



Administration and Finance Committee Minutes

August 11, 2022
 4:00 PM
 Hybrid Meeting
 Virtual/Council Chambers

Commence: 4:00 PM
 Adjourn: 4:59 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 4:00 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 07/14/2022 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>1. Pre-approval for Mayor Simpson NLC City Summit Lodging: \$1,800 Meals: \$320 Transportation: \$727 Registration: \$700 Total: \$3,545</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Mayor Simpson NLC City Summit</i>

	<p><i>Registration: \$495</i></p> <p><i>The committee voted to approve.</i></p> <p>3. <i>Expense approval for Councilmember Guzmán NLC City Summit Transportation: \$397.20</i></p> <p><i>The committee voted to approve.</i></p>
5. CED Position Reclassification: Plans Examiner/Inspector 1 to Plans Examiner/Electrical Inspector	<p><u>X</u> Committee Approved</p> <p><i>Community and Economic Development Direction Evan Maxim presented to the committee a proposed reclassification of a currently vacant position from “Plans Examiner/Building Inspector 1” to a “Plans Examiner/Electrical Inspector”. The committee reviewed the proposal and approved the reclassification.</i></p>
6. Electronic Signature Policy	<p><u>X</u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented to the committee a proposed resolution authorizing the use of electronic and digital signatures and adoption of an electronic and digital signature policy. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the September 13 Regular Council Meeting.</i></p>
7. Contract with Allstream for a redundant Internet connection for the City	<p><u>X</u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented to the committee a proposed contract with Allstream for a redundant Internet connection for the City. Council approved the addition of this connection as part of the 2021-2022 Mid-Biennium Budget Adjustment. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the September 13 Regular Council Meeting.</i></p>
8. Supplemental SSRTA Shuttle 2022 Funding (Lodging Tax Application)	<p><u>X</u> Recommended for Approval</p> <p><i>Economic Development Strategist Tanja Carter presented a request for an additional \$44,360 in funding for the Hotel Shopping Shuttle, funded by lodging tax, to cover increased operating costs. The committee discussed the program and its funding source. The committee recommended this item for approval, and it will be presented at a Regular Council Meeting on the Consent Agenda.</i></p>

<p>9. ARPA EcDev Programs Decision Cards</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Economic Development Manager Aleksandr Yeremeyev presented to the committee proposed decision cards which would amend the budget to create 3 new programs using the City's ARPA Grant Fund money. The programs would be funded fully with the State and Local Fiscal Relief Funds that the City receives. The programs include Regional FastTrack Childcare Initiative, SeaTac Digital Market Place, and SeaTac Business Capital Access Program. The committee recommended this item for approval, and it will be presented at a Regular Council Meeting on the Consent Agenda.</i></p>
<p>10. Adjourn</p>	<p><i>Councilmember Takele Gobena adjourned the meeting at 4:59 PM.</i></p>

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

September 8, 2022

NLC City Summit
Kansas City, MO
Nov 17-19, 2022

Two councilmembers included in Council budget.

The City Council budget balances can accommodate another attendee

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 7/14/22 Expenses	A&F Date 9/8/22 Expenses
Lodging	1800		
Meals	320		
Transportation	725		\$379.53
Registration	700	610	
Total	\$3545	\$610	\$379.53

Takele Gobena, Chair



**MEMORANDUM
COMMUNITY & ECONOMIC DEVELOPMENT**

Date: September 2, 2022
To: Administration & Finance (A&F) Committee
From: Kate Kaehny, Senior Planner
cc: Evan Maxim, Director, Community & Economic Development Department
Jenn Kester, Planning Manager
Subject: **Budget Amendment Request for Supplemental Funding for Community Engagement for City Center/Airport Business District Subarea Plan & Code Project**

The City Center/Airport Business District Subarea Plan & Code Project will update the current City Center Plan, adopted in 1999, and result in a new twenty-year growth and development plan, and supporting codes, for SeaTac’s central business district and its residential community. While the project’s existing \$300,000 budget provides for a supportive community engagement process, because of the district’s large size (350 acres, over 5,600 residents), and the significant number of traditionally hard-to-reach residential communities (including renters/apartment dwellers, families with children, and BIPOC [*black, immigrant and people of color*] households), staff is seeking additional funding to ensure a fully inclusive and representative engagement process.

