



Administration and Finance Committee Minutes

October 5, 2023

4:00 PM

Hybrid meeting

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 4:30 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: N/A

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Deputy Mayor Senayet Negusse called the meeting to order at 4:00 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 09/07/2023 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 style="margin-left: 40px;">1. <i>Expenses for Mayor Simpson National League of Cities City Summit Expense Accounting Form Reimbursement Form Registration: \$690.00 Total: \$690.00</i></p> <p style="margin-left: 40px;"><i>The committee approved reimbursement for travel expenses.</i></p>

	<p><i>2. Pre-approval and expense approvals for Councilmember Kwon Egal and Mayor Simpson for the National League of Cities City Summit were presented at the RCM and were approved on 09/07/2023.</i></p>
<p>5. Contract with Dickson Electric for an emergency backup generator at SeaTac Community Center</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Will Lugo, Emergency Management Coordinator, and Brian Ruda, Facilities Manager, presented a proposal for the City Manager to execute a contract with Dickson Electric for an emergency backup generator at the SeaTac Community Center and authorize the City’s 2023-2024 Biennial Budget to be amended by increasing expenditures in the ARPA Grant Fund.</p> <p>Deputy Mayor Negusse would like to know how much remains in the ARPA budget.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the October 24, 2023, Regular Council Meeting.</p>
<p>6. Seattle Southside Regional Tourism Authority: 2024 Budget</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Mark Everton, Executive Director of SSRTA, and Evan Maxim, Director of Community and Economic Development, presented the fiscal year 2024 proposed budget, which includes anticipated revenue and expenses with a reduction of fund balance.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the October 24, 2023, Regular Council Meeting.</p>
<p>7. Unclaimed Property</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Gwen Pilo, Director of Finance & Systems, presented the committee with a resolution declaring the list of outstanding municipal checks over one-year-old canceled and the amount remitted to the Department of Revenue as Unclaimed Property.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the October 24, 2023, Regular Council Meeting.</p>
<p>8. August Investment Report</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Gwen Pilo, Director of Finance & Systems, presented the August Investment report.</p>
<p>9. Adjourn</p>	<p><i>Deputy Mayor Senayet Negusse adjourned the meeting at 4:30 PM.</i></p>

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

November 2, 2023

Expense Approvals

National League of Cities City Summit

Atlanta, GA, November 15-18, 2023

Mayor Simpson, CM Egal pre-approved 9/7/23 A&F

Approved	Expenses
	Jake Simpson: Expense Accounting Form (reimbursement) Mohamed Egal: Expense Account Form (P-card)

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: Jake Simpson Department: City Council
 Conference: NLC City Summit Dates: Nov 16-18 2023

Expense Table

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			Provide explanation if: Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 690.00	09/08/2023			\$ 690.00	Early bird before Sep 15, 2023, Exp. approval 10/5/23 A&F
Lodging	\$ 1,500.00					Conf. hotel rate will be \$821.60, 3 nights Nov 15-Nov 18
Lodging						
Meals	\$ 371.00		N/A	N/A		
Transportation	\$ 700.00	10/07/2023			\$ 433.90	Airfare
Transportation	\$ 75.00					
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges						
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,336.00		\$ 0.00	\$ 0.00	\$ 1,123.90	Grand Total \$ 1,123.90



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: Mohamed Egal Department: City Council
 Conference: NLC City Summit Dates: Nov 15-18, 2023

Expense Table

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			Provide explanation if: Actual amount is \$50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 690.00	11/10/2023	\$ 1,170.00			\$800 (non early-bird) plus two classes \$370
Lodging	\$ 1,500.00					
Lodging						
Meals	\$ 371.00		N/A	N/A		
Transportation	\$ 700.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 75.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,336.00		\$ 1,170.00	\$ 0.00	\$ 0.00	Grand Total \$ 1,170.00



MEMORANDUM

Date: October 11, 2023

To: Administration and Finance Committee

Through: Carl Cole, City Manager

From: Bart Perman, Information Systems Manager

cc: Gwen Pilo, Finance and Systems Director
Mei Barker, Human Resources Director

Re: **Information Systems Reorganization**

Background and Analysis

Information Systems (IS) has been a division of the Finance & Systems Department since 1993. As the city's needs and requirements for Information Systems has steadily increased over the last 30 years, the IS division has grown in many respects and has been essentially operating as a fully functioning department for several years.

The IS Division of the Finance and Systems Department provides all departments with IS and GIS support services.

When the City brought Information Systems in-house a single Systems Administrator position was created in the Finance Department. This position provided basic computer and network support to all city departments. Since that time, IS has grown in staff, skill diversity, reach, and responsibility and operates as a fully functioning IT department by:

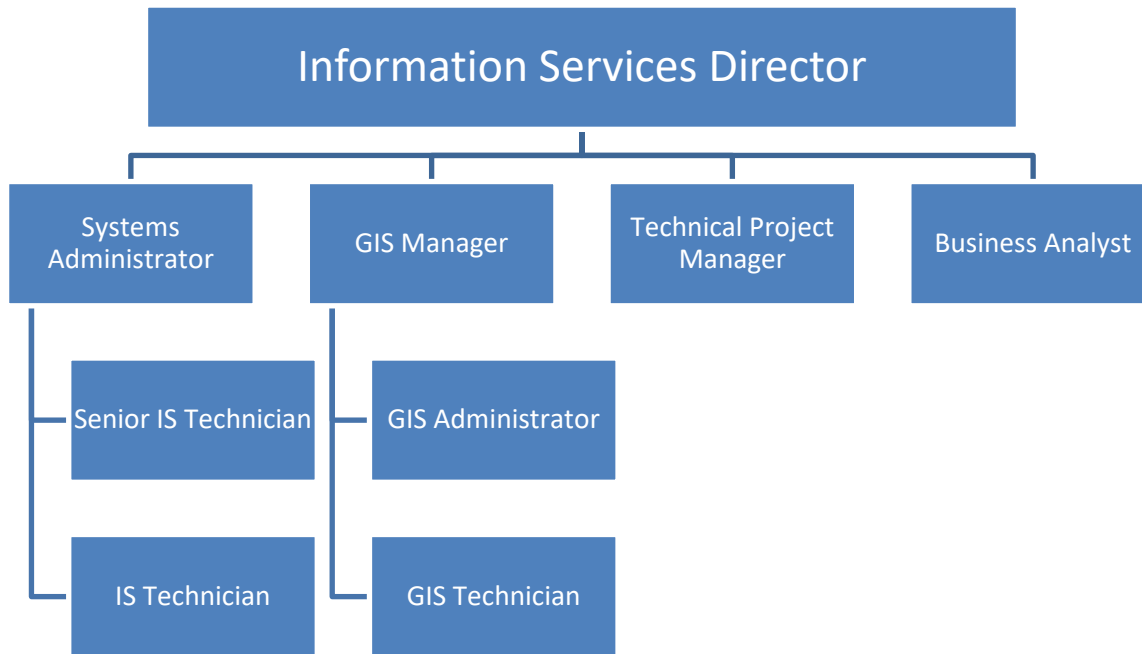
- Providing network accessibility and security
- Providing technical support to all departments
- Providing education to all City staff
- Providing Geographic Information Systems services
- Evaluating the technical needs of all departments to determine ways to streamline day to day functions
- Developing policies and procedures to ensure the security of City data

Information Systems has outgrown its current placement and creating an independent Information Services Department with two divisions, Information Systems (IS) and Geographic Information Systems (GIS) will allow IS to operate more efficiently and serve the City better by:

- Providing a direct line for communication to department heads and the City Manager
- Facilitating technology related strategic thinking within departments
- Providing authority to IS for policy compliance

- Shifting direct reporting of staff to subject matter experts

The organization chart for the proposed department will be:



A summary of the adjustments and reclassifications are provided below:

Current Position:	Reclassified to:
Information Systems Manager	Information Systems Director
GIS Coordinator	GIS Manager
IS Systems Analyst	Systems Administrator

Fiscal Impact

The Department worked with Human Resources to create the job descriptions (attached) and to determine ranges presented below.

Current Positions	Range	2023 Salary/Year
Information Systems Manager	70	\$128,010 - \$163,863
Information Systems Analyst	57	\$ 92,861 - \$118,870
GIS Coordinator	60	\$100,001 - \$128,010
	Average Range	\$106,957 - \$136,914

Proposed Positions	Range	2023 Salary/Year
Information Services Director	79	\$159,866 - \$204,643
Information Systems Administrator	60	\$100,001 - \$128,010

GIS Manager	64	\$110,382 - \$141,299
	Average Range	\$123,416 - \$157,984

Authority

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

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

The proposed re-organization and reclassifications are within the authority of the city manager and provided for in the 2023-2024 mid-biennium budget review.

Approval

At its November 2, 2023, meeting, the Administration and Finance Committee ratified the proposed reclassifications and compensation as recommended above.

Ratified:

Deputy Mayor Senayet Negusse, Chair

Attachment

Draft Job Descriptions

CITY OF SEATAC

CLASS TITLE: Information Systems Director

Salary Range: 79

Essential Personnel: Yes No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Serve as a member of the City administration's Leadership Team and required to serve in the capacity of Acting City Manager in the City Manager's absence. As the Information Systems (IS) Director, under the direction of the City Manager, plans, organizes, directs, provides strategic and visionary leadership, and monitors internal controls for the City's overall systems and technological operations; analyze, review and make recommendations to the City on IS matters, providing high level and consistent reporting and safeguarding the assets of the City. Establish program functions within the department and supervise and evaluate the performance of assigned personnel. Ensure the City follows all State and Federal regulations and City policies and procedure related to IS. The Information Systems Director oversees a collaborative, innovative, and forward-thinking program in line with the City's values and ethics.

REPRESENTATIVE DUTIES:

All duties listed are essential job responsibilities:

1. Serves as the IT/IS expert and principal systems and technological advisor to the City Council and City Manager; provides leadership, direction, and guidance in IS strategies and priorities; compiles, evaluates, and analyzes data; recommends and implements solutions; ensures systems and procedures follow all laws, policies, and regulations.
2. Develops, plans, and implements department goals and program objectives in to support the City's mission and goals; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of work products through quality control and related activities.
3. Plan, organize, direct, and evaluate the City's overall IS operations, systems planning functions, and information systems administration.
4. Direct the City's systems and technological operations, including maintaining citywide systems, establishing, and maintaining internal controls, preparing, and directing required financial reports, and conducting internal audits.
5. Directs staff and provides leadership and guidance; develops priorities and assigns tasks and projects; develops staff skills and training plans; conducts performance evaluations; meets regularly with staff to discuss and resolve priorities, workload, and technical issues.

6. Develop and analyze the department's organization structure and organize major functions into effective and measurable units.
7. Prepare and administer the department budget. Monitor and control expenditures.
8. Oversee the City's Information Systems platform and software/hardware for software applications; direct the maintenance and development of software and staff procedures needed to operate and integrate the City's various components; recommend hardware configurations as appropriate.
9. Operate a variety of office machines and equipment including a calculator, printers, facsimile, telephones, computer, and related software.
10. Communicate with a variety of City departments and outside organizations to coordinate activities, exchange information, and resolve issues or concerns.
11. Attend Council meetings and a variety of other special interest meetings as required.
12. Department Heads serve in the capacity of Acting City Manager in the City Manager's absence. *E*

Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Operational characteristics, services, and activities of an Information Systems Program
- Principles and practices of technology management, systems development, and systems integration
- Principles and practices of network administration, access, and security
- Current industry standards for computer and telephone systems
- Principles of planning, organization, administration, management, and supervision
- Principles and practices of budgeting, record keeping, report writing, and contract negotiation.
- Principles of and current trends in information technology including information systems software and hardware technology
- Applications life cycle, requirements assessment techniques, information technology security.
- Applicable federal, state, and local rules, laws, and regulations
- General computer hardware, software, and network architectures
- Various firewalls and security
- Protocols for documentation, schematics, and specifications

- Telecommunications and communications protocols
- City organization, operations, policies, and objectives.

SKILLED IN:

- Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
- Project planning and management techniques related to the development, acquisition and installation of information technology.
- Reviewing interrelated technical records and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Directing and leading staff, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Meeting critical time deadlines.
- Communicating effectively both orally and in writing.

ABILITY TO:

- Plan, organize, coordinate, and direct the activities of the department
- Participate in the development and administration of department goals, objectives, and procedures
- Analyze needs of City departments and develop solutions to meet those needs
- Interpret and apply Federal, State, and local policies, laws, and regulations
- Select, supervise, train, and evaluate staff
- Lead projects, direct teams, and build consensus
- Analyze, interpret, apply, and enforce regulations and policies
- Prepare, administer and monitor a budget
- Establish and maintain effective working relationships with employees, the executive team, elected officials, and outside agencies
- Review and evaluate complex data and make appropriate recommendations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in finance, accounting, or business administration. A master's degree is preferred.
- Eight (8) years' experience in information systems / technology and five (5) years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License required by date of appointment.
- A satisfactory three-year driving abstract record, submitted prior to hire.

WORKING CONDITIONS:

HOURS: As an executive level position, the incumbent is often required to attend meetings outside of normal working hours, during evenings and on weekends.

ENVIRONMENT: Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

PHYSICAL ABILITIES: Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment; sitting or standing for extended periods of time; lifting objects weighing up to 30 pounds; bending at the waist to retrieve and store files; seeing to verify accuracy of financial documents; hearing and speaking to exchange information and make presentations.

HAZARDS: Extended viewing of a desktop computer.

Created: 10/2023 B. Perman / M. Barker

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

Employee Signature

Date

Employee Name (*PRINTED*)

CITY OF SEATAC

CLASS TITLE: GIS Manager

Salary Range: 64

Essential Personnel: Yes X No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the Information Services Director, manage, supervise, coordinate, and monitor the City's Geographic Information System (GIS) staff and activities. Provide overall enterprise GIS technology strategic planning, project management, evaluation of current and future data, technology and resource needs, and coordinate the development of the GIS systems and solutions to align with city goals. Coach and mentor employees to develop their capabilities; and recognize and reinforce developmental efforts and improvements. Facilitate the acquisition of data through the management of contracts for GIS and other data collection efforts. Perform technical duties involving QC/QA of tabular and spatial data, geographic analysis, cartography, creation of print and web map products, data maintenance, and training sessions for the staff. Oversee and lead the development and implementation of standards and procedures to develop and maintain the citywide enterprise GIS.

REPRESENTATIVE DUTIES:

All responsibilities listed below are essential job functions to the position.

1. Coordinate and lead development of GIS data, applications, and tools in alignment with GIS enterprise strategy and city goals. Provide project scoping, including schedules, requirements analysis, cost estimates, acceptance testing, implementation plans, user training, and maintenance plans as appropriate. Coordinate and establish short and long term goals and objectives for the City's GIS to ensure current and future needs of internal and external customers within the scope of GIS are met.
2. Serves as subject matter expert on GIS; provides professional and technical GIS expertise, information and guidance to all departments as needed. Provides recommendations on GIS best practices and coordinates all GIS related activities at the city. Assists, leads and trains staff on the utilization, operations and capabilities of the GIS.
3. Supervise GIS staff; assign tasks and projects, and evaluate performance; develop staff skills, coach and counsel and coordinate training; lead hiring of GIS staff, recommend disciplinary action; meet with staff to discuss and resolve project and technical issues; , prioritize work assignments, monitor results, review staff reports, and ensure that all project and service issues are addressed and resolved.
4. Plan, develop, and administer the GIS budget to meet the City's current and future GIS needs. Provide technical input and recommendations for contracts, software and related goods; manage contracts, and direct vendors and contractors.
5. Reviews and recommends business process improvements in citywide business applications and related workflows that integrate with or relate to GIS systems.

Participates in business application implementation teams as a technical consultant and advisor. Develops procedures to reduce system errors and enhance system functionality and stability.

6. Provides direction to consultants which use or create spatial data to ensure any GIS tasks performed or data developed align with the enterprise GIS best practices.
7. Compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; edits and refines GIS data, and updates databases; performs quality control checks to assure data integrity Performs GIS data editing, management, analysis, quality control, cartography, web mapping, troubleshooting, and training tasks as needed.
8. Acts as liaison between the City and outside agencies regarding GIS data and systems.
9. Responds to requests for GIS information from outside jurisdictions and the public, including timely updates of maps and data.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Project management principles and organizational skills to organize and schedule work plans and assume responsibility for meeting deadlines.
- Principles of geography including coordinate systems, spheroids, projections and units, and the conversion and integration of data of various types.
- Principles and practices of geographic information systems, the ArcGIS suite of integrated applications, and GPS technology.
- Principles and practices of multi-user geospatial database development and maintenance, and methods for cross-platform database integration and replication.
- Principles and practices of creating and maintaining metadata for spatial and other data, and documentation of project methodology.
- GIS applications related to public works, public safety, emergency management, parks and recreation, land use planning, economic development, and human services.
- Principles and practices of cartographic design, including different approaches for print media, digital products, and interactive web-based maps
- Principles of Structured Query Language (SQL) for querying databases to extract information and build data reports.
- Principles and practices of application development.
- Principles and practices of research methods, data collection, and statistical analysis.

SKILL IN:

- High proficiency in manipulation, development, maintenance, analysis, and presentation of vector and raster data.
- Advanced skills using current Esri software including, but not limited to, ArcGIS Pro, ArcGIS for Server, Enterprise GIS, and ArcGIS Online.
- Production of high-quality cartographic products tailoring the design to intended audience, including different approaches for print media, digital products, and interactive web-based maps

- Methods of GPS data collection and integration.
- Creating and administering SDE geodatabases using ArcGIS for Server Enterprise in a SQL Server environment.
- Installation, configuration, troubleshooting, and testing of software including 3rd party GIS applications.
- Methods and techniques for documenting data development and project methodology.
- Methods and techniques for developing business processes and training documentation.
- Managing relational database management systems, including the ESRI geodatabase, SQL, and MS Access.
- Techniques in scripting, programming, and using tools for recurring processes.
- Use of web mapping components to create and manage map services and web-based content using REST-based ArcGIS services.
- Mentoring and supporting business and technical staff in the use of GIS tools and solutions.
- Analysis, problem-solving, and troubleshooting, with respect to technology and project management processes.

ABILITY TO:

- Read and interpret engineering plans, codes, and legal descriptions.
- Effectively plan, develop, and implement a comprehensive program with a broad scope and high degree of complexity.
- Use project management principles and apply solid organizational skills.
- Communicate technical ideas in non-technical terms to assist staff in understanding and using GIS applications.
- Develop appropriate GIS solutions given the goals, resources, and timeline.
- Plan and organize work to meet schedules and timelines.
- Work effectively on several projects concurrently and complete work with many interruptions.
- Evaluate spatial data quality and integrity.
- Facilitate meetings involving business and technology staff.
- Work independently with little supervision.
- Work in a team environment to help solve complex problems.
- Communicate effectively both orally and in writing.
- Maintain good working relationships with peers in adjacent and regional agencies, for the purposes of sharing data and processes.
- Maintain a patient, tactful and courteous demeanor while providing good customer service.
- Work in a multicultural workplace with diverse customers, emphasizing communication for cooperation, collaboration, and inclusiveness.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in geography, geomatics, or related field.
- Five (5) years of related GIS experience.
- ESRI ArcGIS 10.x, ArcGIS Pro, ArcGIS Server, ArcSDE, ArcPad, ArcGIS Online, MS Office, SQL Server, GeoCortex, Python, MS Visio or other UML design tools.

OR

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

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver’s License required by date of appointment.
- A satisfactory three-year driving abstract record, submitted prior to hire.

Preferred

- Experience working in an enterprise GIS team environment. Municipal GIS.

WORKING CONDITIONS:

ENVIRONMENT: Work is performed in an office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required.

PHYSICAL ABILITIES: Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

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

Created: 12/2023 B. Perman

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

Employee Signature

Date

Employee Name (*PRINTED*)

CITY OF SEATAC

**CLASS TITLE: INFORMATION SYSTEMS
ADMINISTRATOR**

Salary Range: 60

Essential Personnel: Yes **No**

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the Information Services Director, administer Information Systems for the City. Ensure the City has technically sound, secure, and efficiently functioning voice and data systems. Serve as lead for Information Systems technical staff. Manage outsourced applications. Diagnose and resolve problems related but not limited to computers, network, security, telephones, and software. Assist other departments in determining Information Systems needs. Provide technical leadership and recommend improvements to the City's advancing technology efforts.

REPRESENTATIVE DUTIES:

1. Ensure the City has technically sound, secure, and efficiently functioning voice and data systems. Research, implement, and support technologies that run city-wide business applications accessed by multiple departments and users. Provide technical assistance and training. Interact with end users to identify individual or departmental needs. *E*
2. Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs. *E*
3. Ensures the consistency, maintainability, and interoperability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions. *E*
4. Administers, maintains, and configures network hardware and devices; plans, performs, and manages server upgrades for hardware and software. *E*
5. Prepares and evaluates requests for proposals and informal procurements related to network or data communications in accordance with City policy, procedures, and applicable ordinances. *E*
6. Engages with and provides guidance to IS staff in completion of information systems related tasks, including recurring tasks, remediation tasks, and newly identified tasks related to technical changes or mandate changes. *E*
7. Respond to user requests for service, troubleshoot problems and develop solutions.

Identify opportunities for improvement. Recommend and implement changes. *E*

8. Manage outsourced applications. Assist IS Director in developing, negotiating, managing, and administering all computer systems agreements and bid packages for major technology purchases, maintenance, and consulting with City departments. Monitor vendor performance according to contracts and agreements. *E*
9. Assist IS Director in preparing and administering the division budget. *E*
10. Identifies current or potential information security risks and makes recommendations to IS Director for remediation.
11. Set up and maintain a disaster recovery plan. Run and maintain file server backups according to established lines. Scan for viruses on the network. Maintain a system of internal control to assure the security of confidential data. Assure back up files are protected and available. *E*
12. Provide technical leadership and recommend improvements to the City's advancing technology efforts. Develop, identify, and prioritize needs and program initiatives for consideration by City administration and the City Council. Assist IS Director in creating and managing technology plans for the City in line with Capital Improvement Plans (CIP). *E*
13. Attend various meetings and chair assigned committees. Make recommendations related to City-wide, departmental and division hardware and software needs.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Components, functions, and capabilities of the City's operating system.
- Cybersecurity and Disaster Recovery.
- Network management theory.
- Various software applications in word processing, spreadsheets, database management and others.
- System utilities and design and program applications.
- Operation, capabilities and limitations of computer and peripheral equipment.
- Data file organization, structure and access methodology.
- Installation methods and practices of hardware and software.
- Technical aspects of field of specialty.
- Technological advances in the field.

SKILL IN:

- Designing and maintaining network storage devices.
- Designing and maintaining virtual server environments.

- Internal and external network routing.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Troubleshooting hardware- and software-related problems.
- Installing, monitoring, maintaining, and troubleshooting the City's voice and data systems.
- Developing, designing, implementing, and maintaining the platform and network disaster recovery plan and procedures.
- Forecast network needs.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Analyze a situation and communicate to users in a way they can understand.
- Prioritize workloads and requests.
- Organize projects, plan, and implement an effective course of actions.
- Work independently with little direction.
- Work cooperatively with others using tact, patience, and courtesy.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in computer science or related field.
- Five (5) years of related network and operating systems experience.

