, Real Estate Development/Reuse, Workforce, Neighborhood Development, and Tourism. All three of the proposed programs support SeaTac BRE.

It is important to monitor business sentiment and needs over time to ensure their sustainability; retaining existing businesses result in significant job and tax benefits to SeaTac. The 2021 EcDev annual Business Synergy Program Outreach survey reached approximately 150 SeaTac businesses; the majority of respondents were small businesses. Businesses responding to the survey indicated that the main concerns and areas, where businesses desire support from the City, were in Covid-related loss of business, various workforce issues, business marketing and consumption (consumer demand), and access to business funding and capital. Businesses further indicated that barriers to recovery included availability of childcare services, support in ecommerce (digital literacy and new customers), and new business opportunities. Limited access to business capital and loans is also a challenge for many small businesses in SeaTac.

As reported to the PED committee in February, the EcDev team has taken this business feedback and committee guidance and, using ARPA/SLFRF funding, proposes multiple programs to support resolution of these challenges over the next several years. Due to the interconnected nature of business, each program is structured to address multiple overlapping issues to wholistically support SeaTac business recovery. A summary of data and research is provided below for context on the proposed solutions. Additional information can be found in the provided attachments and upon request.

Regional FastTrack Childcare Initiative as a BRE Solution

The proposed Regional FastTrack Childcare Initiative program will provide opportunities and support for SeaTac residents to open and expand home-based childcare businesses. This in turn allows SeaTac residents to increase income earning opportunities by providing childcare services to the local and regional populations. The program will include vetting, support, and monitoring. The proposal for the program is provided as attachment to this memo for more details.

Recommended amount: \$1,800,000

There are three key financial impacts to businesses and workers when childcare is not available:

- 1) household income losses (parents work less so have limited earning potential),
- 2) business productivity (due to fewer employees working less hours) and
- 3) less tax revenue (due to lower spending and lower household & business income).

Beyond direct feedback by SeaTac businesses, regional research indicates that in District 9 – which SeaTac resides in –there is annually approximately \$400m in business revenue lost due to the fact that the District is in an identified “childcare desert.” The correlation between childcare access and general loss of business and workforce is also seen in King County with 34% of children not having access to childcare (estimated \$1.5bn impact) and overall in Washington State with up to 63% of the population living in a childcare desert. Additionally, a key reason why staff defined childcare as a solution to identified business issues is reflected in the economic recovery plan Forward Together adopted in 2021 by the three-county region (King, Pierce, Snohomish counties) developed by a 200-person task force, which highlights the need for childcare expansion as one of ten programs all cities and economic development divisions should address.

(https://greater-seattle.com/wp-content/uploads/2021/09/Economic-Recovery-Plan_final_0921_sm.pdf)

SeaTac Digital Market Place: Ecommerce & Digital Literacy as a BRE Solution

The proposed program will address the top reasons why small businesses traditionally have hesitated to engage in adoption to digital platforms: limited knowledge of online sales, a perception that online sales are not relevant or not effective for their business, and security concerns. The necessity of online access to customers during the Covid-19 was amplified, and businesses are indicating a much higher desire to become digitally present to access a broader customer base. The program description is provided as an attachment to this memo for more details.

Recommended amount: \$242,700

This program is also a solution that addresses revenue generation and supports BRE through market share capture and employment growth. In addition to hearing directly from SeaTac small businesses during the 2021 Business Synergy Program outreach, Deloitte and several other consultancies conducted national surveys on small businesses and their success at various levels of digital literacy/engagement. The results year over year have shown that improving the digital footprint of a business generates twice as much revenue per employee, four times as much revenue growth and six times as much employment growth as non-digital businesses (up to 35% employment growth within 12 months for some businesses). In addition, digitally present businesses had more new

product innovation, a more diversified customer base, and increased inquiries on their products across all of their sales channels. The customer base of digital businesses also shifted from 28% interstate & overseas to 43%; with a much more diversified customer base. (<http://deloitte.com/content/dam/Deloitte/us/Documents/technology-media-telecommunications/us-tmt-connected-small-businesses-Dec2017.pdf>)

Staff proposes a program focusing on the digital literacy of small businesses in SeaTac by providing an e-commerce and digital literacy program to support “basic and intermediate” businesses. More than 90% of small businesses in the “basic” category did not have a website and 85% no social media presence. In the intermediate category a large portion of businesses have websites, however only 10% are mobile responsive (i.e. work well on a smart phone or tablet). These same trends were directly observed with SeaTac’s small businesses during the Covid-19 related closures, where traditional business customer behaviors were hindered by health safety concerns and related restrictions. The businesses that did not have a strong online presence were impacted more negatively than those that did. The Small Business Development Center advisers at Highline College, who serve more than 150 area businesses per year, also confirmed the same observations.

SeaTac Business Capital Access Program Fund

Since the initial proposal of participating in or creating a Revolving Loan Fund (RLF), there have been positive developments on the availability of capital for relatively low-cost loans to small businesses through the Small Business Flex Fund and other state-wide programs in the works. Additional research indicates that the City should focus its efforts on increasing awareness about the Small Business Flex Fund and other available sources of business capital, along with providing additional technical assistance capacity to serve SeaTac small businesses in this area. This will be accomplished by contracting organizations that can reach each business in SeaTac and provide them the necessary information and technical assistance so they can be prepared and access business funding, when it makes business sense. The attached updated SeaTac Business Capital Access Program Fund description provides additional details on the framework.

Recommended amount: \$1,500,000

At least five (5) SeaTac small businesses have already qualified for loans (\$300,000+ in total borrowed funds) from the Washington State Department of Commerce supported Flex Fund lending program which is fully capitalized now at over \$100M for making loans and is built in partnership with community financing development institutions (CDFIs) and their wraparound lending services. However, local outreach to SeaTac small businesses, regional and national data indicate that access to business capital is a top priority for small business recovery, stabilization, and growth.

Conclusion

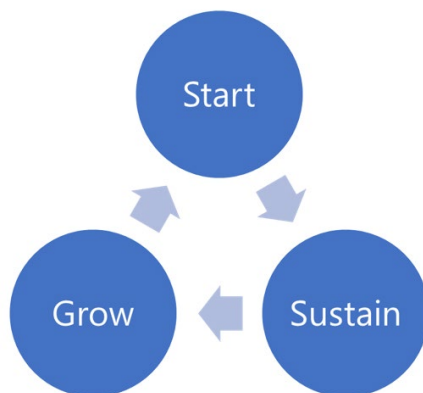
The three described programs are informed by both SeaTac-specific business feedback and broader regional/national research. The programs will also undergo further refinement in the development process to ensure they are best fitted to serve the intended stakeholder audiences and fulfil the stated objectives.

(Please see the attached ARPA Proposals and Decision Cards for program overviews)

ARPA Funding Project: Childcare Initiative

Initiative Name:	Regional FastTrack Childcare Initiative
Project Owner	SeaTac Economic Development Division
Contact Name:	Tanja Carter
Contact Phone:	206 817 8672
Contact Email:	tcarter@seatacwa.gov
Website URL:	www.seatacwa.gov
Date Submitted:	3/15/22
Project Description (includes funding ask)	
<p><i>A large number of SeaTac and South King County businesses are unable to resume operations after the Covid pandemic and related restrictions due to low employee supply/availability*. These staffing issues are caused in part by a lack of / cost prohibitive childcare options due to pandemic facility closures. Economic Development proposes a fast track childcare start up program, which includes grant funding, technical assistance, mentoring and ongoing support. The goal is to double the number of home-based daycare providers in SeaTac over 3 years in order to support South King County's almost 50,000 children under 10 years old** and support resident parents in returning to work. Lack of childcare access is a regional/national challenge and regional/coordinated solutions are most likely to succeed.</i></p> <p><i>* self-reported</i> <i>** census data</i></p> <p>1) <u>Start:</u> Home based childcare provider entrepreneurs who want to create new businesses need assistance and support to start their business. This project will provide a one-stop regional portal for entrepreneurs to apply for a complete package of: start up grants, technical assistance and ongoing community support and resources (region tbd based on which additional cities participate*). The regional portal and accompanying regional childcare committee will be financed jointly by cities who participate. Whichever city the business applicant is in – will then at a city level fund the startup/technical assistance and ongoing support package.</p> <p><i>*Kent has confirmed partnership and joint funding interest. Ideally Soundside Alliance cities will all partner</i></p> <p>2) <u>Sustain:</u> Interested childcare providers are unable to start up and service existing demand at a fast enough scale in cities/the region due to strict childcare business codes, high cost of entry, complicated compliance requirements, and lack of ongoing resources and support. Due to this program establishing a regional application portal and a regional review committee who distributes the applications to individual cities for city-financed funding – data and statistics can be compiled and shared with county and state agencies in order to help decrease barriers to entry and create a more sustainable childcare industry.</p> <p><i>(Note: Included in this group would be providers who shut down or contracted during Covid. This is likely an important group, as a recent NAEYC survey of Washington childcare providers suggest that more than one in three existing providers are considering closing their center in the next year.)</i></p>	

