



# Administration and Finance Committee Minutes

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June 1, 2023

4:00 PM

\*Hybrid meeting\*

Virtual/Council Chambers

Commence: 4:07 PM

Adjourn: 5:24 PM

| Committee Members:                  | Present                             | Excused                             | Unexcused                |
|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Deputy Mayor Senayet Negusse, Chair | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Councilmember Takele Gobena,        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Councilmember Iris Guzmán           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Other Council Members Present: Peter Kwon and Mohamed Egal – filling in for Council Member Iris Guzmán.

Staff Coordinator: Gwen Pilo, Finance & Systems Director

|   |   |
|---|---|
| 1. Call to Order                        | <i>Deputy Mayor Senayet Negusse called the meeting to order at 4:07 PM.</i>   |
| 2. Public Comment                       | <i>None.</i>  |
| 3. Review of the Minutes                | <p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>A copy of the 05/04/2023 minutes were provided to the committee for review. The committee approved the minutes as presented.</i></p>  |
| 4. Council/City Manager Travel Approval | <p><input checked="" type="checkbox"/> Recommended for Approval</p> <p><i>Lesa Ellis, Executive Assistant, presented the following items for approval:</i></p> <p>1. <i>Expenses for Councilmember Kwon<br/>Port of Seattle and Airport Cities<br/>Lodging: \$946.89<br/>Transportation: \$25.12<br/>Total: \$972.01</i></p> <p><i>The committee approved the travel expense.</i></p> |

|   |  |
|---|--|
| <p>5. ARPA Update</p>                                     | <p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Finance &amp; Systems Director, presented an ARPA update.</p> <p>The presentation overviews the remaining unallocated funds related to decision cards on the agenda requesting ARPA funding. The recommended decision cards will be presented to the council as a single amendment on the consent agenda.</p>   |
| <p>6. Audio-Visual (AV) upgrades</p>                      | <p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the decision card for the A/V replacement as part of the upcoming 2023-2024 Budget Adjustment. It would be an upgrade of AV equipment in the Council Chambers, Municipal Court, Community Center, and Fire Station 46 (ECC). The A/V equipment is outdated and was installed in 2008 – 2010.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at June 27, 2023, Regular Council Meeting.</p>   |
| <p>7. Wireless Access Point Replacement</p>               | <p><input type="checkbox"/> Recommendation to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the Wireless Access Point replacement decision card as part of the 2023-2024 Budget Adjustment. In 2017, the city started installing wireless access points (WAPs) at various facilities, including City Hall, SeaTac Community Center, Fire Station 46, Valley Ridge Community Center, and the after-school room at Bow Lake Elementary. However, due to the significant increase in wireless device usage, the current WAPs no longer provide consistent and reliable access. The City's IT staff conducted research and received a quote from a vendor for a WAP refresh, which includes increasing the number of WAPs, strategically placing them, and providing five-year maintenance and support.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p> |
| <p>8. Limited Term Technical Project Manager Position</p> | <p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Bart Perman, Information Systems Manager, presented the committee with a proposal to approve the decision card for the Limited Term Technical Project Manager as part of the upcoming 2023-2024 Budget Adjustment. The City is engaged in various major projects, including deploying a new intranet, upgrading/enhancing records management and asset management software, and upcoming projects such as a city website refresh and replacement financial software.</p>   |

|  |   |
|--|---|
|  | <p>Committee members Egal and Negusse recommended that this position be proposed as an FTE position, not an LTE, given the proposed amount of work. They also suggested that the funds come from the General Fund. After further discussion, it was agreed the position should be an LTE for five years in the General Fund.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p>  |
| 9. SeaTac Farmers Market                 | <p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Evan Maxim, Community and Economic Development Director, presented the committee with a proposal to Partner with African Community Housing &amp; Develop (ACHD) to support the creation of a SeaTac Farmers Market. The market would be modeled after ACHD Delridge Farmers Market and bring culturally- relevant food access and economic growth for BIPOC-owned small businesses. The market would run annually from June – October.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 27, 2023, Regular Council Meeting.</p>  |
| 10. City Hall Carpet and Cubicle Upgrade | <p><input checked="" type="checkbox"/> Recommended to Consent Agenda</p> <p>Brian Ruda, Facilities Manager, presented the committee with a proposal to authorize the City Manager to enter into a contract with Integrity Interior Solutions for construction services for the City Hall carpet and cubicle upgrades. The current cubicle system is 20+ years old, and replacement parts are no longer available. In addition, the carpet in City Hall is 20+ years old and needs replacement. Both items were purchased when the city moved into the facility 20+ years ago, and they were gently used at that time.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the June 13, 2023, Regular Council Meeting.</p> |
| 11. Annual Purchase Card Report          | <p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Finance &amp; Systems Director, presented an Annual Purchase Card Report for the adopted P-Card policy.</p>  |
| 12. Adjourn                              | <p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 5:24 PM.</i></p>  |

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

September 7, 2023

### Expense Approvals

#### AWC Budgeting and Fiscal Management Workshop

Leavenworth, August 10-11, 2023

Non-budgeted workshop; will be absorbed in the council budget.

**Note:** Pre-approval via email due to July A&F Cancellation and August No-quorum

|                    |   |
|--------------------|---|
| Approved<br>Y or N |   |
|                    | Iris Guzmán – Accounting Form and Trip Report attached.     |
|                    | Senayet Negusse – Accounting Form and Trip Report attached. |

**Note:** At the August 3, 2023 meeting, no action was taken due to lack of a quorum. All back-up materials for the following approvals were included in the 8/3/23 A&F Packet posted to the August 3 calendar and remain available online.

### Expense Approvals

AWC Annual Conference, Spokane, WA, June 20 – 23, 2023

Two Councilmembers budgeted for 2023

Tyee HS Student receiving an AWC scholarship at Conference

**Note:** Travel approved under the previous travel policy. Expense approval is in alignment with the new travel policy with the GSA per diem rates. Approval via email due to cancellation of July A&F.

#### Peter: June 20-23 – Entire Conference

|  | A&F Approval<br>5/4/23 | A&F Expenses<br>5/4/23 | A&F Date<br>8/3/23 |
|--|------------------------|------------------------|--------------------|
| Peter Kwon   |                        |                        |                    |
| Lodging 3 nights                                   | 536.63                 |                        | 536.34             |
| Meals – Per Diem (GSA)<br>8/3/23 amount is correct | 104.00                 |                        | 189.00             |
| Transportation                                     | 300.00                 |                        | 275.80             |
| Registration                                       | 475.00                 | 475.00                 |                    |
| <b>Total</b>                                       | <b>1415.63</b>         | <b>475.00</b>          | <b>\$1,476.14</b>  |

#### Iris: June 21-23 – Partial Conference

|  | A&F Approval<br>5/4/23 | A&F Expenses<br>5/4/23 | A&F Date<br>8/3/23 |
|--|------------------------|------------------------|--------------------|
| Iris Guzmán  |                        |                        |                    |
| Lodging 2 nights                                   | 357.75                 |                        | 357.76             |
| Meals – Per Diem (GSA)<br>8/3/23 amount is correct | 52.00                  |                        | 150.00             |
| Transportation                                     | 300.00                 | 212.80                 | 28.50              |
| Registration                                       | 475.00                 | 475.00                 |                    |
| <b>Total</b>                                       | <b>1184.75</b>         | <b>687.80</b>          | <b>\$536.26</b>    |

ESRI Conference, San Deigo CA, July 9-14, 2023

**Note:** Travel approved under the previous travel policy. Expense approval is in alignment with the new travel policy with the GSA per diem rates.

| Carl Cole         | A&F Date<br>3/9/23<br>Pre-approval | A&F Date<br>3/9/2023<br>Expenses | A&F Date<br>8/3/2023 |
|-------------------|------------------------------------|----------------------------------|----------------------|
| Lodging - prepaid | 2200                               | <del>2176.48</del>               | 2176.48              |
| Meals             | 0                                  |                                  | 407.00               |
| Transportation    | 600                                | 587.80                           | 43.88                |
| Registration      | 0                                  |                                  |                      |
| Total             | \$2,800                            | \$587.80                         | \$2627.36            |

### Pre-Approvals and Expenses

#### AWC Budgeting and Fiscal Management Workshop

Leavenworth, August 10-11, 2023

Non-budgeted workshop; will be absorbed in the council budget.

**Note:** Pre-approval via email due to July A&F Cancellation

New forms were developed following the approval of the updated Travel Policy.

See attached:

| Approved<br>Y or N |  |
|--------------------|--|
|                    | Iris Guzmán – Authorization Form and Accounting Form attached.     |
|                    | Senayet Negusse – Authorization Form and Accounting Form attached. |

### Pre-Approvals

#### National League of Cities City Summit

Atlanta, GA, November 15-18, 2023

Two councilmembers included in budget, three wish to attend. Costs will be absorbed in the council budget.

New forms were developed following the approval of the updated Travel Policy.

See attached:

| Approved<br>Y or N |                                   |
|--------------------|-----------------------------------|
|                    | Peter Kwon – Authorization Form   |
|                    | Jake Simpson – Authorization Form |
|                    | Mohamed Egal – Authorization Form |

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Chair

Senayet Negusse



## City of SeaTac Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: Iris Guzman

Department: City Council

Conference: AWC Budgeting Workshop

Dates: 8/9-8/11 2023

**Expense Table**

|                | Estimated Amount from Authorization Form | Date submitted for payment or P-Card Statement Date | Method of Payment |                                       |  | Provide explanation if:<br>Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form.<br>Claim for Expense includes other traveler expenses. |
|----------------|--|---|-------------------|---------------------------------------|--|---|
|                |  |   | P-Card Total      | Accounts Payable Direct Invoice Total | Accounts Payable Claim for Expense Total |   |
| Registration   | \$ 275.00                                | 08/10/2023  | \$ 275.00         |                                       |  |   |
| Lodging        | \$ 511.80                                |   | \$ 255.90         |                                       |  | One night stay pre-paid, Lesa's est: rate didn't include taxes & fees   |
| Lodging        |  | 08/17/2023  |                   |                                       | \$ 312.76                                | Councilmember paid for additional adult   |
| Meals          | \$ 137.50                                |   | N/A               | N/A                                   | \$ 137.50                                |   |
| Transportation |  |   |                   |                                       |  |   |
| Transportation |  |   |                   |                                       |  |   |
| Mileage        | \$ 183.40                                |   | N/A               | N/A                                   | 183.40                                   | RT from Enzian to hotel   |
| Car Rental     |  |   |                   |                                       |  |   |
| Parking        |  |   |                   |                                       |  |   |
| TNC Charges    |  |   |                   |                                       |  |   |
| Tolls/Ferry    |  |   |                   |                                       |  |   |
| Baggage Fees   |  |   |                   |                                       |  |   |
| Misc. Costs    |  |   |                   |                                       |  |   |
|                |  |   |                   |                                       |  | Submitted 8/17/23 for approval at Sep A&F   |
|                |  |   |                   |                                       |  |   |
|                |  |   |                   |                                       |  |   |
| <b>Totals</b>  | <b>\$ 1,107.70</b>                       |   | <b>\$ 530.90</b>  | <b>\$ 0.00</b>                        | <b>\$ 633.66</b>                         | <b>Grand Total</b> <span style="float: right;"><b>\$ 1,164.56</b></span>  |