OR

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

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License required by date of appointment.
- A satisfactory three-year driving abstract record, submitted prior to hire.

Preferred

- Microsoft Certified Solutions Associate (MCSA) certification preferred.
- VMWare Certified Professional preferred.
- Cisco Certified Network Associate certification preferred.

WORKING CONDITIONS:

ENVIRONMENT: Work is performed in an office environment with extensive time spent at a desktop computer. Travel between City facilities is required. Some travel off site and attendance at evening meetings is required.

PHYSICAL ABILITIES: Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to review plans and projects; hearing and speaking to exchange information.

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

Developed: 02/12 S. Johnson/B. Perman/J. Papke

Revised: 02/15 B. Perman/A. Antin

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

Employee Signature

Date

Employee Name (*PRINTED*)



MEMORANDUM

Date: October 20, 2023

To: Administration and Finance Committee

Through: Carl C. Cole, City Manager

From: Mary Tuttle, Parks and Recreation Director

cc: Mei Barker, Human Resources Director
Gwen Pilo, Finance & Systems Director

Re: **Parks & Recreation Reorganization and Reclassification**

Summary

The Parks and Recreation Department is seeking to re-classify and expand the Parks Projects and Operations Manager position to a Deputy Director position.

Background and Analysis

The Parks and Recreation Department contains three distinct units. Park Operations, Facility Maintenance, and Recreation and Cultural Services. Historically, the Managers within Parks and Recreation have focused on their individual business units, and a Deputy Director was added in the past through combining Recreation and Capital Projects. The current Parks Projects and Operations Manager position is cited as having span of authority over Park Operations and Capital Projects.

Within the Department, there is a body of work occurring being performed by the Parks Projects and Operations Manager, which includes Planning and Projects.

Park projects currently in the works are Riverton Heights Spray Park, Angle Lake Dock Re-Design, a lighting install at the BMX track' and the Maintenance Facility upgrade/ expansion project, which is in conjunction with Public Works.

Upcoming and planned projects include the development of a 9-acre park parcel into a new trailhead, inclusive playground and picnic shelter for SeaTac Des Moines Creek Trail, a turf conversion at North SeaTac grass baseball fields, trail and maintenance upgrades with paved trails at North SeaTac Park, and the potential for a community center refresh and upgrade to an aging building.

Potential additional projects include the development of new parks which address gaps identified within the PROS plan. Capital projects also offer grant opportunities through RCO, King County and others.

The Department is also looking at a way to ensure succession planning and continued development of staff. The proposed position is being further augmented to include assisting the Director with the overall Department Budget, development of Department goals, objectives, and priorities as well as monitoring and analysis of all areas within Parks and Recreation and grant funding opportunities which include RCO, King County, and others that span across the

Department. Furthermore, the Deputy Director will serve as Acting Director in the Director's absence.

Fiscal Impact

The Department worked with Human Resources to create the job description (attached) and performed a salary survey. The current salary range of the Parks Projects and Operations Manager is \$113,142 - \$144,831 and the new salary range for the Deputy Director is \$134,490 to \$172,159. This has been accounted for in the 2023-24 Mid-Biennium Budget Amendment.

Authority

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

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

The proposed re-organization and reclassification is within the authority of the city manager and provided for in the 2023-2024 mid-biennium budget review.

Approval

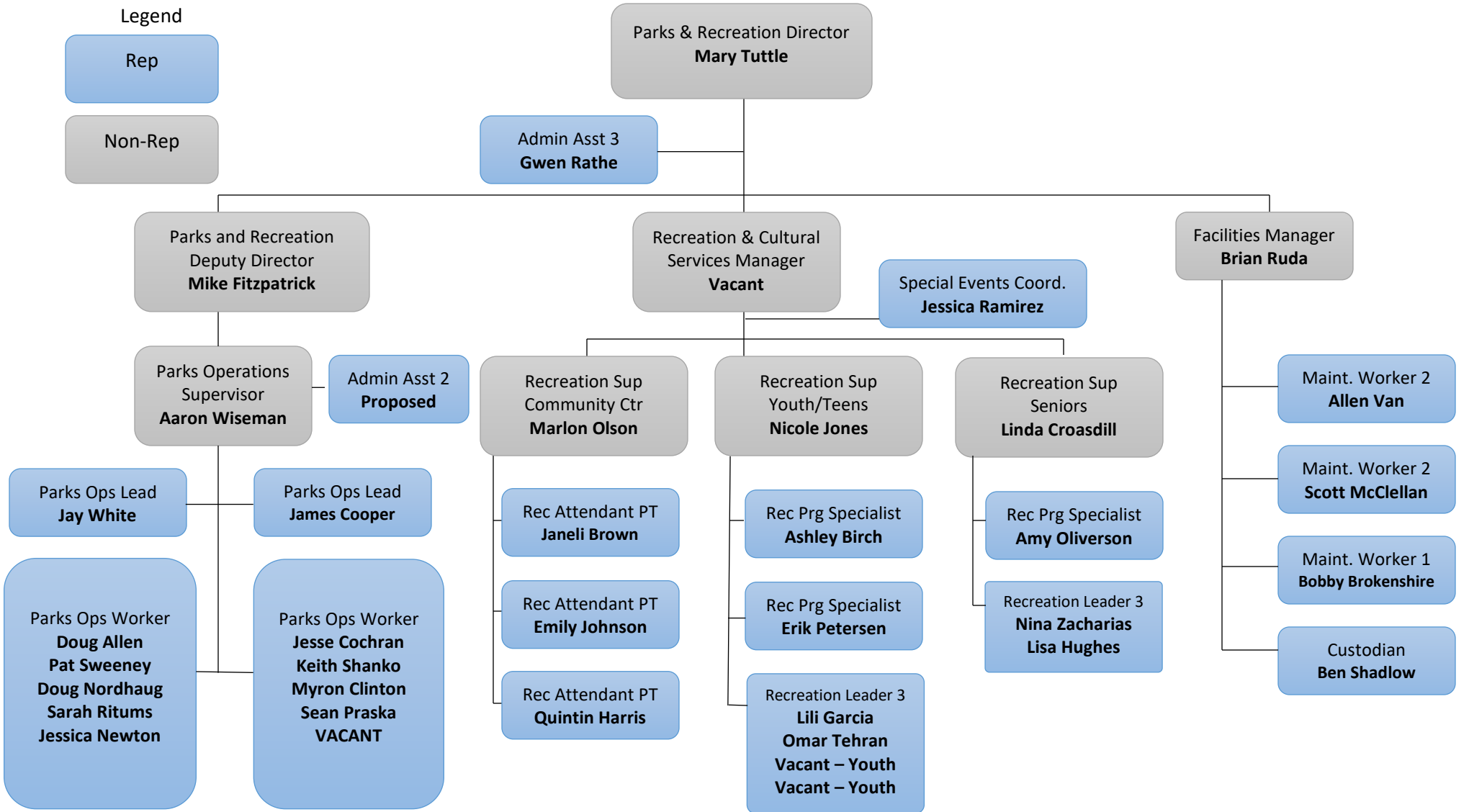
At its November 2, 2023, meeting, the Administration and Finance Committee ratified the proposed reclassifications and compensation as recommended above.

Ratified:

Deputy Mayor Senayet Negusse, Chair

Attachment

- Draft Job Description
- Parks & Recreation Organizational Charts



CITY OF SEATAC

**CLASS TITLE: PARKS AND RECREATION
DEPUTY DIRECTOR**

Salary Range: 65

Essential Personnel: Yes X No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the Parks and Recreation Director, develop, schedule and implement a comprehensive program of athletic, recreational and leisure services programs and activities for the City and surrounding service areas; manage recreation facilities and assist in the acquisition and development of park sites; prepare and administer grants; schedule, train and evaluate the performance of assigned personnel; develop, review, monitor and control assigned budgets and revenue; oversee and direct department activities in the absence of the Director.

REPRESENTATIVE DUTIES:

1. Develop, schedule and implement a comprehensive program of athletic, recreational and leisure-services programs and activities for the City and surrounding service areas; promote City parks and recreation programs and facilities, events and activities; work within City and neighboring jurisdictions to assure balanced and responsive recreational services to clients. *E*
2. Assist the Director in the development and implementation of department goals, objectives, work plans and long-range plans; establish division goals, objectives and priorities; set goals and performance criteria for the division; monitor and measure attainment of objectives, goals and priorities and implement corrective actions as necessary. *E*
3. Manage recreation facilities and work with facility maintenance personnel on maintenance and construction projects; assist the Director in acquisition and development of new park sites; work with consultants on park design and construction; design smaller beautification and play areas; act as project manager during construction of those areas as assigned. *E*
4. Prepare applications for various program grants; administer approved grants according to established guidelines; maintain current knowledge of grant application processes, rules, regulations and associated agencies. *E*
5. Schedule, supervise and evaluate the performance of assigned staff; interview and select employees and recommend promotions, transfers, reassignments, pay increases,

termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

6. Assist in the preparation and presentation of the annual budget; prepare division preliminary budget; analyze and review budgetary and financial data; control and monitor expenses and revenue; control and monitor daily cash flow for Community Center. *E*
7. Represent the City's interests on boards and committees on issues affecting the operation and activities of the department; represent the Director at meetings with City officials and administrators, public and private organizations, agencies, citizens and contractors regarding parks and recreation programs and activities; resolve issues and conflicts and exchange information. *E*
8. Purchase materials, supplies and equipment according to established policies and procedures; review specifications and contact vendors to obtain quotes and make recommendations for purchases. *E*
9. Prepare and maintain a variety of records, reports, contracts and files related to assigned recreation programs, activities and operations; submit to appropriate City personnel as required. *E*
10. Investigate inquiries, trouble calls and citizen complaints; resolve problems or refer to appropriate individual(s) for resolution. *E*
11. Identify and resolve work place safety hazards; assure State safety requirements are met during daily work activities. *E*
12. Perform related duties as assigned.

E denotes an essential function of the job.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

KNOWLEDGE OF:

- Principles, practices and techniques of developing and implementing recreation and leisure services programs.
- City and Community Center recreation programs, activities and operations.
- Recreational needs of specific community groups and programs to meet these needs.
- Methods, materials and techniques involved in the construction of parks and related facilities.
- Principles and practices of administration, supervision and training.
- Grant application development and completion, funding sources and related legislation.
- City organization, operations, policies and objectives.
- Budget planning, development and control.

- City and governmental purchasing policies, procedures and requirements.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report-writing techniques.
- Workplace hazards and required safety precautions.

ABILITY TO:

- Develop, schedule and implement a comprehensive program of athletic, recreational and leisure services, programs and activities.
- Develop and implement a variety of recreation programs and services that meet community needs.
- Read and interpret construction plans, drawings and specifications.
- Supervise and evaluate the performance of assigned staff.
- Prepare, submit and administer grant applications.
- Plan, develop and administer an annual division, operating budget and assist with long-range capital improvement programs.
- Administer contracts for services provided by outside firms.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Maintain a variety of records and files related to parks and recreation operations, activities and budgets.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Parks and Recreation Management, Leisure Services, Public Administration or related field.
- Five (5) years recreation program experience including at least two (2) years experience in a supervisory role with increasing responsibility in parks and recreation management.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington state driver's license. A three (3) year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

HOURS:

As an assistant director level position, the incumbent may be required to attend meetings outside

of normal working hours, during evenings and on weekends.

ENVIRONMENT:

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

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and prepare a variety of documentation.

HAZARDS:

May occasionally oversee the work of parks maintenance personnel which could include exposure to fumes from chemicals, paints and equipment operations, working around passing traffic, and working in adverse weather conditions.

Updated: 01/15 V.Audett

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

Employee Signature

Date

Employee Name (*PRINTED*)



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Mei Barker, Human Resources Director
CC: Mary Mirante Bartolo, City Attorney
Gwen Pilo, Finance Director
Date: 10/23/2023
Re: Job audit Recommendation - Assistant City Attorney to Senior Assistant City Attorney Classification

Purpose

To seek ratification by the Administration and Finance Committee of the City Manager's decision to approve the job audit findings and recommendations submitted Human Resources Director Mei Barker and reclassify Ha Dao current classification as Assistant City Attorney to the classification of Senior Assistant City Attorney.

Background and Analysis

On September 15, 2023, Ha Dao submitted a job audit request to the Human Resources Department per City policy. Due to the current workload of the Human Resources Director, she contracted the scope of this work to Cabot Dow and Associates (CDA). CDA thoroughly reviewed the job audit request, conducted interviews, analyzed the scope of Ms. Dao's current job description and the job description of the Senior Assistant City Attorney, and determined there was little delineation between the two classifications. CDA recommended Ms. Dao be reclassified from the Assistant City Attorney classification (Range 68) into the Senior Assistant City Attorney classification (Range 72).

Pursuant to the SeaTac Municipal Code 2.65.030, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary, to carry out sound personnel management and to accomplish objectives within the City's defined commitments.

Budget Significance

Pursuant to the Personnel Policy, PP 2.02 Job Audit Policy, "if a position is reclassified to a classification with a higher salary range, the employee's salary shall be increased to the step of

the new classification's salary that provides a minimum 5% increase". Consistent with this policy, Ms. Dao will be placed from Range 68, Step F, which is \$155,967 annually in the Assistant City Attorney classification to Range 72, Step F, which is \$163,863 annually in the Senior Assistant City Attorney Classification, effective September 15, 2023.

The impacts of this change have been accounted for in the 2023-24 Mid-Biennium Budget Amendment.

Approval:

At its November 2, 2023, meeting, the A&F Committee ratified the proposed reclassification and compensation as recommended above.

Ratified:

Deputy Mayor Senayet Negusse, Chair



Financial Management Report

Table of Contents

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

Actuals thru September 30, 2023




REVENUE STOPLIGHT CHART

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru September 30, 2023

<u>Revenue Description</u>	<u>2022 YTD ACTUAL</u>	<u>2022 % of Budget</u>	<u>2023 Annual BUDGET</u>	<u>2023 ACTUAL</u>	<u>Percent Collected</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$10,525,521	60%	\$17,600,000	\$9,728,962	55%	50%
Sales & Use Tax (operating)	\$9,836,331	76%	\$16,500,000	\$10,582,760	64%	58%
Sales & Use Tax (construction) (#301)	\$907,939	113%	\$1,000,000	\$1,109,394	111%	58%
Criminal Justice-Sales Tax & State Shared Rev	\$1,013,126	96%	\$1,580,029	\$1,081,978	68%	58%
Leasehold Excise Tax	\$1,498,197	75%	\$2,600,000	\$2,241,552	86%	50%
Emergency Medical Svcs Levy	\$448,062	79%	\$592,342	\$403,483	68%	50%
Parking Tax (#102)	\$5,684,242	82%	\$8,925,000	\$7,104,307	80%	67%
Motor Vehicle Tax - City Streets (#102)	\$361,287	65%	\$620,000	\$354,199	57%	58%
Hotel/Motel Special Revenue Tax (#107)	\$1,124,647	130%	\$1,800,000	\$1,239,645	69%	58%
Real Estate Excise Tax - #1 & #2 (#301)	\$869,093	124%	\$1,200,000	\$506,599	42%	67%
Subtotal: Taxes	\$32,268,444	73%	\$52,417,371	\$34,352,879	66%	57%
Permits & Plan Review (building, electrical, etc.)	\$2,078,857	134%	\$1,691,440	\$2,933,136	173%	75%
Engineering Plan Review	\$418,449	97%	\$507,500	\$470,783	93%	75%
Business Licenses	\$499,904	91%	\$600,000	\$497,104	83%	75%
Parks Programs	\$541,954	73%	\$768,750	\$619,682	81%	75%
Franchise Fees (#001 & #404)	\$658,153	80%	\$927,532	\$703,572	76%	38%
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$548,441	105%	\$750,000	\$551,521	74%	75%
GMA Traffic Impact Fees (#307)	\$1,170,067	669%	\$0	\$242,605		75%
Stormwater Fees (#403)	\$2,826,886	72%	\$3,959,550	\$2,745,833	69%	50%
Long Term Leases (CH & YMCA)	\$340,264	94%	\$348,549	\$311,845	89%	75%
Subtotal: Permits and Services	\$9,082,975	100%	\$9,553,321	\$9,076,081	95%	61%
Operating & Other Grants	\$1,415,519	20%	\$9,151,388	\$2,394,843	26%	
Parks Capital Grants	\$1,236,335	82%	\$76,175	\$10,352	14%	
Transportation Capital Grants	\$4,515,169	38%	\$3,645,409	\$192,036	5%	
SWM Capital Grants	\$326,241	652%	\$0	\$0	*	
Subtotal: Capital Grants	\$7,493,264	37%	\$12,872,972	\$2,597,232	20%	
Investment Interest	\$786,246	178%	\$1,504,035	\$3,655,806	243%	75%
Other Revenues (NO Transfers)	\$3,162,096	82%	\$2,926,555	\$1,569,153	54%	75%
TOTAL REVENUES	\$52,793,025	68%	\$79,274,254	\$51,251,150	65%	58%

LEGEND:

-  Green = Annual Performance is within (or better than) expectations set in the budget
-  Yellow = Annual performance indicates this may become an area of concern in the future
-  Red = Annual Performance in this area is a cause for concern

REVENUE STOPLIGHT CHART

Notes

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

State Collected Tax Revenues: There is a two-month lag in the collection and remittance of certain revenues collected by the State. For example, sales tax remitted to the city in May and June is for business activities that occurred in March and April respectively. Revenues impacted by this delay are Sales Tax, Criminal Justice Sales Tax, Motor Vehicle Tax and Hotel/Motel Tax.

Seven month benchmark is 58%

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

Sales & Use Construction: The Port of Seattle provided an updated construction vendor list in March 2023. The list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. See sales tax report for more details.

Quarterly benchmark is 50%

Leasehold Taxes: These taxes are remitted to the State quarterly. Payments are recorded in June, September, December and March. Retail expansion at the airport accounts for the increase in leasehold tax.

Eight month benchmark is 67%

Parking Taxes: Parking tax is based on the number of transactions that occur and not on occupancy or the value of service provided. There is a one month lag on collection of parking tax.

Real Estate Excise Tax: Real estate sales in the city have declined from 2022. Average sales for the first three quarters of 2023 were \$12.8M compared to \$19.2M for the same time period in 2022.

Permits & Services

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

Parks Programs: Includes revenues from classes, sports, senior, teen, and afterschool programs as well as facility rentals.

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

GMA Traffic Impact Fees: Traffic impact fees are dependent upon the type of development within the City and anticipated vehicle trip generation. Currently there is 1 large project and several smaller projects in the city contributing.

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

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

REVENUE STOPLIGHT CHART

Grants

Operating & Other Grants: Includes Budgeted Revenue for ARPA/SLFRF (\$4.5mil) not recongnized as revenue until expended.

Parks Capital Grants: Includes grants for the Pump Track and the Prop 1 - KC Parks Expansion Levy.

Transportation Capital Grants: Includes grants for 34th Ave, S 160th to S 166th TIB and S 34th Phase II.

Investment Interest: Investments in 2023 have yielded higher returns than budgeted.

Other Revenues: Other revenues account for State shared revenues, Equip replacement charges, Court revenue and fines, and other Miscellaneous revenue.

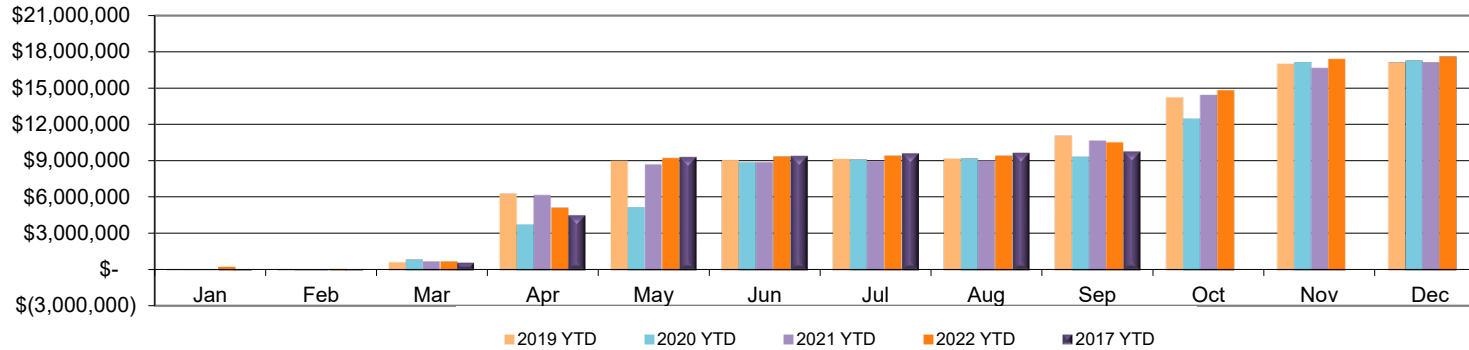
REVENUE
CHARTS
&
SALES TAX
REPORT

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

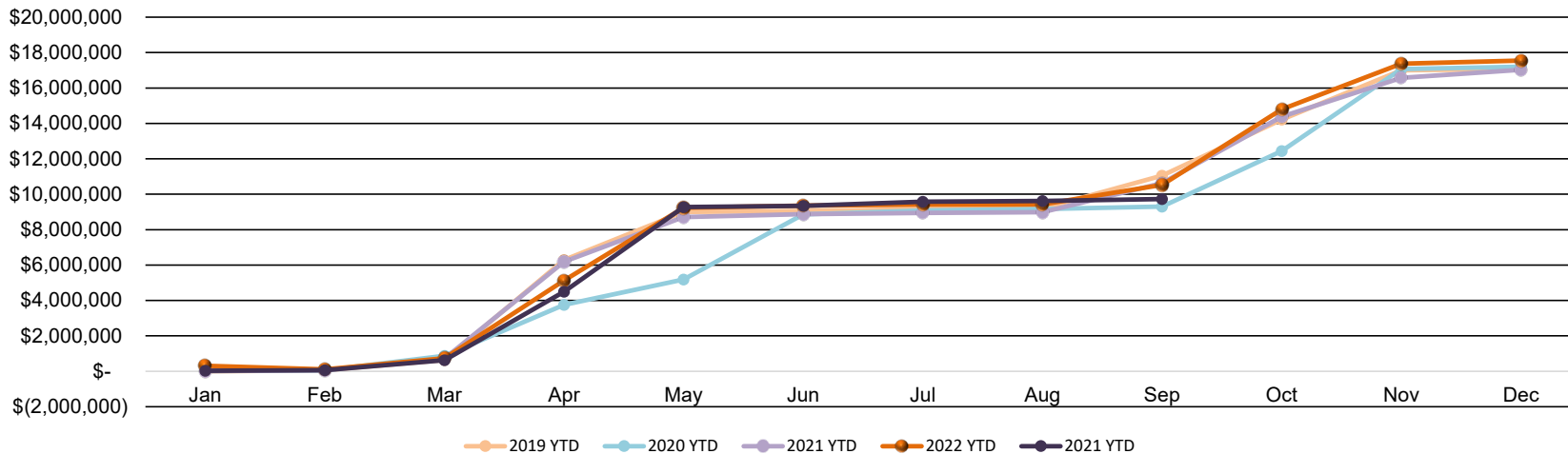
Property Taxes

Month	2019	2019 YTD	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	Variance YTD
Jan	\$ (3,347)	\$ (3,347)	\$ 16,551	\$ 16,551	\$ 14,507	\$ 14,507	\$ 316,770	\$ 316,770	\$ 31,311	\$ 31,311	\$ (285,458)
Feb	\$ 71,988	\$ 68,641	\$ 40,881	\$ 57,433	\$ 44,723	\$ 59,230	\$ (206,666)	\$ 110,103	\$ 29,013	\$ 60,324	\$ (49,779)
Mar	\$ 580,717	\$ 649,358	\$ 825,799	\$ 883,232	\$ 671,760	\$ 730,989	\$ 626,393	\$ 736,497	\$ 570,389	\$ 630,713	\$ (105,783)
Apr	\$ 5,640,002	\$ 6,289,360	\$ 2,871,481	\$ 3,754,713	\$ 5,457,073	\$ 6,188,062	\$ 4,399,587	\$ 5,136,084	\$ 3,869,010	\$ 4,499,724	\$ (636,360)
May	\$ 2,705,570	\$ 8,994,930	\$ 1,428,855	\$ 5,183,568	\$ 2,519,398	\$ 8,707,459	\$ 4,096,874	\$ 9,232,957	\$ 4,775,188	\$ 9,274,912	\$ 41,954
Jun	\$ 61,213	\$ 9,056,143	\$ 3,673,890	\$ 8,857,458	\$ 172,767	\$ 8,880,226	\$ 125,898	\$ 9,358,856	\$ 73,619	\$ 9,348,530	\$ (10,325)
Jul	\$ 102,221	\$ 9,158,364	\$ 226,347	\$ 9,083,804	\$ 66,120	\$ 8,946,347	\$ 55,686	\$ 9,414,541	\$ 227,310	\$ 9,575,840	\$ 161,299
Aug	\$ 37,753	\$ 9,196,117	\$ 84,716	\$ 9,168,520	\$ 42,002	\$ 8,988,349	\$ 11,892	\$ 9,426,434	\$ 40,807	\$ 9,616,647	\$ 190,214
Sep	\$ 1,850,454	\$ 11,046,571	\$ 138,749	\$ 9,307,269	\$ 1,642,017	\$ 10,630,366	\$ 1,099,087	\$ 10,525,521	\$ 112,315	\$ 9,728,962	\$ (796,559)
Oct	\$ 3,168,330	\$ 14,214,902	\$ 3,130,160	\$ 12,437,429	\$ 3,759,188	\$ 14,389,555	\$ 4,270,037	\$ 14,795,558			
Nov	\$ 2,781,257	\$ 16,996,158	\$ 4,635,692	\$ 17,073,121	\$ 2,188,982	\$ 16,578,536	\$ 2,573,226	\$ 17,368,784			
Dec	\$ 77,918	\$ 17,074,076	\$ 127,906	\$ 17,201,027	\$ 449,898	\$ 17,028,434	\$ 179,732	\$ 17,548,516			
Total	\$ 17,074,076	\$ 16,900,000	\$ 17,201,027	\$ 17,300,000	\$ 17,028,434	\$ 17,400,000	\$ 17,548,516	\$ 17,400,000	\$ 9,728,962	\$ 17,600,000	% of Budget 55.3%