City Center/Airport Business District Demographics City Center Phase 1 Economic Opportunities Assessment <i>(Source: Environics/Claritas, 2019)</i>	
% Renters	66%
% Multi-family units (2+ units)	66%
% Non-white population	68%

Currently Funded Community Engagement Activities

Staff is currently working with the consultant team to formulate the project’s Community Engagement Plan. Anticipated outreach activities within the existing project budget will focus on the following:

- Build on previous engagement efforts from the City Center Phase 1 Vision Report project by 1) re-engaging with Phase 1 residents, businesses, and community stakeholders, and 2) expanding outreach to access new project participants.
- Include innovative engagement techniques and materials that will include:
 - Project webpage information and on-line activities like interactive polls.
 - Multi-media communication and messaging, and physical mailings.
 - Community liaisons engagement – Supporting up to three separate liaisons/liaison groups to conduct various outreach activities that focus on specific communities and demographics. Techniques include non-English language outreach, and culturally appropriate engagement.
 - Variety of large and small-scale outreach activities tailored to different stakeholder communities (residents, business/property owners, outside agencies/organizations). In person and remote activities/events.
 - Provision of translation/interpretation services depending on event, as budget allows.

Proposed Supplemental Community Engagement Activities: \$25,000

Staff is seeking \$25,000 of additional funding to supplement the engagement activities described above. Most of the additional funding would focus on extending outreach to the district’s different residential communities. Proposed activities include:

- Increasing *community liaison** services to assist with accessing difficult to reach community members in-language and in culturally appropriate ways.
- Adding translation and interpretation services.
- Providing for a “pop up” traveling display that could be moved to different locations.

The proposed scope of work document, which is attached, contains more detailed information.

**Note: Community liaisons are typically community members from area neighborhoods that interact with local residents and stakeholders on behalf of an organization, such as a city or school. They often have language ability, cultural skills, and local community knowledge not possessed by project staff, and are therefore able to provide information, translation, or training, to people in the community that are difficult to communicate with using traditional outreach techniques. SeaTac successfully utilized community liaisons to extend project outreach during the creation of the Angle Lake station area/subarea plan and in other projects.*

A&F Committee Action Requested

Staff is requesting that the A&F Committee approve this supplemental community engagement funding request. Staff additionally requests that the Committee provide a recommendation to the full City Council for consent agenda approval as part of the budget amendment for miscellaneous items that will be discussed as item #7 at the September 8, 2022, meeting.

Attachments

- Proposed Scope of Work for Supplemental Community Engagement Activities
- Presentation Slides
- Budget Amendment Request Form

**CITY CENTER/AIRPORT BUSINESS DISTRICT SUBAREA PLAN & CODE PROJECT
SUPPLEMENTAL COMMUNITY ENGAGEMENT ACTIVITIES**

PROPOSED SCOPE OF WORK

Proposed Supplemental Community Engagement Activities

Project consultant team, led by Otak, to manage and facilitate following:

COMMUNITY ENGAGEMENT ACTIVITY
<ul style="list-style-type: none">• Community liaisons engagement – supporting up to seven additional separate liaisons/liaison groups. (Existing project includes three liaisons. Supplemental budget would allow for ten total.)
<ul style="list-style-type: none">• Provision of additional translation and interpretation services for project activities and materials.
<ul style="list-style-type: none">• A traveling display about the project that could be used to generate interest in the project webpage to gather input at key stages of the project (two display periods assumed).

PROPOSED BUDGET

Supplemental Community Engagement Budget

- \$25,000



Budget Amendment Request

City Center/Airport Business District Subarea Plan Project:

Supplemental Community Engagement Funds

Administration & Finance Committee
September 8, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

- To provide an overview of the budget amendment request for supplemental funding for community engagement activities for the City Center/ Airport Business District Subarea Plan & Code Project
- To obtain a recommendation from the Committee to the full City Council to approve the proposed budget amendment.

WHY IS THIS ISSUE IMPORTANT?

1. The supplemental funding will add new outreach opportunities and activities that will allow more people to learn about and provide input into the project.
2. The funding will ensure more access to households from hard-to-reach populations than the current project budget allows.

COMMITTEE ACTION REQUESTED

ACTION REQUESTED

- Recommendation to the full City Council for the consent agenda to approve the proposed budget amendment request for supplemental community engagement funds for the City Center/Airport District Subarea Plan & Code Project.

REVIEWS TO DATE

- None.

CITY CENTER/AIRPORT BUSINESS DISTRICT SUBAREA PLAN & CODE PROJECT

BACKGROUND

- **Project will complete a new subarea plan and development codes that will replace the current City Center Plan/code adopted in 1999.**
- Current project budget includes community engagement process that will support creation of:
 - New twenty-year growth and development plan for SeaTac's central business and residential district.
 - New development codes and standards to ensure high quality new development and walkable, urban environment.
- **Community and stakeholder engagement challenges include:**
 - Area is large (350 acres), contains the region's largest airport/hotel services hub, and residential neighborhoods with over 2,000 housing units.
 - Residential communities are diverse, contain large immigrant and non-English speaking communities, and require different outreach techniques tailored to various language, cultural, social, and other characteristics.