## City of SeaTac Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: Senayet Negusse Department: City Council  
 Conference: AWC Budgeting Workshop Dates: 8/9-8/11 2023

**Expense Table**

|                | Estimated Amount from Authorization Form | Date submitted for payment or P-Card Statement Date | Method of Payment |                                       |  | Provide explanation if:<br>Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form.<br>Claim for Expense includes other traveler expenses. |
|----------------|--|---|-------------------|---------------------------------------|--|---|
|                |  |   | P-Card Total      | Accounts Payable Direct Invoice Total | Accounts Payable Claim for Expense Total |   |
| Registration   | \$ 275.00                                | 08/10/2023  | \$ 275.00         |                                       |  |   |
| Lodging        | \$ 511.80                                | 08/10/2023  | \$ 255.90         |                                       |  | One night stay pre-paid, Lesa's est: rate didn't include taxes & fees   |
| Lodging        |  | 08/17/2023  |                   |                                       | \$ 312.76                                | Councilmember paid additional fee for family  |
| Meals          | \$ 137.50                                |   | N/A               | N/A                                   | \$ 137.50                                |   |
| Transportation |  |   |                   |                                       |  |   |
| Transportation |  |   |                   |                                       |  |   |
| Mileage        | \$ 183.40                                |   | N/A               | N/A                                   | 186.02                                   | RT from home to Enzian Hotel  |
| Car Rental     |  |   |                   |                                       |  |   |
| Parking        |  |   |                   |                                       |  |   |
| TNC Charges    |  |   |                   |                                       |  |   |
| Tolls/Ferry    |  |   |                   |                                       |  |   |
| Baggage Fees   |  |   |                   |                                       |  |   |
| Misc. Costs    |  |   |                   |                                       |  | Submitted 8/17/23 for Sep A&F   |
|                |  |   |                   |                                       |  |   |
|                |  |   |                   |                                       |  |   |
|                |  |   |                   |                                       |  |   |
| <b>Totals</b>  | <b>\$ 1,107.70</b>                       |   | <b>\$ 530.90</b>  | <b>\$ 0.00</b>                        | <b>\$ 636.28</b>                         | <b>Grand Total</b> <span style="float: right;"><b>\$ 1,167.18</b></span>  |



# City Council Post Trip Report

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

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

Rev. 3/15/22

**Filed By:** Councilmember Iris Guzmán

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

Training

Conference

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

|                                  |  |
|----------------------------------|--|
| <b>Name of Event:</b>            | <b>Municipal Budget and Fiscal Management Wkshp</b>      |
| <b>Purpose:</b>                  | <b>Why budgeting is important and how to do it well.</b> |
| <b>Location:</b>                 | <b>Leavenworth, WA</b>                                   |
| <b>Date(s) of Event:</b>         | <b>August 10-11, 2023</b>                                |
| <b>Number of hours attended:</b> | <b>11</b>  |

*Please answer the following questions*

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

I wanted to learn more about the on the ground budgeting process and how to ensure that I, as a councilmember, do my due diligence in the next round of budgets. I wanted to learn how to discern what is good for the community, what is best for the tax payers, and what is best for the city overall.

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

New things we can such as engaging the community much more when deciding department and city budgets; ensuring a calendar is shared in a variety of manners such as online, via email, and postal mail. Also, having community events where residents can provide input in their own languages where will we translate back in the office. Lastly, I will ask that we continue to apply for grants so that we can continue to keep real estate taxes low and maybe even reduce them in the long run.

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

I would recommend this to department leaders and those who work on our budgets.

**Other Comments**

[Click here to enter text.](#)



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

|                           |                         |
|---------------------------|-------------------------|
| <b>Signature:</b>         | <b>Iris Guzmán, MSW</b> |
| <b>Date of Signature:</b> | August 14, 2023         |
|                           |                         |



# City Council Post Trip Report

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

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

Rev. 3/15/22

**Filed By:** Senayet Negusse

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

- Training
- Conference
- Other (specify): Workshop

|                                  |  |
|----------------------------------|--|
| <b>Name of Event:</b>            | <b>Municipal Budgeting and Discal Management Workshop</b>  |
| <b>Purpose:</b>                  | This workshop was designed for elected officials and staff from local governments who have a role in developing or implementing the budget. The workshop gives the skills to elected officials and staff, not just build, but also enhance their budget. |
| <b>Location:</b>                 | Festhalle   1001 Front Street, Leavenworth, WA 98826   |
| <b>Date(s) of Event:</b>         | August 10-11   |
| <b>Number of hours attended:</b> | August 10 (9 hours) August 11 (3 hours)  |

*Please answer the following questions*

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

I believe that every elected official should have a strong understanding of the budget. I felt this was a great opportunity to gain more knowledge. Also, as I have shared, I wasn't fond of our new budgeting process and was hoping I could bring back some information and lessons learned from other cities in our state.

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

I learned about best practices for aligning community priorities with our cities resources and developing a strategic approach to budgeting. I also learned about some way in which capital projects could be funded. I do want to add that I already knew a lot of the information that was presented the first day and I commend Director Pilo for that! This training benefits the tax payer as we as elected officials are the ones setting the budget. This training provided staff and councilmembers in attendance information on budgeting concepts, fund structures, and emphasized the

importance of aligning our budget to community priorities and working within the existing resources we have. I think it was a great workshop especially for newer councilmembers.

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

Absolutely. For staff and elected officials. It provided a great overview of the budget process, best practices and examples. There were sessions on funding capital projects to community engagement and outreach. The best part was that this workshop was hosted by AWC, so the information presented was all local, relevant and could easily be applied to what we do daily.

**Other Comments – sharing my notes here.**

AWC Municipal Budgeting & Fiscal Management Workshop Notes

**Purpose:** to give us an understanding of budgeting process

Councilmember: Senayet Negusse

Date: August 10-11, 2023

**Best Budget**

- Questions to consider when creating your best budget
- What is the price your residents and businesses paid? Taxes, utility rates, etc,
- Is it a strategic budget?
- Does it align well with other strategic planning processes?
- Are community members getting good value for the services they receive?
- **Is the budget staff driven or community driven?**
- Do you have a mission/vision? What are the strategies?

**Who are the Budget Makers?**

- Public, Council, Departments and Administration
- Community budget requests? Something to consider... how do we get input?
  - o Ways to engage the public: budget survey, focus groups, boards and commissions, etc. – ***Be intentional about how we engage stakeholders. How are they being impacted by the budget?***

**Reporting Pyramid**

1. Managers/Supervisors (bottom – reporting needs such as need for new laptops, etc.)
2. Department Directors
3. Mayor/City Manager
4. Council/Commission
5. Citizens, businesses, investors (new)

**RCWs related to the budget**

- RCW 35A.33 Code Cities
- RCW 35.34 Biennial budget

**National advisory council on State and Local Budgeting (NACSLB)**

- Mission of the budget process to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process

**NACSLB Budget Model**

1. Stakeholder Input
2. Vision mission

3. Short-term goals (can be departmental or set by the City Council)
4. Direction to staff (budget policy + short term goals, vision should direct staff's direction)
5. Operating/budget impacts
6. Adopt budget
7. Monitor results
8. Adjust as necessary

**Budget Definition:** Budget is an economic plan that focuses the entity's financial and human resources on the accomplishment of specific goals and objectives established by the policy makers. The budget establishes the annual or biennial expenditure levels for all departments and funds. These expenditure levels are called appropriations, and they represent spending limits.

**Influences on the Budget:** Comp plan, historical plan, fire plan, public safety, transportation, capital facilities, storm drainage, etc.

**Local Financial Policies:**

- Fund balance: such as reserves
- Contingency planning: what is our fund balance policies? Carry year to year.
  - o Recession reserve (6-7 years) if you have that you can tap into that
- Balancing the operating budget
- Use of one-time revenues: how do we handle things that are lump sum? Marching up one time revenue with one-time expenses.
- Use of fluctuating revenues: if you misjudged fluctuating revenues, setting ourselves up for a shortfall
- Fees and charges: should they fully cover cost for the services we are providing limits to how much debt you can issue as a community...good to know where we stand.
- Debt level and capacity: Limits to how much debt you can issue as a community...good to know where we stand.

**Fund structure:** accounting rules and regulations will set the types of funds used. The type of fund will set budget focus. Differences in fund types are often set to meet the financial objectives of the city/town. Fund types and their intended purpose will assist in the budget development. Not all fund types require a budget appropriation.

**Three different fund types/structures**

1. General Fund: aka the "Black Hole" – Chief operating fund of local government. NO restriction
  - o Special Revenue (i.e., hotel motel, real estate excise tax, criminal justice, etc.): Resources restricted or committed other than debt service or capital projects
  - o Debt Service: Pay long term principal and interest for government funds
  - o Capital projects: construction of major capital facilities of governmental fund types – not to be used for proprietary funds and trust funds
    - Legally restricted  
Property Taxes – 40-50%
- What are estimates for we forecast? a 3% growth because we XYZ...
2. Proprietary:
  - o Enterprise funds (water, sewer)
  - o Internal service funds (equipment rental, facility maintenance)
3. Fiduciary

- Investment trust, Pension/OPEB Trust, Private-purpose trust, Custodial funds

You can have as many funds as you want! Some governments have one while others have many

What is our city's budget calendar? Budget adoption deadline and work your way up. What are the time frames? Enough time for promotion, community engagement, council retreat, etc.

#### **Balancing the budget**

- Wages/benefits
- Per person
- Individual benefits, potential pay outs, transfers, etc.
- PERS rates and medical insurance rates (find a little bit of windfall there)
- Look closely at how we budget for wages and benefits
- **Insurance: allocate it out to department funds\*\* How are we doing that? Are we charging to various funds or the GF?**
- Avoid creative accounting: interfund loans, moving money from fire to EMS as an example
- **Municipal Research Service Center (MSRC) is a great resource.**
  - o Recommend: Don't use fund balance to balance the budget
  - o Fund balance is not the same as reserves
  - o Revenue forecasting, not appropriation

#### **Budget Presentation: What is the audience looking for?**

1. Table of contents- to use as a guide
2. Budget message - to obtain overall picture
3. Fund balances – to determine usage
4. Revenue summary – compare from previous
5. Expenditure summary – compare changes
6. Debt- explanation of commitments
7. Personnel changes – additions and/or deletions
8. Departmental budgets – program changes
9. Capital improvements – what are they and how will they affect future operations

#### **The Budgets**

- Mission statement
- Summary of fund
- General and economic factors affecting the budget
- Revenues: provide brief explanation of primary sources and explanation of any new resources being introduced into the forthcoming budget
- **Performance measures**
  - o Identify program and or activities to measure
  - o Develop performance benchmarks

#### **Department Budget by Sections**

1. Departmental narratives
2. Departmental organizational chart - describe major activities department does
3. Staffing authorizations (FTE)
4. Ongoing functions
5. Current year accomplishments (looking forward might be more important)
6. Requesting year goals

**Separate section: Personnel services**

- a. Employee classification/salary schedule for all of employees – that is what council is approving as part of the budget package
- b. PERS rates and medical insurance is going down
- c. What are our benefit packages?