Property Tax Comparisons YTD



Property Tax Comparisons YTD



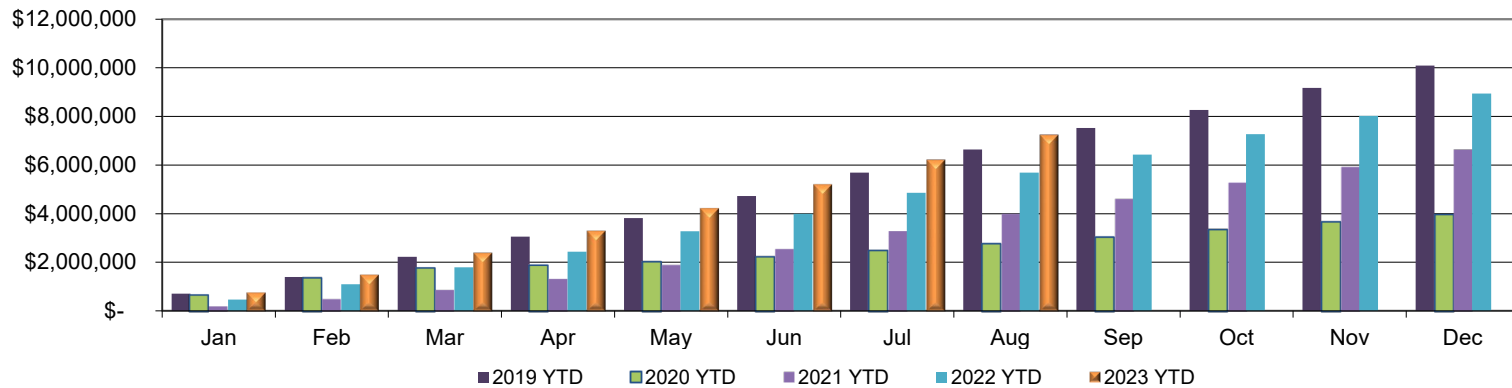
**City of SeaTac
Year to Year Revenue Comparison**

Parking Tax

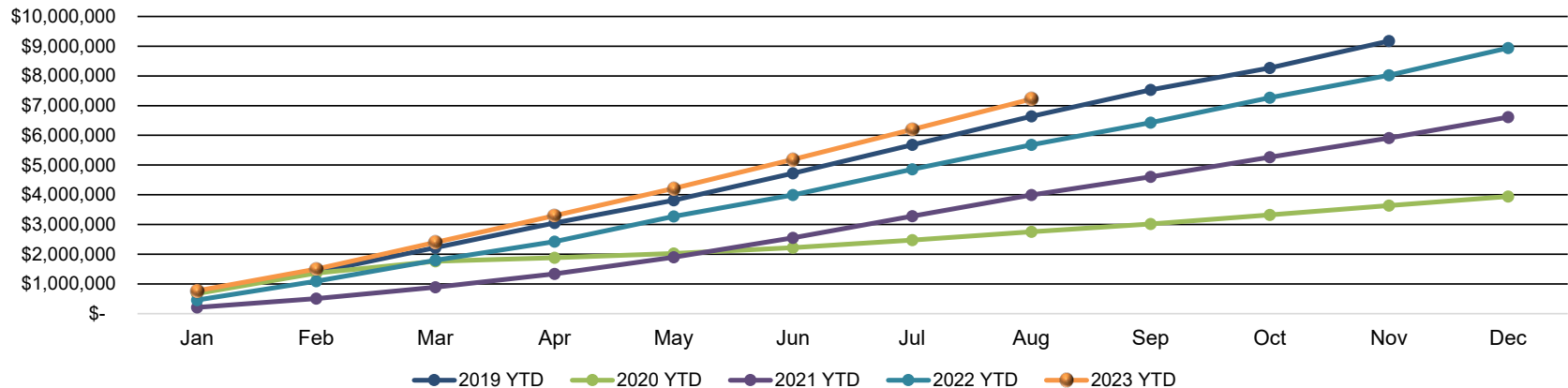
(There is a 30 day delay for remittance to City)

Month	2019	2019 YTD	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	Variance YTD
Jan	\$ 709,223	\$ 709,223	\$ 675,925	\$ 675,925	\$ 211,221	\$ 211,221	\$ 459,641	\$ 459,641	\$ 770,889	\$ 770,889	\$ 311,248
Feb	\$ 679,698	\$ 1,388,921	\$ 691,803	\$ 1,367,728	\$ 298,641	\$ 509,862	\$ 633,103	\$ 1,092,744	\$ 733,672	\$ 1,504,561	\$ 411,817
Mar	\$ 831,438	\$ 2,220,359	\$ 398,970	\$ 1,766,698	\$ 377,044	\$ 886,906	\$ 702,621	\$ 1,795,365	\$ 894,677	\$ 2,399,238	\$ 603,873
Apr	\$ 830,660	\$ 3,051,018	\$ 112,981	\$ 1,879,679	\$ 453,841	\$ 1,340,747	\$ 633,159	\$ 2,428,525	\$ 897,460	\$ 3,296,698	\$ 868,174
May	\$ 767,290	\$ 3,818,308	\$ 148,099	\$ 2,027,778	\$ 559,608	\$ 1,900,355	\$ 843,245	\$ 3,271,769	\$ 913,717	\$ 4,210,415	\$ 938,646
Jun	\$ 906,546	\$ 4,724,854	\$ 196,226	\$ 2,224,004	\$ 652,652	\$ 2,553,006	\$ 722,360	\$ 3,994,130	\$ 977,538	\$ 5,187,953	\$ 1,193,823
Jul	\$ 957,916	\$ 5,682,770	\$ 252,432	\$ 2,476,436	\$ 732,019	\$ 3,285,026	\$ 864,534	\$ 4,858,664	\$ 1,007,471	\$ 6,195,424	\$ 1,336,761
Aug	\$ 960,816	\$ 6,643,586	\$ 275,119	\$ 2,751,554	\$ 711,264	\$ 3,996,290	\$ 825,578	\$ 5,684,242	\$ 1,025,212	\$ 7,220,636	\$ 1,536,394
Sep	\$ 885,914	\$ 7,529,500	\$ 271,247	\$ 3,022,801	\$ 607,069	\$ 4,603,359	\$ 743,953	\$ 6,428,194			
Oct	\$ 735,478	\$ 8,264,978	\$ 303,736	\$ 3,326,537	\$ 662,931	\$ 5,266,290	\$ 841,496	\$ 7,269,691			
Nov	\$ 909,725	\$ 9,174,703	\$ 313,207	\$ 3,639,744	\$ 640,957	\$ 5,907,248	\$ 750,999	\$ 8,020,690			
Dec	\$ 914,403	\$ 10,089,106	\$ 302,754	\$ 3,942,498	\$ 705,807	\$ 6,613,054	\$ 919,158	\$ 8,939,848			
Total	\$ 10,089,106	Budget \$ 9,728,321	\$ 3,942,498	Budget \$ 9,922,887	\$ 6,613,054	Budget \$ 6,944,600	\$ 8,939,848	Budget \$ 6,944,600	\$ 7,220,636	\$ 8,925,000	% of Budget 80.9%

Parking Tax Comparison YTD



Parking Tax Comparison YTD



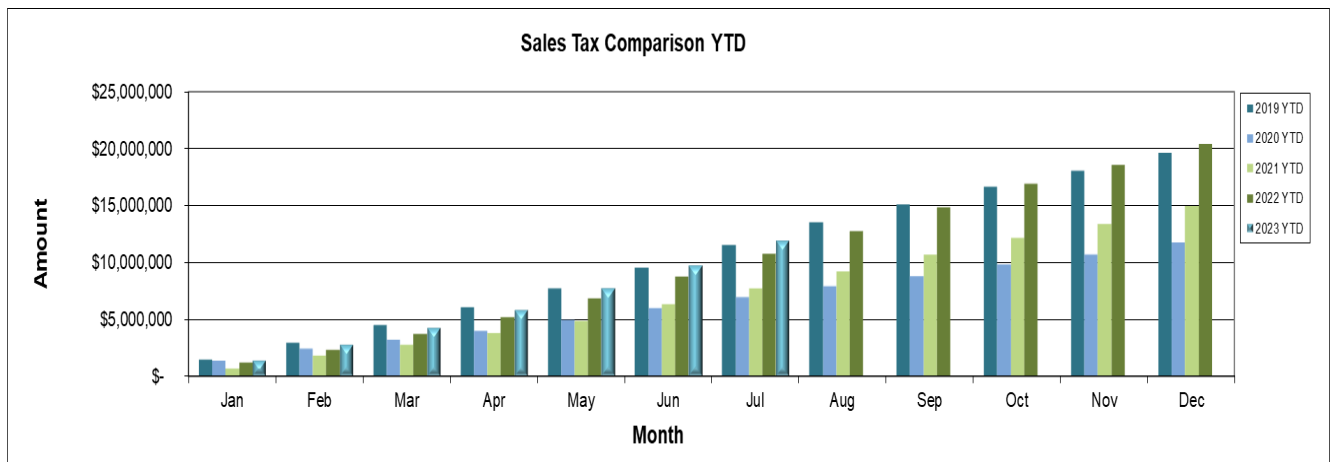
Sales Tax

When analyzing monthly sales tax receipts, there are two items of note: First, most businesses remit their sales tax collections to the Washington State Department of Revenue (DOR) on a monthly basis. However, small businesses only remit quarterly or annually; this can create anomalies when comparing the same month between different years. Second, there is a two-month lag from the time sales tax is collected to the time it is distributed to the City.

The chart below reflects total sales tax paid to the City, both operational and Port construction sales tax. Sales tax receipts collected in **September 2023** for **July 2023** were 5.8% above those from the same period in 2022 and are up 10.4% for the year. Sales Tax collections have exceeded 2019 by 3.4%, making 2023 our highest performing year in the second quarter.

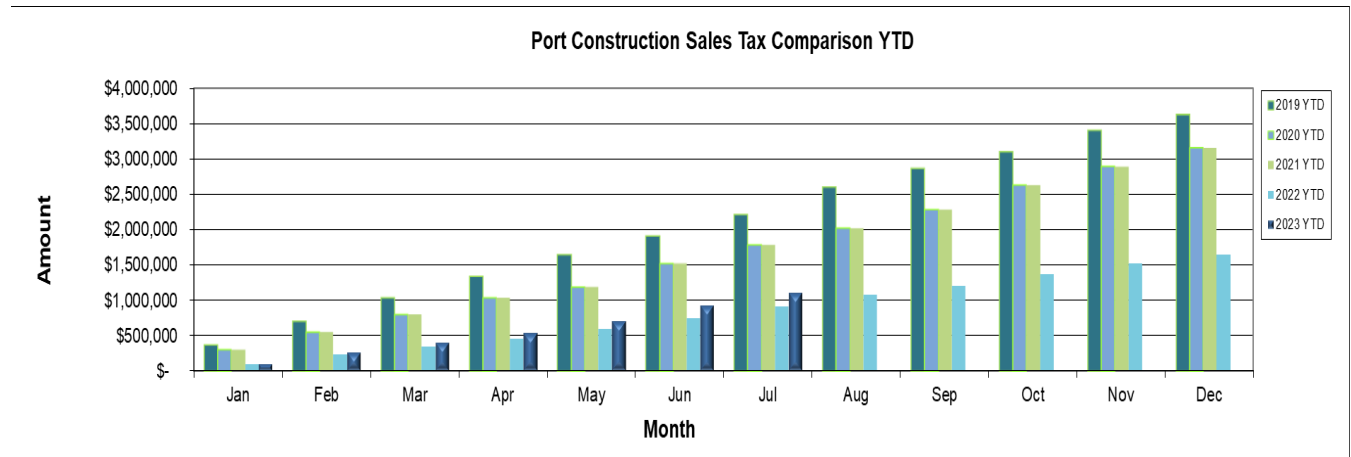
When comparing the budget estimate to actual, collections are tracking just higher than budget estimates for the period.

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



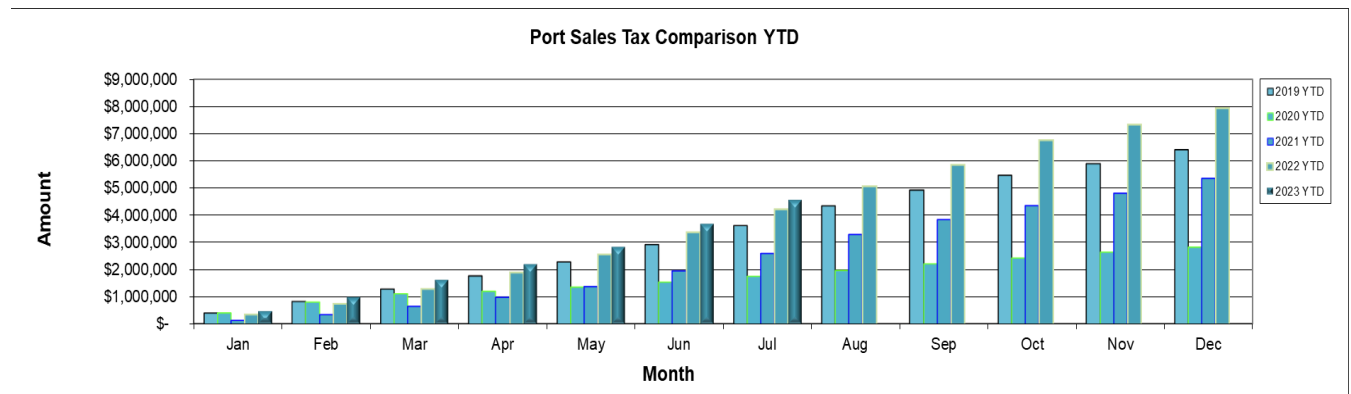
Construction sales tax is considered a highly volatile one-time revenue because it is completely dependent on Port projects and once the project is complete the revenue is gone. In 2003, the City decided to dedicate construction sales tax from Port of Seattle projects to fund capital improvements around the city. In November of 2018, the Port provided the City the first list of construction vendors to assist us with accurately identify the payers of the tax. This resulted in a significant increase in revenue for the fund and now the Port provides a list to us each year. It is important to note, prior to 2018 the tax was deposited into the general fund.

Construction sales tax receipts for 7 months of 2023 are up 22.19% from 2022. Collections (\$1,109,394) have exceeded the budgeted amount of \$1,000,000. The Port has completed the International Arrivals Facility and the North Satellite Modernization, doubling the dining and retail amenities. Projects in the works include the Central Terminal Renovations and Restroom upgrades. The Ports 2024 preliminary capital forecast includes baggage optimization and C Concourse expansion. Identifiable Port Construction Sales Tax is about 56% of total sales tax from construction activities throughout the city.



The chart below tracks the sales tax attributed to retail trade specifically at the airport. 2019 saw declining revenue from the previous year due to construction within the airport that continued into 2021. With the pandemic essentially shutting down air travel the decline in revenue from airport retail sales was significant in 2020.

Revenue is up 8.5% from 2022 and has surpassed 2019 by 26% making 2023 the highest performing year to date. The opening of the new North Satellite and the International Arrivals Facility has contributed to the increase in sales tax collection.



Sales Tax by Sector

Comparing sales tax data by sector allows for better understanding of where the City's revenues are coming from, and therefore, track trends that may impact various sectors differently. Comparing monthly data year over year provides a better insight into business sector performance, controlling for seasonal cycles in sales as well as occasional adjustments.

In analyzing all sectors operating within the City of SeaTac the top five sectors are:

- Retail Trade;
- Accommodations & Food Services;
- Construction;
- Transportation/Warehousing/Utilities, and
- Finance/Insurance/Real Estate.

Other sectors Operating within the City include:

- Services,
- Manufacturing;
- Wholesale Trade;
- Arts/Entertainment/Recreation;
- Administration/Support/Waste Management;
- Information; and
- Public Administration.

The following table illustrates the **second quarter** performance of the 5 top sectors compared to all other sectors over the last five years.

Every major category, except for **Transportation & Warehousing**, is performing better than the same period in **2022**.

When comparing to pre-pandemic 2019 numbers, **Construction** is the only category to fall short of **2019** numbers. As previously discussed, **Construction** tends to fluctuate, and while down from previous years, is still considered strong.

	2nd Quarter				
	2019	2020	2021	2022	2023
Retail Trade	\$ 422,367	\$ 252,861	\$ 342,641	\$ 343,673	\$ 536,444
\$ Change	\$ 53,450	\$ (169,506)	\$ 89,780	\$ 1,032	\$ 192,771
% Change	14.5%	-40.1%	35.5%	0.3%	56.1%
% of Total	8.4%	9.1%	9.7%	6.9%	10.2%
Accommodation & Food Services	\$ 1,033,286	\$ 369,964	\$ 653,497	\$ 1,083,141	\$ 1,228,934
\$ Change	\$ (25,094)	\$ (663,322)	\$ 283,533	\$ 429,644	\$ 145,793
% Change	-2.4%	-64.2%	76.6%	65.7%	13.5%
% of Total	20.5%	13.3%	18.5%	21.8%	23.4%
Construction	\$ 1,593,586	\$ 1,222,257	\$ 912,091	\$ 845,283	\$ 931,100
\$ Change	\$ 769,526	\$ (371,329)	\$ (310,165)	\$ (66,808)	\$ 85,817
% Change	93.4%	-23.3%	-25.4%	-7.3%	10.2%
% of Total	31.6%	43.8%	25.8%	17.0%	17.7%
Transportation/Warehousing/Utilities	\$ 778,586	\$ 415,217	\$ 527,699	\$ 1,009,014	\$ 962,091
\$ Change	\$ 129,293	\$ (363,370)	\$ 112,482	\$ 481,315	\$ (46,923)
% Change	19.9%	-46.7%	27.1%	91.2%	-4.7%
% of Total	15.4%	14.9%	14.9%	20.3%	18.3%
Finance/Insurance/Real Estate	\$ 755,748	\$ 214,942	\$ 645,352	\$ 893,423	\$ 896,217
\$ Change	\$ 36,168	\$ (540,806)	\$ 430,410	\$ 248,071	\$ 2,794
% Change	5.0%	-71.6%	200.2%	38.4%	0.3%
% of Total	15.0%	7.7%	18.2%	18.0%	17.1%
All Others	\$ 460,645	\$ 315,897	\$ 458,687	\$ 786,736	\$ 698,326
\$ Change	\$ 23,932	\$ (144,748)	\$ 142,791	\$ 328,049	\$ (88,410)
% Change	5.5%	-31.4%	45.2%	71.5%	-11.2%
% of Total	9.1%	11.3%	13.0%	15.9%	13.3%
Total	\$ 5,044,218	\$ 2,791,138	\$ 3,539,968	\$ 4,961,270	\$ 5,253,112
\$ Change	\$ 987,275	\$ (2,253,080)	\$ 748,830	\$ 1,421,302	\$ 291,842
% Change	24.3%	-44.7%	26.8%	40.2%	5.9%

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

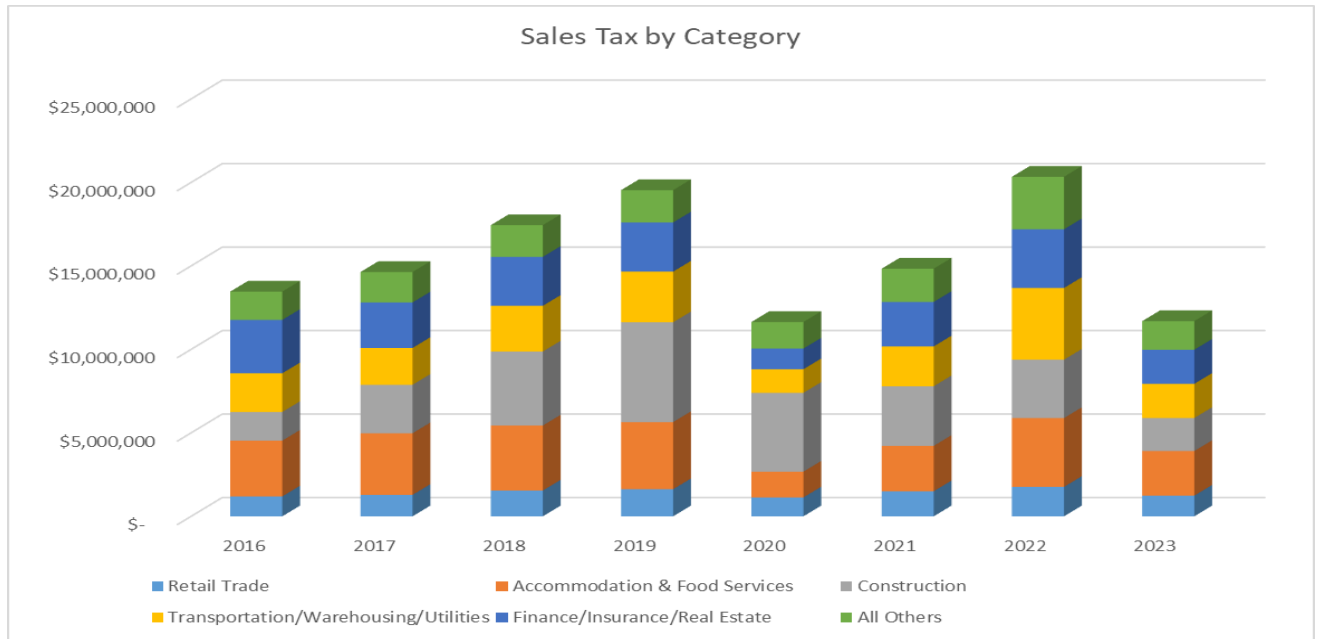
The first quarter report indicated concern for declining sales tax revenue as **March** numbers showed the negative impacts of the slowing economy. March, April, and May increases from the prior year were between the 2% and 3% range. However, in **June** collections rebounded and **June 2023** continues to outperform the same period last year with a total increase of **10.5%** for the month, over **2022**.