CURRENT COMMUNITY ENGAGEMENT ACTIVITIES

CURRENTLY FUNDED ENGAGEMENT ACTIVITIES

- **Build on previous engagement efforts and community and business stakeholders from City Center Phase 1 visioning project.**
- Utilize innovative engagement techniques & materials including:
 - **On-line activities:** Project webpage information, on-line polls, etc.
 - **Multi-media communications & messaging.**
 - **Community liaisons engagement:** Use up to three separate liaisons/liaison groups to conduct various outreach activities focused on specific communities and demographics. Techniques include non-English language outreach, and culturally appropriate engagement.
 - **Variety of large and small-scale outreach activities** to engage diverse residential, business and other community stakeholders.
 - **Translation/interpretation services** as budget allows.

PROPOSED SUPPLEMENTAL ENGAGEMENT ACTIVITIES & BUDGET

PROPOSED SUPPLEMENTAL ENGAGEMENT ACTIVITIES

- **Community liaisons engagement:** Supporting up to seven additional separate liaisons/liaison groups. (Existing project includes three liaisons.)
- **Provision of additional translation and interpretation services** for project activities and materials.
- **A traveling display about the project** that could be used to generate interest in the project webpage to gather input at key stages of the project (two display periods assumed).

PROPOSED SUPPLEMENTAL ENGAGEMENT BUDGET

- \$25,000



COMMITTEE ACTION REQUESTED

ACTION REQUESTED

- Recommendation to the full City Council for the consent agenda to approve the proposed budget amendment request for supplemental community engagement funds for the City Center/Airport District Subarea Plan & Code Project.

REVIEWS TO DATE

- None.

Budget Amendment Request Form

Amendment requests only for **existing** programs, services, or projects. To request new programs or personnel, please complete a [Decision Card](#).

Brief Description of Request:

BARS#:	Description	Amount Requested <i>(rounded to the nearest dollar)</i>
Request Total:		

Additional Questions:

Is this request amending an existing contract? Yes No

If yes, what is the agreement number? _____

If yes, what is the total contract amount (before requested amendment): _____

Has this request been reviewed by a Council Committee? Yes No

If yes, provide the committee and date(s) of review with any recommendations:

Submitted by (print name): _____

Date: _____



SeaTac City Council

Request for Council Action

Agenda Bill #: 6041

Council consideration: An Ordinance adding a new chapter 3.100 to the SeaTac Municipal code establishing policies and procedures pertaining to the collection of debts and the use of collection agencies.

Date Action Requested: RCM: 09/27/2022

Review Dates: A&F: 09/08/2022

Prepared By: Gwen Pilo, Finance & Systems Director

Amount: N/A

Budgeted?: No

Applicable Fund Name: N/A

ANALYSIS: The Finance Department has actively pursued the collection of past due accounts for many years without the ability to write off the account once it was deemed uncollectible. This has amounted to a large balance of uncollectible accounts on the Balance Sheet that has to be balanced and verified every year when financial statements are prepared.

The Finance & Systems Director worked with the legal department and Community & Economic Development Director to prepare the proposed Ordinance for council approval. The Ordinance establishes procedures for the collection of past due accounts and establishes the ability to charge service fees or late fees as identified in the Schedule of License Fees, Permit Fees, Other Fees, and Charges for City Services. The Ordinance provides authorization for the Finance & Systems Director to enter into a payment plan with those who cannot pay an outstanding debt in one payment and authorizes liens for any debt related to the code compliance process. And lastly, the Ordinance provides the requirements for the assignment of debt to a collection agency and the process for writing off uncollectible debt.

BUDGET SIGNIFICANCE: There is no direct budget significance, however hours will be saved by the finance department in end of year reconciliation of accounts that are years old and attempts to collect a debt that is uncollectible. These past due accounts have already been set up as bad debt on the financial statements and there is no negative impact to current revenue.

COMMITTEE REVIEW(S) AND RECOMMENDATION(S): The Administration and Finance Committee reviewed the proposed ordinance at their September 8, 2022, meeting and recommended it for approval on the consent agenda.

ALTERNATIVE(S): Not approve the proposed Ordinance and provide feedback to staff on how the council would like to proceed.

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of SeaTac, Washington, adding a new Chapter 3.100 to the SeaTac Municipal Code establishing policies and procedures pertaining to the collection of debts and the use of collection agencies.

WHEREAS, it is the policy of the City of SeaTac to actively pursue collection of past-due accounts receivables and other public debts, to regularly review status of accounts, to enforce liens, to refer past-due accounts to a collection agency, and to write-off amounts determined to be uncollectible as bad debts.

WHEREAS, RCW 19.16.500 authorizes cities, subject to certain procedural requirements, to retain collection agencies for the purpose of collecting outstanding accounts receivable.