- 3) ***Grow:*** Based on a continuous feedback loop between start up businesses, the regional childcare committee, regional and state childcare entities – the expectation is that this regional program can gain traction and subsequent funding after three years of ARPA funding due to the measurable ROI and metrics generated.



Funding is being requested to: 1) support the regional program framework as well as 2) the start-up grants to be delivered directly to the businesses in SeaTac.

Included in the appendix are details on scope/schedule/budget as well as structure, partners and framing for how subregional cities can work together to serve a larger regional collective. This is important since SeaTac residents and employees do not necessarily work in the same city as they live.

Outcomes (see appendix for explanation)	
Number childcare start up business created in <i>SeaTac</i> over three years	20 annually, <i>60 over 3 years</i>
Number of childcare start up business created in <i>2 additional partner cities</i> over three years (TBD based on who joins. Kent is confirmed partnership)	40 annually, <i>120 over 3 years</i>
Total businesses created over 3 years	<i>180 businesses</i>
Dollars invested by <i>SeaTac</i> for regional platform :	\$30,000
Dollars invested by <i>2 other partner cities</i> for regional platform :	\$30,000 each, <i>\$90,000 total all 3 cities</i>
Dollars invested <i>per business for start up grants</i>	\$30,000 start up costs = (\$1.8M in SeaTac businesses over 3 years)
Dollars invested for running <i>regional committee</i>	1 staff, monthly meeting, 5-10 hours work monthly
Dollars invested <i>per business for ongoing support</i>	\$1,000 annually technical assistance = (\$60,000 for SeaTac businesses annually after year 3)

Appendix

Project Scope

The scope of this project is:

Business Start Ups

1. The startup of a minimum of 20 home based child care facilities per year for 3 years within SeaTac. This totals 60 over three years
2. The start up of the same number of childcare businesses (20) in a minimum of two additional partner cities (40 per year total – and 120 in three years). If three cities participate that would be 180 businesses total over three years.
 - a. Ideally all Soundside Alliance cities or any combination of cities in South King County will join, which would mean a significant reduction in regional portal costs and a significant increase in startup businesses.

Regional Portal

1. The provision of our Childcare portal requirements to an existing portal platform (Source Link, C2C or similar)
2. The creation of a regional portal
3. The maintenance over three years of said portal

Regional Committee

1. The set up of a regional application review committee to meet regularly to review applications, distribute to cities, troubleshoot, provide regional talking points & reporting metrics
2. See further below for partners on the committee

City level management & funding

1. The cities who receive applicants are responsible for management and funding of the entire startup and ongoing technical assistance and resource package over three years

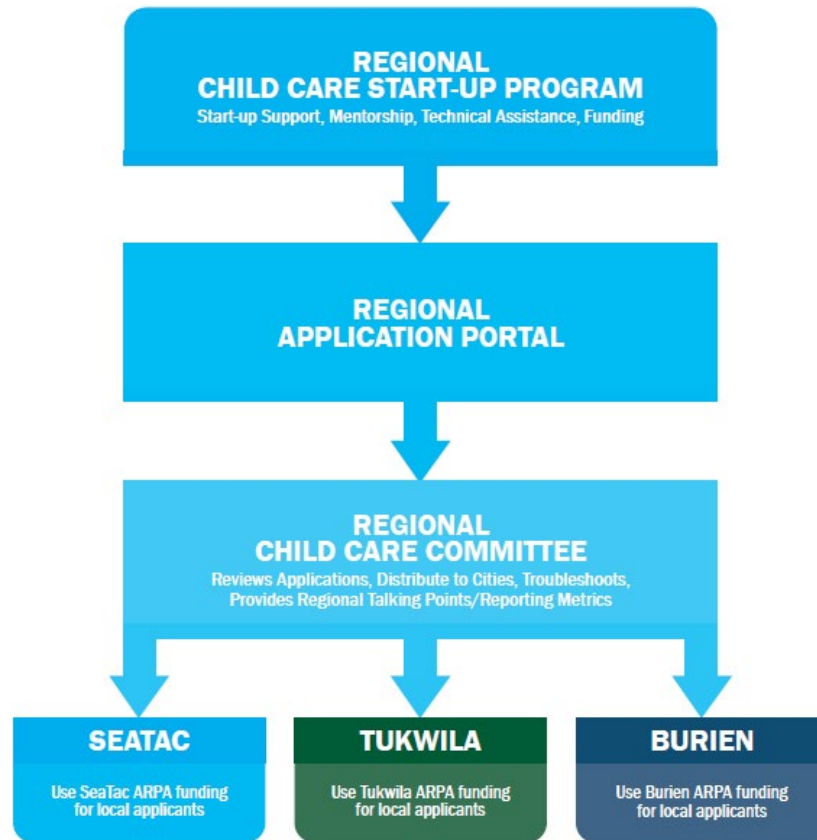
Risk Mitigation

Financial Checks and Balances:

In order to ensure that the grant funding is used effectively - they are required to do quarterly check ins for 24-36 months where financial reporting & backup on funds usage will be required on a quarterly basis. (as a side: the Federal government requires that the funding be monitored and reported). The applicant will be required to submit a guarantee or deposit or similar as collateral for the grant. If the business fails to launch in 36 months (tbd) then business is obligated to refund the grant.

CHILD CARE START-UP INITIATIVE

Regional Program with Local Funding and Support



Project Schedule

**Project Funding Approved SeaTac
Partner Cities Funding Approved**

**May 15 2022
July 1 2022**

**Portal Requirements Gathering
Portal Development
Portal Launch**

**May – August 2022
May - October 2022
November 1 2022**

**Regional Committee Planning Meetings
Regional Committee Launch
Regional Committee Regular Meetings**

**May – August 2022
November 1 2022
Monthly after launch**

Budget

SeaTac Portal Funding	\$30,000
SeaTac Regional Meetings Funding	1 staff, planning & regular meetings
SeaTac Business Startup Funding	\$30,000 start up = (\$1.8M in SeaTac businesses over 3 years)
SeaTac ongoing Technical Assistance Funding	\$1,000 technical assistance annually = (\$60,000 for SeaTac businesses annually after year 3)

Each additional City incurs same costs above

Considerations:

Costs

Hard: (\$22-45K)-summary below:

State Licensing Fees:

- Home: \$30 a year (7 children per provider)
- Centers: \$125 a year (12 children) plus additional \$12 for each additional kid after the first 12

Continuing Education

- \$100 a year

Business License:

- State: \$90
- City: \$55

Insurance:

- Need to go through a specialty broker, general liability, specialty and professional range anywhere from \$3K – 4K annually (home). Some charge an additional price per child

Impact Fees:

- Vary by City

Other hard costs can be between (\$18-40K):

- 1) Activity Center Toys and Games (\$3-4K)
- 2) Imagination/Art Toys and Games (\$2-3K)
- 3) Tables and Chairs, High Chairs (\$1K)
- 4) Diaper Changing areas (\$1K)
- 5) Food Service Areas (\$1-2K)

- 6) Reading Center-books (\$3-4K)
- 7) Learning Center-Tools and games (\$3-5K)
- 8) Tenant improvements (TIs) – Fencing, Emergency Access, Food Prep, Outdoor play areas etc. (\$5-20K)

Soft:

Website: \$5K

In speaking with most current businesses that \$25-30,000 would cover “most hard and soft costs” for starting a home-based day care.