	June				
	2019	2020	2021	2022	2023
Retail Trade	\$ 169,806	\$ 95,985	\$ 142,837	\$ 178,740	\$ 189,151
\$ Change	\$ 36,801	\$ (73,820)	\$ 46,852	\$ 35,903	\$ 10,411
% Change	27.7%	-43.5%	48.8%	25.1%	5.8%
% of Total	9.2%	9.1%	10.1%	9.7%	9.3%
Accommodation & Food Services	\$ 385,922	\$ 97,962	\$ 266,772	\$ 431,872	\$ 500,767
\$ Change	\$ (436)	\$ (287,960)	\$ 168,811	\$ 165,100	\$ 68,895
% Change	-0.1%	-74.6%	172.3%	61.9%	16.0%
% of Total	21.0%	9.3%	18.9%	23.4%	24.6%
Construction	\$ 530,658	\$ 458,101	\$ 297,334	\$ 318,831	\$ 365,873
\$ Change	\$ 258,884	\$ (72,557)	\$ (160,766)	\$ 21,497	\$ 47,042
% Change	95.3%	-13.7%	-35.1%	7.2%	14.8%
% of Total	28.8%	43.5%	21.1%	17.3%	18.0%
Transportation/Warehousing/Utilities	\$ 246,896	\$ 210,539	\$ 237,918	\$ 311,226	\$ 338,676
\$ Change	\$ 24,906	\$ (36,356)	\$ 27,378	\$ 73,308	\$ 27,450
% Change	11.2%	-14.7%	13.0%	30.8%	8.8%
% of Total	13.4%	20.0%	16.9%	16.9%	16.6%
Finance/Insurance/Real Estate	\$ 352,419	\$ 71,705	\$ 303,548	\$ 375,161	\$ 396,968
\$ Change	\$ 31,809	\$ (280,715)	\$ 231,844	\$ 71,613	\$ 21,807
% Change	9.9%	-79.7%	323.3%	23.6%	5.8%
% of Total	19.1%	6.8%	21.5%	20.3%	19.5%
All Others	\$ 155,971	\$ 119,692	\$ 163,207	\$ 227,780	\$ 246,606
\$ Change	\$ 6,570	\$ (36,280)	\$ 43,516	\$ 64,573	\$ 18,826
% Change	4.4%	-23.3%	36.4%	39.6%	8.3%
% of Total	8.5%	11.4%	11.6%	12.4%	12.1%
Total	\$1,841,672	\$1,053,983	\$1,411,617	\$1,843,610	\$2,038,041
\$ Change	\$ 358,535	\$ (787,689)	\$ 357,634	\$ 431,993	\$ 194,431
% Change	24.2%	-42.8%	33.9%	30.6%	10.5%

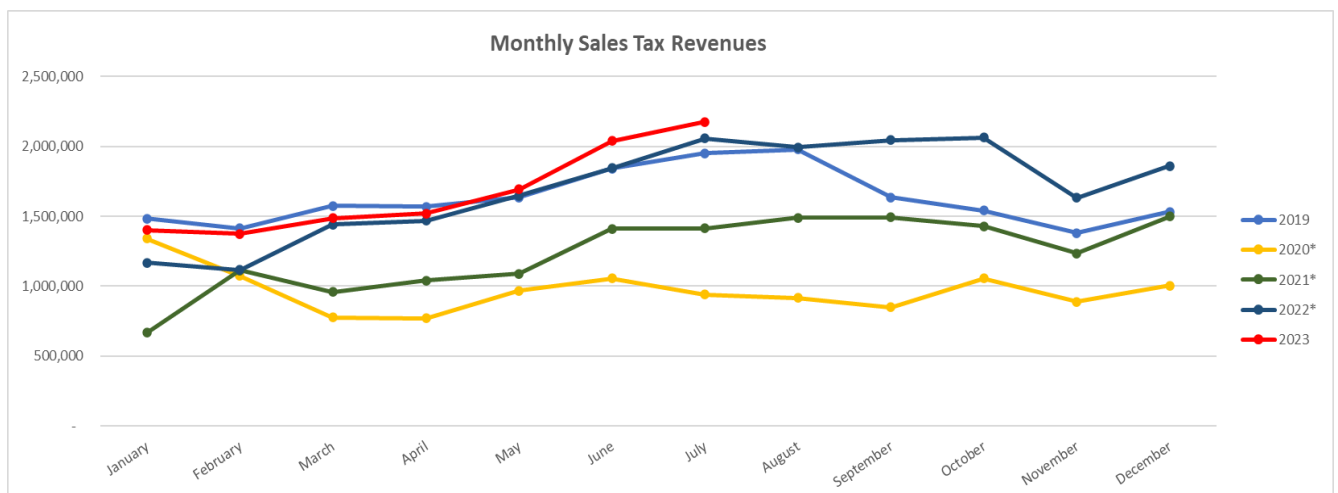
July 2023, while down from June, outperformed the same period last year by 5.8%.

	July				
	2019	2020	2021	2022	2023
Retail Trade	\$ 150,578	\$ 93,360	\$ 119,186	\$ 157,410	\$ 181,426
\$ Change	\$ 20,849	\$ (57,218)	\$ 25,826	\$ 38,224	\$ 24,016
% Change	16.1%	-38.0%	27.7%	32.1%	15.3%
% of Total	7.7%	9.9%	8.4%	7.7%	8.3%
Accommodation & Food Services	\$ 450,324	\$ 121,164	\$ 300,439	\$ 437,995	\$ 500,632
\$ Change	\$ 60,049	\$ (329,160)	\$ 179,275	\$ 137,556	\$ 62,637
% Change	15.4%	-73.1%	148.0%	45.8%	14.3%
% of Total	23.1%	12.9%	21.2%	21.3%	23.0%
Construction	\$ 505,936	\$ 354,664	\$ 267,657	\$ 329,629	\$ 345,599
\$ Change	\$ 308,130	\$ (151,273)	\$ (87,007)	\$ 61,972	\$ 15,970
% Change	155.8%	-29.9%	-24.5%	23.2%	4.8%
% of Total	25.9%	37.7%	18.9%	16.0%	15.9%
Transportation/Warehousing/Utilities	\$ 264,168	\$ 95,701	\$ 132,742	\$ 361,887	\$ 257,471
\$ Change	\$ 47,253	\$ (168,467)	\$ 37,041	\$ 229,145	\$ (104,416)
% Change	21.8%	-63.8%	38.7%	172.6%	-28.9%
% of Total	13.5%	10.2%	9.4%	17.6%	11.8%
Finance/Insurance/Real Estate	\$ 403,163	\$ 112,078	\$ 423,157	\$ 472,407	\$ 552,814
\$ Change	\$ (28,143)	\$ (291,085)	\$ 311,079	\$ 49,250	\$ 80,407
% Change	-6.5%	-72.2%	277.6%	11.6%	17.0%
% of Total	20.7%	11.9%	29.9%	23.0%	25.4%
All Others	\$ 176,522	\$ 163,901	\$ 172,098	\$ 297,322	\$ 337,348
\$ Change	\$ 95	\$ (12,620)	\$ 8,197	\$ 125,224	\$ 40,026
% Change	0.1%	-7.1%	5.0%	72.8%	13.5%
% of Total	9.0%	17.4%	12.2%	14.5%	15.5%
Total	\$ 1,950,691	\$ 940,868	\$ 1,415,279	\$ 2,056,650	\$ 2,175,290
\$ Change	\$ 408,233	\$ (1,009,823)	\$ 474,411	\$ 641,371	\$ 118,640
% Change	26.5%	-51.8%	50.4%	45.3%	5.8%

The bar chart below shows sales tax year over year and the impacts of the pandemic on sales tax collections by category. 2023 accounts for 7 months of tax collection.



The line graph below shows SeaTac’s sales tax revenue month over month through **July 2023** compared to the four prior years and shows collections tracking over 2019 for the last three months. In the **Q2 2023** report, we anticipated the signs of declining consumer confidence and recession/inflation concerns would continue to impact our sales tax collections. While that did not materialize and June bounced back, we do continue to anticipate a flattening of our sales tax over the remainder of the year.



EXPENDITURE STOPLIGHT CHART

BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru September 30, 2023

<u>Expense Category</u>	<u>2022 YTD ACTUAL</u>	<u>2022 % of Budget</u>	<u>2023 Annual BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 13,727,468	68%	\$ 22,696,231	\$ 15,335,791	68%	●
SUPPLIES	\$ 485,889	49%	\$ 1,275,572	\$ 751,497	59%	●
SERVICES & CHARGES	\$ 7,153,611	35%	\$ 20,564,803	\$ 7,642,439	37%	●
POLICE- Base ILA with King Co.	\$ 7,571,968	60%	\$ 14,961,746	\$ 7,461,456	50%	●
FIRE/EMS- ILA with Kent RFA	\$ 8,338,229	76%	\$ 11,559,341	\$ 8,494,844	73%	●
CAPITAL	\$ 7,772,286	22%	\$ 32,227,716	\$ 4,263,122	13%	●
DEBT SERVICE	\$ -	*	\$ 141,524	\$ -	*	
TOTAL EXPENSES	\$ 45,049,451	45%	\$ 103,426,933	\$ 43,949,148	42%	●

YTD Target: 75%

LEGEND:

- Green = Annual Performance is within (or better than) expectations set in the budget
- Yellow = Annual performance indicates this may become an area of concern in the future
- Red = Annual Performance in this area is a cause for concern

Notes

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

Police Contract: King County "trues up" 2022 contract costs in the first half of 2023. A reconciling bill is provided in May for the first 5 months and any credit or additional cost owed from the previous year. The 2022 credit was \$1,963,539. Billing was received in July in 2023.

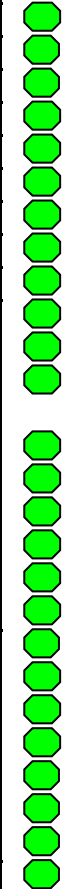
Capital: See Capital Expense report for project status.

Debt Service: SCORE Bond debt service for 2023 will be paid from SCORE contract revenue.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending September 30, 2023

GENERAL FUND		2022 YTD	2022 %	2023 YTD		YTD %	
Department	Section	Actual	Expended	2023 Budget	2023 Q3 Actual	Expended	Expended
City Council		\$ 243,959	73%	\$ 328,223	\$ 61,141	\$ 254,770	78%
Municipal Court		\$ 760,025	41%	\$ 2,044,218	\$ 327,931	\$ 976,630	48%
City Manager		\$ 1,286,529	64%	\$ 2,140,405	\$ 480,097	\$ 1,344,143	63%
Finance & Systems		\$ 1,811,715	69%	\$ 3,098,840	\$ 613,892	\$ 2,040,489	66%
City Clerk		\$ 501,313	74%	\$ -	\$ -	\$ -	*
Legal Services		\$ 1,541,653	58%	\$ 3,442,110	\$ 501,312	\$ 2,134,022	62%
Human Resources		\$ 450,535	57%	\$ 1,000,286	\$ 218,246	\$ 558,013	56%
Police Services		\$ 8,708,039	61%	\$ 16,043,786	\$ 7,204,718	\$ 8,088,772	50%
Fire Services		\$ 8,393,203	75%	\$ 11,623,007	\$ 3,006,217	\$ 8,539,625	73%
	<i>Central Facilities</i>	\$ 644,594	57%	\$ 1,211,202	\$ 251,645	\$ 760,802	63%
	<i>Fire Stations (2)</i>	\$ 131,281	96%	\$ 214,835	\$ 80,230	\$ 157,116	73%
	<i>Maintenance Facility</i>	\$ 61,395	84%	\$ 93,602	\$ 16,048	\$ 51,077	55%
	<i>Human Services</i>	\$ 409,955	40%	\$ -	\$ -	\$ -	*
	<i>Park, CP & Admin</i>	\$ 278,368	78%	\$ 399,954	\$ 90,868	\$ 217,299	54%
	<i>Rec. Svcs/Classes</i>	\$ 748,005	69%	\$ 1,154,883	\$ 298,665	\$ 873,603	76%
	<i>Rec Prgms/Camps</i>	\$ 547,407	55%	\$ 1,244,924	\$ 345,053	\$ 798,471	64%
	<i>Comm Ctr. Facility</i>	\$ 114,667	70%	\$ 171,984	\$ 44,082	\$ 112,110	65%
	<i>Parks Maintenance</i>	\$ 1,589,362	70%	\$ 2,679,826	\$ 635,912	\$ 1,705,448	64%
Parks & Recreation Total		\$ 4,525,033	63%	\$ 7,171,210	\$ 1,762,504	\$ 4,675,926	65%
	<i>Planning</i>	\$ 765,971	38%	\$ 2,122,911	\$ 436,977	\$ 968,251	46%
	<i>Permitting</i>	\$ 404,335	52%	\$ 780,698	\$ 190,559	\$ 550,813	71%
	<i>Building</i>	\$ 621,306	46%	\$ 1,177,122	\$ 465,052	\$ 927,937	79%
	<i>Economic Dvlpmnt</i>	\$ 74,299	26%	\$ 356,194	\$ 42,008	\$ 133,792	38%
	<i>Code Compliance</i>	\$ 200,236	64%	\$ 468,502	\$ 65,770	\$ 216,665	46%
	<i>Human Services</i>	\$ -	*	\$ 1,175,766	\$ 156,896	\$ 479,223	41%
Comm & Econ Devm't Total		\$ 2,066,147	43%	\$ 6,081,193	\$ 1,357,262	\$ 3,276,682	54%
TOTAL GENERAL FUND		\$ 30,288,152	63%	\$ 52,973,278	\$ 15,533,319	\$ 31,889,072	60%

YTD Target: 75%



City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending September 30, 2023

Summary of Expenditures by Department and Division Notes:

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

City Clerk - Merged budget with Legal Services in 2023-2024 Biennial Budget.

Human Resources - LEOFF 1 retirement benefits budget moved from Fire Services in 2023-2024 Biennial Budget.

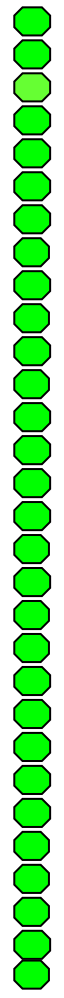
Police Services -Invoices have been paid through July.

Parks & Recreation/Human Services - Moved to Community and Economic Development in 2023-2024 Biennial Budget.

Comm & Econ Devm't/Building - Outside contracted professional services close to agreement amount (\$250,000).

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending September 30, 2023

OTHER FUNDS	Fund Name	2022 YTD Actual	2022 % Expended	2023 Budget	2023 Q3 Actual	YTD Actual Expended	YTD % Expended
	<i>Permit Parking Program</i>	\$ 153,274	70%	\$ -	\$ -	\$ -	*
	<i>Roadway Maintenance</i>	\$ 1,609,331	59%	\$ 2,493,514	\$ 720,349	\$ 1,762,303	71%
	<i>Snow and Ice Control</i>	\$ 59,324	133%	\$ 103,263	\$ 2,553	\$ 43,975	43%
	<i>Engineering Review</i>	\$ 162,678	45%	\$ 407,696	\$ 96,281	\$ 278,491	68%
	<i>Admin & Engineering</i>	\$ 1,030,379	60%	\$ 1,716,495	\$ 346,822	\$ 992,589	58%
	<i>Capital and Transfers</i>	\$ 6,376,623	65%	\$ 2,546,817	\$ 865,320	\$ 965,912	38%
102	Street Fund Total	\$ 9,391,609	63%	\$ 7,267,785	\$ 2,031,324	\$ 4,043,269	56%
105	Port of Seattle ILA	\$ 916,514	46%	\$ 1,512,076	\$ 833,143	\$ 838,308	55%
106	Transit Planning	\$ 180,491	53%	\$ 100,688	\$ 172	\$ 9,950	10%
107	Hotel/Motel Tax	\$ 276,768	25%	\$ 1,631,243	\$ 330,128	\$ 564,497	35%
108	Building Mgmt	\$ 184,894	71%	\$ 288,195	\$ 69,549	\$ 208,646	72%
111	DC Basin ILA	\$ 7,669	1%	\$ 230,925	\$ 9,725	\$ 15,612	7%
112	Affordable Housing ST	\$ -	0%	\$ 189,000	\$ 63,872	\$ 63,872	34%
113	ARPA Grant	\$ 5,801	0%	\$ 5,222,754	\$ 98,217	\$ 213,071	4%
114	Restricted Public Safety	\$ -	0%	\$ 60,200	\$ 5,698	\$ 14,315	24%
207	2019 Score Bonds	\$ -	0%	\$ 141,524	\$ -	\$ -	0%
301	Municipal CIP	\$ 443,235	5%	\$ 12,852,574	\$ 579,378	\$ 1,164,837	9%
306	Facility Construction CIP	\$ -	0%	\$ 1,271,439	\$ 233,372	\$ 262,115	21%
307	Transportation CIP	\$ 5,944,918	27%	\$ 12,592,541	\$ 1,165,684	\$ 2,438,886	19%
308	Light Rail Area CIP	\$ -	0%	\$ 342,666	\$ -	\$ 24,245	0%
	<i>SWM Admin</i>	\$ 290,305	70%	\$ 839,700	\$ 98,674	\$ 320,860	38%
	<i>SWM Compliance</i>	\$ 361,887	47%	\$ 748,969	\$ 137,858	\$ 376,569	50%
	<i>SWM Maintenance</i>	\$ 784,141	71%	\$ 1,152,750	\$ 281,452	\$ 826,609	72%
	<i>SWM Engineering Rev</i>	\$ 139,283	44%	\$ 351,323	\$ 87,209	\$ 245,439	70%
	<i>Capital and Transfers</i>	\$ 881,785	33%	\$ 2,413,885	\$ 536,127	\$ 706,770	29%
403	Surface Wtr Mgt Total	\$ 2,457,401	47%	\$ 5,506,627	\$ 1,141,321	\$ 2,476,247	45%
404	Solid Waste & Env	\$ 153,342	47%	\$ 356,873	\$ 68,312	\$ 160,673	45%
501	Equipment Rental	\$ 500,929	42%	\$ 2,257,029	\$ 154,155	\$ 439,787	19%
SUBTOTAL OTHER FUNDS		\$ 20,463,571	34%	\$ 51,824,139	\$ 6,784,050	\$ 12,938,332	25%
ALL FUNDS - EXPENDITURE TOTAL		\$ 50,751,724	47%	\$ 104,797,417	\$ 22,317,368	\$ 44,827,404	43%



YTD Target: 75%

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending September 30, 2023

Summary of Expenditures by Fund Notes:

Parking Permit Program - Moved to Police Services budget in 2023-2024 Biennial Budget.