WHEREAS, it is desirable to authorize the Finance & Systems Department to implement policies and procedures to collect public debts, to refer delinquent accounts of any City department to a collection agency pursuant to RCW 19.16.500, and to write-off certain debts or accounts if found to be uncollectible; and

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

Section 1. A new Chapter, Collection of Debt, is added to the SeaTac Municipal Code to read as follows:

Chapter 3.100 Collection of Debt:

Sections:

- 3.100.010 Purpose.
- 3.100.020 Definitions.
- 3.100.030 Establishment of Policies and Procedures.
- 3.100.040 NSF (Non-Sufficient Funds) Service Charge-Late Fee.
- 3.100.050 Payment Plan.
- 3.100.060 Lien Authorized.
- 3.100.070 Requirements for Debt Assignment to Collection Agencies.
- 3.100.080 Write-Off Debts.

3.100.010 Purpose. The purpose of this Chapter is to create a framework for the Finance Department to establish policies and procedures to collect public debts, refer delinquent accounts of any City department to a collection agency, and to write-off certain debts or accounts if found to be uncollectible.

3.100.020 Definitions.

“The Finance Director” means the Director of Systems & Finance and includes his or her designee.

“Debts owed to the City” or “Public Debts” means any charges, fines or penalties, assessments, taxes, permit fees, license fees, miscellaneous billings, receivables, and any monetary obligations owed to the City of whatever nature.

“Past Due Account” or “Delinquent Account” means the required payment on an account was not made by the Obligor at the designated time. Fines, penalties, charges, and fees are past due when they are not received by the date set forth in the notice to the Obligor.

“Obligor” means the person owing and responsible for paying the debt owed to the City.

“Uncollectible Debts” means debts that are not likely to be paid by the Obligor due to death, insolvency, bankruptcy, or other reasons.

3.100.030 Establishment of Procedures.

The Director of Finance shall make all reasonable attempts to collect debts owed to the City. He/she shall establish and maintain policies and procedures relating to the collection of debts owed to the City.

3.100.040 NSF (Non-Sufficient Funds) Service Charge-Late Fee

The City may accept payment by cash, credit card or certified funds from any Obligor or their designee. The Finance Director is authorized to establish a service charge to be imposed upon any Obligor who makes late payments or who, in making a full or partial payment of an invoiced amount, tenders a payment which is not honored by their financial institution for any reason. The Service Charges shall be stated in the Schedule of License Fees, Permit Fees, Other Fees, and Charges for City Services.

3.100.050 Payment Plan.

The Finance Director is authorized to enter into a payment plan with individuals who cannot meet their financial obligation to the City in one payment. The terms of the payment plan shall be determined at the discretion of the Finance Director and will include an interest rate as well as an additional charge for monitoring the payment plan as allowed by law.

3.100.060 Lien Authorized.

The City shall have a lien for any debts owed to the City related to any aspect of the code compliance process including the cost of abatement of any nuisance or chronic nuisance, and the revocation of a business license, or a permit. The lien provided under this Chapter shall be subordinate to all previous existing liens imposed on the same premises or real property by a governmental entity, including taxes imposed by the State or the county, or priority liens established by statutes, but shall otherwise be superior to all other liens.

A. A lien for any debt owed to the City, including but not limited to the cost of abatement proceedings under the SeaTac Municipal Code, shall be filed for record with the King County Recorder's Office against the premises or real property where the work of abatement was performed. A lien under this Chapter shall be filed within ninety (90) days from the later of the date that the monetary penalty is due or the date the work is completed, or the nuisance abated.

B. The lien shall contain sufficient information regarding the violation, a legal description of the property to be charged with the lien, the owner of record, and the total amount of the lien.

C. Any lien under this Chapter shall be verified by the Finance Director and may be amended from time to time to reflect changed conditions or monetary amount.

D. No liens filed under this Chapter shall bind the affected property for a period longer than ten (10) years, without foreclosure, or extension agreed upon by the property owner and the Finance Director.

3.100.070 Requirements for Debt Assignment to Collection Agencies.

If the attempts to collect debt fail, and at least 120 days have passed since the original due date, the Finance Director can assign the debt to a collection agency pursuant to RCW 19.16.500. No debt owed to the City may be assigned to a collection agency unless (a) there has been an attempt to advise the debtor (i) of the existence of the debt, and (ii) that the debt may be assigned to a collection agency for collection if the debt is not paid, and (b) at least thirty (30) days have elapsed from the date that notice to the obligor was attempted.

3.100.080 Write-off Debts.

Upon the Finance Director's determination that there are no cost-effective means of collecting certain debts, following reasonable attempts, such uncollectible debts may be disposed as follows:

A. After more than twenty-four (24) months have passed, the amounts due the City which are up to ONE THOUSAND DOLLARS (\$1,000), can be cancelled or written off by the authority of the Finance Director.

B. After more than twenty-four (24) months have passed, the amounts due the City which are more than ONE THOUSAND DOLLARS (\$1,000) but no greater than TEN THOUSAND DOLLARS (\$10,000) can be cancelled or written off by the authority of the City Manager.