**Presenting the Budget**

- Accessible to the public and in a proper format
  - o Glossary of terms
- Public: Summary level and provide details
- Digital budget book to click deeper into the line items
- Council: comprehensive presentation of what's in the budget

**Public Hearing Requirement**

- Property Tax:
  - o October/November
    - Must be held prior to adoption of ordinance
    - Deadline for property tax levy is November 30<sup>th</sup>
- Preliminary budget hearings
  - o How many should we have?
  - o It depends-----
  - o Recommendation: no later than late November

**Strategic Planning and Fiscal Management**

- Recognize interdependence between new capital facilities and future operating costs
- Integrate capital maintenance and ongoing replacement into the budget
- Develop strategy for nonrecurring revenues and expenditures
- Develop strategy for debt and borrowing

**Audit**

- Written procurement policy
- What threshold are you following? Must follow most restrictive policy (federal, state, etc.)

Suspension/debarment: must be checked for all contracts and purchases over \$25,000 and any subrecipient: when have federal funds, if contracting with someone or passing money to subrecipients. Make sure they are not suspended or debarred from federal programs (check excluded parties listing SAM.gov, add in the contract – Certification statement or print our certification) saying that they are certified and not barred or suspended from working as a federal contractor. If there is no date on SAM.gov – did they do it before they entered into the contractor? Put a date on it and sign in.

Subrecipient monitoring: perform a risk assessment and review expenses to make sure they are allowable. **Low risk subrecipient v. high risk (how do you evaluate that risk?)**

- Are they spending money the way it is intended to spend it?

**Billing and cash receipting**

- Problem: Customers were not charged the correct amount
- Solution: What is our process for verifying and approving updated rates in the billing systems (once approved by the City Council)?

Utility Presentation (we do not provide utility services)

- Cost of service analysis identified how costs should be equitably distributed among customer classes.
- Connection charges
- System development charge:

Funding Capital Projects

1. Long term financial planning, strategic budgeting and funding options
  - Intergenerational equity (benefits multiple generations)
    - o How do we spread out costs to future generations who will benefit
  - Can be very expensive to fund
  - Eventually need to be replaced
  - Costs can overlap multiple fiscal periods

Strategic Capital Budgeting

- Less costly to utilities
- Grants
- Connection charges

Capital Funding philosophy

Cash – pay as you go

Debt financing – lowest near

Funding Options

1. Grants

Evaluate Funding Options using a Triple Bottom Line Framework

- Identify alternative potential sources of funding
- Consumer report type graphic to illustrate advantages and disadvantage of various funding sources
- This would be great to identify strategies to fund the City Hall/Center Idea

Pay as you go approach would delay construction by 15-25 years

Debt against revenues of public facilities

Financing Tools

1. WA Cities are authorized to use a number of voted and non-voted financing tools for capital projects. The ability to impose taxes require express statutory authority, and so state law framework largely dictates tools in the financing toolbox
  1. Statutory Framework
  2. Voted or non-voted bonds (councilmanic)
    - a. Debt capacity constraints: strategically using debt capacity
    - b. Others...

Debt

|   |                                       |
|---|---------------------------------------|
| Unlimited tax general obligation (UTGO)<br>60% voter approval | Limited Tax General Obligation (LTGO) |
|---|---------------------------------------|

|   |  |
|---|--|
| Limited to 7.5% of assessed valuation of property in the city. 2.5% for open space and park facilities, 2.5% utility purposes and general purposes.<br>Capital purposes only. | Councilmanic, non-voter approved<br>Within the 2.5% of assessed valuation that may be issues for general purposes with voter approval, up to 1.5% of assessed valuation may be issues without voter approval |
|---|--|

#### Revenue Bonds

Payable from revenues from generating assets (user fees, rates, water, sewer, storm) paid from a special fund. Special fund doctrine (if dedicated to repayment debt from enterprise)

#### Assessment Bonds

Infrastructure with special benefit to property owners

Special assessment are determined according to the value of the benefit received – value capture financing

Levy Lift Lid – vote to increase regular property taxes above 101% Limit (great info on MSRC and AWC website)  
increase regular GF, free up revenues, consider for affordability

- Can be permanent or one time (once through one time bond or annually up to six year)
- If multiyear – can build into the levy measure
- Consider - How long does city want to benefit from incremental increase?

Exceed 101% limit with a levy lid lift, to restore levy up to a maximum statutory rate per thousand.

- Simple majority voter approval – only 50% voter approval
- Single year v. multi-year (up to 6 years)
- Temporary v. permanent
- Limited purpose or any purpose
- Levy Lid Lift can be used to pay debt service on bonds... (debt service – capped at 9 years)

#### Assessment V. Taxes

Purpose: general good (tax) v. localized benefit (assessment)

#### Tax increment Financing (TIF)

- WA never been able to have true Tip because we have provision of funding our common schools
- In 2021, legislature passed new law RCW 39.114
- Allows counties, cities and port districts (or combination of three) to form increment areas, and allocated regular property taxes of overlapping local taxing districts generated by increased property tax values within the increment area to the sponsoring entity to finance public improvement costs
- Eligibility: street and sidewalk, etc.

#### TIF Act

- Limitations on how large the area can be (assessed valuation area can be)
- Increment areas are subject to a 25-year cap
- Plan goes to OST – off

#### Inflation Reduction Act of 2022 (IRA): Tax Credit Programs (new program)

- Direct payments for clean energy projects

IRA allows tax exemption entities to claim a refund for taxes they are deemed to have paid



### Investment Tax Credit (ITC)

- A one-time tax credit based on the cost of the investment and is placed in service. The IRA expands the ITC programs available for qualifying investments in wind, solar, energy storage, and other renewable energy projects

### Production Tax Credits (PTC)

- Subsidy provided over time based on the electricity generated by the facility. PTCs may generally be claimed over a 10-year period, subject to earlier phase out provisions, For some projects, issuers may elect to receive an up-front ITC in lieu of the corresponding annual PTCs

### Bipartisan Infrastructure Law (BIL) of 2021

- \$1.2 Trillion in infrastructure spending across more than 380 federal programs.
- Transportation projects, roads, bridges, public transit, broadband, energy efficiency, etc.
- We can apply directly for certain opportunities while others will require us to apply through the State.

### Lake Stevens Presentation

#### Britt Gaile, Mayor (Lake Stevens)

- Got rid of the city committees and the reason why (made meetings long and took staff time. Ultimately, other people wanted to know – redundancy)
- They do 2<sup>nd</sup> and 4<sup>th</sup> council meetings
- City council workshops in between council meetings 1 hour long
- Benefit – saves staff time, everyone hears the same information, etc.) Citizens don't need to track multiple committee meetings – information is shared in one place.
- And a budget work session in between

#### Lean Six Sigma Processes

- Began training – went through certification and
- 28 certified in green belt / 6 in black belt
- Other cities have come through LS to get training
- Class in October – Lake Stevens
- Since 2009 -city went from 9K people to 41K

Things to consider: Clear budget calendar similar to LS:

<https://www.lakestevenswa.gov/DocumentCenter/View/10876/2023-Budget-Calendar-Subject-to-Change>

#### North Cove Park

- Project Cost \$4.5M
- Used local park impact fees, RCO grant and pandemic recovery

### Community Engagement in the budget

- Legally required proposed budgets and hearings
- Strategic plan
- Work sessions
- Surveys
- Press coverage
- Presentations to community groups and neighborhoods
- Door knocking/hanging

- Community events – councilmembers and staff share information, ensure it’s accessible (paper forms, QR codes, flyers, etc.)

### Day 2: Small City Roundtable Discussion

Purpose for today’s session: best practices for aligning your community’s priorities with your city’s resources and how do we monitor progress.

#### Participatory budgeting: community be involved in budget process (video)

- Neighborhood engagement work – what can be implemented by the city?
- Residents vote on 5-7 ideas including students in the school district
- Set aside for project that are voted upon by the public 150K-250K
- Whatever comes back from community – what’s implementable

#### Elected official priorities

- Determine mission and values
- Comprehensive and system planning
- Council goal setting
- Priority based budgeting is an option
- SMARTIE Goals

#### Assessing Internal Priorities

- Setting/determine missions and visions
- Comprehensive and system planning
- Council goal setting/strategic planning – internal impacts
- Develop/define key performance indicators
- Priority based budgeting is an option

#### IDEO Design Thinking Video

- What is design thinking? Human centered path to innovation.
- Design thinking – **human needs at the center of all we do.**
- **Empathy and collaboration**
- For an idea to be successful and meaningful
- **Desirability, feasibility and viability**
- Makes things that makes people’s lives better
- Find it helpful to teach it. Design thinking takes place in groups

Revenue forecasting; may be the most important thing you do

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

|                           |                        |
|---------------------------|------------------------|
| <b>Signature:</b>         | <b>Senayet Negusse</b> |
| <b>Date of Signature:</b> | August 17, 2023        |



# MEMORANDUM

To: Administration & Finance Committee  
 From: Kristina Gregg, City Clerk  
 Date: June 5, 2023  
 Re: Hotel/Motel Tax Advisory Committee Annual Review

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## **Hotel/Motel Tax Advisory Committee Annual Review**

SMC 2.15.180 (C). Annual Council Review.

“As required by RCW 67.28.1817(1), the City Council shall annually review the membership of the Committee, and shall make such changes to the number of members appointed to the Committee as the Council may deem appropriate. In no event shall the number of Committee members be reduced to less than five (5).”

RCW 67.28.1817 (1) provides in relevant part: “The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.”

**Background:** Ordinance #19-1013, adopted May 28, 2019, reduced the Hotel/Motel Tax Advisory Committee membership from nine to seven.

The membership currently is one Councilmember, three representatives of businesses required to collect the Lodging Tax, and three persons involved in activities authorized to be funded by revenue received from the tax.

**Recommendation:** Retain the current committee membership number.

**Question:** Does the A&F Committee agree with the recommendation?

**Next steps, if recommendation is agreed to:** A&F Committee Report by the Chair at the July 11, 2023 Regular Council Meeting. Since the Council confirms the Mayor’s appointments, the Council as a whole is deemed the appointing authority; therefore, this needs to be reviewed with the entire Council. No action required.



# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: September 7, 2023  
Re: Declaring City Property Surplus

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**Purpose/Action Requested:** Recommendation to Council declaring property surplus and authorizing Department Heads to dispose of surplus equipment. Staff is requesting this be placed on the Consent agenda for the September 26, 2023, Council Meeting.