**City of SeaTac
 ARPA Fund
 Cash Basis Report
 Month Ending September 30, 2023**

ARPA Fund Program Name	2022 Actual	2023 Budget	2023 Q3 Actual	2023 YTD Actual	2024 Budget	2025-2026 Estimated Budget	Totals & Estimated Cash Available
Beginning Cash Balance							\$ 8,115,494
Revenue							
<i>Interest</i>	\$ 68,336	\$ 20,695	\$ 99,674	\$ 159,581	\$ 18,695	\$ 18,695	\$ 126,421
Expenditures							
<i>Salaries & Wages</i>	\$ 25,302	\$ 95,305	\$ 25,001	\$ 71,889	\$ 109,652	\$ 233,200	
<i>Benefits</i>	\$ 10,751	\$ 50,247	\$ 9,054	\$ 27,091	\$ 54,828	\$ 125,000	
<i>Supplies</i>	\$ 853	\$ 26,000	\$ 2,041	\$ 5,181	\$ 25,000	\$ 55,000	
<i>Services</i>	\$ 596	\$ 111,915	\$ 15,974	\$ 16,361	\$ 104,342	\$ 224,000	
Community Outreach Services - CMO	\$ 37,502	\$ 283,467	\$ 52,070	\$ 120,521	\$ 293,822	\$ 637,200	\$ 1,251,991
Website Redesign - CMO	\$ -	\$ 180,405	\$ -	\$ -	\$ 22,445	\$ 50,000	\$ 252,850
<i>Salaries & Wages</i>	\$ -	\$ 103,084	\$ -	\$ -	\$ 113,717	\$ 241,830	
<i>Benefits</i>	\$ -	\$ 51,822	\$ -	\$ -	\$ 56,416	\$ 125,000	
<i>Supplies</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Services</i>	\$ -	\$ 440	\$ -	\$ -	\$ 440	\$ 880	
Grant Administration - Finance & Systems	\$ -	\$ 155,346	\$ -	\$ -	\$ 170,573	\$ 367,710	\$ 693,629
<i>Network Security Subscription</i>	\$ -	\$ 51,747	\$ -	\$ 46,403	\$ 51,747	\$ 76,100	
<i>Audio Visual Upgrades</i>	\$ -	\$ 404,842	\$ -	\$ -	\$ 5,996	\$ 15,000	
<i>Wireless Access Point Upgrades</i>	\$ -	\$ 46,147	\$ 46,147	\$ 46,147	\$ -	\$ -	
Information Systems Services - Finance & Systems	\$ -	\$ 502,736	\$ 46,147	\$ 92,550	\$ 57,743	\$ 91,100	\$ 651,579
Community Center Backup Generator- P&R	\$ -	\$ 342,900	\$ -	\$ -	\$ 3,900	\$ 8,395	\$ 355,195
<i>Small Business Capital Access Program</i>	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	
<i>Digital MarketPlace</i>	\$ -	\$ 242,700	\$ -	\$ -	\$ -	\$ -	
<i>Regional FastTrack Childcare Initiative</i>	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	
<i>ANEW Apprenticeship Program</i>	\$ -	\$ 115,200	\$ -	\$ -	\$ -	\$ -	
<i>SeaTac Farmers Market</i>	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Community & Economic Development	\$ -	\$ 3,757,900	\$ -	\$ -	\$ -	\$ -	\$ 3,757,900
Subtotal Expenditures	\$ 37,502	\$ 5,222,754	\$ 98,217	\$ 213,071	\$ 548,483	\$ 1,154,405	
Estimated Ending Cash Balance							\$ 1,278,771

SALARY
AND
BENEFITS
EXPENDITURES

**City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending September 30, 2023**

GENERAL FUND		2022 YTD	2022 %	2023 Q3		YTD Actual	YTD %
Department	Section	Actual	Expended	2023 Budget	Actual	Expended	Expended
City Council		\$ 166,118	75%	\$ 221,579	\$ 55,386	\$ 166,157	75%
Municipal Court		\$ 688,326	69%	\$ 1,163,759	\$ 279,699	\$ 835,566	72%
	City Manager Admin	\$ 729,032	75%	\$ 1,071,005	\$ 268,368	\$ 758,992	71%
	Communications	\$ 289,998	54%	\$ 606,975	\$ 114,525	\$ 336,032	55%
City Manager Total		\$ 1,019,030	68%	\$ 1,677,980	\$ 382,894	\$ 1,095,024	65%
	Finance Administration	\$ 739,122	75%	\$ 1,139,839	\$ 279,174	\$ 832,543	73%
	Systems/GIS	\$ 614,513	65%	\$ 1,157,674	\$ 239,476	\$ 753,451	65%
Finance & Systems Total		\$ 1,353,635	70%	\$ 2,297,513	\$ 518,649	\$ 1,585,994	69%
	City Clerk	\$ 346,789	75%	\$ 507,720	\$ 93,119	\$ 331,289	65%
	Legal	\$ 982,804	68%	\$ 1,515,230	\$ 340,738	\$ 1,077,958	71%
Legal Services Total		\$ 1,329,593	70%	\$ 2,022,950	\$ 433,856	\$ 1,409,247	70%
	Human Resources	\$ 387,054	74%	\$ 711,956	\$ 166,584	\$ 443,229	62%
	Retired Fire Service - LEOFF 1	\$ 36,077	55%	\$ 55,000	\$ 12,771	\$ 27,053	49%
Human Resources Total		\$ 423,131	72%	\$ 766,956	\$ 179,355	\$ 470,282	61%
	Police Admin	\$ 83,513	72%	\$ 123,415	\$ 30,629	\$ 90,047	73%
	Parking Permit Program	\$ -	*	\$ 71,301	\$ 13,317	\$ 38,167	54%
Police Services Total		\$ 83,513	48%	\$ 194,716	\$ 43,946	\$ 128,214	66%
	Central Facilities	\$ 428,681	71%	\$ 665,422	\$ 166,930	\$ 492,229	74%
	Human Services	\$ 99,246	82%	\$ -	\$ -	\$ -	*
	Park & Rec Admin.	\$ 269,851	79%	\$ 357,244	\$ 87,094	\$ 207,629	58%
	Rec. Svcs/Events	\$ 875,906	62%	\$ 1,659,750	\$ 448,082	\$ 1,165,667	70%
	Comm Center Operations	\$ 143,616	79%	\$ 210,845	\$ 55,342	\$ 148,337	70%
	Parks Maintenance	\$ 1,128,149	73%	\$ 1,875,666	\$ 433,294	\$ 1,206,390	64%
Parks & Recreation Total		\$ 2,945,447	70%	\$ 4,768,927	\$ 1,190,742	\$ 3,220,252	68%
	Planning	\$ 742,195	66%	\$ 1,183,904	\$ 273,113	\$ 790,623	67%
	Building	\$ 558,438	61%	\$ 877,633	\$ 211,138	\$ 654,939	75%
	Permitting	\$ 378,301	66%	\$ 665,144	\$ 148,329	\$ 468,715	70%
	Econ Development	\$ 65,140	74%	\$ 159,634	\$ 38,196	\$ 112,357	70%
	Code Compliance	\$ 177,222	74%	\$ 294,869	\$ 63,896	\$ 208,348	71%
	Human Services	\$ -	*	\$ 258,993	\$ 36,727	\$ 108,250	42%
Comm & Econ Devm't Total		\$ 1,921,296	65%	\$ 3,440,177	\$ 771,399	\$ 2,343,233	68%
TOTAL GENERAL FUND		\$ 9,930,090	69%	\$ 16,554,557	\$ 3,855,925	\$ 11,253,970	68%
OTHER FUNDS		2022 YTD	2022 %	2023 Q3		YTD Actual	YTD %
Fund Name		Actual	Expended	2023 Budget	Actual	Expended	Expended
Permit Parking Program		\$ 135,979	73%	\$ -	\$ -	\$ -	*
Roadway Maintenance		\$ 717,831	75%	\$ 1,043,929	\$ 260,575	\$ 723,322	69%
Engineering Review		\$ 159,926	46%	\$ 371,036	\$ 91,583	\$ 256,728	69%
Admin & Engineering		\$ 451,003	65%	\$ 758,591	\$ 176,569	\$ 509,885	67%
102 Street Fund Total		\$ 1,464,740	67%	\$ 2,173,556	\$ 528,726	\$ 1,489,935	69%
106 Transit Planning Fund		\$ 101,317	34%	\$ -	\$ -	\$ -	*
107 Hotel/Motel Tax Fund		\$ 196,995	74%	\$ 316,593	\$ 70,461	\$ 154,872	49%
113 ARPA Fund		\$ 5,801	10%	\$ 300,458	\$ 34,055	\$ 98,979	33%
307 Transportation CIP Fund		\$ 808,444	71%	\$ 1,239,818	\$ 315,299	\$ 912,034	74%
	SWM Admin	\$ 250,226	71%	\$ 379,621	\$ 91,628	\$ 277,002	73%
	SWM Compliance	\$ 172,520	58%	\$ 415,405	\$ 99,942	\$ 225,105	54%
	SWM Maintenance	\$ 477,073	74%	\$ 705,341	\$ 174,955	\$ 506,937	72%
	SWM Engineering Rev	\$ 138,603	44%	\$ 333,677	\$ 82,624	\$ 231,137	*
403 Surface Water Mgt.		\$ 1,038,422	43%	\$ 1,834,044	\$ 449,150	\$ 1,240,181	68%
404 Solid Waste & Environ		\$ 93,030	77%	\$ 147,977	\$ 30,703	\$ 89,902	61%
501 Equipment Rental Fund		\$ 88,628	74%	\$ 129,228	\$ 32,893	\$ 95,918	74%
SUBTOTAL OTHER FUNDS		\$ 3,797,377	65%	\$ 6,141,674	\$ 1,461,288	\$ 4,081,821	66%
ALL FUNDS TOTAL		\$ 13,727,467	68%	\$ 22,696,231	\$ 5,317,213	\$ 15,335,791	68%

YTD Target: 75%

Notes

General Notes:

Vacancies, termination benefits, medical assumptions, and actual overtime costs can impact salary and wage line items.

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

By Dept. Headcount (Fund)	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET
City Council	0.42	0.42	0.42	0.42	0.42	0.42
Municipal Court	5.55	5.55	6.55	6.55	7.66	8.66
City Manager	8.00	9.00	9.00	8.20	10.20	10.20
Finance & Systems	14.00	14.00	13.00	13.00	14.00	17.00
City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Legal/City Clerk	11.00	11.00	11.38	11.38	12.38	12.00
Human Resources	3.00	3.00	3.00	3.00	3.00	4.00
Police-City Staff	1.00	1.00	1.00	1.00	1.00	3.00
Parks & Recreation	37.50	40.16	45.42	44.82	47.82	44.92
Public Works (102,106,307,403,404,501)	34.00	41.50	41.50	40.29	40.29	37.79
Community & Economic Devel. (001,107)	20.75	21.75	21.75	21.75	22.75	24.75
Total City Full-Time Equivalent Positions	135.2	147.4	153.0	150.4	159.9	163.1
Police Interlocal Dedicated FTE's	46.0	48.0	48.0	49.0	53.0	53.0
Fire Interlocal Dedicated FTE's	44.0	44.0	44.0	45.0	45.0	45.0
Equivalent Service FTE's	225.2	239.4	245.0	244.4	257.9	261.1

2023

Court	1	Add Community Court Administrator
Finance & Systems	1	Add Grant Administrator
	1	Add Administrative Assistant II
	1	Add IS Project Manager
Legal	-0.38	Remove Part-Time Prosecutor (Expired 12/31/2022)
Human Resources	1	Add HR Analyst
Police	2	Transfer Parking Compliance Officers from PW
Parks & Recreation	-0.2	Add Rec 3 remove Rec 2 equivalents
	-2.7	Reduction of Seasonal Workers
	1	Parks Operations Worker
	-1	Transfer Human Services Coordinator to CED
Public Works (102,106,307,403,404,501)	-2	Transfer Parking Compliance Officers To Police
	1	Add Water Quality Technician
	-2	Remove Sound Transit Civil Engineers (Expired 12/31/2021)
	0.5	Add PW Intern
Comm. Econ. Dev. (001,107)	1	Transfer Human Services Coordinator from Parks
	1	Add Human Services Manager

2022

Court	1	Add Judicial Support Specialist POS ILA
	0.1	Additional time for POS ILA - Judge
City Manager	1	Add Multimedia Video Specialist
	1	Add Community Outreach Strategist
Finance & Systems	1	Add IS Systems Analyst
Legal	1	Add Prosecuting Attorney
Parks	1	Add Volunteer and Special Events Coordinator
	2	Add Parks Operations Workers
	-3.46	Remove Seasonal Parks Operations Workers
Community & Economic Development	1	Add Long Range Planner
Police	1	Add Captain
	3	Add Sergeants

2021

City Manager	-0.8	Transfer Administrative Assistant II to PW
Legal	0.38	Add Part-Time Prosecutor (1/26/2021)
Public Works	0.8	Transfer Administrative Assistant II from City Manager Office
	-1	Remove Civil Engineer II
	-1	Remove Limited Term Sound Transit CAD Technician
Fire	1	Add Emergency Management Coordinator

CAPITAL EXPENDITURES

**City of SeaTac
Capital Funds Summary
Capital Expenditures by Type
Month Ending September 30, 2023**

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
62 Buildings					
Fund 301	City Hall Impr. Inc HVAC Update	1,102,482	110,575	10%	Parts on order
	City Hall Cubicles & Carpet Replacement	1,500,000	380,478	25%	Project Complete 10/10/23, awaiting final invoice
	SeaTac Community Center Improvements	191,340	2,369	1%	Substantial completion
	Community Center HVAC Replacement	323,006	-	0%	Parts on order
	Valley Ridge Community Center Flooring	40,000	37,555	94%	Complete - came in under budget
Fund 306	Police Community Outreach Center	440,732	232,731	53%	Framing, painting and electrical being done
	Maintenance & Storage Facilities	530,707	29,384	6%	Design
	Buildings Total	4,128,267	793,092	19%	
63 Other Improvements					
	Miller Creek Realignment & Daylighting				Project under construction and will extend into 2024.
Fund 102		775,000	-	0%	We are anticipating one additional invoice in 2023.
	2022 Overlay-S 188th/DMMD to Int'l Blvd	1,403,261	924,951	66%	Closeout - Waiting on DOR Audit to be completed.
	2023 Overlay-S 154th St & S 160th St	214,390	-	0%	In Construction - Substantial Completion Issued
	Polaris Development Street Lighting	90,000	-	0%	
Fund 111	DMC Capital Replacement	93,511	-	0%	
	Community Center Backup Generator				On 11/14/23 consent agenda. 40,000 being added to
Fund 113		339,000	-	0%	budget using ARPA funds.
Fund 301	Angle Lake Fishing Pier/Boat Ramp	3,795,879	65,344	2%	Design
	SeaTac Des Moines Crk Park Trailhead	2,972,507	84,101	3%	Design
	Riverton Heights Spray Park	2,266,019	100,467	4%	Design
	Botanical Garden Entry Sign	120,000	-	0%	Planning
	Bicycle Pump Track	15,033	37,141	247%	Complete
	North Seatac Park Soccer Fields Renovation	-	9,996	*	
Fund 307	34th Ave S from S 160th to S 166th	2,759,040	837,481	30%	Construction. Project is approx. 90% complete.
	Airport Light Rail Station Pedestrian Imp				Design and Right of Way. Design is 90% complete.
		5,218,042	123,355	2%	Construction scheduled for Q2 2025.
	River Ridge Elementry Sidewalk	471,203	276,623	59%	In Construction. Approx. 90% complete.
	Intelligent Transportation Systems				Finalizing Strategic Plan; \$100K Carry forward from
		-	17,070	*	2022 was requested into 2023.
	Pedestrian Crossing Program	100,000	-	0%	Project delayed into 2024 due to staffing level
	34th Ave S/S 166th-S 176th	996,000	-	0%	30% Design
	S 204th St Improvements	925,030	-	0%	30% Design
	Neighborhood Multi-Model TIP	50,000	-	0%	No projects under this program planned in 2023
	Transportation Master Plan Update	796,600	-	0%	In Design
Fund 308	Gateway Treatments	300,000	-	0%	
Fund 403	Miller Creek Realignment & Daylight Project				Project under construction and will extend into 2024.
		1,370,800	413,895	30%	We are anticipating one additional invoice in 2023.
	Water Quality Retrofit Program	200,000	-	0%	
	S 166th St Drainage Improvements	10,000	-	0%	Planning
	2023 Annual Overlay SWM Project	500,000	36,912	7%	Construction complete

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
Other Improvements Total		25,781,315	2,927,335	11%	
64 Equipment					
Fund 301	Permitting Software Update	212,355	104,734	49%	
	Computer Hardware	16,588	74,002	446%	Core Switch purchased in 2022 delivered in 2023.
	SeaTV Upgrade	14,905	-	-	No projects planned
	Tools and Equipment-Parks	9,359	-	-	
Fund 501	Vehicles/Heavy Equipment	1,380,085	-	0%	
	Tools and Equipment	270,000	90,115	33%	
Equipment Total		1,903,292	268,850	14%	
Total Capital Expenditures		31,812,874	3,989,277	13%	

Definition of Project Status Terms:

Planning = Includes scoping, budgeting, and grant funding work

Design = Includes both design and ROW acquisition work

Bid Advertisement = Advertising for construction bids

Construction = Construction contract awarded and project being built

Substantial Completion = Construction complete to a point where facility can be used or occupied

Final Acceptance = Owner acceptance of the facility/project as complete



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: November 2, 2023
Re: 2023-2024 Mid-Biennium Review and Budget Amendment

The City Council adopted the 2023-2024 Biennial Budget in November 2022. State law requires cities with biennial budgets to conduct a mid-biennium review. A presentation of all proposed budget adjustments and decision cards is included in the Administration & Finance Committee on packet. The presentation includes updates to 2024 revenues and expenditures, and decision cards for consideration.

Revenue adjustments include adjustments Property Tax, increased \$300,000 due to new construction, an increase to Leasehold Tax of \$1,400,000, due to the Port of Seattle doubling dining and retail amenities at the airport, and a net increase of \$17,441 in the Equipment Replacement Fund for O&M and Replacement charges to departments.

Expenditure adjustments include updates to salaries and benefits (decreased \$136,279 across all funds) and equipment replacement costs (net increase of \$13,881). Service Contract increases for court security (\$19,953), Police Services (\$889,152), Jail Services, (\$16,093), Animal Control Services (\$47,151), and Fire Services (\$500,000) are also included. Miscellaneous adjustments include an increase to property insurance premiums (\$25,000), Merchant Service Fees (\$30,000) and a net decrease of \$13,881 in the Equipment Replacement Fund for O&M and Replacement charges to departments.

Decision Cards presented total \$1,118,069 across all funds.

All proposed changes (without decision cards) result in a \$340,252 increase to budgeted 2024 ending fund balance and a decrease of \$777,817 in fund balance with the addition of the recommended decision cards.

Prior to Council action, the required Public Hearing will be held.

2023-2024 Mid-Biennium Review

Proposed Decision Cards

Department /Fund	Decision Card Title	2023-2024 Revenues	2023-2024 Expenses		
			One-Time	Ongoing	Total
GENERAL FUND (001)					
Court	Community Court Coordinator	68,304		68,304	68,304
	Community Court Support Assistant	113,121		113,121	113,121
	Judicial Support Specialist Supervisor			159,988	159,988
Finance & Systems	Information Systems Business Analyst		4,600	148,352	152,952
	Summer Lifeguard & Water Safety Program (GF Reduction)			(56,910)	(56,910)
Parks	Administrative Assistant 2		2,500	123,922	126,422
	General Fund Decision Cards	\$ 181,425	\$ 7,100	\$ 556,777	\$ 563,877
ARPA Grant (113)	Summer Lifeguard & Water Safety Program	270,000		270,000	270,000
	UPS Modernization	20,442	\$ 20,442		20,442
	Microsoft Teams Phone Conversion	86,776	\$ 9,034	77,742	86,776
	Mental Health Community Responder	165,874	3,700	162,174	165,874
	ARPA Grant Fund Decision Cards	\$ 543,092	\$ 33,176	\$ 509,916	\$ 543,092
Municipal CIP (301)	Administrative Assistant 2 (Computer/Tablet Purchase)		\$ 5,400		5,400
	Information Systems Business Analyst (Comp Purchase)		\$ 3,000		3,000
	Judicial Support Specialist Supervisor (Comp. Purchase)		\$ 2,700		2,700
	Municipal CIP Fund Decision Cards	\$ -	\$ 11,100	\$ -	\$ 11,100

General Fund (001)
Decision Cards

City of SeaTac Decision Card

<p>Title: Community Court Coordinator</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 68,304</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Community Court</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 06/22/2023</p> <p>Preparer: Gail Cannon</p>

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

The Court is requesting the City to fund a 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
Expenditures:			
One-Time Costs			
On-Going Costs	General Fund (001)		68,304
Total Expenditures		\$ 0	\$ 68,304
Revenues:			
Grant <i>(Identify Grant)</i>	Community Court Grant		68,304
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 68,304
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Community Court Coordinator
Position Title (Provided by HR) : Community Court Coordinator
Salary Range (Provided by HR) : 45
Limited Term Position? (Y/N) No

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 <i>(provided by Finance)</i>		44,408
Total Benefits <i>(provided by Finance)</i>		23,896
Subtotal Salary and Benefits	\$ 0	\$ 68,304

BARS

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

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 0
TOTAL:	\$ 0	\$ 68,304

City of SeaTac Decision Card

Title: Community Court Support Assistant Fund(s): General Fund (001) Amount: \$ 113,121	Department: Court Director: Gail Cannon Program: Community Court Date Prepared: 06/22/2023 Preparer: Gail Cannon
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

The Court is asking for the City to fund a Community Court Support Assistant. This is a new position which will be paid for out of the Administrative Office of the Court grant.

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

As the court moves forward with our community court, this position will be beneficial to the community court for additional help in making sure we are capturing all the pertinent data for the community court. This position will help our court coordinator by assisting the court support services department with intake paperwork, including entering new case referrals and maintaining data in their case management system. They will help with monitoring compliance of treatment obligations with providers; timely entering reports into the case management system. Notifying appropriate individuals of a report of non-compliance; They will be back up for our DVMRT classes. This position will help with all the tracking needs for our community court. It is extremely important to make sure we are tracking all our data involving the community court. This is how we will be able to see if it a successful program.

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

If the council choose not to fund the position, the court will still move forward with community court.

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

Increase Connectivity and Safety.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	General Fund (001)		113,121
Total Expenditures		\$ 0	\$ 113,121
Revenues:			
Grant <i>(Identify Grant)</i>	Community Court Grant		113,121
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 113,121
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Community Court Support Assistant
Position Title (Provided by HR) : Community Court Support Assistant
Salary Range (Provided by HR) : 37
Limited Term Position? (Y/N) No

Primary Duties/Responsibilities:

Under the direct supervision of the Court Administrator, the Community Court Support Assistant is responsible for assisting our Community Court Coordinator and Case Management Specialist. This position will support the needs of our Community Court and Court Support Service Department. Employees in this classification perform a variety of basic general office and clerical tasks in support of the Court Support Services and the Court. Tasks follow well defined procedures which are highly routine.

	2023	2024
Total Salary <i>(provided by Finance)</i>		64,444
Total Benefits <i>(provided by Finance)</i>		43,277
Subtotal Salary and Benefits	\$ 0	\$ 107,721

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000 301 FUND	
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	
Software Subscriptions	XXX.XX.49.053	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	1,200
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 5,400
TOTAL:	\$ 0	\$ 113,121

City of SeaTac Decision Card

<p>Title: Judicial Support Specialist Supervisor</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 162,688</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Court Services</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 08/01/2023</p> <p>Preparer: Gail Cannon</p>

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

Court is requesting a creation of a new supervisor position.

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

See attached.

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

Continue business as usual.

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

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	301 Fund		2,700
On-Going Costs	General Fund (001)		159,988
Total Expenditures		\$ 0	\$ 162,688
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 162,688

Staffing in Municipal Court is unique in that all judicial support specialists are not specialized in one area of the court. Each staff is required to learn and perform the duties of civil and criminal cases, processes, and requirements to ensure the court runs smoothly. Civil cases involve parking tickets and infractions. Criminal cases in the court involve criminal non-traffic and traffic citations, competency evaluations, defer prosecution, sentencing, arraignment pretrials, warrants, and no contact orders; these are only some of the of the responsibilities.

Currently, the Court averages around 5,577 cases a year to include Port of Seattle with 7 staff, two of which are in the Court Support Service division. We have 5 employees that work in the courtroom when court is in session. The lead judicial support specialist attends court to fill-in when staff are on leave during vacation, training or when staff are out of the office due to illness.

Considering the growth of SeaTac Municipal Court and the cases that we receive from the Port of Seattle and our new Community Court, we are requesting the creation of a new Judicial Support Supervisor position to fill the need for supervising 5 judicial support specialists, scheduling staff, reviewing, and evaluating job performance, making hiring and disciplinary recommendations, and managing the budget for judicial support. As you know, our team has been expanding rapidly over the past year, and we have reached a point where we need additional leadership to ensure that we continue to meet our goals and objectives.

The new supervisor position would be responsible for overseeing a team of 5 employees, including managing their schedules, providing development opportunities, and ensuring that employees are meeting their performance targets. This would allow our current manager to focus on higher-level strategic initiatives and ensure that our team is well-positioned for future growth.

The new supervisor position will not replace the lead, as we will continue to need the lead position, as it is the only leadership position that participates in court proceedings.

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: JUDICIAL SUPPORT SPECIALIST SUPERVISOR
Position Title (Provided by HR) : Judicial Support Specialist Supervisor
Salary Range (Provided by HR) : 55
Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

Perform supervisory duties for Judicial Support Specialist responsible for court proceedings and daily operations of the Municipal Court. Responsible for the supervision of the judicial support specialist; assign work duties; review and approve timesheets; monitor, review and evaluate job performance; recommend the hiring and discipline of staff under the supervision of Court Administrator. Act in the absence of the Court Administrator. Monitor legislative developments.