C. After more than twenty-four (24) months have passed, the amounts due the City which are more than TEN THOUSAND DOLLARS (\$10,000), can be cancelled or written off by the authority of the City Council.

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

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

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

ADOPTED this _____ day of September, 2022, and signed in authentication thereof on this _____ day of September, 2022.

CITY OF SEATAC

Jake Simpson, Mayor

ATTEST:

Kristina Gregg, City Clerk

APPROVED AS TO FORM:

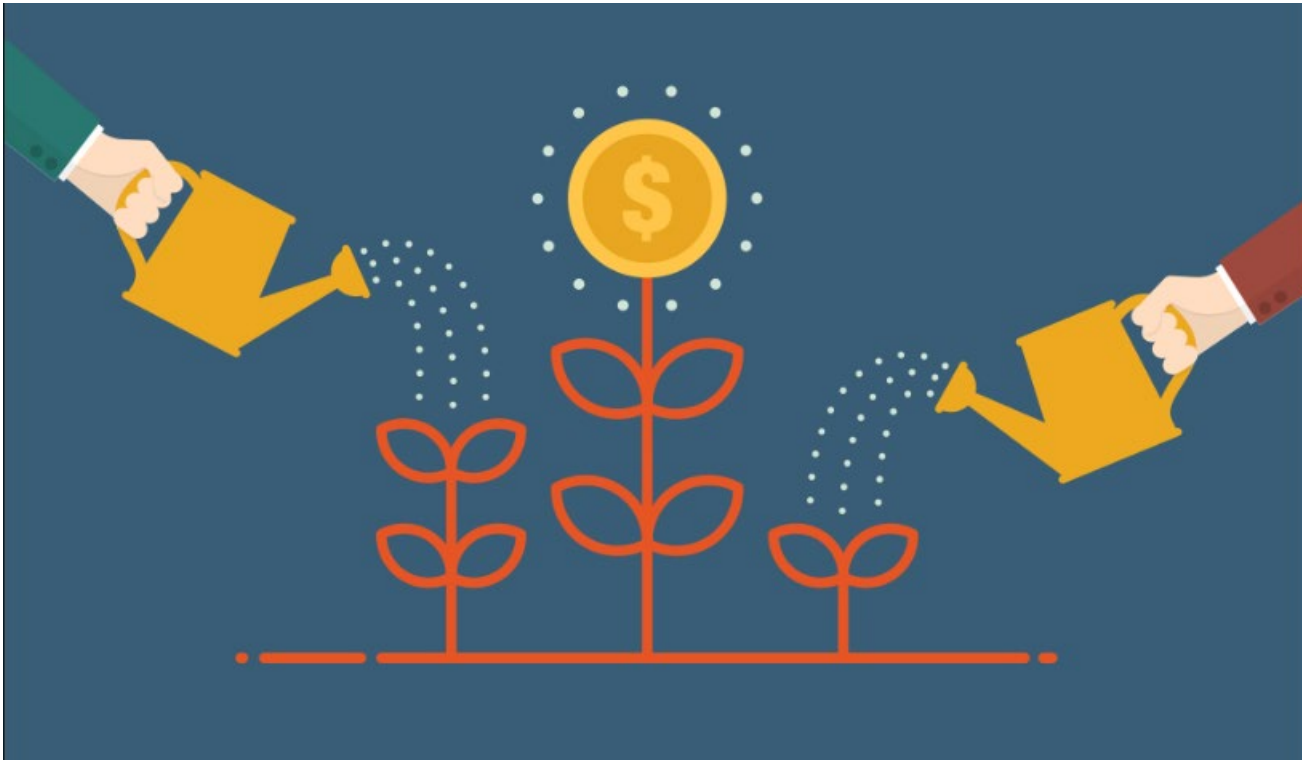
Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]
[Debt Collection]

AN ORDINANCE ADDING A NEW CHAPTER TO SEATAC MUNICIPAL CODE PERTAINING TO THE COLLECTION OF DEBTS

Administration & Finance Committee

September 8, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To provide an overview of proposed chapter SMC 3.100 establishing policies and procedure pertaining to the collection of debts and use of collection agencies.

WHY IS THIS ISSUE IMPORTANT?

1. RCW 19.16.500 authorizes local governments to use collection agencies to collect public debts.
2. The State Auditor recommends policy and procedures be documented to ensure consistent application.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Forward the proposed Ordinance adding a new chapter to SeaTac Municipal Code establishing policies and procedures pertaining to the collection of debts and use of collection agencies to Council for Action on the 9/27/2022 Consent Agenda.