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

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

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

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

| Property Type (FA or CP) | Asset Tag No. | Detailed Description of Asset                   | Serial No.      | Purchase Date | Reason for Disposal | Surplus Date | Location        |
|--------------------------|---------------|---|-----------------|---------------|---------------------|--------------|-----------------|
| CP                       | 010846        | SWINGLINE STACK & SHREAD SHREDDER               | SW10757571      | 12/11/2012    | Retired             | 9/26/2023    | CED PLANNING    |
| CP                       | 000897        | TYPEWRITER STAND                                | None            | 1/1/2013      | Retired             | 9/26/2023    | CED PLANNING    |
| CP                       | 011258        | BROTHER COLOR INKJET PRINTER WITH SCANNER       | U65205E9H334033 | 9/13/2019     | Retired             | 9/26/2023    | CED PLANNING    |
| CP                       | 000196-A      | 3/51M MIC MODS,2/827-17                         | CD 537317       | 8/13/1990     | Retired             | 9/26/2023    | CITY COUNCIL    |
| CP                       | 000196-B      | TOA WT-770D NON-DIVERSITY                       | 70063896        | 7/13/1993     | Retired             | 9/26/2023    | CITY COUNCIL    |
| CP                       | 000196-C      | TOA WT-770D NON-DIVERSITY                       | 70063904        | 7/13/1993     | Retired             | 9/26/2023    | CITY COUNCIL    |
| CP                       | 000196-D      | TOA PRE-AMP MIXER 8 CHANNEL                     | CD 537317       | 7/9/1996      | Retired             | 9/26/2023    | CITY COUNCIL    |
| CP                       | 003624        | FLUKE IR THERMOMETER                            | N/A             | 12/2/2015     | Retired             | 9/26/2023    | ENGINEERING     |
| CP                       | 010303        | FELLOWES CROSS CUT SHREDDER                     | CRC 32259       | 8/21/2012     | Retired             | 9/26/2023    | ENGINEERING     |
| CP                       | 010309        | ROLATAPE MEASURING WHEEL                        | N/A             | 4/1/2005      | Retired             | 9/26/2023    | ENGINEERING     |
| CP                       | 003623        | BLACK UTILITY CART                              |                 | 10/14/2015    | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 006169        | VICTORY CORDLESS ELECTROSTATIC HANDHELD SPRAYER | H2020184920     | 11/6/2020     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 008686        | SCRUBBER FOR FACILITIES                         | Put in surplus  | 12/30/2004    | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 009048        | PANASONIC PROJECTOR + HOME THEATER              |                 | 12/30/2005    | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 009155        | OPEN OPTIONS DOOR ACCESS SOFTWARE V3.5          |                 | 12/31/2006    | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 009683        | PANASONIC PT-LB51U PROJECTOR                    | S87430718       | 8/22/2007     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 009951        | LIFEFITNESS 26 HEXAGON DUMBELLS/RACK            | CSDBH-1008-201  | 11/5/2002     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 010338        | RIPCORD SMOKE BLOWER                            |                 | 6/14/2011     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 010349        | PACIFIC LASER SYSTEMS LASER LINE TOOL - GOLD    | B111843         | 3/28/2013     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 010350        | RIDGID 16 GAL WET DRY VACUUM                    | 13068R0062      | 4/2/2013      | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 010700        | MAKITA ROTARY HAMMER                            | 140292          | 8/20/2014     | Broken              | 9/26/2023    | FACILITIES      |
| CP                       | 010913        | EXTRAON ELECTRONICS DVS 510 SCALING SWITCHER    | AOKOKOJ         | 5/31/2012     | Retired             | 9/26/2023    | FACILITIES      |
| CP                       | 003911        | DYMO LABEL WRITER 450 PRINTER                   |                 | 8/11/2016     | Retired             | 9/26/2023    | HUMAN RESOURCES |
| CP                       | 3339          | VIEWSONIC 23" LED MONITOR                       | T8L140202132    | 3/5/2014      | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003475        | NETGEAR READYNAS 12TB NETWORK ATTACHED STORAGE  | 3GB438EF00110   | 8/28/2014     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003480        | CANON IMAGE FORMULA DESKTOP SCANNER             | GY304470        | 10/2/2014     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003490        | MICROSOFT SURFACE DOCKING STATION               |                 | 1/15/2019     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003531        | MICROSOFT WIRELESS KEYBOARD/MOUSE               | 0356102381058   | 10/16/2014    | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003540        | VIEWSONIC 23" LCD MONITOR                       | TA9143944600    | 1/23/2015     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003562        | RICOH AFICIO 301SPF FAX                         | W914P200918     | 5/1/2014      | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 003631        | NETGEAR READY NAS STORAGE CHASSIS               | 3SJ654E700038   | 8/20/2015     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 005799        | HP LASER JET PRINTER                            | USQX04479       | 2/22/2000     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 008054        | CISCO 3560 8 PORT SWITCH                        | FOC1130U54F     | 8/30/2007     | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 010737        | RICOH AFICIO SP 3510SF FAX/COPIER/SCANNER       | T332QA02930     | 12/24/2012    | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 010738        | RICOH AFICIO SP 3510SF FAX/COPIER/SCANNER       | T332Q902647     | 12/24/2012    | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 010894        | DELL OPTIPLEX 3010 DESKTOP COMPUTER             | 23C4BY1         | 9/9/2013      | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 010895        | DELL OPTIPLEX 3010 DESKTOP COMPUTER             | 23D2BY1         | 9/9/2013      | Retired             | 9/26/2023    | INFORMATION SYS |
| CP                       | 010898        | DELL 19" WIDESCREEN MONITOR                     | 37JOVPM         | 9/9/2013      | Retired             | 9/26/2023    | INFORMATION SYS |

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

|    |        |  |                     |            |         |           |                    |
|----|--------|--|---------------------|------------|---------|-----------|--------------------|
| CP | 010899 | DELL 19" WIDESCREEN MONITOR                          | 37JOU PM            | 9/9/2013   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 010901 | DELL 19" WIDESCREEN MONITOR                          | 37JOV1M             | 9/9/2013   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 010909 | DELL OPTIPLEX 3010 DESKTOP PC                        | 8QD2GZ1             | 2/13/2014  | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 010916 | CISCO 2911 ROUTER FOR PHONE SERVICE FIRE STATION #45 | FTX1748AJ5A         | 10/29/2013 | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011088 | SAMSUNG 500GB PORTABLE USB DRIVE                     | S3UJNV0K101133      | 2/23/2018  | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011131 | DELL OPTIPLEX 3050 MICRO DESKTOP                     | 85PLGM2             | 1/4/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011133 | DELL OPTIPLEX 3050 MICRO DESKTOP                     | 85PNGM2             | 1/4/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011135 | DELL OPTIPLEX 3050 MICRO DESKTOP                     | 85MMGM2             | 1/4/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011140 | DELL OPTIPLEX 3050 MICRO DESKTOP                     | 8FNPGM2             | 1/4/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011147 | APPLE IPAD WIFI 128GB SPACE GRAY                     | GG7W49LGHLFD        | 3/1/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011157 | DELL OPTIPLEX 5060 DESKTOP                           | D221ZQ2             | 10/5/2018  | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011163 | DELL LATITUDE 3590 NOTEBOOK COMPUTER                 | D2DW9S2             | 11/9/2018  | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011164 | DELL LATITUDE 3590 NOTEBOOK COMPUTER                 | 22DW9S2             | 11/9/2018  | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011166 | DELL D6000 DOCKING STATION                           | 9CEBE890F36B        | 11/27/2018 | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011168 | DELL ULTRASHARP 24" MONITOR                          | DNMG4N2             | 11/27/2018 | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 011209 | APPLE IPAD WIFI 128GB SPACE GRAY                     | DMQWFFXHJF8M        | 5/2/2018   | Retired | 9/26/2023 | INFORMATION SYS    |
| CP | 005857 | TRAULSEN FREEZER - 1 DOOR                            | T637150J92          | 12/31/1992 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006014 | 50" FLAT SCREEN TOSHIBA TELEVISION                   | BAB807017930        | 9/20/2006  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006089 | CANON POWER SHOT SX600 HS DIGITAL CAMERA - RED       | 852051012637        | 11/2/2014  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006091 | SONY PLAY STATION 4                                  | MB318366782         | 12/2/2014  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006101 | NIKON COOL PIX DIGITAL CAMERA                        | 30149104            | 12/18/2014 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006125 | SINGLE SEAT LOUNGE CHAIR BROWN PATTERN               |                     | 12/14/2015 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006126 | SINGLE SEAT LOUNGE CHAIR BROWN PATTERN               |                     | 12/14/2015 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006127 | SINGLE SEAT LOUNGE CHAIR BROWN PATTERN               |                     | 12/14/2015 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006128 | SINGLE SEAT LOUNGE CHAIR BROWN PATTERN               |                     | 12/14/2015 | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 006152 | JOB ROCKER RUGGED SPEAKER                            | (21)S41703198922243 | 6/26/2017  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 008052 | ALLIED TELESIS CENTRECOM TRANSCEIVER                 | A03160G071400126    | 8/16/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 008053 | ALLIED TELESIS CENTRECOM TRANSCEIVER                 | AO3130G071400024    | 8/16/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 00859  | CIRCULAR TABLES 5' GREY/BLACK TRIM                   | NONE                | 9/20/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 00860  | CIRCULAR TABLES 5' GREY/BLACK TRIM                   | NONE                | 9/20/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 00861  | CIRCULAR TABLES 5' GREY/BLACK TRIM                   | NONE                | 9/20/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 00862  | CIRCULAR TABLES 5' GREY/BLACK TRIM                   | NONE                | 9/20/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 00864  | CIRCULAR TABLES 5' GREY/BLACK TRIM                   | NONE                | 9/20/2007  | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 009814 | CLUB CHAIR - SWOON FOREST                            |                     | 2/6/2007   | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 009815 | CLUB CHAIR - SWOON FOREST                            |                     | 2/6/2007   | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 009816 | CLUB CHAIR - CRYTON SUEDE, OLIVE OIL                 |                     | 2/6/2007   | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 009817 | CLUB CHAIR - CRYTON SUEDE, OLIVE OIL                 |                     | 2/6/2007   | Retired | 9/26/2023 | PARKS & RECREATION |
| CP | 010430 | STIHL AUGER SHAFT                                    | 29187950            | 2/14/2013  | Retired | 9/26/2023 | PARKS MAINTENANCE  |
| CP | 010803 | ATHLETIC FIELD STRIPER                               |                     | 2/10/2014  | Retired | 9/26/2023 | PARKS MAINTENANCE  |
| CP | 010804 | ATHLETIC FIELD STRIPER                               |                     | 2/10/2014  | Retired | 9/26/2023 | PARKS MAINTENANCE  |
| CP | 010808 | RIDGID 16 GALLON WET DRY VACUUM                      | 14232R0290          | 9/16/2014  | Broken  | 9/26/2023 | PARKS MAINTENANCE  |



**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington appointing the Deputy City Clerk as the City's Public Records Officer and repealing Resolution 17-015.

**WHEREAS**, RCW 42.56.580 (1), requires that the City appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements; and

**WHEREAS**, RCW 42.56.580 (3) requires that the name and contact information of the City's Public Records Officer to whom members of the public may direct requests for disclosure of public records, and who will oversee the City's compliance within the public records disclosure requirements of RCW 42.56, shall be made in a way reasonably calculated to provide notice to the public, including posting at the local agency's place of business, posting on its internet site, or including in its publications; and

**WHEREAS**, the City Council, by Resolution 17-015, appointed the Records Manager as the City's Public Records Officer; and

**WHEREAS**, due to reorganization of the City Clerk and Records Divisions, along with the creation of a Deputy City Clerk position, it is appropriate to change the appointment of the City's Public Records Officer from the Records Manager to the Deputy City Clerk;



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

1. The Deputy City Clerk, or designee, is hereby appointed as the City of SeaTac's Public Records Officer. The Public Records Officer may be contacted at SeaTac City Hall, 4800 South 188th Street, SeaTac, WA 98188- 8605, during regular business hours between 8:30 AM and 5:00 PM, or by telephone at (206) 973-4800.
2. The City Clerk shall ensure that the name and contact information of the City's Public Records Officer to whom members of the public may direct requests for disclosure of public records, and who will oversee the City's compliance within the public records disclosure requirements of RCW 42.56, shall be made in a way reasonably calculated to provide notice to the public, and which may include posting at City facilities, posting on the City's internet site, and/or including in City publications.
3. Resolution 17-015 is repealed.