High level Childcare issues

- Start Up/Running Childcare

Businesses cannot maintain operations or expand if their employees lack fundamental access to daycare for their children. Washington State has strict rules governing childcare which create barriers to entry and continued operations. Cooperating with multiple jurisdictions on the same structure and program enables greater investment, collaboration and growth.

- Landscape

There are many "tech" solutions for daycare that can be engaged or reviewed. For example Wee Care, Leg Up (LU is gaining statewide traction per Phoebe)

- Racial/Cultural Childcare diversity.

Majority of childcare facilities in our areas are women/family businesses. Need to create a culturally responsive model or participants may not engage

- Why a regional initiative

A regional approach is necessary to deliver the quality and scale of services that child care providers need. Each city/county cannot and should not create its own business consulting services or grant program. Rather, whichever organization in the state or region that is best suited to provide each service should be empowered to scale its services and deliver them in partnership with local organizations. In addition to efficiency, the scale achieved via a regional approach will enable more customization – there may not be enough childcare centers facing a certain challenge in a specific area to justify a targeted response, but there may be enough of them regionally to make it feasible to build a customized service.

SeaTac Code

Day Care Facilities are addressed in our SeaTac Municipal Code, Title 15 (Zoning Code), section 15.420.

Daycares within a home are defined in the International Building Code (IBC) & International Residential Code (IRC) however, daycare within the home having twelve or

fewer children would still be classified as a single family residence. For the *purposes of building review* there would be no change of use under this scenario.

IBC Definition:

305.2.4 Family home child care. Family home child care licensed by Washington State for the care of twelve or fewer children shall be classified as Group R-3 or shall comply with the *International Residential Code*.

IRC Definition:

CHILD CARE, FAMILY HOME. A child care facility, licensed by Washington State, located in the *dwelling* of the person or persons under whose direct care and supervision the child is placed, for the care of twelve or fewer children, including children who reside at the home.

Partners & roles

- Multiple Cities. Kent has confirmed interest. Ideally Soundside Alliance and other neighboring South King County Cities
- Southside Chamber
- WA State Department of Early Learning
- King County Childcare Resources
- Digital Childcare platforms
- Wonderschool
- Imagine Institute

Childcare research and findings in the GSP Regional Recovery Framework

Click link for more information [Regional Recovery Framework](#)

Washington State Department of Commerce

Commerce's Early Learning Facilities (ELF) click link to learn more:

<https://www.commerce.wa.gov/building-infrastructure/capital-facilities/early-learning-program/>

City of SeaTac

Budget Decision Card Instructions

Decision cards are the City's tool for requesting a budget amendment for any new positions or programs. All decision cards should be prepared in accordance with Department and City goals and following the City's financial policies. *Review the City of SeaTac's Financial Policies ([here](#))*. Previously completed and approved decision cards are located in the Finance Budget folder under "Decision Cards" for reference or guidance.

Decision Card:

Use the tab key to navigate through the PDF form. The following instructions are provided to assist you in determining the key components required to complete the form.

Title: Enter the name of your request.

Example: VMWare Purchase and Training

Fund(s): Enter the Fund(s) this request will be paid from. If this will be paid from multiple funds, list them all here.

Example: General Fund (001), Municipal CIP Fund (301)

Amount: The biennial total expenditure request will be shown here. ***This is a read-only field, it will link automatically from the Funding Detail section you complete (see below).***

Department/Director: Enter the Department name, and the Department Director's name.

Program: Enter the Program name that this request belongs to. This may be a new or existing program.

Date Prepared/Preparer: Enter the date the decision card is being prepared or revised for consideration. Also enter the employee's name who prepared the decision card. This will be the person to answer any follow up questions or clarification regarding the request. It helps if this is also the person presenting the decision card to Council, but not necessary.

Mandatory: Indicate if this request is mandatory (required by law) or not. If yes, explain why this is mandatory in your Justification box.

Description: Provide a brief description of what you are requesting and how the City will benefit if the funding request is approved. If there is an IT component to your request, please be sure to notify the Information Systems Manager.

Example: VMWare allows for the creation of virtual servers on one server to expand space available for use. The purchase of a server and the VMWare software to support technology includes on-site training. The training includes the VMWare vSphere: Install, Configure, Manage course.

Justification: Use this area to sell the request or explain why you are requesting these funds. Justify the need (why) and additional benefits to the City (how the City will benefit). If this was prompted by a Councilmember request, mention this here. If the request includes consulting or contracting fees, include a description of the scope of work. If the request includes equipment, include a description of what the equipment will be used for, etc. The space provided should be adequate room to make a clear and concise explanation of the request. If you find you cannot condense your justification to fit properly in the space provided, use additional pages, and attach to the decision card. Put in justification box “see attached”.

Example: Historically, the City has purchased servers to run programs and for the storage of data. That storage space is limited, and new servers must be purchased to accommodate new technologies. Purchasing a new server and installing the VMWare application will allow the City to expand its ability to run programs and storage space for the data these programs create.

The City currently has 15 programs running on 3 servers with no ability to add new programs. VMWare will provide the capacity needed for addition programs approved in the 2021-2022 budget.

On-site training will equip a city employee with the know-how to configure and support the City’s technology. Other Systems Staff will be trained by the Systems Manger which leverages the value of the training to the City.

Alternatives: List any possible alternatives and/or risks to the City if funding is not approved. Do not list “do not approve request” as an alternative.

Example: If funding is not approved the new server already approved in the 2021-2022 budget will be purchased, however it too will eventually run out of space to store data and a new server will be required when new programs are added. In addition, a new rack for storage of the servers will be required adding additional expenses to the purchase

City Goal: Identify how this request addresses one or more of the Citywide goals. For reference, the current City goals are listed below:

1. **PROMOTE OUR NEIGHBORHOODS** - Develop urban villages round light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.
2. **BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT** – Increase community trust through better community engagement, collaboration, and transparency.
3. **CREATE & PRESERVE HOUSING** – Ensure access for all to adequate, safe, and

affordable housing, and basic human services.

4. **EXPAND GREEN & PUBLIC SPACES** – Enhance the community by maintaining and improving parks and community spaces.
5. **INCREASE CONNECTIVITY & SAFETY** – Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

Example: Build Effective & Accountable Government is supported by the investment in VMWare. VMWare improves effectiveness and efficiency by providing more virtual space while reducing the need for physical equipment and space.

Budget Years: Enter the appropriate budget years above “amount” in the Funding Detail columns. These must be for the current operating budget period only.

Funding Detail: This section provides the detail of how much funding you are requesting for this decision card and where it will come from. If your request includes equipment that will be enrolled in the 501 Equipment Rental Fund, please contact the Public Works Maintenance & Operations Manager for ongoing cost estimates.

Expenditures: Identify both the one-time and on-going costs associated with this request for the biennium. Enter the Fund(s) these expenditures will be paid from under the “Fund(s)/Source” column and enter the appropriate amounts in the corresponding Budget Year columns. The template will total the expenditure request automatically.

Revenues: Identify any revenues associated with this request that should be budgeted, if approved. This can include grant revenue, or other revenue such as reimbursements from other jurisdictions. Identify the grant or other source of revenue under the “Fund(s)/Source” column and enter the appropriate amounts in the Budget Year columns. The template will total the revenue request automatically.