	2023	2024
Total Salary <i>(provided by Finance)</i>		104,312
Total Benefits <i>(provided by Finance)</i>		52,596
Subtotal Salary and Benefits	\$ 0	\$ 156,908

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	2,700
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		
Lodging	XXX.XX.43.031	1,500
Meals	XXX.XX.43.032	300
Transportation	XXX.XX.43.033	600
Registration	XXX.XX.49.061	240
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	
Other <i>(specify) :</i>		
Subtotal Associated Costs		\$ 5,780
TOTAL:	\$ 0	\$ 162,688

City of SeaTac Decision Card

<p>Title: Information Systems Business Analyst</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 155,952</p>	<p>Department: Finance</p> <p>Director: Gwen Pilo</p> <p>Program: Information Systems</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 08/29/2023</p> <p>Preparer: Bart Perman</p>

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

A Business Analyst to develop and manage the City's asset management platform.

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

The City has been without a position to develop and manage the citywide asset management platform since early 2021. Since that time, IS and GIS staff have been working toward upgrading the City's asset management program, Cityworks to an enterprise system that will serve multiple departments. This has caused delays in this project due a number of reasons including time constraints, other priorities, communication with other departments/divisions, and lack of a person managing this project. As Asset Management and GIS are tightly intertwined, this position will be filled with someone with experience in both Asset Management and GIS. Adding this position will allow IS and GIS staff to focus on their main responsibilities as they have spent considerable time working on the asset management system in addition to their regular work.

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

Continuing without a position dedicated to developing and managing the city's asset management platform will likely cause further delays in implementing a citywide Asset Management program.

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

Builds effective and accountable government by providing a functioning and sustainable asset management system.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			7,600
On-Going Costs			148,352
Total Expenditures		\$ 0	\$ 155,952
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 155,952

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: IS Business Analyst

Position Title *(Provided by HR)* : IS Business Analyst

Salary Range *(Provided by HR)* : 54

Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

Under the direction of the Information Systems Manager, the IS Business Analyst is responsible for the City's enterprise Asset Management platform. This position will work with operational staff to leverage the platform through process analysis, deep understanding of both the business processes and the enterprise system, and configuration of the enterprise system to best meet operational needs. The position is responsible for the support and training of users of the Asset Management platform and serves as the liaison between the operational staff and the IS team.

	2023	2024
Total Salary <i>(provided by Finance)</i>		97,585
Total Benefits <i>(provided by Finance)</i>		49,547
Subtotal Salary and Benefits	\$ 0	\$ 147,132

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	4,500
	301 FUND	3,000
Cell Phone Purchase	XXX.XX.35.000	100
Cell Phone Service Charges	XXX.XX.42.028	780
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		
Lodging	XXX.XX.43.031	
Meals	XXX.XX.43.032	
Transportation	XXX.XX.43.033	
Registration	XXX.XX.49.061	
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 8,820
TOTAL:	\$ 0	\$ 155,952

City of SeaTac Decision Card

<p>Title: Administrative Assistant 2</p> <p>Fund(s): General Fund (001)/301 Fund</p> <p>Amount: \$ 131,822</p>	<p>Department: Parks and Recreation</p> <p>Director: Mary Tuttle</p> <p>Program: Reservations and Agreements</p> <p>Date Prepared: 09/28/2023</p> <p>Preparer: Mary Tuttle</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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

A new position, which will handle all Special Use Permits, Facility Rentals, Field Scheduling, Picnic Shelters, Park Rentals and Park and User Agreements within the Department. This position will also pick up some of the more minor duties of the Admin III position.

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

See attachment.

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

Alternatives: Continue with current operations, which is keeping this work divided amongst several people or publish an RFP for another entity to provide this service.
 Risks: Continued confusion with community and lack of consistent/ efficient process; not hiring this position also does not allow for succession planning, with the Admin III, who is getting ready to retire within the next 18 months.

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

BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT – Increase community trust through better community engagement, collaboration, and transparency.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	General Fund (001)/301 Fund		7,900
On-Going Costs	General Fund (001)		123,922
Total Expenditures		\$ 0	\$ 131,822
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 131,822

Decision Card - Amin II Position

8_2023

Justification: The Parks and Recreation Department contains three distinct units. Park Operations, Facility Maintenance and Recreation and Cultural Services. Currently, there is one Administrative III position which supports all three units; this position has remained a constant over the years of building the Department. Parks and Recreation employs 28 full time staff and provides services across the City.

One aspect of business within Parks and Recreation is the rentals and permitting at park sites, ballfields and the community center. All of these sites require the public to request use of the space, and currently, operations are being handled by three different individuals. Approval processes are inconsistent and community often- times calls one of the three booking entities and is informed to try a different number from the one they called.

Community has openly expressed frustration to staff, in particular from those who seek to rent the Community Center for an event and also desire to rent a picnic shelter within a park. The person has two different individuals with whom they must speak, with two separate forms to complete. AR is another factor to consider, which also include three different individuals when the time comes for billing.

With the reservation process being disjointed, there is a lack of consistent and timely communication across various Departments within the City. Ideally, these unique activities will be looked at from multiple lenses before the approval has been made, to ensure safety, feasibility and staffing remain achievable priorities.

Park User Agreements and Contracts, specifically maintaining compliance are areas which could be strengthened with this position. There are several Park User Agreements, with deadlines for renewal which have lapsed, simply due to staffing constraints.

This position is also necessary for succession planning, as the Admin II would work alongside the Admin III and assist with their workload. When the current Admin III retires, this will ensure the body of work doesn't get lost in the transition. The Admin II position would serve as back up when the Admin III is away from the office.

This position would handle the following:

1. Park User Agreements and assist Admin III with maintaining Contracts.
2. Reservation of Space (Field Scheduling, Community Center Rentals, Special Use Permits).
3. Ensuring all applicable insurance, necessary paperwork, etc. is signed and completed prior to the activity.
4. Accounts Receivable.
5. Hosting regular meetings to review incoming applications / requests with staff from Departments invited to attend and provide input in advance of the reservation being completed. (ex: PD, Fire, Risk, PR)
6. Pick up base level duties of Admin III position, ensuring support and succession planning and so the Admin III position can assist the Director with larger, more detailed functions necessary to the City and Department.

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Administrative Assistant 2
Position Title (Provided by HR) : Administrative 2 - Parks and Recreation
Salary Range (Provided by HR) : 41
Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

This position would handle the following:

- Park User Agreements and assist Admin III with maintaining Parks and Rec specific Contract.
- Reservation of Space (Field Scheduling, Community Center Rentals, Special Use Permits).
- Ensuring all applicable insurance, necessary paperwork, etc. is signed and completed prior to the activity.
- Accounts Receivable.
- Hosting regular meetings to review incoming applications / requests with staff from Departments invited to attend and provide input in advance of the reservation being completed. (ex: PD, Fire, Risk, PR)
- Pick up base level duties of Admin III position, ensuring support and succession planning and so the Admin III position can assist the Director with larger, more detailed functions necessary to the City and Department.

	2023	2024
Total Salary <i>(provided by Finance)</i>		73,836
Total Benefits <i>(provided by Finance)</i>		45,251
Subtotal Salary and Benefits	\$ 0	\$ 119,087

BARS		
Office Supplies	XXX.XX.31.008	500
Uniform & Safety Clothing	XXX.XX.31.018	500
Office Furniture &	XXX.XX.35.000	1,500
Equipment Computer &	301 FUND	1,200
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	960
Software Subscriptions	XXX.XX.49.053	500
Training & Conferences		
Lodging	XXX.XX.43.031	600
Meals	XXX.XX.43.032	800
Transportation	XXX.XX.43.033	500
Registration	XXX.XX.49.061	475
Vehicle		
Vehicle Purchase	501 FUND	0
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	0
Other <i>(specify)</i> : Reservation tablets for Center (1) and Park 🏠		4,200
Subtotal Associated Costs	\$ 0	\$ 12,735
TOTAL:	\$ 0	\$ 131,822

ARPA Grant Fund (113)

Decision Cards

City of SeaTac Decision Card

Title: Summer Lifeguard & Water Safety Program - Contract for Services Fund(s): ARPA Grant Fund (113) Amount: \$ 270,000	Department: Parks and Recreation Director: Mary Tuttle Program: Lifeguard and Aquatics Date Prepared: 09/12/2023 Preparer: Mary Tuttle
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

To hire a contractor who will provide summer lifeguard services and water safety program at Angle Lake from Memorial Day through Labor Day.

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

The City provides a beach front park to community for use over the summer, which includes a swimming area. Currently, the beach is not guarded and patrons are advised swimming is at their own risk. From Memorial Day through Labor Day, the park serves approximately 3,000 park patrons per week, with peak usage occurring Friday through Sunday.

73.2% of the visitors to Angle Lake are from a radius of 15 miles or less. The City and surrounding community have a large immigrant population who has not historically had much exposure to the dangers posed by lakes.

Since 2019, near drownings have occurred during hours where a Lifeguard and Aquatic safety program could serve as a way to prevent accidents from occurring and better educate the public about how to stay safe around water.

In looking at Risk to the City, it would be best to hire an entity who already has an established water safety program, who is used to working from standard set a Aquatic SOPs, has a keen understanding of how the number of swimmers affect number and position of guards and who is regularly scheduling and training guards, to ensure their required in services and certifications meet Red Cross standards. Additionally, working with an established agency will allow for substitute guards to be placed should a guard need to call out sick.

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

Options include continuing with current status of not providing guards or consider hiring an Aquatics Supervisor, who would need to create SOPs, recruit, train, hire, provide regular in service and Red Cross trainings throughout the year to a full staff of lifeguards, who would also be City employees.

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

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

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	ARPA Grant Fund (113)		270,000
Total Expenditures		\$ 0	\$ 270,000
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		270,000
Other <i>(Identify)</i>	Budget Savings (In-House)		56,910
Total Revenues		\$ 0	\$ 326,910
Total Request (Net):		\$ 0	-\$ 56,910

City of SeaTac Decision Card

<p>Title: UPS Modernization</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 20,442</p>	<p>Department: Finance and Systems</p> <p>Director: Gwen Pilo</p> <p>Program: Voice and Data Comm</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 09/12/2023</p> <p>Preparer: Bart Perman</p>

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

Modernization of the City's server room Uninterruptible Power Supply

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

The City replaced its Uninterruptible Power Supply (UPS) in 2012. The UPS is used to power the computer network system in the event of a power outage. The batteries were replaced according to the recommended schedule in 2017 and 2022. After the battery replacement in 2022, the vendor submitted a report stating that the manufacturer recommends doing a modernization of this unit every 10 years.

The purpose of the revitalization (modernization) is intended to update the critical components in their UPS at a more favorable cost than replacing these components individually, and to be less disruptive than replacing the entire unit. The modular components would be the latest technology available and would be the same as those found in a new UPS in the same series.

The modernization will include:

New Power Modules, Intelligence Modules, Static Switch, Powerview Display, Network Management Card, Switchgear Board, Battery Monitor Board, and System PSU, removal and disposal of old parts, and One Year of Advantage Ultra Service Contract.

The City received a quote for this service in the amount of \$20,442.

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

While the battery backup is functioning properly at this time, it is recommended to proceed with this service to keep the major components of the UPS current.

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

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		20,442
On-Going Costs			
Total Expenditures		\$ 0	\$ 20,442
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		20,442
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 20,442
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

<p>Title: Microsoft Teams Phone Conversion</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 86,776</p>	<p>Department: Finance and Systems</p> <p>Director: Gwen Pilo</p> <p>Program: Voice and Data Comm</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 09/06/2023</p> <p>Preparer: Bart Perman</p>

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

Replacing Cisco phone/voicemail system with Microsoft Teams Phones

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

The City's phone and voicemail system has reached it's end of life and is scheduled to be replaced in 2023. Staff are recommending replacing our existing phone system with Microsoft Teams Calling. The City has been using Office365 since 2021 for email, instant messaging, group chats, virtual meetings, and document collaboration. Microsoft Teams Calling brings the phone system together with unified collaboration and calling to deliver the most productive all-in-one communication solution. Benefits of migrating to Teams Calling include enabling all-in-one communication, reducing the need for server and phone hardware and software, and allowing greater ability for staff to stay connected while working remotely. As part of this migration, the City would upgrade its Office365 licenses to the G5 level which will give us the added benefit of more tools to manage document retention policies, better control of sensitive data protection, and meeting legal, business, and regulatory content requirements. Costs for this proposal include \$9,034 in non-recurring setup fees including software licenses and professional services plus \$77,742 in software subscription fees. After 2024, software subscription fees will be \$116,464 per year.

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

Continue with existing phone and voicemail platform upgrade as planned.

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

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		9,034
On-Going Costs	ARPA Grant Fund (113)		77,742
Total Expenditures		\$ 0	\$ 86,776
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant Fund (113)		86,776
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 86,776
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

<p>Title: Mental Health Community Responder</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 165,874</p>	<p>Department: Police</p> <p>Director: Chief Smithmeyer</p> <p>Program:</p> <p>Date Prepared: 06/06/2023</p> <p>Preparer: Captain Chad Mulligan</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

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

A Mental Health Professional (MHP) to work with City of SeaTac Police in providing assistance and resources to community members during and after suffering a mental crisis.

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

An MHP is being requested to work with the SeaTac Police Department in providing follow-on resources to community members that suffer from mental illness or are having some sort of mental crisis. An MHP would work with the SeaTac Police Department to provide additional resources for community members and their families. An MHP in would be able to perform critical follow-up work that will allow law enforcement to focus on other quality of life issues, by freeing up deputies from these crisis calls. Typically, a community member suffering some type of mental crisis, requires 2-3 deputies to respond to the call. An MHP would free up deputies, especially on repeat callers. An MHP is better trained at communicating with community member that are suffering some type of crisis, based on their education and experience.

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

There are no alternatives to this request. There is currently a program that we can request for assistance from mental health professionals, but they routinely take up to 2-3 hours to respond. They will not respond if we are not present at the scene.

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

This position would provide services that will be in line with the City's Goals of Building Effective and Accountable Government and Increased Connectivity and Safety.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		3,700
On-Going Costs	ARPA Grant Fund (113)		162,174
Total Expenditures		\$ 0	\$ 165,874
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		165,874
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 165,874
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Mental Health Community Responder
Position Title (Provided by HR) : Mental Health Community Responder
Salary Range (Provided by HR) : 56
Limited Term Position? (Y/N) No

Primary Duties/Responsibilities:

As the nation is re-defining the types of calls law enforcement is responsible for, the City of SeaTac has an opportunity to be on the front edge or re-imagining law enforcement in King County, the region, and the State of Washington.

A licensed Mental Health Professional (MHP) working for the City of SeaTac would provide us the ability to respond to calls from the community involving members suffering from mental health and substance abuse issues. This position would also allow for the critical follow-up work that is often not completed by the current methods in place within King County. A licensed Mental Health Professional can follow-up with other MHP's, the courts, and hospitals to assist in getting the community members in crisis the proper help they need, in a timely manner. MHP's would be able to address these calls either the day they happen or soon afterwards. Their response would effectively cut hours off the normal follow-up response, getting our community member the help they need in a timely manner. By having an MHP in this position they would have the knowledge and resources to effectively assist the community member in receiving the appropriate assistance to help them in their current crisis and beyond.

An MHP would be able to provide current and relevant training to not only the Police Department, but also to City of SeaTac employees and community members with effective ways to communicate and work with people in crisis. An MHP can submit affidavits to Designated Crisis Responders and to the courts, which strengthens the merit of the ITA and may allow for longer holds that can result in the stabilization of community members in crisis.

An MHP would collaborate with law enforcement in developing a process for reducing the number of in-crisis contacts law enforcement would have with community members. This reduction in police contacts could be seen as a savings to the department, as it would be a reduction in those contacts. An MHP assigned to the City of SeaTac would provide greater and more frequent contacts with community members in crisis as well as providing necessary resources from around the region to help deal with their mental health situation.

	2023	2024
Total Salary <i>(provided by Finance)</i>		102,532
Total Benefits <i>(provided by Finance)</i>		50,442
Subtotal Salary and Benefits	\$ 0	\$ 152,974
BARS		
Office Supplies	XXX.XX.31.008	250
Uniform & Safety Clothing	XXX.XX.31.018	250
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	2,700
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	960
Software Subscriptions	XXX.XX.49.053	240
Training & Conferences		
Lodging	XXX.XX.43.031	2,500
Meals	XXX.XX.43.032	500
Transportation	XXX.XX.43.033	3,500
Registration	XXX.XX.49.061	1,000
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	
Other <i>(specify) :</i>		
Subtotal Associated Costs	\$ 0	\$ 12,900
TOTAL:	\$ 0	\$ 165,874



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager & Gwen Pilo, Finance & Systems Director
From: Alexis Briggs, Budget Analyst
Date: November 2, 2023
Re: 2024 Fee Schedule

Background:

The City's Fee Schedule is reviewed and updated every year, alongside the budget process. During this time, applicable fees are adjusted by CPI and other fees may be revised, removed, or added as needed per Department request. In 2018, Council provided direction to round fees to the nearest \$.50 to make for easily manageable fees. However, the CPI increase is calculated on the actual base fee amount, not the rounded fee. All changes to the Fee Schedule are reviewed by the A&F Committee then presented to Council for approval.

Proposed Changes:

A red-line version of the Fee Schedule is attached detailing all changes proposed for the 2024 Fee Schedule, including new and revised fees for 2024. A summary of the major changes is below.

1. CPI Adjustment on Applicable Fees:

The inflation factor the City uses annually to update fees is the CPI-W June to June Seattle-Tacoma-Bellevue index, which came it at 4.5%. Therefore, applicable fees were adjusted by 4.5% and rounded to the nearest \$.50.

Similar with previous years, the Building Division's fees for certain permits are set on a scale proportional to a project's valuation, which once adjusted by CPI, fall out of line with the increasing scale the permit fees are meant to be charged. This ends up making permits for higher valued projects cheaper than those for less value. For these fees, after the 4.5% adjustment was calculated, fees were adjusted accordingly or rounded out farther to the nearest \$.05 to ensure correct fee structures.

2. Updated Sports Field Rates

The 2024 Sports Field Rates were adjusted after performing a market analysis of comparable facilities within the local area. Field rental rates for the City of SeaTac are in the 50th percentile when compared to surrounding facilities with comparable amenities. Demand for fields amongst user groups has increased 10% over the last year and 30% over the past two years. The City of SeaTac is one of the only cities in the area to provide a tournament rate for field use. Other area facilities charge by the hour only. 85%-90% of field rentals are by non-residents and are comprised of non-resident participants. Based on the analysis, the following adjustments were recommended:

- a. Removing resident rates for all tournament rentals; if there are co-sponsored youth groups, who have a resident organizing and hosting the tournament

- they will be charged hourly, which is less than the tournament rate.
- b. Increasing the turf field rental rates for non-residents from \$75/hour to \$80/hour. The resident rate will remain at \$65/hour.
 - c. Increasing grass field tournament rate from \$800/day to \$1,200/day at North SeaTac Park. (This increase is based on the following available use hours: 3 fields x 9 hours each x \$450/hour = \$1,215)

3. Recreation Program Fees

- a. **Youth Programs:** The proposed rate increase, to \$350/ month, is due to an increase in staffing cost. In 2021, staff moved to program participants paying a monthly registration fee, in the before and after school programs. The switch to a monthly registration rate allowed staff to know who would be attending the program each day, so they could staff appropriately and ensure they were following COVID protocols.

Prior to COVID, the program used a punch card system, which presented challenges with ensuring adequate staff to participant ratios. The punch card system did not allow staff to know how many participants would attend on any given day. (Example: 80 had punch cards and on some days 20 participants would attend and on other days 40 would attend)

- i. Acceptable staffing ratios for youth programs is 1:15, and after COVID protocols lifted in 2022, the monthly registration process remained, as it allowed for appropriate staffing each day.
- b. **SeaTac Community Center:** A market analysis was performed of neighboring cities, with like facilities. SeaTac ranks amongst the lowest when comparing rental fees. In comparing rental staffing patterns, SeaTac has a comparable staffing model for rentals.

Staff support, or rental monitors, are a necessary complement to the rental, which ensures safety, set up, clean up and tear down of rentals. In 2009 rental monitors were structured to be included in the Banquet Room rental fees. Since 2017, rentals of the smaller rooms have had been structured with an “add on” rental monitor fee during non-business hours only.

Currently, the smaller rooms being rented during non-business hours have an add-on fee to help offset the cost of rental staff. The room rental fee ranges from \$40 (resident) to \$50 (non-resident), with an add-on fee of \$25 per hour for staff support. To keep pace with an increase in staff wages and to be consistent with cost recovery, the recommendation is to increase the rental monitor fees (staff support) from \$25 per hour to \$30 per hour.

- c. **Valley Ridge:** Currently, the facility is not being rented; there have been requests from the community for use of Valley Ridge for smaller gatherings, such as showers, birthday parties, etc. The recommendation from staff is to align staff support rates with the small room rentals occurring at the

Community Center. See above.

Committee Action:

Does the Administration and Finance Committee recommend approval of the proposed resolution? If so, staff recommends this item be placed on the Consent Agenda at the November 14, 2023, Regular Council Meeting.

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services.

WHEREAS, the City Council has, by Resolution, previously adopted a City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services;
and

WHEREAS, it is appropriate to annually adjust the City’s Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services to account for inflation;

WHEREAS, the City Manager has reviewed the City’s Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services and has brought forward to the City Council proposed amendments, including adjustments for inflation;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES AS FOLLOWS:

1. That the City’s Schedule of License Fees, Permit Fees, Other Fees and Charges for City Services is hereby amended as set forth on the attached “Exhibit A”, which is incorporated herein by this reference.
2. This Resolution shall become effective on January 1, 2024.

PASSED this _____ day of November, 2023 and signed in authentication thereof
on this _____ day of November, 2023.

CITY OF SEATAC

Jake Simpson, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[2024 Schedule of Fees]

Exhibit A

CITY OF SEATAC



FEE SCHEDULE

Schedule of license fees, permit fees, other fees and charges for City services.