**PASSED** this \_\_\_\_\_ day of September, 2023, and signed in authentication thereof on this \_\_\_\_\_ day of September, 2023.

CITY OF SEATAC

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

ATTEST:

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

Approved as to Form:

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

[Designate Public Records Officer]



## MEMORANDUM

TO: Administration and Finance Committee

FROM: Carl Cole, City Manager

CC: Mary Mirante Bartolo, City Attorney  
Mei Barker, Human Resources Director

RE: Resolution Appointing the Deputy City Clerk as the Public Records Officer

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### Background

As part of the Legal Department's reorganization, the Records Coordinator position will be reclassified to Deputy City Clerk and the vacant Records Manager position will be eliminated effective October 1, 2023. Staff will continue to monitor the workload on a regular basis to determine whether additional assistance is necessary in the future.

### Summary

Due to the elimination of the vacant Records Manager position, and the reclassification of the Records Coordination position to the Deputy City Clerk, it is necessary to pass a resolution appointing the Deputy City Clerk as the City's Public Records Officer in accordance with state law. See attached resolution.

### Recommendation

Staff recommends the resolution be placed on the consent agenda at the regular council meeting on September 26, 2023.



**MEMORANDUM  
COMMUNITY & ECONOMIC DEVELOPMENT**

Date: September 1, 2023  
 To: Administration & Finance (A&F) Committee  
 From: Kate Kaehny, Principal Planner  
 cc: Evan Maxim, Director, Community & Economic Development Department  
 Jenn Kester, Planning Manager  
 Subject: **Request for Budget Amendment to Fund SKHHP Affordable Housing Database  
 Access and Support Services**

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The purpose of this memo is to provide an overview of the Community & Economic Development Department's request for a budget amendment to fund access to and technical services for the South King Housing and Homelessness Partners (SKHHP) Affordable Housing Database.

**Background**

Despite SeaTac not being a member of SKHHP, City staff was allowed to participate in the development of the SKHHP affordable housing database, a project funded by SKHHP member cities. This request would fund full access to the database and one year of database training, maintenance, and data updates. The database contains detailed information on SeaTac's and other South King County cities' subsidized and naturally occurring affordable housing (sometimes referred to as "NOAHs") that would be difficult and costly for the City to replicate. The database can also be customized and used to track housing units developed as part of SeaTac's MFTE (Multi-Family Tax Exemption) Program, or other housing incentive programs.

Data collated within the SKHHP database would have immediate uses. The parcel-level data would increase the amount of information on affordable housing units throughout the city that staff currently has access to, and would significantly inform the creation of housing strategies for the City Center/Airport District Subarea Plan project and policy development work required as part of the Envision SeaTac 2044 Comprehensive Plan update.

If this funding request is not granted, the City may have limited access to the SKHHP Affordable Housing Database, and other data sources presently available for the policy development work noted above do not provide the level of detail as that contained within the database.

**Proposed Budget Request**

The total budget amendment requested to fund this request is \$19,810.

If the A&F Committee approves this funding request, staff is additionally requesting that it be included within the Finance Department's budget amendment package, which will also be presented at the September 7, 2023, A&F meeting.

**Attachments**

- Proposed Decision Card

# City of SeaTac Decision Card

|   |   |
|---|---|
| <p><b>Title:</b> SKHHP Affordable Housing Database Access and Support Services</p> <p><b>Fund(s):</b> 001</p> <p><b>Amount:</b> \$ 19,810</p> | <p><b>Department:</b> CED</p> <p><b>Director:</b> Evan Maxim</p> <p><b>Program:</b></p> <p><b>Date Prepared:</b> 08/24/2023</p> <p><b>Preparer:</b> Kate Kaehny</p> |
| <p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>  |   |

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

This request is for funding that would ensure twelve months of access to, and on-going support services for, the South King Affordable Housing Database that was recently completed by SKHHP (South King Housing and Human Services) and their partner cities.

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

This request would fund full access to the SKHHP Affordable Housing Database and one year of technical services for database maintenance, training, and data updates. Funding this request would directly support City staff work related to the creation of housing strategies for the City Center/Airport District subarea plan and updates to housing policies required as part of the Envision SeaTac 2044 Comprehensive Plan Update project. Specific information from the database that would be utilized includes data on subsidized/regulated housing in the city and information on units that can be considered as "naturally occurring affordable housing," or "NOAHs." The database can also be used to track housing units developed as part of SeaTac's MFTE (Multi-Family Tax Exemption) Program, or other housing incentive programs. SeaTac would also have access to the same type of housing information within other SKHHP cities.

Participating in the on-going maintenance of the SKHHP Affordable Housing Database is not only beneficial because it allows timely access to parcel-level data on affordable housing units the City does not currently possess, it will also allow for a higher level of analysis to be undertaken as the City staff develops key policies and strategies to increase housing options and mitigate residential displacement within the City Center subarea plan and Envision SeaTac 2044 projects.

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

If this funding is not approved, the City may have limited access to the SKHHP Affordable Housing Database and its customizable tracking tools. While staff can utilize Census and other housing data, these data sources do not provide the parcel-level affordable housing data for SeaTac and other SKHHP member cities that is currently available within the SKHHP Database. Because SKHHP has no other funding source for database training, maintenance or data updates, if this funding is not approved, there is no guarantee the database will remain current or completely functional over the next year as SeaTac updates its housing policies.

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

If this request is funded, it will facilitate staff work that will help implement City goals to PROMOTE OUR NEIGHBORHOODS and CREATE & PRESERVE HOUSING. The SKHHP database will provide detailed information on subsidized and naturally occurring affordable housing units citywide, including the City center and station area urban villages. This data will not only increase the amount of data on affordable housing in SeaTac, but will facilitate the development of more informed policies and strategies to increase access to housing by promoting more housing options at all income levels.

**Funding Detail:**

|                               | Fund(s)/Source | 2023 Amount     | 2024 Amount      |
|-------------------------------|----------------|-----------------|------------------|
| <b>Expenditures:</b>          |                |                 |                  |
| One-Time Costs                | 001 Fund       | 4,000           | 15,810           |
| On-Going Costs                |                |                 |                  |
| <b>Total Expenditures</b>     |                | <b>\$ 4,000</b> | <b>\$ 15,810</b> |
| <b>Revenues:</b>              |                |                 |                  |
| Grant <i>(Identify Grant)</i> |                |                 |                  |
| Other <i>(Identify)</i>       |                |                 |                  |
| <b>Total Revenues</b>         |                | <b>\$ 0</b>     | <b>\$ 0</b>      |
| <b>Total Request (Net):</b>   |                | <b>\$ 4,000</b> | <b>\$ 15,810</b> |

# Supplemental Info Worksheet

|                      |                          | 2023     | 2024      |
|----------------------|--------------------------|----------|-----------|
| Revenue:             | BARS# (if known)         | Amount   | Amount    |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
| <b>Total</b>         |                          | \$ 0     | \$ 0      |
| <b>Expenditures:</b> |                          |          |           |
|                      | 001.000.13.558.60.41.000 | 4,000    | 15,810    |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
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|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
|                      |                          |          |           |
| <b>Total</b>         |                          | \$ 4,000 | \$ 15,810 |



# MEMORANDUM

To: Administration and Finance Committee  
 Through: Carl Cole, City Manager  
 From: Gwen Pilo, Finance and Systems Director  
 Date: September 7, 2023  
 Re: 2023-2024 Budget Amendment

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## 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 until the Mid-Biennium amendment in November.

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

Exhibit A shows the detail of the requests. Exhibit B shows Ending Fund Balance by Fund and Decision Cards can be found in Exhibit C.

## Analysis:

General Fund (001) requests total \$949,307 for expenditures and \$306,630 grant revenue.

Requests include:

- Decision Card for Community Court Coordinator (\$138,509). This is offset with grant revenue.
- Decision Card for a Human Services Strategic Plan (\$70,000) in response to Council discussions related to Human Services Funding.
- Decision Card for SKHHP Affordable Housing Database access and support services (\$19,810) for one year of access to the Affordable Housing Database to assist with the Comprehensive Plan Update.
- Transfer out to the Restricted Public Safety Fund 114 of cash restricted for Public Safety purposes (\$219,988).
- Increase to Fire Services Contract (\$500,000) for an increase in actual costs due to overtime related to backfill of vacant positions.
- Increase to the Volunteer Appreciation Dinner costs (\$1,000) due to the rising costs of catering.

Revenues include:

- Washington State Office of the Administration of Courts grant for Community Court (\$306,630).

The Street Fund (102) requests total \$102,000 for Professional Services and grant revenue of \$218,669 for the King County Priority Hire Grant approved August 8, 2023.

The Des Moines Creek Basin ILA Fund (111) requests a decrease in revenue for Transfers In of \$16,400. The wrong amount was budgeted initially.

The Public Safety Restricted Revenue Fund (114) increases revenue for Transfers In (\$219,988) from the General Fund for revenue collected that is restricted for public safety.

The Surface Water Management Fund (403) requests a decrease in expenditures for Transfer Out of \$16,400. The wrong amount was budgeted initially.

The Solid Waste & Environmental Fund (404) requests total \$9,000 in expenditures and \$9,000 in Sponsorship revenue for the SeaTac Scrubdown event.

The grand total of all funds equals \$1,043,907 for expenditures, \$737,887 in revenue.

**Budgetary Impacts:**

All impacted funds are meeting the target reserve set by policy. Staff does not anticipate the expenditure requests will negatively impact future fund balance.

**Staff Recommendation:**

Staff is requesting a recommendation to place this item on the September 26, 2023, Council Meeting consent agenda for Council approval.