Example:

<i>Expenditures:</i>	<i>Fund(s)/Source</i>	<i>2021 Amount</i>	<i>2022 Amount</i>
<i>One-Time Costs</i>	<i>301 Fund</i>	<i>\$30,000</i>	<i>\$0</i>
<i>On-Going Costs</i>	<i>001 Fund</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Total Expenditures</i>		<i>\$40,000</i>	<i>\$10,000</i>
<i>Revenues:</i>			
<i>Grant (Identify Grant)</i>	<i>Ready-to-Upgrade Grant</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Other (Identify)</i>			
<i>Total Revenue</i>		<i>\$15,000</i>	<i>\$0</i>
<i>Total Request (Net)</i>		<i>\$25,000</i>	<i>\$10,000</i>

****Note:** When completing a decision card for a mid-biennium adjustment, funding requests can only be for the second year of the biennium and not the current fiscal year.

Supplemental Info Worksheet (optional):

If you know the BARS numbers this request should be budgeted to, use the Supplemental Info Worksheet to identify the BARS numbers and the amount that should be budgeted for each budget year. If the BARS number is not known, or needs to be created, you can enter “unknown” or “TBD”.

Example:

	<i>BARS # (if known):</i>	<i>2021</i>	<i>2022</i>
<i>Revenue:</i>	<i>Unknown</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Expenditures:</i>	<i>301.000.04.594.18.64.094</i>	<i>\$30,000</i>	<i>\$0</i>
	<i>001.000.04.518.88.49.061</i>	<i>\$10,000</i>	<i>\$10,000</i>

New Position Request Worksheet:

For any decision card requesting a new or additional position, a New Position Request Worksheet is required. The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification and compensation for the position requested. Finance staff will then provide you with an estimated salary and benefit cost, by request, based on the information provided to you by HR. **Note: It takes anywhere from 2-4 weeks to complete a position classification and compensation. This additional time needs to be factored into your preparation time, when completing a decision card for any position.**

In determining the total amount to be requested, please make sure all costs associated with the position have been included. Below is a table providing some estimated costs for common items to consider when requesting a new position.

Example Costs for a New Employee:

Desktop Computer (includes one monitor)	\$1,500
Notebook Computer (includes one monitor & docking station)	\$2,500
Additional 24” Monitor	\$200
Smartphone	\$0-1,000 (depends on need) (Contact IT Staff for Estimate)
Smartphone Monthly Charges	\$65-80/month
Flip Phone	\$0
Flip Phone Monthly Charges	\$35/month
Microsoft Office 365 Subscription	\$240/year
Adobe Acrobat Subscription	\$200/year

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card:

Position Title *(Provided by HR) :*

Salary Range *(Provided by HR) :*

Limited Term Position? (Y/N)

Primary Duties/Responsibilities:

Total Salary *(provided by Finance)*

Total Benefits *(provided by Finance)*

Subtotal Salary and Benefits

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

Other *(specify) :*

Subtotal Associated Costs

TOTAL:

City of SeaTac Decision Card

Title: Fund(s): Amount:		Department: Director: Program: Date Prepared: Preparer:
Mandatory? Yes No		

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 how this request works towards the City's Goals):*

Funding Detail:

	Fund(s)/Source	Amount	Amount
Expenditures:			
One-Time Costs			
On-Going Costs			
Total Expenditures			
Revenues:			
Grant (<i>Identify Grant</i>)			
Other (<i>Identify</i>)			
Total Revenues			
Total Request (Net):			

Supplemental Info Worksheet

Revenue:	BARS# (if known)	Amount	Amount
Total			
Expenditures:			
Total			

ARPA Funding Economic Development Project: Digital Marketplace

Initiative Name:	SeaTac Digital Member Marketplace	
Project Owner	SeaTac Economic Development Division	
Contact Name:	Tanja Carter	
Contact Phone:	206 817 8672	
Contact Email:	tcarter@seatacwa.gov	
Website URL:	www.seatacwa.gov	
Date Submitted:	3/23/22	
Project Description (includes funding ask)		
<p><i>The Covid-19 pandemic brought several fundamental business issues to light: first, that consumer demand shifted fundamentally to a digital storefront experience and second, that a high percentage of existing businesses were not “digitally literate” enough to pivot quickly and effectively in order to adjust to the new way of doing business.</i></p> <p>The City of SeaTac proposes funding a solution* for local businesses which includes: providing the digital platform for a digital marketplace, providing digital literacy education and training specific to this particular platform, and creating a unique “crowdfunding” marketing membership for businesses which fund the digital ongoing promotion and marketing of the website to a specifically targeted audience.</p> <p>*The Southside Chamber of Commerce would assume the project lead and ongoing management of this platform with support from the Small Business Development Center (SBDC) at Highline College</p> <p>Funding is being requested to: 1) fund the creation of the platform 2) provide digital literacy training/support for businesses</p> <p>Included in the appendix are details on scope/schedule/budget as well as structure, partners and framing.</p>		
Outcomes (see appendix for explanation)		
Number of business to join SeaTacMarketplace.com:	Minimum 50, ideally 200	
Dollars invested to fund platform creation	\$32,700	
Dollars invested to fund digital literacy training:	\$50,000 each year for 3 years, total \$150,000	
Dollars invested to fund ongoing annual website maintenance :	\$10,000 each year for 3 years, crowdfunded thereafter	
Dollars invested to fund monthly digital marketing and promotion of website:	\$10, 000 monthly for one year and sliding scale based on membership numbers	
End of Executive Summary		

Appendix

Sample Website: [Santa Fe Marketplace – Local Online Shopping \(shopwhereilive.com\)](http://shopwhereilive.com)

The screenshot shows the homepage of the Santa Fe Marketplace website. At the top, there is a search bar and navigation links for 'Register to Sell', 'Contact Us', and 'Login/Create Account'. Below the navigation is a main banner with the text 'Shop The City Different online.' and logos for 'Santa Fe THE CITY DIFFERENT', 'SANTA FE', and 'WHERE I LIVE'. The main content area is divided into several sections:

- Santa Fe Jewelry:** A banner featuring a woman in a red shirt with the text 'Wear a beautiful piece of Santa Fe.'
- Greeting & Note Cards:** A banner with the text 'Send a unique hello.'
- Art:** A banner with the text 'Bring a piece of Santa Fe home from local artists and galleries.'
- Accessorize!:** A banner with the text 'Santa Fe styles, all sold by Santa Fe small businesses.'

Below these banners is a 'Spring Collection' section with a grid of product tiles:

- Cotton Botanical Tea Towels:** \$79.95, Curiosa
- Rabbit - Poster:** \$90.00, Ventana Fine Art
- Hummingbird and Hand Vial:** \$300.00, Semiotique Santa Fe
- French Craffiti Tea Towel (Life is Beautiful!):** \$14.00, Santa Fe Farmers' Market Gift Shop
- Spring Wilderness - Watercolor Painting:** \$320.00, Charles Ash - Allied Arts
- Cherry Flower Pendant II:** \$62.00, Clearlight Jewelry

A 'More Turquoise Jewelry' button is located below the Spring Collection. The next section features three banners for 'Collectibles & Antiques', 'Women's Apparel', and 'Men's Apparel', followed by a 'Food & Beverage' banner. The final section is 'Featured Picks', which includes a 'View More' button and a list of featured items:

- Canvas Prints of Dancers/Musicians Photographs:** \$275.00 - \$675.00, Daniel Quitt Photography
- 3 Strand Charm Necklace:** \$400.00, Terri Rodriguez Creates
- New Mexico I:** \$3,000.00, Owen Contemporary
- "Crimson Tide" - Original Painting by Sara Miller:** \$3,000.00, Sara Miller Contemporary Art
- "Shine" Original Painting by Linda Storm:** \$188.00, Semiotique Santa Fe
- "Pacific Poppy" Chili Rose bracelet:** \$625.00, art is gallery santa fe

Project Scope

Platform Set Up

This digital marketplace (above) is already present in cities around the country. The platform is a plug-and-play set up which means that the City would purchase a domain name and the platform access for up to 200 businesses

Digital Literacy

The City would contract with the Southside Chamber and SBDC to provide both group and 1:1 digital literacy training. This training is exclusive to this platform functionality and not for general digital literacy.