Effective: January 1, ~~2023~~ 2024

Table of Contents

General Government and Miscellaneous Fees	3
Development Related Fees	5
Miscellaneous Fees	5
Building Services	6
Electrical Permits	8
Mechanical Permits	10
Plumbing Permits	11
Engineering Review	12
Land Use	17
Business Licenses	19
Fire Services	20
Municipal Court	21
Parks and Recreation	22
Police Services	24
Public Works	25

GENERAL GOVERNMENT AND MISCELLANEOUS

Animal Control

All animal control licenses and fees are charged on a pass-through basis as set by King County (King County Code, Chapter 11.04)	Per King County Code. Website: http://www.kingcounty.gov/depts/regional-animal-services.aspx
--	---

Appraisals

Actual Cost

Consultant Fees

When consultant services are required to supplement or extend City Staff services and when such consultant is mutually agreed upon to provide services, all consultant fees, shall be paid by the applicant, at 100% of actual fees charged, plus a 10% administrative charge for contract management by the City	100% of actual fees charged, plus a 10% administrative charge
---	---

Copies and Records

a. Audio/Video recordings of a meeting(s)	Actual Cost
b. Copies - Black & White –from paper, electronic media, microfilm, etc., per page for 11 or more pages, 11x17 and under (As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes photocopies of public records or printed copies of electronic public records	\$0.15
c. Copies - Color City Maps – 8 ½ x 11	\$1.50 \$1.00
d. Copies – Color - Maps, plans, other GIS products	\$4.00 \$3.50 per square foot
e. Copies - Black & White - Maps, other GIS products	\$1.50 \$1.00 per square foot
f. Copies or Printing – Vendor produced Requestor will be notified of estimated costs in advance	Actual Cost
g. Electronic records provided on electronic storage media	Actual Cost
h. Electronic files or attachments uploaded to email, cloud-based storage, or other means of electronic delivery	\$0.05/four (4) electronic files
i. Postage and/or mailing materials	Actual Cost
j. Scan paper copies to electronic format, per page for 11 or more pages.(As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes public records scanned into electronic format (up to 11x17)	\$0.10
k. Service charge to prepare data compilations or provide customized electronic access services	Actual Cost
l. Transmission of public records in an electronic format	\$.10/GB
m. GIS staff time for filling requests (minimum 1 hour; then billed in 15-minute increments)	Standard hourly rate

GENERAL GOVERNMENT AND MISCELLANEOUS

Collection Agency Fees (Per Collection Agreement)	
Debts Below \$15,000	Actual Cost + 25%
Debts Between \$15,000-\$50,000	Actual Cost + 20%
Debts Above \$50,000	Actual Cost + 15%
Dishonored Checks (Per Bank Contract)	
a. Reasonable handling charge	\$25.00
b. Cost of collection (or face amount of check, whichever is lesser)	\$40.00
c. Interest from date of dishonor	Prime + 3% (Max 12%)
Additional damages in event of court action - court costs and attorney fees of three times the face amount of the check, or \$300.00, whichever is less.	
Electronic Vehicle Charging	\$2.50 per transaction
Hearing Examiner - Appeals and Hearings	
Add Fees for any copies of records the City has to make for an appeal case	
a. Examiner's charge for conducting hearing and issuing a decision	Actual Cost
b. Filing fee for appeal to Examiner	\$255.00 \$244.00
c. Filing fee for appeal from Examiner to City Council	\$765.00 \$732.00
Late Payment Fees	
a. Late Fee (applied to invoices over 60 days late)	Prime + 3% (Max 12%)
b. Cost of collection and account monitoring	\$40.00
Locking Mailbox	\$120.00
Property owners with an income below 50% of the median (based on the latest HUD Income Guidelines for King County) are eligible for a 50% discount on mailboxes	
Lost check/Re-issue Requested (vendor and/or employee; fee charged after 2nd request)	\$25.00
Standard Hourly Rate	
Applies to all City departments. This rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services	\$125.00 \$119.50
Standard Hourly Overtime Rate	
Applies to all City departments. Charged at one and one-half times the standard hourly rate, this rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services that are required outside of normal business hours. A four-hour minimum callback charge will apply	One and one half times the standard hourly rate (4 hr minimum)

DEVELOPMENT RELATED FEES

Home Owner and Occupant Fee Credit

A credit of 20% against the following permit fees shall be applied upon proof of owner occupancy by the applicant. The Department of Community & Economic Development will establish and maintain the standard criteria and documentation required for the Home Owner and Occupant Fee Credit.

Types of Applications and Permits Eligible for Home Owner and Occupant Fee Credit

Building Services	Engineering Review
Building Permits - These will be incidental permits and may not be called out on the Fee Schedule but can be indicated on a Building Permit at time of application	ROW Class C - All Residential Driveways
Reroofs	Planning
Decks	Lot Line Adjustment
Maintenance/Repairs	Shoreline Exemption
Walls	Shoreline Substantial Development
Porches	Up to \$10,000
Fences > 6'	\$10,001 to \$100,000
Sheds > 200 SF	\$100,001 to 500,000
Storm Drainage	Special Home Occupation
Mechanical Permits	Variance - Administrative
Furnaces	Other Fees
Water Heaters	Technology Fee
Exhaust Fans	
Plumbing Permits	
Water Heaters	
Re-Piping	
Electrical Permits	
Circuits	
Panels	
T-Stats	

MISCELLANEOUS

<u>Permit Extension Fee - Permits eligible for extension (SMC 13.100.060 K.1-3)</u>	<u>Standard hourly rate; two hour minimum; not to exceed 25% of permit fee</u>
<u>Permit Renewal Fee - Permits eligible for renewal (SMC 13.100.060 L.1-2)</u>	<u>Standard hourly rate based on required inspections; not to exceed 50% of permit fee</u>
Pre-application Meeting -Due at time of application	<u>\$382.50</u> \$366.00
Technology Fee	5% of the permit fee; \$5.50 minimum

DEVELOPMENT RELATED FEES

BUILDING SERVICES

Building and Sign Permits (Technology Fee Applies)

Valuation Amount	Permit Fee
\$1 - \$500	\$63.50 \$61.00
\$501 - \$2,000	\$63.50 \$61.00 for the first \$500.00 plus \$5.85 \$5.60 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$151.25 \$145.00 for the first \$2,000 plus \$25.85 \$24.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 - \$50,000	\$745.80 \$714.25 for the first \$25,000 plus \$18.90 \$18.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$1,218.30 \$1,166.75 for the first \$50,000 plus \$13.15 \$12.60 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 - \$500,000	\$1,875.80 \$1,796.75 for the first \$100,000 plus \$10.60 \$10.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 - \$1,000,000	\$6,115.80 \$5,856.75 for the first \$500,000 plus \$8.70 \$8.30 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Over \$1,000,000	\$10,465.80 \$10,006.80 for the first \$1,000,000.00 plus \$6.25 \$6.00 for each additional \$1,000.00 or fraction thereof over \$1,000,000.00

DEVELOPMENT RELATED FEES

Building and Sign Permits - Other Inspections & Fees (Technology Fee Applies)

Permit	Fee
Adult Family Home - Application and Inspection	<u>\$172.50</u> \$165.00
Demolition Permit	
a. For buildings 500 square feet or less	<u>\$63.50</u> \$61.00
b. Minimum for buildings 500 sq ft or more	<u>\$191.00</u> \$183.00 or valuation, whichever is higher
c. SEPA required for non-single family residence and any structure in excess of 4000 feet.	See LAND USE
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside the Normal Business hours	One and one half times the standard hourly rate, 4 hour minimum
Manufactured Home - In a park or on a private property	<u>\$395.00</u> \$378.00
Manufactured Home Pre-inspection - Per hour, plus mileage at IRS rate	Standard hourly rate, 1 hour minimum
Modular Structure - Based on contract amount and computed from ICC Building Standard Fee Table	Valuation
Moving of a House	<u>\$382.50</u> \$366.00
Outside Consultant - If required for plan checking and inspections	100% of actual cost to include a 10% administrative fee
Plan Review	65% of the permit fee
a. Outside structural plan review - If required	Additional 33% of the permit fee
Re-Roofing Permit - For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects	<u>\$115.00</u> \$110.00 minimum or valuation, whichever is higher
Re-Inspection - Per hour	Standard hourly rate, 1 hour minimum
Washington State Surcharge (Per RCW 19.27.085)	
a. Residential building permits	\$6.50 each permit plus \$2.00 per residential unit after the first unit
b. Commercial building permits	\$25.00 each permit plus \$2.00 per residential unit after the first unit

DEVELOPMENT RELATED FEES

Electrical Permits (Technology Fee Applies)

Electrical-Single Family Residence (SFR)

	Valuation
New construction SFR dwelling - includes a garage	
Garages, pools, spas, outbuildings	\$156.00 \$149.50
SFR service change or alteration	\$102.50 \$98.00
SFR circuits added/alterred without service change up to five (5) new circuits	\$83.50 \$80.00
a. more than (5) new circuits	\$140.00 \$134.00
Low voltage systems	\$83.50 \$80.00
Meter/mast repair	\$102.50 \$98.00
Noise remedy permit	\$140.00 \$134.00

Electrical (Commercial and Multi Family)

Valuation Amount	Fee
\$250.00 or less	\$68.50 \$65.75
\$251.00 - 1,000.00	\$68.50 \$65.75 plus 5.80% 5.50% of cost over \$250.00
\$1,001.00 - 5,000.00	\$112.00 \$107.00 plus 2.10% 2.0% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$196.00 \$187.00 plus 1.94% 1.86% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$1,069.00 \$1,024.00 plus 1.41% 1.35% of cost over \$50,000.00
\$250,001.00 - 1,000,000.00	\$3,889.00 \$3,724.00 plus .95% .91% of cost over \$250,000.00
\$1,000,001.00 and up	\$11,014.00 \$10,549.00 plus .63% .60% of cost over \$1,000,000.00

a. In addition to the permit fee, when plan review is required, a plan review fee must be paid at the time of permit application equal to 25% of the permit fee with a minimum of the standard hourly rate

b. Additional plan review, if required by changes, additions, and/or revisions to plans will be charged the standard hourly rate (minimum 1 hour)

DEVELOPMENT RELATED FEES

Electrical -Other Inspections and Fees	
Carnivals	
a. Base fee	\$113.50 \$109.00
b. Each concession	\$15.00 \$14.50
Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspection or Plan Review - Not specified elsewhere	Standard hourly rate, 1 hour minimum
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard hourly rate, 4 hour minimum
Manufactured/Mobile Home Service - Does not include garage or outbuildings	\$101.00 \$97.00
Re-inspection Fees	Standard hourly rate, 1 hour minimum
Temporary Service - Residential, per hour	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

Mechanical Permits

(Technology Fee Applies)

Mechanical-Single Family Residence (SFR)

New construction single family dwelling*	\$207.00
New construction installation/existing dwelling* (existing dwelling with no existing ducting or venting)	\$207.00

**Gas piping included in the above permits*

Mechanical - Additions and Remodels to Single Family Residence

Up to two Each new or replaced appliance/equipment (no new ductwork), (furnaces, water heaters, exhaust fans, etc.)*	\$82.50 \$79.00
Three or more More than two new or replaced appliances/equipment or; <u>new system including</u>	\$216.00 \$207.00
Gas piping (no equipment or appliances)	\$76.00 \$73.00

**Gas piping included in the above permits*

Mechanical - Multi-Family and Commercial

Valuation Amount	Fee
\$250.00 or less	\$57.50 \$55.00
\$251.00 - 1,000.00	\$57.50 \$55.00 plus 4.7% 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$92.75 \$88.75 plus 1.75% 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$162.75 \$156.35 plus 1.65% 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$905.25 \$867.35 plus 1.16% 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,226.50 \$3,087.35 plus .94% .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,280.00 \$9,837.35 plus .50% of cost over \$1,000,000.00

Mechanical - Plan Review Fee

Plan Review Fee - Is equal to 40% of the Mechanical Permit Fee

Additional Plan Review - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)

Mechanical-Other Inspections and Fees

Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard
Re-inspection Fees	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

Plumbing Permits (Technology Fee Applies)	
Plumbing-Single Family Residence (SFR)	
New construction SFR Plumbing Permit	\$216.00 \$207.00
Plumbing- Additions and Remodels to Single Family Residence	
Adding one to five fixtures	\$78.50 \$75.50
Adding six to ten fixtures	\$140.00 \$134.00
Over ten fixtures	\$216.00 \$207.00
Plumbing - Multi-Family and Commercial	
Valuation Amount	Fee
\$250.00 or less	\$57.50 \$55.00
\$251.00 - 1,000.00	\$57.50 \$55.00 plus 4.7% 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$92.75 \$88.75 plus 1.75% 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$162.75 \$156.35 plus 1.65% 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$905.25 \$867.35 plus 1.16% 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,226.50 \$3,087.35 plus .94% .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,280.00 \$9,837.35 plus .50% of cost over \$1,000,000.00
Plan Review Fee -equal to 40% of the Plumbing Permit Fee	
Additional Plan Review - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)	
Plumbing-Other Inspections and Fees	
Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard
Re-inspection Fees	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

ENGINEERING REVIEW

Right of Way Use Permits (Technology Fee Applies)

Application	Fee
Class A (Non-residential zones)	\$250.00 \$239.00
Class A (Residential zones)	\$125.00 \$119.50
Class B	\$250.00 \$239.00
Class C all residential driveways	\$250.00 \$239.00
Class C and Class D (Non-Franchise)	\$440.00 \$421.00
Class D (Franchise)	\$491.00 \$470.00
Class E (Haul)	\$227.50 \$217.50
Renewal	50% of the above application fee
Application Review	Fee
Class A (Non-residential zones)*	Standard hourly rate, 1 hour minimum
Class A (Residential zones)*	One hour (at standard hourly rate)
Class B*	Standard hourly rate, 1 hour minimum
Class C Residential driveways less < 30 feet width	Standard hourly rate, 1 hour minimum
Class C and Class D (Non-Franchise) with:	
a. Engineering plans with drainage facilities	\$1,299.50 \$1,243.50
b. Engineering plans without drainage facilities	\$346.00 \$331.50
Class D (Franchise) for all reviews, including re-submittals and revisions	Standard hourly rate, 1 hour minimum
Class E (Haul) with:	
a. Engineering and traffic control plans	\$406.00 \$388.50

DEVELOPMENT RELATED FEES

Daily Use (Inspection)	Fee
Class A (Non-residential zones)*	One (1) hour per day at standard hourly rate
Class A (Residential zones)*	No Fee
Class B*	One (1) hour per day at standard hourly rate
Class C and Class D (Non-Franchise)	
a. Construction (Performance Bond) Inspection; Except Single Family Residential (SFR)	
Cost of improvement	Fee
\$0 - 30,000.00	\$146.00 \$140.00 + \$78.50 \$75.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,459.50 \$1,397.50 + \$35.00 \$33.50/\$1,000 Cost
\$120,001.00 - or more	\$5,661.50 \$5,417.50 + \$9.00 \$8.50/\$1,000 Cost
b. Maintenance Bond Inspection (Final, 6 mo., & 1 yr.)	
Cost of improvement	Fee
\$0 - 30,000.00	\$88.50 \$85.00 + \$12.50 \$0.00 /\$1000 Cost
\$30,001.00 - 120,000.00	\$313.50 \$300.00 + \$5.50 \$5.00 /\$1000 Cost
\$120,001.00 - or more	\$659.00 \$630.50 + \$2.50 /\$1000 Cost
Class D (Franchise)	Standard hourly rate, 1 hour minimum
Class E	Standard hourly rate, 1 hour minimum
*See SMC 11.10.105 for any expressive activity.	

DEVELOPMENT RELATED FEES

Clearing/Grading/Drainage Permit Fees (STE Permits)

STE for Single Family Residential (SFR)

Application Fee	\$591.50 \$566.00
Renewal Fee	50% of application fee
Plan Review Fee	\$1,183.50 \$1,132.50
Inspection Fee	\$591.50 \$566.00
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum

STE for all other Permits

Application Fee	\$775.00 \$741.50
Renewal Fee	50% of application fee
Initial Plan Review Fee	\$1,706.00 \$1,632.50

Construction (Performance Bond) Inspection Fee; **Except SFR**

Cost of improvement	Fee
\$0 - 30,000.00	\$146.00 \$140.00 + \$78.50 \$75.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,459.50 \$1,397.50 + \$35.00 \$33.50/\$1,000 Cost
\$120,001.00 - or more	\$5,661.50 \$5,417.50 + \$9.00 \$8.50/\$1,000 Cost

Maintenance Bond Inspection Fee (Final, 6 mo., & 1 yr.); **Except SFR**

Cost of improvement	Fee
\$0 - 30,000.00	\$88.50 \$85.00 + \$12.50 \$0.00/\$1000 Cost
\$30,001.00 - 120,000.00	\$313.50 \$300.00 + \$5.50 \$5.00/\$1000 Cost
\$120,001.00 - or more	\$659.00 \$630.50 + \$2.50/\$1000 Cost

DEVELOPMENT RELATED FEES

Final Grading Plan Review Fees (STE Permit)

Shall be calculated by adding the application amounts from Final Grading Plan Review, Final Clearing Plan Review and if applicable, Final Drainage Plan Review-Commercial; ~~provided the maximum plan review fee shall not exceed \$35,000.00~~

Final Grading Plan Review Table; Except SFR

Volume	Base	Per 100 cu.yds.
0-50 cu. yds.	Flat fee	\$195.00 \$186.50
51- 10,000 cu. yds.	\$186.50	\$18.50 \$17.50
10,001 to 50,000 cu. yds.	\$1,807.50 \$1,730.00	\$2.50
50,001 cu. yds., and more	\$2,089.50 \$2,999.50	\$1.50

Final Clearing Plan Review Table; Except SFR

Disturbed Area	Base	Per 100 cu.yds.
Up to 1/2 acre	\$76.50 \$73.00	\$346.50 \$331.50
1/2 to 10 acres	\$163.50 \$156.50	\$260.00 \$248.50
11 acres and more	\$5,120.00 \$4,899.50	\$84.50 \$81.00

Final Drainage Plan Review- Commercial Table

Disturbed area	Amount
0 - 1/2 acre site	\$1,042.00 \$997.50
½ - 1 acre site	\$1,302.00 \$1,246.00
1 - 5 acre site	\$2,084.50 \$1,994.50
More than 5 acre site	\$5,471.00 \$5,235.50

DEVELOPMENT RELATED FEES

Other Engineering Inspections and Fees (Technology Fee Applies)	
Commercial Traffic Circulation Review	
a. On-site review only, no right-of-way improvements	<u>\$208.50</u> \$199.50
b. On-site and right-of-way improvements review	<u>\$626.00</u> \$599.00
c. Review for compliance with SEPA conditions	<u>\$208.50</u> \$199.50
Concurrency Application & Review	One (1) hour at standard hourly rate
<u>Consultant/Third Party Review - When consultant services are required to supplement or extend City Staff or services, all consultant fees shall be paid by the applicant.</u>	<u>100% of the actual fees charged, plus 10% administrative charge</u>
Variance--Engineering Review <u>Deviation</u>	<u>\$582.00</u> \$557.00
Inspections Outside Normal Business Hours	One and one half times the standard hourly rate, 4 hour minimum
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum
Plan Addendum and Revision Fee	
a. Each occurrence	<u>\$250.00</u> \$239.00
b. Plus additional hourly fee	Standard hourly rate, 1 hour minimum
Permit Renewal Fee	50% of standard application fee
	Standard hourly rate, 1 hour minimum
Related Inspections and Other Services	
Reclamation Bond Release Inspection	<u>\$235.00</u> \$225.00
Standard Bonding Rate	
The standard performance bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
The standard maintenance bonding rate is set at 10% of the performance bond.	10%
Transportation Impact Fees	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	See Schedule of Transportation Impact Fees to determine fee amount
Variance - Temporary Noise	<u>\$255.00</u> \$244.00

DEVELOPMENT RELATED FEES

LAND USE

Applications and Fees (Technology Fee Applies)

Accessory Dwelling Unit	<u>\$160.00</u> <u>\$153.00</u>
Binding Site Plan	
a. Preliminary	<u>\$4,998.50</u> <u>\$4,783.50</u>
b. Final	<u>\$3,124.00</u> <u>\$2,989.50</u>
Comprehensive Plan Amendment	<u>\$2,677.00</u> <u>\$2,561.50</u>
Comprehensive Plan- Printed Copy	<u>\$76.00</u> <u>\$73.00</u>
Conditional Use Permits (CUP)	
a. Minor	<u>\$2,810.50</u> <u>\$2,689.50</u>
b. Major	<u>\$5,226.00</u> <u>\$5,001.00</u>
Consultant Review and Confirmation Fee - For Wetland Consultant, GeoTech Consultant, Arborist, WCF, etc.	100% of actual cost plus a 10% administrative fee
Critical Areas Public Utility Exception	<u>\$1,775.00</u> <u>\$1,698.50</u>
Critical Areas Reasonable Use Exception	<u>\$1,775.00</u> <u>\$1,698.50</u>
Development Agreement	<u>\$9,802.50</u> <u>\$9,380.50</u>
<u>Essential Public Facilities Request</u>	<u>\$5,226.00</u>
Floodplain Development	<u>\$522.50</u> <u>\$500.00</u>
Inspections or Reviews - Not otherwise covered	Standard hourly rate
<u>Legal Separate-Lot Determination</u>	<u>\$528.50</u> <u>\$506.00</u>
Long Plat	
a. Preliminary	<u>\$10,018.50</u> <u>\$9,587.50</u>
b. Final	<u>\$7,839.00</u> <u>\$7,501.50</u>
Lot Line Adjustment	<u>\$1,568.50</u> <u>\$1,501.00</u>
Mobile Home Park Closure-Plus any other actual costs	<u>\$1,874.50</u> <u>\$1,794.00</u>
MultiFamily Property Tax Exemption (MFTE)	
a. Application fee <u>Conditional Certificate</u>	<u>\$1,396.50</u> <u>\$1,336.00</u>
b. Contract Amendment	<u>\$698.00</u> <u>\$668.00</u>
c. Extension of Conditional Certificate	<u>\$698.00</u> <u>\$668.00</u>
<u>d. Final Certificate</u>	<u>\$698.00</u>
Other Plans and Planning Documents - Per page for 10 or more pages	See Copies and Records
<u>Parking Change/Reduction</u>	<u>\$444.50</u>
Planned Unit Developments (PUD)	
a. Preliminary	<u>\$10,707.50</u> <u>\$10,246.00</u>
b. Final	<u>\$5,226.00</u> <u>\$5,001.00</u>
Re-addressing Re-imburement - To neighbor(s) for cost of re-addressing of house (if required)	<u>\$127.50</u> <u>\$122.00</u> per house

DEVELOPMENT RELATED FEES

SEPA - Environmental Checklist	\$2,778.00 \$2,658.50
SEPA - E.I.S. Preparation	Actual cost
<u>Shoreline Conditional Use Permit</u>	<u>\$5,226.00</u>
Shoreline Exemption	\$255.00 \$244.00

DEVELOPMENT RELATED FEES

Shoreline Substantial Development Permit	
Valuation Amount	Fee
Up to \$10,000.00	<u>\$468.50</u> \$448.50
\$10,001.00 to \$100,000.00	<u>\$1,434.50</u> \$1,373.00
\$100,001.00 to \$500,000.00	<u>\$3,920.00</u> \$3,751.50
\$500,001.00 to \$1,000,000.00	<u>\$8,668.00</u> \$8,294.50
\$1,000,001.00 +	<u>\$14,379.00</u> \$13,759.50
Shoreline Variance	<u>\$3,633.00</u>
Short Plats -Preliminary	<u>\$4,792.50</u> \$4,589.00
Short Plat - Final	<u>\$2,804.50</u> \$2,683.50
Short Term Rental	<u>\$236.50</u> \$226.50
Preliminary Site Plan Review	<u>\$2,804.00</u> \$2,683.50
Special Home Occupation Permit	<u>\$465.00</u> \$445.00
Technology Fee	<u>See MISCELLANEOUS</u>
Temporary Use Permit	<u>\$221.00</u> \$211.50
Text Amendment to Title 14, 15, 16, or 18 of the SeaTac Municipal Code	<u>\$4,372.50</u> \$4,184.50
Variance - Planning	
a. Administrative	<u>\$1,727.00</u> \$1,652.50
b. Other	<u>\$3,633.00</u> \$3,476.50
Wireless Communications Facilities	
Lease Administrative Fee	<u>\$2,000.00</u>
Macro Facility	<u>\$2,810.50</u> \$2,689.50
Small Wireless Facility Permit	
a. Up to 5 facilities on existing poles	\$500.00
b. More than initial 5 on existing poles, per pole	\$100.00
c. New or replacement pole, per pole	\$1,000.00
Eligible Facilities Request	<u>\$582.00</u> \$557.00
Zoning Change of Use/Minor Site Modification	<u>\$464.50</u> \$444.50
Zoning Code Departure	<u>\$236.50</u> \$226.50
Zoning Code Interpretation Letter	<u>\$300.00</u> \$287.00
Zoning Compliance Letter	<u>\$522.50</u> \$500.00
Zone Reclassification (Rezone) application	<u>\$8,599.50</u>
a. Site-specific only, no development proposal	<u>\$3,633.00</u>
b. Site-specific with development proposal	<u>\$8,986.50</u>
c. Combined with Comprehensive Plan Amendment	<u>\$1,727.00</u>