REVIEWS TO DATE

- A&F 09/08/2022

AGENDA BILL OVERVIEW

Chapter 3.100 Collection of Debt:

Sections:

- 3.100.010 Purpose.
- 3.100.020 Definitions.
- 3.100.030 Establishment of Policies and Procedures.
- 3.100.040 NSF (Non-Sufficient Funds) Service Charge-Late Fee.
- 3.100.050 Payment Plan.
- 3.100.060 Lien Authorized.
- 3.100.070 Requirements for Debt Assignment to Collection Agencies.
- 3.100.080 Write-Off Debts.

Purpose, Policies & Procedures

The purpose is to create a framework for the Finance Department to establish policies and procedures:

- To collect public debts
- To refer delinquent accounts of any City department to a collection agency, and
- To write-off certain debts or accounts if found to be uncollectible

The Director of Finance shall:

- Make all reasonable attempts to collect debts owed to the City
- Establish and maintain policies and procedures relating to the collection of debts owed to the City

NSF Fees & Payment Plans

The Director of Finance is authorized to establish a service charge to be imposed upon any Obligor:

- Who makes late payments
- Tenders a payment which is not honored by their financial institution for any reason

The Service Charges shall be stated in the Schedule of License Fees, Permit Fees, Other Fees, and Charges for City Services

The Finance Director is authorized to enter into payment plans with individuals who cannot meet their financial obligation to the City in one payment

- The terms of the payment plan shall be determined at the discretion of the Finance Director and will include an interest rate and an additional charge for monitoring the payment plan as allowed by law

Liens Authorized

- The City shall have a lien for any debts owed to the City related to any aspect of the code compliance process including but not limited to unpaid fines and costs of abatement of nuisance cases .
- A lien shall contain sufficient information regarding the nature of the violation, accrued fines or fees, a legal description of the property to be charged with the lien, the owner of record, and the total amount of the lien..
- Any lien under this Chapter shall be verified by the Finance Director and may be amended from time to time to reflect changed conditions or monetary amount.. It will be recorded with the King County Recorder's Office against the premises or real property upon which the fines accrued or location where the abatement was performed.
- No liens filed under this Chapter shall bind the affected property for a period longer than ten (10) years, without foreclosure, or extension agreed upon by the property owner and the Finance Director.



Requirements for Debt Assignment to Collection Agencies

If the attempts to collect debt fail:

- Finance Director can assign the debt to a collection agency pursuant to RCW 19.16.500
- At least 120 days have to have passed since the original due date

No debt owed to the City may be assigned to a collection agency unless there has been an attempt to advise the debtor

- Of the existence of the debt, and
- That the debt may be assigned to a collection agency for collection if the debt is not paid within thirty (30) days

Write-off Debts

After more than twenty-four (24) months have passed and upon the Finance Director's determination that there are no cost-effective means of collecting debts, the debts may be disposed as follows:

- Amounts up to ONE THOUSAND DOLLARS (\$1,000)
 - Can be written off by the Finance Director
- Amounts between ONE THOUSAND DOLLARS (\$1,000) and TEN THOUSAND DOLLARS (\$10,000)
 - Can be written off by the City Manager
- Amounts more than TEN THOUSAND DOLLARS (\$10,000)
 - Can be written off by the authority of the City Council

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Forward the proposed Ordinance adding a new chapter to SeaTac Municipal Code establishing policies and procedures pertaining to the collection of debts and use of collection agencies to Council for Action on the 9/27/2022 Consent Agenda.

REVIEWS TO DATE

- A&F 09/08/2022



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance And Systems Director
Date: September 8, 2022
Re: 2021-2022 Biennial Budget Amendment

History:

Periodically Directors submit budget requests that are not time sensitive to the Finance & Systems Director for presentation as a budget amendment at a future date. This amendment is anticipated to be the last amendment processed by the Finance Department this year.

Included in this amendment are the addition of grant revenues accepted over the last few months and a few miscellaneous items that are discussed below by fund.

Analysis:

General Fund (001) requests total \$789,000 for expenditures and \$754,000 grant revenue.

Expenditure requests include:

- Community Court expenditures paid for with grant funds (\$770,000).
- Police training for two separate training classes (\$19,000) to be paid for with restricted revenue from the State Seizure Fund. The total available to use is \$106,000 The first training is the LexisNexis Investigative Technology and Innovation Summit. The Second training is the California Narcotics Officer Association (CNOA) conference. CNOA provides the most relevant and up to date investigative techniques regarding narcotics investigative techniques. Both trainings have a clear nexus to narcotics investigations and are acceptable expenditures of these funds.
- Reducing expenditures in the Police Small Tools line item and increasing Transfers Out to the 501 fund (\$18,429). This is for the purchase of the Police Security Camera budgeted incorrectly in the General Fund. This amount is \$10,000 less than the expenditure in the 501 fund because in 2019, \$10,000 was transferred to the 501 fund for a raining day police vehicle that was deem unnecessary after approval.