Platform Maintenance

The City would contract with the platform provider and the Chamber (as program manager) to maintain the platform and provide technical assistance on the platform functionality.

Crowdfunding for Marketing

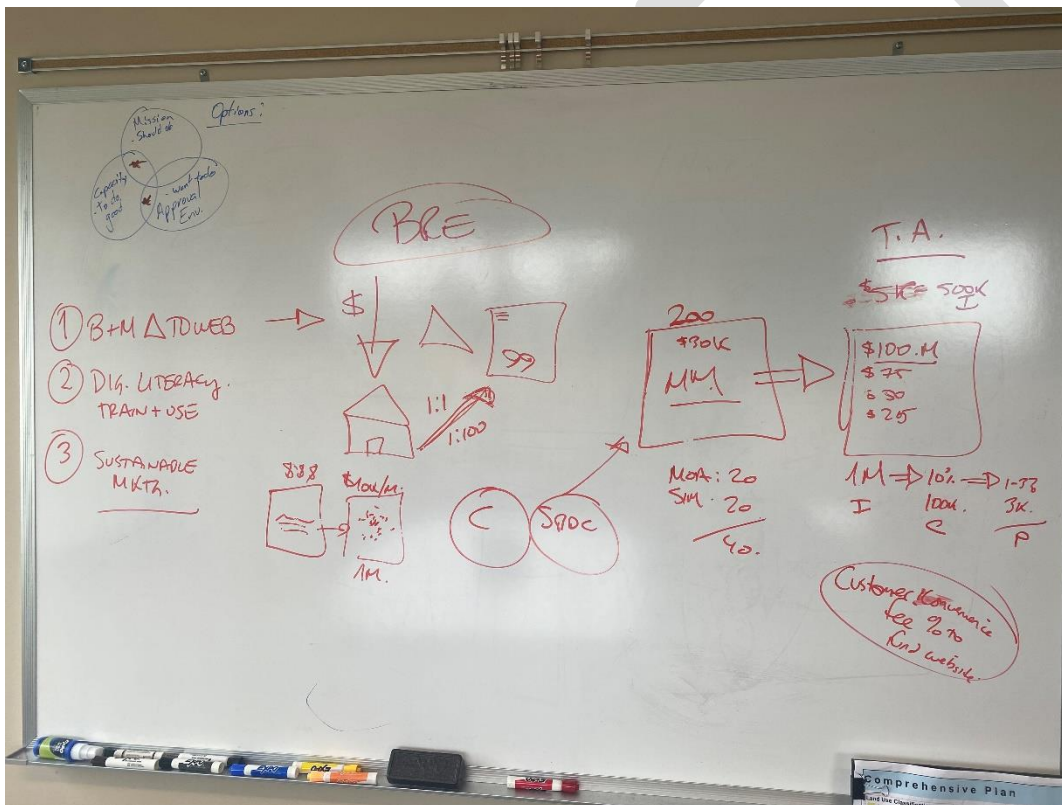
After the SeaTacmarketplace.com platform is created, the “price of admission” to SeaTac businesses is attendance at the digital literacy classes for this specific platform as well as a monthly membership fee to use the platform. This membership would decrease per member - as more members join the platform. The fee would be paid on a monthly basis and form the backbone of ongoing promotion and marketing of the platform to the target audience of consumers. The target audience would be determined by the most common audience for the collective of businesses on the platform. Businesses are free as well to invest additional dollars into marketing to their own specific target audience. This concept is unique in the world of digital marketing and has the potential to create a much more sustainable platform than traditional models due to the fact that the businesses become “salespeople” for the platform due to costs for membership decreasing with the number of members increasing.

Project Schedule

Project Funding Approved SeaTac	May 15 2022
Portal Requirements Gathering	May – August 2022
Portal Development	May - October 2022
Portal Launch	November 1 2022
Digital Literacy Classes Begin	August 2022

Budget

Dollars invested to fund platform creation	\$32,700
Dollars invested to fund digital literacy training:	\$50,000 each year for 3 years, total \$150,000
Dollars invested to fund ongoing annual website maintenance :	\$10,000 each year for 3 years, crowdfunded thereafter total \$30,000
Dollars invested to fund monthly digital marketing and promotion of website:	\$10,000 monthly for one year and sliding scale based on membership numbers thereafter total \$30,000



QUOTE

<p>Custom Website:</p> <ul style="list-style-type: none"> White-label, custom mobile-friendly marketplace Runs on your own unique domain with your own support email and phone extension Website hosting, management, and on-going website maintenance <p>Business Support:</p> <ul style="list-style-type: none"> Full service marketplace support on behalf of your organization for up to 200 vendors Vendor onboarding assistance, product review and approval Order issue resolution for vendors and customers Payment processing to individual vendor accounts through Stripe or PayPal. Product sync with Shopify & Square web stores. Access to live and on-line webinars, knowledgebase articles/videos, technical support from our team through email or phone from 9-5 CST, M-F. <p>Partner Support:</p> <ul style="list-style-type: none"> Partner resources, flyers, and templates Partner dashboard with stat reports Partnership manager with strategic insights and strategy sessions. <p>Marketing Support:</p> <ul style="list-style-type: none"> Monthly email marketing newsletter Google analytics integration Assistance with managing site-wide promotions 	\$25,000
<p>Custom Integrations:</p> <ul style="list-style-type: none"> Website translation into multiple languages via online service Weglot <ul style="list-style-type: none"> Amharic Arabic English French Somali Spanish Vietnamese 	<p>\$3,500</p> <p>(may be just \$1,500 initially if 5 languages or under)</p>
<p>Branding:</p> <ul style="list-style-type: none"> Marketplace logo consultation, design, files, and branded colors 	\$1,200
<p>Marketing:</p> <ul style="list-style-type: none"> Promotional coupon management (first-time buyer coupons, seasonal discounts, etc.). \$10/redemption, estimated at 25 redemptions/month. 	\$3,000
<p>Domain:</p> <ul style="list-style-type: none"> Website domain purchase 	TBD
<p>Sales Tax Collection and Remittance:</p> <ul style="list-style-type: none"> Streamlined Sales Tax State 	\$0
Total	\$32,700 + domain

City of SeaTac

Budget Decision Card Instructions

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Decision Card:

Use the tab key to navigate through the PDF form. The following instructions are provided to assist you in determining the key components required to complete the form.

Title: Enter the name of your request.

Example: VMWare Purchase and Training

Fund(s): Enter the Fund(s) this request will be paid from. If this will be paid from multiple funds, list them all here.

Example: General Fund (001), Municipal CIP Fund (301)

Amount: The biennial total expenditure request will be shown here. ***This is a read-only field, it will link automatically from the Funding Detail section you complete (see below).***

Department/Director: Enter the Department name, and the Department Director’s name.

Program: Enter the Program name that this request belongs to. This may be a new or existing program.

Date Prepared/Preparer: Enter the date the decision card is being prepared or revised for consideration. Also enter the employee’s name who prepared the decision card. This will be the person to answer any follow up questions or clarification regarding the request. It helps if this is also the person presenting the decision card to Council, but not necessary.

Mandatory: Indicate if this request is mandatory (required by law) or not. If yes, explain why this is mandatory in your Justification box.

Description: Provide a brief description of what you are requesting and how the City will benefit if the funding request is approved. If there is an IT component to your request, please be sure to notify the Information Systems Manager.

Example: VMWare allows for the creation of virtual servers on one server to expand space available for use. The purchase of a server and the VMWare software to support technology includes on-site training. The training includes the VMWare vSphere: Install, Configure, Manage course.