EXHIBIT A

2023-2024 Biennial Budget Amendment

|                                |                           | 2023             | 2024             | 2023-2024          |   |
|--------------------------------|---------------------------|------------------|------------------|--------------------|---|
|                                |                           |                  |                  | TOTAL              |   |
| <b>Revenue</b>                 |                           |                  |                  |                    |   |
| 001                            | 001.334.01.20.003         | 306,630          |                  | \$306,630          | Community Court Grant                           |
| 102                            | 102.337.07.11.000         | 218,669          | 0                | \$218,669          | King County Grant Revenue                       |
| 114                            | 114.397.08.00.002         | 219,988          | 0                | \$219,988          | Transfer of Restricted Cash from Fund 001       |
| 111                            | 111.397.39.00.001         | (8,200)          | (8,200)          | -\$16,400          | Transfer In-Fund 403                            |
| 404                            | 404.337.00.00.002         | 9,000            |                  | \$9,000            | SeaTac Scrubdown Sponsorship                    |
|                                |                           | <b>\$746,087</b> | <b>-\$8,200</b>  | <b>\$737,887</b>   |   |
| <b>Expenditures</b>            |                           |                  |                  |                    |   |
| FUND #                         | BARS#                     | 2023             | 2024             | 2023-2024          | Description                                     |
|                                |                           |                  |                  | TOTAL              |   |
| 001                            | 001.000.01.511.60.31.040  | 500              | 500              | \$1,000            | Volunteer Appreciation Dinner                   |
|                                | 001.000.02.512.51.XX.XXX  | 62,782           | 68,757           | \$131,539          | Salaries & Benefits (Community Court Coord. DC) |
|                                | 001.000.02.512.51.42.028  | 390              | 780              | \$1,170            | Telephone (Community Court Coord. DC)           |
|                                | 001.000.02.512.51.49.053  | 100              | 200              | \$300              | Subscriptions (Community Court Coord. DC)       |
|                                | 001.000.02.512.51.43.031  |                  | 2,500            | \$2,500            | Lodging (Community Court Coord. DC)             |
|                                | 001.000.02.512.51.43.032  |                  | 500              | \$500              | Meals (Community Court Coord. DC)               |
|                                | 001.000.02.512.51.43.033  |                  | 1,000            | \$1,000            | Transportation (Community Court Coord. DC)      |
|                                | 001.000.02.512.51.49.061  | 300              | 1,200            | \$1,500            | Registration (Community Court Coord. DC)        |
|                                | 001.000.08.597.90.00.002  | 219,988          | -                | \$219,988          | Transfer of Restricted Cash to Fund 114         |
|                                | 001.000.09.522.20.41.030  | 500,000          | -                | \$500,000          | Fire Service ILA with PSRFA                     |
|                                | 001.000.13.558.60.41.000  | 4,000            | 15,810           | \$19,810           | Professional Services (SKHHP Database DC)       |
|                                | 001.000.13.565.10.41.000  | 20,000           | 50,000           | \$70,000           | Professional Services (HS Strategic Plan DC)    |
|                                | <b>General Fund (001)</b> | <b>\$808,060</b> | <b>\$141,247</b> | <b>\$949,307</b>   |   |
| 102                            | 102.000.11.543.10.41.000  | 102,000          | -                | \$102,000          | Professional Services                           |
|                                | <b>Street Fund (102)</b>  | <b>\$102,000</b> | <b>\$0</b>       | <b>\$102,000</b>   |   |
| 403                            | 403.000.11.597.39.00.000  | (8,200)          | (8,200)          | (16,400)           | Transfer Out - Fund 111                         |
|                                | <b>SWM Fund (403)</b>     | <b>-\$8,200</b>  | <b>-\$8,200</b>  | <b>-\$16,400</b>   |   |
| 404                            | 404.000.11.537.95.31.008  | 9,000            | -                | 9,000              | Office & Operating Supplies                     |
|                                | <b>SWE Fund (501)</b>     | <b>\$9,000</b>   | <b>\$0</b>       | <b>\$9,000</b>     |   |
| <b>Grand Total - ALL FUNDS</b> |                           | <b>\$910,860</b> | <b>\$133,047</b> | <b>\$1,043,907</b> |   |



**CITY OF SEATAC, WASHINGTON**  
**2023-2024 BIENNIAL BUDGET: EXHIBIT B**

9/26/2023

**2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 295,518,742**

| FUND                         |                                | BEGINNING<br>BALANCE  | REVENUES<br>& OTHER SOURCES | EXPENDITURE<br>APPROPRIATION | ENDING<br>BALANCE     |
|------------------------------|--------------------------------|-----------------------|-----------------------------|------------------------------|-----------------------|
| 001                          | General Fund                   | \$ 40,874,342         | \$ 94,975,913               | \$ 105,869,208               | \$ 29,981,046         |
| 102                          | Street Fund                    | 9,127,607             | 21,247,155                  | 13,162,363                   | \$ 17,212,399         |
| 105                          | Port ILA                       | 13,049,905            | 3,066,578                   | 3,171,751                    | \$ 12,944,732         |
| 106                          | Transit Planning               | 410,101               | 570,960                     | 151,045                      | \$ 830,016            |
| 107                          | Hotel/Motel Tax                | 11,331,778            | 3,859,200                   | 3,304,689                    | \$ 11,886,289         |
| 108                          | Building Management            | 3,727,788             | 566,022                     | 578,336                      | \$ 3,715,474          |
| 111                          | Des Moines Creek Basin ILA     | 4,320,685             | 710,700                     | 3,404,445                    | \$ 1,626,940          |
| 112                          | Affordable Housing Sales Tax   | 221,408               | 297,290                     | 378,000                      | \$ 140,698            |
| 113                          | ARPA Grant                     | 68,336                | 5,810,627                   | 5,771,237                    | \$ 107,726            |
| 114                          | Restricted Public Safety Fund  | -                     | 376,514                     | 120,400                      | \$ 256,114            |
| 207                          | SCORE Bond Servicing           | 390,871               | 287,863                     | 283,063                      | \$ 395,671            |
| 301                          | Municipal Capital Improvements | 19,345,703            | 6,608,429                   | 15,249,592                   | \$ 10,704,540         |
| 306                          | Facility Construction CIP      | 3,750,367             | 104,300                     | 1,271,439                    | \$ 2,583,228          |
| 307                          | Transportation CIP             | 18,602,849            | 6,129,447                   | 16,355,398                   | \$ 8,376,898          |
| 308                          | Light Rail Station Areas CIP   | 3,030,848             | 120,750                     | 842,666                      | \$ 2,308,932          |
| 403                          | SWM Utility                    | 7,006,547             | 8,532,000                   | 9,621,897                    | \$ 5,916,650          |
| 404                          | Solid Waste & Environmental    | 1,467,037             | 872,900                     | 687,278                      | \$ 1,652,659          |
| 501                          | Equipment Replacement          | 2,259,169             | 2,396,753                   | 4,206,997                    | \$ 448,925            |
| <b>TOTAL BIENNIAL BUDGET</b> |                                | <b>\$ 138,985,341</b> | <b>\$ 156,533,401</b>       | <b>\$ 184,429,804</b>        | <b>\$ 111,088,939</b> |

# EXHIBIT C

# DECISION CARDS

# City of SeaTac Decision Card

|   |  |
|---|--|
| <p><b>Title:</b> Community Court Coordinator - 1 Year Limited Term</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 138,509</p> | <p><b>Department:</b> Court</p> <p><b>Director:</b> Gail Cannon</p> <p><b>Program:</b> Community Court</p> |
| <p><b>Date Prepared:</b> 06/22/2023</p> <p><b>Preparer:</b> Gail Cannon</p>   |  |
| <p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>  |  |

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

The Court is requesting the City to fund a limited term position of Community Court Coordinator. This position is 100% funded through Administrative Office of the Court grant.

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

This is a critical position to make the Community Court successful. This position is the main contact for our clients and residents of SeaTac that need any type of resources. Through having a community court and resource center the court will be able to connect all clients and residents with resources they might not know how to obtain. We will have partnering agency on-site several times a month coordinated through our court coordinator. The Court Coordinator will work with all agency to help anyone who need services. They will assess the person for their needs and establish a plan with the individual. This position was approved during last years grant process. We are asking for the City to continue funding this position with grant money. If Administrative Office of the Courts does not continue funding we would be asking for the City to continue funding this out of the general fund.

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

If this position is not funded the court will not be able to move forward with our community court.

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

Increase Connectivity and Create & Preserve Housing.

**Funding Detail:**

|                               | Fund(s)/Source        | 2023 Amount      | 2024 Amount      |
|-------------------------------|-----------------------|------------------|------------------|
| <b>Expenditures:</b>          |                       |                  |                  |
| One-Time Costs                |                       |                  |                  |
| On-Going Costs                | General Fund (001)    | 63,572           | 74,937           |
| <b>Total Expenditures</b>     |                       | <b>\$ 63,572</b> | <b>\$ 74,937</b> |
| <b>Revenues:</b>              |                       |                  |                  |
| Grant <i>(Identify Grant)</i> | Community Court Grant | 63,572           | 74,937           |
| Other <i>(Identify)</i>       |                       |                  |                  |
| <b>Total Revenues</b>         |                       | <b>\$ 63,572</b> | <b>\$ 74,937</b> |
| <b>Total Request (Net):</b>   |                       | <b>\$ 0</b>      | <b>\$ 0</b>      |

# New Position Request Worksheet

(Required for all decision cards requesting a new position)

**Title of Associated Decision Card:** Community Court Coordinator - Limited Term  
**Position Title (Provided by HR) :** Community Court Coordinator  
**Salary Range (Provided by HR) :** 45/E  
**Limited Term Position? (Y/N)** Yes

**Primary Duties/Responsibilities:**

Under the direct supervision of the Court Administrator, the Community Court Coordinator is responsible for assisting and engaging participants of Community Court through the full process of their court case, including assisting with connecting with community social service providers and attendance at appointments and court appearances. The Court Coordinator will also assist with intakes, needs assessment, service planning and organizing, and facilitating group sessions. The position works as part of a team with our Case Managers.

|                                      | 2023             | 2024             |
|--------------------------------------|------------------|------------------|
| Total Salary (provided by Finance)   | 40,250           | 44,408           |
| Total Benefits (provided by Finance) | 22,532           | 24,349           |
| <b>Subtotal Salary and Benefits</b>  | <b>\$ 62,782</b> | <b>\$ 68,757</b> |

**BARS**

|  |                           |     |       |
|--|---------------------------|-----|-------|
| Office Supplies  | XXX.XX.31.008             |     |       |
| Uniform & Safety Clothing  | XXX.XX.31.018             |     |       |
| Office Furniture &<br>Equipment Computer &<br>Hardware Telephone | XXX.XX.35.000<br>301 FUND |     |       |
| Cell Phone Purchase  | XXX.XX.35.000             |     |       |
| Cell Phone Service Charges                                       | XXX.XX.42.028             | 390 | 780   |
| Software Subscriptions   | XXX.XX.49.053             | 100 | 200   |
| Training & Conferences   |                           |     |       |
| Lodging  | XXX.XX.43.031             |     | 2,500 |
| Meals  | XXX.XX.43.032             |     | 500   |
| Transportation   | XXX.XX.43.033             |     | 1,000 |
| Registration   | XXX.XX.49.061             | 300 | 1,200 |
| Vehicle  |                           |     |       |
| Vehicle Purchase   | 501 FUND                  |     |       |
| Equipment Rental Charges (provided by Public Works)              | XXX.XX.45.002             |     |       |

Other (specify) :

|                                  |                  |                  |
|----------------------------------|------------------|------------------|
| <b>Subtotal Associated Costs</b> | <b>\$ 790</b>    | <b>\$ 6,180</b>  |
| <b>TOTAL:</b>                    | <b>\$ 63,572</b> | <b>\$ 74,937</b> |

# City of SeaTac Decision Card

|   |   |
|---|---|
| <p><b>Title:</b> Human Services Strategic Plan</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 70,000</p> <p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p> | <p><b>Department:</b> CED</p> <p><b>Director:</b> Evan Maxim</p> <p><b>Program:</b> Human Services</p> <p><b>Date Prepared:</b> 06/09/2023</p> <p><b>Preparer:</b> Evan Maxim</p> |
|---|---|

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

Engage a consultant to conduct a community needs assessment and prepare a Human Services Strategic Plan to guide future Human Services funding and work.