Revenues include:

- Administrative Office of the Courts Grant (\$770,000) for Community Court. Acceptance in September 2022.
- Economic Development Partnership Grant (-\$16,000). This grant revenue was all budgeted in the General Fund but \$16,000 should have been budgeted in the Hotel/Motel Tax Fund (107).

The Hotel/Motel Tax Fund (107) increase to revenue for Economic Development Partnership Grant (\$16,000) incorrectly budgeted in the General Fund.

The Equipment Replacement Fund (501) increase expenditures \$75,000 for the Fleet Electrification Study budgeted in 2021 but not carried forward to 2022 and \$28,429 for the purchase of the Police Security Camera. Increase revenue \$18,429 for the purchase of the Police Security Camera.

Budgetary Impacts:

There is no budgetary impact as these requests are either offset with grant or restricted revenue or corrections of errors.

Exhibit A, attached provides the details of each item by line-item.

If the Community Engagement Funding for the City Center Subarea Plan and Code Project is approved (Item #5 on the September 8, 2022 A&F agenda) this amendment will be updated to include it.

EXHIBIT A
2021-2022 Biennial Budget Amendment

Revenue

		2021-2022	
		TOTAL	
001	001.337.07.00.010	-\$16,000	Ec Dev Partnership Grant
001	001.334.01.20.003	\$600,000	Administrative Office of the Courts Grant
001	001.334.01.20.004	\$170,000	Administrative Office of the Courts Grant
107	107.337.07.00.010	\$16,000	Ec Dev Partnership Grant
501	501.397.90.00.002	\$18,429	Transfer In - 501 Fund
		\$788,429	

Expenditures

		2021-2022	
FUND #	BARS#	TOTAL	Description
001	001.000.02.512.51.41.000	\$620,000	Professional Services (AOC Grant)
	001.000.02.512.51.49.061	\$150,000	Registration (AOC Grant)
	001.000.08.521.21.35.000	-\$18,429	Small Tools & Equipment (Police Security Camera)
	001.000.08.521.22.49.010	\$19,000	State Seizure Funds
	001.000.08.597.90.00.001	\$18,429	Transfer Out - 501 Fund
	General Fund (001)	\$789,000	
501	501.000.11.548.65.41.000	\$75,000	Professional Services (Fleet Electrification)
	501.000.11.594.48.64.095	\$28,429	Vehicles/Equipment - Police Security Camera
	Equipment Rental Fund (501)	\$103,429	
Grand Total - ALL FUNDS		\$892,429	



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: September 8, 2022
Re: August 31, 2022, Investment Report

Attached is the August 2022 Investment Compliance Report and Portfolio Analysis Report.

At the end of August, the city had \$ 67,658,314 in cash and short-term investments and \$69,532,552 in long-term investments at market value. Total cash on hand and investments equals \$137,190,866 a decrease of \$5,215,025 over the previous month due to the impact of rising interest rates on fixed rate investments.

Interest received during the month was \$25,000 from bonds and \$109,808 from the LGIP. Interest paid to date is \$699,163.

The 90-day T-bill continues to rise and is at 2.87%. The LGIP jumped from 1.01% in June to 1.63% in July, and 2.24% in August. The 2-year Treasury note is at 3.45%.

SeaTac Yield is 1.28% compared to the LGIP at 2.24%. This put us slightly behind our benchmark, but only because we have not made any recent investments at the higher rates.

Total Funds City of SeaTac

Compliance Report

8/31/2022

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	49%	67,658,314	YES
Under 1 year	25%	56%	76,510,171	YES
Under 5 years	100%	100%	137,190,866	YES
Maximum Weighted Average Maturity	3.00		2.26	
Maximum Single Maturity	5 Years		3.42	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		8.87%	\$ 12,174,897	
U.S. Agencies Primary	100%		37.04%	\$ 50,821,310	YES
FHLB		30%	20.92%	\$ 28,698,044	YES
FNMA		30%	6.91%	\$ 9,478,714	
FHLMC		30%	2.87%	\$ 3,931,676	
FFCB		30%	6.35%	\$ 8,712,876	
U.S. Agencies Secondary	20%		2.06%	\$ 2,821,581	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	2.06%	\$ 2,821,581	
Municipal Debt Obligations	20%	5%	4.17%	\$ 5,714,344	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		7.42%	\$ 10,179,483	YES
Local Government Investment Pool	100%		40.44%	\$ 55,479,251	YES
Total			100%	\$ 137,190,866	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 74,808,000	\$ 75,430,190	\$ 71,532,132	\$ (3,898,057)	1.28%
City of SeaTac Liquidity Funds	\$ 65,658,734	\$ 65,658,734	\$ 65,658,734		
TOTAL PORTFOLIO	\$ 140,466,734	\$ 141,088,924	\$ 137,190,866	\$ (3,898,057)	