Justification: Use this area to sell the request or explain why you are requesting these funds. Justify the need (why) and additional benefits to the City (how the City will benefit). If this was prompted by a Councilmember request, mention this here. If the request includes consulting or contracting fees, include a description of the scope of work. If the request includes equipment, include a description of what the equipment will be used for, etc. The space provided should be adequate room to make a clear and concise explanation of the request. If you find you cannot condense your justification to fit properly in the space provided, use additional pages, and attach to the decision card. Put in justification box “see attached”.

Example: Historically, the City has purchased servers to run programs and for the storage of data. That storage space is limited, and new servers must be purchased to accommodate new technologies. Purchasing a new server and installing the VMWare application will allow the City to expand its ability to run programs and storage space for the data these programs create.

The City currently has 15 programs running on 3 servers with no ability to add new programs. VMWare will provide the capacity needed for addition programs approved in the 2021-2022 budget.

On-site training will equip a city employee with the know-how to configure and support the City’s technology. Other Systems Staff will be trained by the Systems Manger which leverages the value of the training to the City.

Alternatives: List any possible alternatives and/or risks to the City if funding is not approved. Do not list “do not approve request” as an alternative.

Example: If funding is not approved the new server already approved in the 2021-2022 budget will be purchased, however it too will eventually run out of space to store data and a new server will be required when new programs are added. In addition, a new rack for storage of the servers will be required adding additional expenses to the purchase

City Goal: Identify how this request addresses one or more of the Citywide goals. For reference, the current City goals are listed below:

1. **PROMOTE OUR NEIGHBORHOODS** - Develop urban villages round light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.
2. **BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT** – Increase community trust through better community engagement, collaboration, and transparency.
3. **CREATE & PRESERVE HOUSING** – Ensure access for all to adequate, safe, and

affordable housing, and basic human services.

4. **EXPAND GREEN & PUBLIC SPACES** – Enhance the community by maintaining and improving parks and community spaces.
5. **INCREASE CONNECTIVITY & SAFETY** – Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

Example: Build Effective & Accountable Government is supported by the investment in VMWare. VMWare improves effectiveness and efficiency by providing more virtual space while reducing the need for physical equipment and space.

Budget Years: Enter the appropriate budget years above “amount” in the Funding Detail columns. These must be for the current operating budget period only.

Funding Detail: This section provides the detail of how much funding you are requesting for this decision card and where it will come from. If your request includes equipment that will be enrolled in the 501 Equipment Rental Fund, please contact the Public Works Maintenance & Operations Manager for ongoing cost estimates.

Expenditures: Identify both the one-time and on-going costs associated with this request for the biennium. Enter the Fund(s) these expenditures will be paid from under the “Fund(s)/Source” column and enter the appropriate amounts in the corresponding Budget Year columns. The template will total the expenditure request automatically.

Revenues: Identify any revenues associated with this request that should be budgeted, if approved. This can include grant revenue, or other revenue such as reimbursements from other jurisdictions. Identify the grant or other source of revenue under the “Fund(s)/Source” column and enter the appropriate amounts in the Budget Year columns. The template will total the revenue request automatically.

Example:

	<i>Fund(s)/Source</i>	<i>2021 Amount</i>	<i>2022 Amount</i>
<i>Expenditures:</i>			
<i>One-Time Costs</i>	<i>301 Fund</i>	<i>\$30,000</i>	<i>\$0</i>
<i>On-Going Costs</i>	<i>001 Fund</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Total Expenditures</i>		<i>\$40,000</i>	<i>\$10,000</i>
<i>Revenues:</i>			
<i>Grant (Identify Grant)</i>	<i>Ready-to-Upgrade Grant</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Other (Identify)</i>			
<i>Total Revenue</i>		<i>\$15,000</i>	<i>\$0</i>
<i>Total Request (Net)</i>		<i>\$25,000</i>	<i>\$10,000</i>

****Note:** When completing a decision card for a mid-biennium adjustment, funding requests can only be for the second year of the biennium and not the current fiscal year.

Supplemental Info Worksheet (optional):

If you know the BARS numbers this request should be budgeted to, use the Supplemental Info Worksheet to identify the BARS numbers and the amount that should be budgeted for each budget year. If the BARS number is not known, or needs to be created, you can enter “unknown” or “TBD”.

Example:

	<i>BARS # (if known):</i>	<i>2021</i>	<i>2022</i>
<i>Revenue:</i>	<i>Unknown</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Expenditures:</i>	<i>301.000.04.594.18.64.094</i>	<i>\$30,000</i>	<i>\$0</i>
	<i>001.000.04.518.88.49.061</i>	<i>\$10,000</i>	<i>\$10,000</i>

New Position Request Worksheet:

For any decision card requesting a new or additional position, a New Position Request Worksheet is required. The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification and compensation for the position requested. Finance staff will then provide you with an estimated salary and benefit cost, by request, based on the information provided to you by HR. **Note: It takes anywhere from 2-4 weeks to complete a position classification and compensation. This additional time needs to be factored into your preparation time, when completing a decision card for any position.**

In determining the total amount to be requested, please make sure all costs associated with the position have been included. Below is a table providing some estimated costs for common items to consider when requesting a new position.

Example Costs for a New Employee:

Desktop Computer (includes one monitor)	\$1,500
Notebook Computer (includes one monitor & docking station)	\$2,500
Additional 24” Monitor	\$200
Smartphone	\$0-1,000 (depends on need) (Contact IT Staff for Estimate)
Smartphone Monthly Charges	\$65-80/month
Flip Phone	\$0
Flip Phone Monthly Charges	\$35/month
Microsoft Office 365 Subscription	\$240/year
Adobe Acrobat Subscription	\$200/year

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card:

Position Title (*Provided by HR*) :

Salary Range (*Provided by HR*) :

Limited Term Position? (Y/N)

Primary Duties/Responsibilities:

Total Salary (*provided by Finance*)

Total Benefits (*provided by Finance*)

Subtotal Salary and Benefits

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

Other (*specify*) :

Subtotal Associated Costs

TOTAL:

City of SeaTac Decision Card

Title: Fund(s): Amount:		Department: Director: Program: Date Prepared: Preparer:
Mandatory? Yes No		

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 how this request works towards the City's Goals):*

Funding Detail:

	Fund(s)/Source	Amount	Amount
Expenditures:			
One-Time Costs			
On-Going Costs			
Total Expenditures			
Revenues:			
Grant (<i>Identify Grant</i>)			
Other (<i>Identify</i>)			
Total Revenues			
Total Request (Net):			

Supplemental Info Worksheet

Revenue:	BARS# (if known)	Amount	Amount
Total			
Expenditures:			
Total			

Updated Proposal for ARPA Funds for SeaTac Business Capital Access Fund Program

Program Background/Update

Since the initial proposal of participating in or creating a Revolving Loan Fund (RLF), there have been positive developments on the availability of capital for relatively low-cost loans to small businesses through the Small Business Flex Fund and other state-wide programs in the works.

At least five (5) SeaTac small businesses have already qualified for loans (\$300,000+ in total borrowed funds) from the Washington State Department of Commerce supported lending program which is fully capitalized now and is built in partnership with community financing development institutions (CDFIs) and their wraparound lending services. The below quote provides additional details.

Small Business Flex Fund Update from Washington Economic Development Association:

“ The Washington State Small Business Flex Fund opened almost a year ago, on June 30, 2021 and it has been extremely well-received! This new fund, supported by the Washington State Department of Commerce, **is a simple, low-interest, and flexible loans for Washington’s smallest businesses and nonprofits.** *The Flex Fund has now topped \$469 million in matched applications, and over \$50 million in 590 funded loans!* As of June 14, 590 loans have been funded totaling \$50,381,469; and 4,902 pre-applications have been matched with CDFI lenders, totaling \$469,855,904. Of the application pool, WMBE ownership is still above 66%. There is at least one application from every county in the state. The Flex Fund has now surpassed its goals, with **over \$100 million** in funding.”

The Small Business Flex Fund and programs being considered as part of the [State Small Business Credit Initiative \(SSBCI\) 2.0](#) are providing unprecedented access to small business loan capital. These programs are intended to build upon the temporary relief programs provided by previous forgivable loans/grants. Additionally, these CDFI provided loans fill a lending gap not serviced by traditional banks.