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

This decision card is in response to City Council discussions related to Human Services funding. The current Human Services Needs Assessment (Kone) was last updated in January 2018. This decision card would provide funding for a consultant to work with staff to update the needs assessment and develop a new approach to providing human services to the SeaTac community. The proposed Human Services Strategic Plan (HSSP) would provide an update to the needs assessment to determine whether community need for human services support has changed; in particular following the COVID-19 pandemic. The City anticipates that the update process will be data driven, informed by local community based organizations, and include engagement with the community. The HSSP would also further develop the City's overall strategy for providing human services to the SeaTac community and inform updates to the City's administrative practices. The consultant's work would include an evaluation of the City's approach to providing rental assistance, leveraging regional / state / federal funds to benefit the SeaTac community, workforce development, and directly funding community based organizations providing services in SeaTac and providing recommendations on changes to the current approach. The updated HSSP will provide the basis for the City to update its approach to addressing human service needs in SeaTac.

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

If funding is not approved, Human Services will continue to use the current approach to determining which community based organizations to support / fund. The City will not update its overall approach to providing human services to the SeaTac community.

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

The Human Services Strategic Plan supports the "Promote Our Neighborhoods", "Create & Preserve Housing", and "Build Effective & Accountable Government" goals. The Plan is intended to improve the City's effectiveness in assisting the SeaTac community who is most in need or at risk, increasing their financial stability, and providing direct support to residents.

**Funding Detail:**

|                               | Fund(s)/Source     | 2023 Amount      | 2024 Amount      |
|-------------------------------|--------------------|------------------|------------------|
| <b>Expenditures:</b>          |                    |                  |                  |
| One-Time Costs                | General Fund (001) | 20,000           | 50,000           |
| On-Going Costs                |                    |                  |                  |
| <b>Total Expenditures</b>     |                    | <b>\$ 20,000</b> | <b>\$ 50,000</b> |
| <b>Revenues:</b>              |                    |                  |                  |
| Grant <i>(Identify Grant)</i> |                    |                  |                  |
| Other <i>(Identify)</i>       |                    |                  |                  |
| <b>Total Revenues</b>         |                    | <b>\$ 0</b>      | <b>\$ 0</b>      |
| <b>Total Request (Net):</b>   |                    | <b>\$ 20,000</b> | <b>\$ 50,000</b> |

# City of SeaTac Decision Card

|  |  |
|--|--|
| <p><b>Title:</b> SKHHP Affordable Housing Database Access and Support Services</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 19,810</p> | <p><b>Department:</b> CED</p> <p><b>Director:</b> Evan Maxim</p> <p><b>Program:</b> Legislative support:</p> |
| <p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>   | <p><b>Date Prepared:</b> 08/25/2023</p> <p><b>Preparer:</b> Kate Kaehny</p>                                  |

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

This request is for funding that would ensure twelve months of access to, and on-going support services for, the South King Affordable Housing Database that was recently completed by SKHHP (South King Housing and Human Services) and their partner cities.

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

This request would fund full access to the SKHHP Affordable Housing Database and one year of technical services for database maintenance, training, and data updates. Funding this request would directly support City staff work related to the creation of housing strategies for the City Center/Airport District subarea plan and updates to housing policies required as part of the Envision SeaTac 2044 Comprehensive Plan Update project. Specific information from the database that would be utilized including data on subsidized/regulated housing in the city and information on units that can be considered as "naturally occurring affordable housing," or "NOAHs." The database can also be used to track housing units developed as part of SeaTac's MFTE (Multi-Family Tax Exemption) Program, or other housing incentive programs. SeaTac would also have access to the same type of housing information within other SKHHP cities.

Participating in the on-going maintenance of the SKHHP Affordable Housing Database is beneficial because it allows timely access to parcel-level data on affordable housing units the City does not currently possess. It will also allow for a higher level of staff analysis in developing key policies and strategies to increase housing options and mitigate residential displacement within the City Center subarea plan and Envision SeaTac 2044 projects.

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

If this funding is not approved, the City may have limited access to the SKHHP Affordable Housing Database and its customizable tracking tools. While staff can utilize Census and other housing data, these data sources do not provide the parcel-level affordable housing data for SeaTac and other SKHHP member cities that is currently available within the SKHHP Database. Because SKHHP has no other funding source for database training, maintenance or data updates, if this funding is not approved, there is no guarantee the database will remain current or completely functional over the next year as SeaTac updates its housing policies.

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

If this request is funded, it will facilitate staff work that will help implement City goals to PROMOTE OUR NEIGHBORHOODS and CREATE & PRESERVE HOUSING. The SKHHP database will provide detailed information on subsidized and naturally occurring affordable housing units citywide, including the City Center and station area urban villages. This data will not only increase the amount of data on affordable housing in SeaTac, but will facilitate the development of more informed policies and strategies to increase access to housing by promoting more housing options at all income levels.

**Funding Detail:**

|                               | Fund(s)/Source | 2023 Amount     | 2024 Amount      |
|-------------------------------|----------------|-----------------|------------------|
| <b>Expenditures:</b>          |                |                 |                  |
| One-Time Costs                | 001 Fund       | 4,000           | 15,810           |
| On-Going Costs                |                |                 |                  |
| <b>Total Expenditures</b>     |                | <b>\$ 4,000</b> | <b>\$ 15,810</b> |
| <b>Revenues:</b>              |                |                 |                  |
| Grant <i>(Identify Grant)</i> |                |                 |                  |
| Other <i>(Identify)</i>       |                |                 |                  |
| <b>Total Revenues</b>         |                | <b>\$ 0</b>     | <b>\$ 0</b>      |
| <b>Total Request (Net):</b>   |                | <b>\$ 4,000</b> | <b>\$ 15,810</b> |

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

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2023-2024 Biennial Budget revenue and expenditures.

**WHEREAS**, the Administration and Finance Committee, on September 7, 2023, reviewed the proposed amendment submitted by the City Manager and Finance and Systems Director which details recommended changes in various revenue and expenditure line items in the 2023-2024 Biennial Budget; and

**WHEREAS**, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority to fund certain expenditures identified in Exhibit A;

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

**Section 1.** A listing of the adjustment requests is included by line item, amount, and fund as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

**Section 2.** The 2023-2024 Biennial Budget for the City of SeaTac, covering the period from January 1, 2023, through December 31, 2024, is hereby amended with a total 2024 ending fund balance in the amount of \$111.0 million for all budgeted funds. The City’s 2023-2024 biennial budget is attached as Exhibit B, and includes budgeted revenues and expenditures for the 2023-2024 biennium in the amounts and for the purposes shown separately and in the aggregate totals for all such funds as displayed.

**Section 3.** This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023, and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**CITY OF SEATAC**

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

ATTEST:

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

Approved as to form:

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

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

[2023-2024 Biennial Budget Amendment Ordinance]



# 2023-2024 Budget Amendment

## Administration & Finance Committee

September 7, 2023



## PURPOSE OF PRESENTATION

To provide information about proposed amendments to the 2023-2024 Biennial budget.

## WHY IS THIS ISSUE IMPORTANT?

1. Departments have submitted requests for Decision cards that present the opportunity to fund new programs or projects.
2. Other miscellaneous amendments are needed, following grant acceptances and unanticipated increases in costs.

## COMMITTEE ACTION REQUESTED

- Forward the proposed Ordinance amending the 2023-2024 Biennial Budget, to Council for action at the September 26, 2023, City Council Meeting.

## STAFF RECOMMENDATION

- Staff recommendation is placement on the consent agenda for action.

## REVIEWS TO DATE

- A&F 9/7/23



## General Fund (001)

- Community Court Coordinator (\$138,509) offset with grant revenue (\$306,630)
- Human Services Strategic Plan (\$70,000)
- SKHHP Affordable Housing Database access and support services (\$19,810)
- Transfer out to the Restricted Public Safety Fund 114 (\$219,988)
- Increase to Fire Services Contract (\$500,000)
- Increase to the Volunteer Appreciation Dinner costs (\$1,000)

## Street Fund (102)

- Increase in Professional Services (\$102,000) off set with grant revenue (\$218,669)

## Des Moines Creek Basin ILA Fund (111)

- Reduce Transfers In (\$16,400)

## Public Safety Restricted Revenue Fund (114)

- Increase Transfers In (\$219,988)

## Surface Water Management Fund (403)

- Reduce Transfers Out (\$16,400)

## Solid Waste & Environmental Fund (404)

- Increase expenditures \$9,000 offset with sponsorship revenue

# BUDGET AMENDMENT REQUEST OVERVIEW

| Fund                           | Revenue Adjustment | Expenditure Request | Total Request (Net) |
|--------------------------------|--------------------|---------------------|---------------------|
| General (001)                  | \$306,630          | \$949,307           | \$642,677           |
| Street (102)                   | \$218,669          | \$102,000           | (\$116,669)         |
| DMCB ILA (111)                 | (\$16,400)         |                     | \$16,400            |
| Public Safety Restricted (114) | \$219,988          |                     | (\$219,988)         |
| SWM (403)                      |                    | (\$16,400)          | (\$16,400)          |
| SW&E (404)                     | \$9,000            | \$9,000             | 0                   |
| Total                          | \$737,887          | \$1,043,907         | \$306,020           |

*\* A negative number in the total column represents more revenue than expenditure*



## COMMITTEE ACTION REQUESTED

- Forward the proposed Ordinance amending the 2023-2024 Biennial Budget, to Council for action at the September 26, 2023, City Council Meeting.

## STAFF RECOMMENDATION

- Staff recommendation is placement on the consent agenda for action.

## REVIEWS TO DATE

- A&F 9/7/23





# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: September 7, 2023  
Re: July 31, 2023, Investment Report

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Attached is the July 2023 Portfolio Analysis Report.

At the end of July, the city had \$82,600,072 in cash and short-term investments and \$76,170,445 in long-term investments at market value. Total cash on hand and investments equals \$158,770,517, a decrease of \$792,756 over the previous month.

Interest received during the month was \$216,756 from bonds and \$300,352 from the LGIP. Interest paid for the year is \$2,704,642.

The 90-day T-bill is at 5.28%, up from 5.17% at the end of June. The LGIP has increased from 5.20% in June to 5.23% in July. The 2-year Treasury note is at 4.88% (was 4.87% in June).

SeaTac Yield is 2.43%. We continue to lag behind our benchmark, however as lower yield investments mature, they are reinvested at the current higher rates.