Cit of SeaTac
Investment Portfolio Analysis
As of 8/31/2022

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
January	27,840,000	27,541,000	62,808,000	-	182,914	44,256	74,764,550	73,134,760	48,196,331	109,251	8,662	3,719	109,251	191,576	47,975
February	27,840,000	34,503,000	62,808,000	-	38,233	14,889	74,864,270	63,142,122	48,200,336	99,719	7,362	4,005	208,970	237,171	66,868
March	28,340,000	43,503,000	62,808,000	55,960	68,750	98,500	72,945,782	63,148,231	48,209,571	81,513	6,109	9,235	346,443	312,030	174,603
April	28,340,000	43,503,000	64,808,000	32,500	39,500	39,549	72,994,572	63,153,525	48,225,611	48,789	5,294	16,040	427,732	356,824	230,192
May	30,340,000	43,503,000	64,808,000	16,250	20,000	45,075	73,025,430	63,157,624	48,254,460	30,858	4,099	28,850	474,840	380,923	304,116
June	30,340,000	43,453,000	64,808,000	118,350	101,875	101,750	73,047,623	63,161,553	48,294,564	22,193	3,910	40,104	615,383	486,707	445,970
July	30,230,000	41,453,000	74,808,000	-	42,506	43,506	73,066,893	63,171,099	58,369,443	19,270	9,566	74,879	634,652	538,778	564,354
August	30,203,000	43,453,000	74,808,000	-	2,500	25,000	73,082,792	63,175,331	55,479,251	15,899	4,232	109,808	650,551	545,510	699,163
September	30,203,000	43,453,000		42,500	98,500		73,095,153	63,179,850		12,361	4,519		705,413	648,529	699,163
October	30,203,000	43,453,000		39,500	32,500		73,106,728	63,184,881		11,575	5,031		756,488	686,060	699,163
November	30,203,000	48,443,000		16,250	28,200		73,116,409	48,188,898		9,681	4,018		782,418	718,278	699,163
December	30,203,000	62,808,000		112,328	101,750		73,126,098	48,192,612		9,689	3,714		904,436	823,742	699,163
Average	29,523,750	43,255,750	66,558,000	36,136	63,102	412,524	73,353,025	61,499,207	50,403,696	39,233	5,543	35,830	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2022 Budget		
	2 Yr T-Note 2020	2 Yr T-Note 2021	2 Yr T-Note 2022	90 Day TBill 2020	90 Day TBill 2021	90 Day TBill 2022	City 2020	City 2021	City 2022	LGIP 2020	LGIP 2021	LGIP 2022	Actual	Budget	% of Budget
January	1.33%	0.11%	1.18%	1.52%	0.06%	0.24%	1.86%	1.24%	0.78%	1.72%	0.14%	0.09%	47,975	27,259	176%
February	0.86%	0.14%	1.44%	1.25%	0.04%	0.37%	1.85%	0.96%	0.78%	1.68%	0.14%	0.11%	18,894	27,259	69%
March	0.23%	0.16%	2.28%	0.11%	0.03%	0.51%	1.58%	0.88%	0.78%	1.30%	0.11%	0.23%	107,735	27,259	395%
April	0.20%	0.16%	2.70%	0.09%	0.01%	0.81%	1.58%	0.88%	0.96%	0.81%	0.10%	0.40%	55,588	27,259	204%
May	0.16%	0.14%	2.53%	0.14%	0.01%	1.13%	1.52%	0.88%	0.96%	0.50%	0.08%	0.70%	73,925	27,259	271%
June	0.16%	0.25%	2.92%	0.16%	0.05%	1.66%	1.49%	0.88%	0.96%	0.37%	0.08%	1.01%	141,854	27,259	520%
July	0.11%	0.19%	2.89%	0.09%	0.06%	2.34%	1.39%	0.89%	1.28%	0.31%	0.18%	1.63%	118,384	27,259	434%
August	0.14%	0.20%	3.45%	0.11%	0.04%	2.87%	1.39%	0.89%	1.28%	0.26%	0.08%	2.24%	134,808	27,259	495%
September	0.13%	0.28%		0.10%	0.04%		1.39%	0.89%		0.21%	0.09%		-	27,259	0%
October	0.14%	0.48%		0.09%	0.05%		1.39%	0.86%		0.19%	0.09%		-	27,259	0%
November	0.16%	0.52%		0.08%	0.05%		1.39%	0.76%		0.16%	0.09%		-	27,259	0%
December	0.13%	0.73%		0.09%	0.05%		1.28%	0.78%		0.16%	0.09%		-	27,259	0%
Average	0.31%	0.28%	2.42%	0.32%	0.04%	1.24%	1.51%	0.90%	0.97%	0.64%	0.10%	0.80%	699,163	327,105	213.74%