The **biggest challenges** for SeaTac businesses in accessing business loans are still the:

1. lack of broad availability/access to lenders in the community who make smaller business loans with more flexible underwriting and terms than traditional banks,
2. need for technical and language assistance to support business’ credit readiness to learn about, qualify, actually borrow and use the monies in the

course of business productively, and subsequently repay the loaned amount, while growing the business.

Modified Program Structure Use of Funds Proposal

To ensure that every interested SeaTac small business has knowledge of and potential access to business capital, it is proposed to establish the SeaTac Business Capital Access Fund Program.

The program's **three** components are:

1. Promoting and publicizing expanded access to information about available small business loan products to increase small business awareness
2. Arranging and organizing the necessary technical assistance to prepare businesses to apply
(includes promotion of Flex Fund, and other lending support services, also in foreign languages)
3. Funds set aside to either reduce the cost of borrowing or increase the productivity of borrowed funds through flexibility of terms.

Phase 1 (Q3-4 of 2022) will promote the Small Business Flex Fund to all small businesses in SeaTac and inform/train the various business support organizations and community-based organizations about the Flex Fund and other resources and how to best prepare prospective business applicants (includes direct outreach, workshops and technical assistance)

Phase 2 (Q4 of 2022 – Q4 2023) will proactively solicit applications for business loans, the process for which will include business planning assistance to evaluate ability to borrow, use funds productively in business and subsequently repay the borrowed monies.

Phase 3 (2022 – 2025) will assist those SeaTac businesses that qualify for the loans and begin using funds in their business operations to recover and grow. This phase would likely deplete the remaining ARPA funds allocation for this program.

The above is modified and adjusted based on the below previously explored concepts

ARPA Funding Project : RLF

Initiative Name:	SeaTac City Revolving Loan Fund (RLF) or Other Fund Structure
Project Owner	SeaTac Economic Development Division
Contact Name:	Aleksandr Yeremeyev
Contact Phone:	206 973 4843
Contact Email:	ayeremeyev@seatacwa.gov
Website URL:	www.seatacwa.gov
Date Submitted:	3/29/22
Project Description (includes funding ask)	
<p><i>A large number of SeaTac and South King County businesses suffered a substantial reduction in revenues while incurring ongoing operational expenses for an extended period of time caused by the global Covid-19 pandemic and related restrictions and closures. The majority of businesses in SeaTac survived/endured through the pandemic, but many were unable to pay off previous debt, incurred new debt, used up savings and/or delayed doing maintenance/making investments in the businesses that would have occurred during normal circumstances. Traditionally underserved business communities experienced these impacts at a similar and more intensive scale. The situation increases the need for flexible and non-traditional funding/financing options to bridge the capital and operational capital gaps for business and allow for a rebuilding/building up of financial strength of the SeaTac businesses.</i></p> <p><i>Participating in a revolving loan fund (RLF) using \$1.5M ARPA dollars is proposed as a solution. This fund can be incorporated into the Washington State-wide Small Business Flex Fund program (recommended), with the SeaTac contributed pool of funds specifically dedicated for supporting lending/granting to SeaTac based businesses.</i></p> <p><i>SeaTac's allocated ARPA funds would be leveraged to access other capital in the fund which increases/multiplies the lending capacity (smallbusinessflexfund.org – Small Business Flex Fund). The Flex Fund provides working capital loans of up to \$150,000 to qualified businesses with a 5 year term.</i></p> <p><i>Alternatively, funds can establish an independent SeaTac specific revolving loan fund administered by a third party community development financial institution (CDFI) similar to how CARES Act funds were distributed in 2020-21. It is an option, but due to higher cost and increased risks, this approach is not recommended. (Not an optimal cost structure model compared to the existing Flex Fund model)</i></p>	

- 1) **Start**: The City of SeaTac establishes a relationship and becomes a participant of the Flex Fund program. The allocated funding from the America Rescue Plan Act (ARPA) federal dollars support SeaTac's small businesses to prepare for and apply for loans from the Flex Fund. Loans are available to previously defined qualifying businesses for qualifying business expenses (working capital for businesses or otherwise). A portion of the initial ARPA funds are used for promotion of the Flex Fund and technical assistance to SeaTac small businesses. There is opportunity to designate SeaTac's contribution of ARPA funds to provide additional programs/benefits to SeaTac businesses who qualify for loans: Interest buy down, grants on top of loans, different additional loans, (possible partially forgivable loans/grant-type structure). The existing Flex Fund program has a good user interface in different languages and matches the business applicants with the best fit of multiple local CDFI lenders. The requirement of committing ARPA funds by end of 2024 and expending by end of 2026 would be met. The future repayment of loans would replenish the Flex Fund and allow for an ongoing future loan program.
- 2) **Sustain/Grow**: The nature of the RLF is such that once issued loans are repaid, the funds can be used for future loans in perpetuity. The fees/interest revenue pays for the ongoing operation and administration of the fund. Allowable fund uses may be adjusted based on future business needs.

(Note: Revenues from loan fees/interest rate revenues can grow the fund, additional funds can be infused into the fund. Uses of Flex Fund are restricted to working capital. For SeaTac, exploring use of funds for business real estate acquisition support/displacement prevention or other business needs can be researched further)

Funding is being requested to: 1) Raise awareness of small businesses on available loan programs and provide technical assistance for credit readiness 2) Support actual application process for loans by eligible business applicants, 3) Expand access to technical assistance for loan recipients to manage growing business operations and repay loans 4) Potentially allocate funds to either reduce the cost of borrowing or increase the productivity of borrowed funds through flexibility of terms

Included in the appendix are background details on scope/schedule/budget and structure.

Overview and Outcomes (see appendix for background)	
Amount of SeaTac ARPA monies requested	\$1.5M – some \$ for promotion and technical assistance (approx. 1/3 and 2/3 for cost reduction/optimization of terms)
Cost of setting up/participating in fund	Free to promote Flex Fund To; otherwise, to be determined based on amount. % of total fund amount (approx. 0.5 - 3%) and staff time 80-120 hours;
Ongoing cost of managing fund	Administrative expenses of third party fund manager (usually percentage of managed funds or annual fee). Should be self-sufficient through fund operations
Ongoing investment by SeaTac	Some staff time each year for reporting and high level oversight, potential audit related work.

Number loans to businesses in SeaTac over three years	10-30 annually, 30-90 over 3 years (<i>depending on size of fund and loan amounts</i>)
End of Executive Summary	

Appendix

Project Scope / Budget

The scope of this project can vary based on chosen approach:

Fund Creation Options

1. Participate in Flex Fund but specific to SeaTac businesses – less management and less control
2. Create independent SeaTac specific revolving loan fund administered by third-party CDFI – more costly, more management and more control, more exposure/risk **NOT RECOMMENDED** / **Likely not feasible due to limited availability/capacity of CDFI partners as they are participating in the Flex Fun already.**

Funding Amounts:

A recommended amount is \$1.5 million with a possible minimum of \$1.0 million. This allows for leveraging opportunities to add other funding sources at scale.

Resources Require:

Approx. 80-120 hours of staff time (economic development staff with support from Finance Department staff). Plus ongoing annual program management/monitoring/oversight.

Project Schedule

Project Funding Approved SeaTac Partnership(s) Established (Flex Fund or otherwise)	July 2022 July - August 2022
SeaTac Specific Promotion of Fund/ Lending Program Support Established	August / September 2022
Lending Occurs Periodic Program Updates Program Review/Audit / Adjustment	September 2022 - December 2023 2022-2024 2023-2024+

Considerations:

- Complexity of establishing, managing, reporting, and maintaining compliance.
- Evaluation of SeaTac specific business funding needs to inform the formulation of fund and eligibility/lending criteria.
- Other uses for ARPA funds based on business community needs/broader community needs/city priorities.