Total Funds City of SeaTac

Compliance Report

7/31/2023

| Maturity Constraints              | Policy Requirement | % of Total Accumulated | Portfolio Allocation | Within Limits |
|-----------------------------------|--------------------|------------------------|----------------------|---------------|
| Under 30 days                     | 10%                | 52%                    | 82,600,072           | YES           |
| Under 1 year                      | 25%                | 64%                    | 102,170,441          | YES           |
| Under 5 years                     | 100%               | 100%                   | 158,770,517          | YES           |
| Maximum Weighted Average Maturity | 3.00               |                        | 2.05                 |               |
| Maximum Single Maturity           | 5 Years            |                        | 4.91                 |               |

| Asset Allocation Diversification      | Maximum Policy Allocation | Issuer Constraint | Percentage of Portfolio | Market Value          | % within Limits |
|---------------------------------------|---------------------------|-------------------|-------------------------|-----------------------|-----------------|
| U.S. Treasury Obligations             | 100%                      |                   | 4.83%                   | \$ 7,672,420          |                 |
| U.S. Agencies Primary                 | 100%                      |                   | 41.12%                  | \$ 65,292,976         | YES             |
| FHLB                                  |                           | 30%               | 21.21%                  | \$ 33,671,122         | YES             |
| FNMA                                  |                           | 30%               | 5.19%                   | \$ 8,242,562          |                 |
| FHLMC                                 |                           | 30%               | 4.97%                   | \$ 7,897,793          |                 |
| FFCB                                  |                           | 30%               | 9.75%                   | \$ 15,481,498         |                 |
| U.S. Agencies Secondary               | 20%                       |                   | 1.24%                   | \$ 1,975,086          | YES             |
| FICO                                  |                           | 10%               | 0.00%                   | \$ -                  | YES             |
| FARMER MAC                            |                           | 10%               | 1.24%                   | \$ 1,975,086          |                 |
| Municipal Debt Obligations            | 20%                       | 5%                | 2.03%                   | \$ 3,221,133          |                 |
| Certificates of Deposits              | 15%                       | 5%                |                         | \$ -                  |                 |
| Bank Time Deposits & Savings Accounts | 50%                       |                   | 8.06%                   | \$ 12,789,647         | YES             |
| Local Government Investment Pool      | 100%                      |                   | 42.72%                  | \$ 67,819,255         | YES             |
| <b>Total</b>                          |                           |                   | <b>100%</b>             | <b>\$ 158,770,517</b> |                 |

| Portfolio by Fund Allocation           | Par Amount            | Total Adjusted Cost   | Market Value          | YTD Unrealized Gain/Loss | Yield to Maturity |
|--|-----------------------|-----------------------|-----------------------|--------------------------|-------------------|
| City of SeaTac - Core Investment Funds | \$ 81,808,000         | \$ 82,079,856         | \$ 78,161,615         | \$ (3,918,241)           | 2.43%             |
| City of SeaTac Liquidity Funds         | \$ 80,608,902         | \$ 80,608,902         | \$ 80,608,902         |                          |                   |
| <b>TOTAL PORTFOLIO</b>                 | <b>\$ 162,416,902</b> | <b>\$ 162,688,758</b> | <b>\$ 158,770,517</b> | <b>\$ (3,918,241)</b>    |                   |

Cit of SeaTac  
Investment Portfolio Analysis  
As of 7/31/2023

| Month          | SeaTac Portfolio  |                   |                   | Monthly Interest Earned (Accrual Basis) |               |                |
|----------------|-------------------|-------------------|-------------------|---|---------------|----------------|
|                | 2021              | 2022              | 2023              | 2021                                    | 2022          | 2023           |
| January        | 27,541,000        | 62,808,000        | 83,808,000        | 182,914                                 | 44,256        | 122,256        |
| February       | 34,503,000        | 62,808,000        | 83,808,000        | 38,233                                  | 14,889        | 21,250         |
| March          | 43,503,000        | 62,808,000        | 83,808,000        | 68,750                                  | 98,500        | 122,424        |
| April          | 43,503,000        | 64,808,000        | 83,808,000        | 39,500                                  | 39,549        | 201,628        |
| May            | 43,503,000        | 64,808,000        | 83,808,000        | 20,000                                  | 45,075        | 209,417        |
| June           | 43,453,000        | 64,808,000        | 83,808,000        | 101,875                                 | 101,750       | 108,000        |
| July           | 41,453,000        | 74,808,000        | 81,858,000        | 42,506                                  | 43,506        | 216,756        |
| August         | 43,453,000        | 74,808,000        |                   | 2,500                                   | 25,000        |                |
| September      | 43,453,000        | 73,808,000        |                   | 98,500                                  | 98,500        |                |
| October        | 43,453,000        | 69,808,000        |                   | 32,500                                  | 95,703        |                |
| November       | 48,443,000        | 79,808,000        |                   | 28,200                                  | 68,200        |                |
| December       | 62,808,000        | 77,808,000        |                   | 101,750                                 | 126,750       |                |
| <b>Average</b> | <b>43,255,750</b> | <b>69,474,667</b> | <b>83,529,429</b> | <b>63,102</b>                           | <b>66,806</b> | <b>143,104</b> |

| Month          | LGIP              |                   |                   | Monthly Interest Earned (Accrual Basis) |               |                | Year to Date Interest Earned |                |                  |
|----------------|-------------------|-------------------|-------------------|---|---------------|----------------|------------------------------|----------------|------------------|
|                | 2021              | 2022              | 2023              | 2021                                    | 2022          | 2023           | 2021                         | 2022           | 2023             |
| January        | 73,134,760        | 48,196,331        | 56,336,037        | 8,662                                   | 3,719         | 219,694        | 191,576                      | 47,975         | 341,949          |
| February       | 63,142,122        | 48,200,336        | 56,535,226        | 7,362                                   | 4,005         | 199,189        | 237,171                      | 66,868         | 562,388          |
| March          | 63,148,231        | 48,209,571        | 56,763,667        | 6,109                                   | 9,235         | 228,441        | 312,030                      | 174,603        | 913,252          |
| April          | 63,153,525        | 48,225,611        | 56,993,553        | 5,294                                   | 16,040        | 229,886        | 356,824                      | 230,192        | 1,344,766        |
| May            | 63,157,624        | 48,254,460        | 57,242,831        | 4,099                                   | 28,850        | 249,278        | 380,923                      | 304,116        | 1,803,462        |
| June           | 63,161,553        | 48,294,564        | 67,518,903        | 3,910                                   | 40,104        | 276,073        | 486,707                      | 445,970        | 2,187,535        |
| July           | 63,171,099        | 58,369,443        | 67,819,255        | 9,566                                   | 74,879        | 300,352        | 538,778                      | 564,354        | 2,704,642        |
| August         | 63,175,331        | 55,479,251        |                   | 4,232                                   | 109,808       |                | 545,510                      | 699,163        | 2,704,642        |
| September      | 63,179,850        | 55,596,045        |                   | 4,519                                   | 116,793       |                | 648,529                      | 914,456        | 2,704,642        |
| October        | 63,184,881        | 55,739,287        |                   | 5,031                                   | 143,242       |                | 686,060                      | 1,153,401      | 2,704,642        |
| November       | 48,188,898        | 55,911,388        |                   | 4,018                                   | 172,101       |                | 718,278                      | 1,393,702      | 2,704,642        |
| December       | 48,192,612        | 61,116,344        |                   | 3,714                                   | 204,956       |                | 823,742                      | 1,725,408      | 2,704,642        |
| <b>Average</b> | <b>61,499,207</b> | <b>52,632,719</b> | <b>59,887,067</b> | <b>5,543</b>                            | <b>76,978</b> | <b>243,273</b> | <b>493,844</b>               | <b>643,351</b> | <b>1,948,434</b> |

| Month          | 2 Yr T-Note         |                     |                     | 90 Day T Bill        |                      |                      |
|----------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
|                | 2 Yr T-Note<br>2021 | 2 Yr T-Note<br>2022 | 2 Yr T-Note<br>2023 | 90 Day TBill<br>2021 | 90 Day TBill<br>2022 | 90 Day TBill<br>2023 |
| January        | 0.11%               | 1.18%               | 4.21%               | 0.06%                | 0.24%                | 4.58%                |
| February       | 0.14%               | 1.44%               | 4.81%               | 0.04%                | 0.37%                | 4.72%                |
| March          | 0.16%               | 2.28%               | 4.06%               | 0.03%                | 0.51%                | 4.68%                |
| April          | 0.16%               | 2.70%               | 4.04%               | 0.01%                | 0.81%                | 5.03%                |
| May            | 0.14%               | 2.53%               | 4.40%               | 0.01%                | 1.13%                | 5.28%                |
| June           | 0.25%               | 2.92%               | 4.87%               | 0.05%                | 1.66%                | 5.17%                |
| July           | 0.19%               | 2.89%               | 4.88%               | 0.06%                | 2.34%                | 5.28%                |
| August         | 0.20%               | 3.45%               |                     | 0.04%                | 2.87%                |                      |
| September      | 0.28%               | 4.22%               |                     | 0.04%                | 3.26%                |                      |
| October        | 0.48%               | 4.51%               |                     | 0.05%                | 4.06%                |                      |
| November       | 0.52%               | 4.38%               |                     | 0.05%                | 4.27%                |                      |
| December       | 0.73%               | 4.41%               |                     | 0.05%                | 4.30%                |                      |
| <b>Average</b> | <b>0.28%</b>        | <b>3.08%</b>        | <b>4.47%</b>        | <b>0.04%</b>         | <b>2.15%</b>         | <b>4.96%</b>         |

| Month          | SeaTac Current Yield |              |              | LGIP Interest Rate |              |              | 2023 Budget      |                  |                |
|----------------|----------------------|--------------|--------------|--------------------|--------------|--------------|------------------|------------------|----------------|
|                | City 2021            | City 2022    | City 2023    | LGIP 2021          | LGIP 2022    | LGIP 2023    | Actual           | Budget           | % of Budget    |
| January        | 1.24%                | 0.78%        | 2.04%        | 0.14%              | 0.09%        | 4.39%        | 341,949          | 124,253          | 275%           |
| February       | 0.96%                | 0.78%        | 2.04%        | 0.14%              | 0.11%        | 4.61%        | 220,439          | 124,253          | 177%           |
| March          | 0.88%                | 0.78%        | 2.04%        | 0.11%              | 0.23%        | 4.76%        | 350,864          | 124,253          | 282%           |
| April          | 0.88%                | 0.96%        | 2.04%        | 0.10%              | 0.40%        | 4.93%        | 431,514          | 124,253          | 347%           |
| May            | 0.88%                | 0.96%        | 2.18%        | 0.08%              | 0.70%        | 5.15%        | 458,696          | 124,253          | 369%           |
| June           | 0.88%                | 0.96%        | 2.34%        | 0.08%              | 1.01%        | 5.20%        | 384,073          | 124,253          | 309%           |
| July           | 0.89%                | 1.28%        | 2.43%        | 0.18%              | 1.63%        | 5.23%        | 517,107          | 124,253          | 416%           |
| August         | 0.89%                | 1.28%        |              | 0.08%              | 2.24%        |              | -                | 124,253          | 0%             |
| September      | 0.89%                | 1.27%        |              | 0.09%              | 2.56%        |              | -                | 124,253          | 0%             |
| October        | 0.86%                | 1.32%        |              | 0.09%              | 3.03%        |              | -                | 124,253          | 0%             |
| November       | 0.76%                | 1.84%        |              | 0.09%              | 3.76%        |              | -                | 124,253          | 0%             |
| December       | 0.78%                | 1.85%        |              | 0.09%              | 4.13%        |              | -                | 124,252          | 0%             |
| <b>Average</b> | <b>0.90%</b>         | <b>1.17%</b> | <b>2.16%</b> | <b>0.10%</b>       | <b>1.66%</b> | <b>4.90%</b> | <b>2,704,642</b> | <b>1,491,035</b> | <b>181.39%</b> |