Related resources and background information

Small Business Flex Fund

<https://smallbusinessflexfund.org/>

NDC Announces Participation in New Loan Program in Washington State

<https://ndconline.org/2021/06/30/ndc-announces-participation-in-new-loan-program-in-washington-state/>

MRSC info on: American Rescue Plan Act (ARPA), and specifically the Local Fiscal Recovery Fund (LFRF)

<https://mrsc.org/Home/Explore-Topics/Finance/Revenues/American-Rescue-Plan-Act.aspx>

Calvert Impact Capital NDC Summary Presentation

Washington State Department of Commerce Business Recovery Materials

City of SeaTac

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Mandatory: Indicate if this request is mandatory (required by law) or not. If yes, explain why this is mandatory in your Justification box.

Description: Provide a brief description of what you are requesting and how the City will benefit if the funding request is approved. If there is an IT component to your request, please be sure to notify the Information Systems Manager.

Example: VMWare allows for the creation of virtual servers on one server to expand space available for use. The purchase of a server and the VMWare software to support technology includes on-site training. The training includes the VMWare vSphere: Install, Configure, Manage course.

Justification: Use this area to sell the request or explain why you are requesting these funds. Justify the need (why) and additional benefits to the City (how the City will benefit). If this was prompted by a Councilmember request, mention this here. If the request includes consulting or contracting fees, include a description of the scope of work. If the request includes equipment, include a description of what the equipment will be used for, etc. The space provided should be adequate room to make a clear and concise explanation of the request. If you find you cannot condense your justification to fit properly in the space provided, use additional pages, and attach to the decision card. Put in justification box “see attached”.

Example: Historically, the City has purchased servers to run programs and for the storage of data. That storage space is limited, and new servers must be purchased to accommodate new technologies. Purchasing a new server and installing the VMWare application will allow the City to expand its ability to run programs and storage space for the data these programs create.

The City currently has 15 programs running on 3 servers with no ability to add new programs. VMWare will provide the capacity needed for addition programs approved in the 2021-2022 budget.

On-site training will equip a city employee with the know-how to configure and support the City’s technology. Other Systems Staff will be trained by the Systems Manger which leverages the value of the training to the City.

Alternatives: List any possible alternatives and/or risks to the City if funding is not approved. Do not list “do not approve request” as an alternative.

Example: If funding is not approved the new server already approved in the 2021-2022 budget will be purchased, however it too will eventually run out of space to store data and a new server will be required when new programs are added. In addition, a new rack for storage of the servers will be required adding additional expenses to the purchase

City Goal: Identify how this request addresses one or more of the Citywide goals. For reference, the current City goals are listed below:

1. **PROMOTE OUR NEIGHBORHOODS** - Develop urban villages round light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.
2. **BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT** – Increase community trust through better community engagement, collaboration, and transparency.
3. **CREATE & PRESERVE HOUSING** – Ensure access for all to adequate, safe, and

affordable housing, and basic human services.

4. **EXPAND GREEN & PUBLIC SPACES** – Enhance the community by maintaining and improving parks and community spaces.
5. **INCREASE CONNECTIVITY & SAFETY** – Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

Example: Build Effective & Accountable Government is supported by the investment in VMWare. VMWare improves effectiveness and efficiency by providing more virtual space while reducing the need for physical equipment and space.

Budget Years: Enter the appropriate budget years above “amount” in the Funding Detail columns. These must be for the current operating budget period only.

Funding Detail: This section provides the detail of how much funding you are requesting for this decision card and where it will come from. If your request includes equipment that will be enrolled in the 501 Equipment Rental Fund, please contact the Public Works Maintenance & Operations Manager for ongoing cost estimates.

Expenditures: Identify both the one-time and on-going costs associated with this request for the biennium. Enter the Fund(s) these expenditures will be paid from under the “Fund(s)/Source” column and enter the appropriate amounts in the corresponding Budget Year columns. The template will total the expenditure request automatically.

Revenues: Identify any revenues associated with this request that should be budgeted, if approved. This can include grant revenue, or other revenue such as reimbursements from other jurisdictions. Identify the grant or other source of revenue under the “Fund(s)/Source” column and enter the appropriate amounts in the Budget Year columns. The template will total the revenue request automatically.

Example:

	<i>Fund(s)/Source</i>	<i>2021 Amount</i>	<i>2022 Amount</i>
<i>Expenditures:</i>			
<i>One-Time Costs</i>	<i>301 Fund</i>	<i>\$30,000</i>	<i>\$0</i>
<i>On-Going Costs</i>	<i>001 Fund</i>	<i>\$10,000</i>	<i>\$10,000</i>
<i>Total Expenditures</i>		<i>\$40,000</i>	<i>\$10,000</i>
<i>Revenues:</i>			
<i>Grant (Identify Grant)</i>	<i>Ready-to-Upgrade Grant</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Other (Identify)</i>			
<i>Total Revenue</i>		<i>\$15,000</i>	<i>\$0</i>
<i>Total Request (Net)</i>		<i>\$25,000</i>	<i>\$10,000</i>

****Note:** When completing a decision card for a mid-biennium adjustment, funding requests can only be for the second year of the biennium and not the current fiscal year.

Supplemental Info Worksheet (optional):

If you know the BARS numbers this request should be budgeted to, use the Supplemental Info Worksheet to identify the BARS numbers and the amount that should be budgeted for each budget year. If the BARS number is not known, or needs to be created, you can enter “unknown” or “TBD”.

Example:

	<i>BARS # (if known):</i>	<i>2021</i>	<i>2022</i>
<i>Revenue:</i>	<i>Unknown</i>	<i>\$15,000</i>	<i>\$0</i>
<i>Expenditures:</i>	<i>301.000.04.594.18.64.094</i>	<i>\$30,000</i>	<i>\$0</i>
	<i>001.000.04.518.88.49.061</i>	<i>\$10,000</i>	<i>\$10,000</i>

New Position Request Worksheet:

For any decision card requesting a new or additional position, a New Position Request Worksheet is required. The first step in requesting a new position for the Budget involves a determination by the Human Resources Department of the proper classification and compensation for the position requested. Finance staff will then provide you with an estimated salary and benefit cost, by request, based on the information provided to you by HR. **Note: It takes anywhere from 2-4 weeks to complete a position classification and compensation. This additional time needs to be factored into your preparation time, when completing a decision card for any position.**

In determining the total amount to be requested, please make sure all costs associated with the position have been included. Below is a table providing some estimated costs for common items to consider when requesting a new position.

Example Costs for a New Employee:

Desktop Computer (includes one monitor)	\$1,500
Notebook Computer (includes one monitor & docking station)	\$2,500
Additional 24” Monitor	\$200
Smartphone	\$0-1,000 (depends on need) (Contact IT Staff for Estimate)
Smartphone Monthly Charges	\$65-80/month
Flip Phone	\$0
Flip Phone Monthly Charges	\$35/month
Microsoft Office 365 Subscription	\$240/year
Adobe Acrobat Subscription	\$200/year

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card:

Position Title (*Provided by HR*) :

Salary Range (*Provided by HR*) :

Limited Term Position? (Y/N)

Primary Duties/Responsibilities:

Total Salary (*provided by Finance*)

Total Benefits (*provided by Finance*)

Subtotal Salary and Benefits

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

Other (*specify*) :

Subtotal Associated Costs

TOTAL:

City of SeaTac Decision Card

Title: Fund(s): Amount:	Department: Director: Program: Date Prepared: Preparer:
Mandatory? Yes No	

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 how this request works towards the City's Goals):*

Funding Detail:

	Fund(s)/Source	Amount	Amount
Expenditures:			
One-Time Costs			
On-Going Costs			
Total Expenditures			
Revenues:			
Grant (<i>Identify Grant</i>)			
Other (<i>Identify</i>)			
Total Revenues			
Total Request (Net):			

Supplemental Info Worksheet

Revenue:	BARS# (if known)	Amount	Amount
Total			
Expenditures:			
Total			