BUSINESS LICENSES

The City of SeaTac partners with State of Washington Business Licensing Service (BLS) to administer its City Licenses

General Business License Fees		
Type	Frequency	Fee
Registration Only	Annual	\$0.00
Home Occupation	Annual	\$50.00
Out of City	Annual	\$150.00
Commercial License Fees-use the table below:		
Number of Full-Time Employees	Frequency	Fee
0-10 FTE	Annual	\$100.00
11-50 FTE	Annual	\$250.00
51-100 FTE	Annual	\$1,500.00
101-500 FTE	Annual	\$4,750.00
501-1000 + FTE	Annual	\$9,500.00
Non-Profit 501(c)3 Registration		
Type	Frequency	Fee
Registration	Annual	\$0.00
Other Licenses		
Type	Frequency	Fee
Solicitor or Canvasser License	Annual	\$75.00
Vehicle for Hire License - Through King County as adopted by SMC 5.15	Per King County Code 6.64	

FIRE SERVICES

PUGET SOUND REGIONAL FIRE AUTHORITY (RFA)

Operational Permits

International Fire Code 105.6 as modified by SMC

Operational Permits may be prorated to align with monthly inspection area cycles

Fees for:

a. Hazardous Materials Permit	\$212.50 \$203.50
b. High Pile Combustible Material Storage Permit	\$212.50 \$203.50
c. All Other Permits	\$157.00 \$150.00

Construction Permits

International Fire Code 105.7 as modified by SMC

Plan Review Fees

Use Building Services, Building and Sign Permit Fee Valuation Table	65% of Permit Fee
---	-------------------

Permit Fees

Use Building Services, Building and Sign Permit Fee Valuation Table	100% of Permit Fee
---	--------------------

Fee for Residential Tank Removal	\$86.00 \$82.50
----------------------------------	----------------------------

Other Inspections and Fees

Additional plan review requiring changes, additions or revisions to plans (1 hour minimum)	Standard hourly rate
Business license inspection (1/2 hour minimum)	Standard hourly rate
Expedited review (1 hour minimum)	Standard hourly rate
Inspections for which no fee is specifically indicated (1 hour minimum)	Standard hourly rate
Inspections outside the normal business hours	Contact Puget Sound RFA
Re-inspections (1 hour minimum)	Standard hourly rate
Request for Code Modification or Alternative Method (2 hour minimum)	Standard hourly rate
The Compliance Engine Portal Filing Surcharge	\$21.00 \$20.00 per system, annually

MUNICIPAL COURT

Administrative Fees

a. Abstract of Driving Record	\$10.00
b. Non Sufficient Funds (NSF) Check	\$25.00

Copy Fees

a. Court Recordings (Per CD)	\$24.50 \$23.50
b. Other copy fees	See GENERAL GOVERNMENT AND MISCELLANEOUS

Filing Fees

a. Appeals (Civil & Infractions)	\$230.00
----------------------------------	----------

PARKS AND RECREATION

SeaTac Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental-Banquet Room	\$95.00 hour	\$120 \$105.00 hour
Facility Rental-Gymnasium	\$60.00 hour	\$85.00 hour
Facility Rental-Arts/Crafts	\$40.00 hour	\$50.00 hour
Staff Support	\$30.00 \$25.00 hour	\$30.00 \$25.00 hour
Drop-In Aerobics (per day)	\$6.00	\$8.00
Weight Room (per day)	\$5.00	\$6.00
Weight Room - Seniors (per day)	\$2.75	\$3.75
Weight Room (monthly)	\$25.00	\$30.00
Weight Room - Seniors (monthly)	\$20.00	\$25.00
Shower (per use)	\$3.00	\$3.00

Valley Ridge Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental	\$50.00 hour	\$65.00 hour
Staff Support	\$30.00 \$25.00 hour	\$30.00 \$25.00 hour

Valley Ridge Park

Rental	Resident Fee	Non- Resident Fee
Sports Field (synthetic turf)		
a. Tournament (per day, 4 field use. All 4 fields must be rented.)	\$2,400.00	\$3,200 \$2,800
b. Portable mounds per field	\$35.00	\$35.00
c. Portable fencing per field	\$125.00	\$125.00
d. Field Use (hourly, per field)	\$65.00	\$80.00 \$75.00
e. Field Lights (per hour)	\$30.00	\$30.00

Angle Lake Park

Rental	Resident Fee	Non- Resident Fee
Shelter A (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter A (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter B (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter B (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter C (Monday - Thursday)	\$135.00 all day	\$175.00 all day
Shelter C (Friday - Sunday)	\$160.00 all day	\$225.00 all day
Shelter D (Monday - Thursday)	\$75.00 all day	\$100.00 all day
Shelter D (Friday - Sunday)	\$120.00 all day	\$150.00 all day
Performing Stage (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Performing Stage (Friday - Sunday)	\$140.00 all day	\$200.00 all day

PARKS AND RECREATION

North SeaTac Park

Rental	Resident Fee	Non- Resident Fee
Baseball/Softball Fields		
a. Tournament (per day, 3 field use. Must rent all 3 fields.)	\$775.00	\$1,200 \$800
b. Field Use (per hour, per field)	\$40.00	\$45.00
Soccer (Synthetic turf)		
a. Tournament (per day, 2 field use. Must rent both fields.)	\$1,200.00	\$1,600 \$1,400
b. Field Use (hourly, per field)	\$65.00	\$80.00 \$75.00
c. Field Lights (per hour)	\$30.00	\$30.00

North SeaTac Park - Picnic Shelter

Rental	Resident Fee	Non- Resident Fee
Shelter (Monday-Thursday)	\$100.00 all day	\$150.00 all day
Shelter (Friday-Sunday)	\$140.00 all day	\$200.00 all day

Sunset Park

Rental	Resident Fee	Non- Resident Fee
Soccer Field		
a. Field Use (per hour)	\$30.00	\$35.00

Miscellaneous

Special Use Permit (Varies by event)	\$100.00 - \$5,500.00
Veteran Memorial tiles	\$150.00

Recreation Programs

Recreation Programs are designated by major category with a fee range. Fees for specific programs will vary within the range indicated, based on the number of participants, duration of program, instruction costs and operational supplies.

Class	Fee
Sport Classes	\$9.00-\$627.00
Recreation Classes	\$8.00-\$300.00
Senior Programs	\$8.00-\$100.00
Teen Programs	\$10.00-\$125.00
Youth Programs	\$5.00- \$350.00 \$175.00
Special Events Programs	\$5.00-\$100.00
Convenience fee for each online registration for any class, excursion, or other recreation transaction.	\$1.00

POLICE SERVICES

Concealed Pistol License	As set by RCW 9.41.070
False Alarms (excessive) - two or more in any consecutive 6 month period. (SMC 8.20.080)	\$100.00
Fingerprint Cards	
First 2 Cards	\$17.00
Additional Cards (each)	\$6.00
Parking Permit Program	
Permit Fee (1st permit)	\$0.00
Permit Fee (2nd permit)	\$65.00
Permit Processing Fee (re-issuance only)	\$25.00
Public Disclosure Records Requests / Police Reports	Refer to King County Sheriff's Office Records Unit
Steering Wheel Locks "The Club" (taxable)	
Car (Model 504)	\$12.80
Truck or SUV (Model 3000)	\$14.30
Vehicle Impound Release Fee (DWLS) (SMC 9.25.030)	\$100.00
Vehicle Impound Release Fee (Prostitution) (RCW 9A.88.140)	\$500.00
Vehicle Impound Release Fee (CSAM) (RCW 9A.88.140)	\$2,500.00

PUBLIC WORKS

Street Vacation

Street vacation application <u>and review</u>	<u>\$1,274.50</u> \$1,220.00
Street vacation processing	<u>\$1,274.50</u> \$1,220.00

Roadside Memorial Signage

Memorial Sign & Plaque	\$500.00
Placard with Name Only	\$200.00

Franchise Fees

Franchise Application, <u>Review and Processing</u>	<u>\$5,455.50</u> \$5,220.50 + Cost to Publish
---	---

CITY OF SEATAC



FEE SCHEDULE

Schedule of license fees, permit fees, other fees and charges for City services.

Effective: January 1, 2024

Table of Contents

General Government and Miscellaneous Fees	3
Development Related Fees	5
Miscellaneous Fees	5
Building Services	6
Electrical Permits	8
Mechanical Permits	10
Plumbing Permits	11
Engineering Review	12
Land Use	17
Business Licenses	19
Fire Services	20
Municipal Court	21
Parks and Recreation	22
Police Services	24
Public Works	25

GENERAL GOVERNMENT AND MISCELLANEOUS

Animal Control

All animal control licenses and fees are charged on a pass-through basis as set by King County (King County Code, Chapter 11.04)	Per King County Code. Website: http://www.kingcounty.gov/depts/regional-animal-services.aspx
--	---

Appraisals

Actual Cost

Consultant Fees

When consultant services are required to supplement or extend City Staff services and when such consultant is mutually agreed upon to provide services, all consultant fees, shall be paid by the applicant, at 100% of actual fees charged, plus a 10% administrative charge for contract management by the City	100% of actual fees charged, plus a 10% administrative charge
---	---

Copies and Records

a. Audio/Video recordings of a meeting(s)	Actual Cost
b. Copies - Black & White –from paper, electronic media, microfilm, etc., per page for 11 or more pages, 11x17 and under (As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes photocopies of public records or printed copies of electronic public records	\$0.15
c. Copies - Color City Maps – 8 ½ x 11	\$1.50
d. Copies – Color - Maps, plans, other GIS products	\$4.00 per square foot
e. Copies - Black & White - Maps, other GIS products	\$1.50 per square foot
f. Copies or Printing – Vendor produced Requestor will be notified of estimated costs in advance	Actual Cost
g. Electronic records provided on electronic storage media	Actual Cost
h. Electronic files or attachments uploaded to email, cloud-based storage, or other means of electronic delivery	\$0.05/four (4) electronic files
i. Postage and/or mailing materials	Actual Cost
j. Scan paper copies to electronic format, per page for 11 or more pages.(As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes public records scanned into electronic format (up to 11x17)	\$0.10
k. Service charge to prepare data compilations or provide customized electronic access services	Actual Cost
l. Transmission of public records in an electronic format	\$.10/GB
m. GIS staff time for filling requests (minimum 1 hour; then billed in 15-minute increments)	Standard hourly rate

GENERAL GOVERNMENT AND MISCELLANEOUS

Collection Agency Fees (Per Collection Agreement)	
Debts Below \$15,000	Actual Cost + 25%
Debts Between \$15,000-\$50,000	Actual Cost + 20%
Debts Above \$50,000	Actual Cost + 15%
Dishonored Checks (Per Bank Contract)	
a. Reasonable handling charge	\$25.00
b. Cost of collection (or face amount of check, whichever is lesser)	\$40.00
c. Interest from date of dishonor	Prime + 3% (Max 12%)
Additional damages in event of court action - court costs and attorney fees of three times the face amount of the check, or \$300.00, whichever is less.	
Electronic Vehicle Charging	\$2.50 per transaction
Hearing Examiner - Appeals and Hearings	
Add Fees for any copies of records the City has to make for an appeal case	
a. Examiner's charge for conducting hearing and issuing a decision	Actual Cost
b. Filing fee for appeal to Examiner	\$255.00
c. Filing fee for appeal from Examiner to City Council	\$765.00
Late Payment Fees	
a. Late Fee (applied to invoices over 60 days late)	Prime + 3% (Max 12%)
b. Cost of collection and account monitoring	\$40.00
Locking Mailbox	\$120.00
Property owners with an income below 50% of the median (based on the latest HUD Income Guidelines for King County) are eligible for a 50% discount on mailboxes	
Lost check/Re-issue Requested (vendor and/or employee; fee charged after 2nd request)	\$25.00
Standard Hourly Rate	
Applies to all City departments. This rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services	\$125.00
Standard Hourly Overtime Rate	
Applies to all City departments. Charged at one and one-half times the standard hourly rate, this rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services that are required outside of normal business hours. A four-hour minimum callback charge will apply	One and one half times the standard hourly rate (4 hr minimum)

DEVELOPMENT RELATED FEES

Home Owner and Occupant Fee Credit

A credit of 20% against the following permit fees shall be applied upon proof of owner occupancy by the applicant. The Department of Community & Economic Development will establish and maintain the standard criteria and documentation required for the Home Owner and Occupant Fee Credit.

Types of Applications and Permits Eligible for Home Owner and Occupant Fee Credit

Building Services	Engineering Review
Building Permits - These will be incidental permits and may not be called out on the Fee Schedule but can be indicated on a Building Permit at time of application	ROW Class C - All Residential Driveways
Reroofs	Planning
Decks	Lot Line Adjustment
Maintenance/Repairs	Shoreline Exemption
Walls	Shoreline Substantial Development
Porches	Up to \$10,000
Fences > 6'	\$10,001 to \$100,000
Sheds > 200 SF	\$100,001 to 500,000
Storm Drainage	Special Home Occupation
Mechanical Permits	Variance - Administrative
Furnaces	Other Fees
Water Heaters	Technology Fee
Exhaust Fans	
Plumbing Permits	
Water Heaters	
Re-Piping	
Electrical Permits	
Circuits	
Panels	
T-Stats	

MISCELLANEOUS

Permit Extension Fee - Permits eligible for extension (SMC 13.100.060 K.1-3)	Standard hourly rate; two hour minimum; not to exceed 25% of permit fee
Permit Renewal Fee - Permits eligible for renewal (SMC 13.100.060 L.1-2)	Standard hourly rate based on required inspections; not to exceed 50% of permit fee
Pre-application Meeting -Due at time of application	\$382.50
Technology Fee	5% of the permit fee; \$5.50 minimum

DEVELOPMENT RELATED FEES

BUILDING SERVICES

Building and Sign Permits (Technology Fee Applies)

Valuation Amount	Permit Fee
\$1 - \$500	\$63.50
\$501 - \$2,000	\$63.50 for the first \$500.00 plus \$5.85 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$151.25 for the first \$2,000 plus \$25.85 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 - \$50,000	\$745.80 for the first \$25,000 plus \$18.90 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$1,218.30 for the first \$50,000 plus \$13.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 - \$500,000	\$1,875.80 for the first \$100,000 plus \$10.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 - \$1,000,000	\$6,115.80 for the first \$500,000 plus \$8.70 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Over \$1,000,000	\$10,465.80 for the first \$1,000,000.00 plus \$6.25 for each additional \$1,000.00 or fraction thereof over \$1,000,000.00

DEVELOPMENT RELATED FEES

Building and Sign Permits - Other Inspections & Fees (Technology Fee Applies)	
Permit	Fee
Adult Family Home - Application and Inspection	\$172.50
Demolition Permit	
a. For buildings 500 square feet or less	\$63.50
b. Minimum for buildings 500 sq ft or more	\$191.00 minimum or valuation, whichever is higher
c. SEPA required for non-single family residence and any structure in excess of 4000 feet.	See LAND USE
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside the Normal Business hours	One and one half times the standard hourly rate, 4 hour minimum
Manufactured Home - In a park or on a private property	\$395.00
Manufactured Home Pre-inspection - Per hour, plus mileage at IRS rate	Standard hourly rate, 1 hour minimum
Modular Structure - Based on contract amount and computed from ICC Building Standard Fee Table	Valuation
Moving of a House	\$382.50
Outside Consultant - If required for plan checking and inspections	100% of actual cost to include a 10% administrative fee
Plan Review	65% of the permit fee
a. Outside structural plan review - If required	Additional 33% of the permit fee
Re-Roofing Permit - For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects	\$115.00 minimum or valuation, whichever is higher
Re-Inspection - Per hour	Standard hourly rate, 1 hour minimum
Washington State Surcharge (Per RCW 19.27.085)	
a. Residential building permits	\$6.50 each permit plus \$2.00 per residential unit after the first unit
b. Commercial building permits	\$25.00 each permit plus \$2.00 per residential unit after the first unit

DEVELOPMENT RELATED FEES

Electrical Permits (Technology Fee Applies)

Electrical-Single Family Residence (SFR)

	Valuation
New construction SFR dwelling - includes a garage	\$156.00
Garages, pools, spas, outbuildings	\$102.50
SFR service change or alteration	\$83.50
SFR circuits added/altered without service change up to five (5) new circuits	\$140.00
a. more than (5) new circuits	\$83.50
Low voltage systems	\$102.50
Meter/mast repair	\$140.00
Noise remedy permit	

Electrical (Commercial and Multi Family)

Valuation Amount	Fee
\$250.00 or less	\$68.50
\$251.00 - 1,000.00	\$68.50 plus 5.80% of cost over \$250.00
\$1,001.00 - 5,000.00	\$112.00 plus 2.10% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$196.00 plus 1.94% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$1,069.00 plus 1.41% of cost over \$50,000.00
\$250,001.00 - 1,000,000.00	\$3,889.00 plus .95% of cost over \$250,000.00
\$1,000,001.00 and up	\$11,014.00 plus .63% of cost over \$1,000,000.00

a. In addition to the permit fee, when plan review is required, a plan review fee must be paid at the time of permit application equal to 25% of the permit fee with a minimum of the standard hourly rate

b. Additional plan review, if required by changes, additions, and/or revisions to plans will be charged the standard hourly rate (minimum 1 hour)

DEVELOPMENT RELATED FEES

Electrical -Other Inspections and Fees	
Carnivals	
a. Base fee	\$113.50
b. Each concession	\$15.00
Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspection or Plan Review - Not specified elsewhere	Standard hourly rate, 1 hour minimum
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard hourly rate, 4 hour minimum
Manufactured/Mobile Home Service - Does not include garage or outbuildings	\$101.00
Re-inspection Fees	Standard hourly rate, 1 hour minimum
Temporary Service - Residential, per hour	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

Mechanical Permits (Technology Fee Applies)	
Mechanical-Single Family Residence (SFR)	
Up to two new or replaced appliance/equipment (no new ductwork)	\$82.50
Three or more new or replaced appliances/equipment; or new system including ductwork	\$216.00
Gas piping (no equipment or appliances)	\$76.00
Mechanical - Multi-Family and Commercial	
Valuation Amount	Fee
\$250.00 or less	\$57.50
\$251.00 - 1,000.00	\$57.50 plus 4.7% of cost over \$250.00
\$1,001.00 - 5,000.00	\$92.75 plus 1.75% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$162.75 plus 1.65% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$905.25 plus 1.16% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,226.50 plus .94% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,280.00 plus .50% of cost over \$1,000,000.00
Mechanical - Plan Review Fee	
Plan Review Fee - Is equal to 40% of the Mechanical Permit Fee	
Additional Plan Review - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)	
Mechanical-Other Inspections and Fees	
Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard
Re-inspection Fees	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

Plumbing Permits

(Technology Fee Applies)

Plumbing-Single Family Residence (SFR)

New construction SFR Plumbing Permit	\$216.00
--------------------------------------	----------

Plumbing- Additions and Remodels to Single Family Residence

Adding one to five fixtures	\$78.50
Adding six to ten fixtures	\$140.00
Over ten fixtures	\$216.00

Plumbing - Multi-Family and Commercial

Valuation Amount	Fee
\$250.00 or less	\$57.50
\$251.00 - 1,000.00	\$57.50 plus 4.7% of cost over \$250.00
\$1,001.00 - 5,000.00	\$92.75 plus 1.75% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$162.75 plus 1.65% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$905.25 plus 1.16% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,226.50 plus .94% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,280.00 plus .50% of cost over \$1,000,000.00

Plan Review Fee -equal to 40% of the Plumbing Permit Fee

Additional Plan Review - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)

Plumbing-Other Inspections and Fees

Consultants Fee - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
Inspections for Which No Fee is Specifically Indicated	Standard hourly rate, 1 hour minimum
Inspections Outside Normal Business Hours	One and one half times the standard
Re-inspection Fees	Standard hourly rate, 1 hour minimum

DEVELOPMENT RELATED FEES

ENGINEERING REVIEW

Right of Way Use Permits (Technology Fee Applies)

Application	Fee
Class A (Non-residential zones)	\$250.00
Class A (Residential zones)	\$125.00
Class B	\$250.00
Class C all residential driveways	\$250.00
Class C and Class D (Non-Franchise)	\$440.00
Class D (Franchise)	\$491.00
Class E (Haul)	\$227.50
Renewal	50% of the above application fee
Application Review	Fee
Class A (Non-residential zones)*	Standard hourly rate, 1 hour minimum
Class A (Residential zones)*	One hour (at standard hourly rate)
Class B*	Standard hourly rate, 1 hour minimum
Class C Residential driveways less < 30 feet width	Standard hourly rate, 1 hour minimum
Class C and Class D (Non-Franchise) with:	
a. Engineering plans with drainage facilities	\$1,299.50
b. Engineering plans without drainage facilities	\$346.00
Class D (Franchise) for all reviews, including re-submittals and revisions	Standard hourly rate, 1 hour minimum
Class E (Haul) with:	
a. Engineering and traffic control plans	\$406.00

DEVELOPMENT RELATED FEES

Daily Use (Inspection)	Fee
Class A (Non-residential zones)*	One (1) hour per day at standard hourly rate
Class A (Residential zones)*	No Fee
Class B*	One (1) hour per day at standard hourly rate
Class C and Class D (Non-Franchise)	
a. Construction (Performance Bond) Inspection; Except Single Family Residential (SFR)	
Cost of improvement	Fee
\$0 - 30,000.00	\$146.00 + \$78.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,459.50 + \$35.00/\$1,000 Cost
\$120,001.00 - or more	\$5,661.50 + \$9.00/\$1,000 Cost
b. Maintenance Bond Inspection (Final, 6 mo., & 1 yr.)	
Cost of improvement	Fee
\$0 - 30,000.00	\$88.50 + \$12.50/\$1000 Cost
\$30,001.00 - 120,000.00	\$313.50 + \$5.50/\$1000 Cost
\$120,001.00 - or more	\$659.00 + \$2.50/\$1000 Cost
Class D (Franchise)	Standard hourly rate, 1 hour minimum
Class E	Standard hourly rate, 1 hour minimum
*See SMC 11.10.105 for any expressive activity.	

DEVELOPMENT RELATED FEES

Clearing/Grading/Drainage Permit Fees (STE Permits)

STE for Single Family Residential (SFR)

Application Fee	\$591.50
Renewal Fee	50% of application fee
Plan Review Fee	\$1,183.50
Inspection Fee	\$591.50
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum

STE for all other Permits

Application Fee	\$775.00
Renewal Fee	50% of application fee
Initial Plan Review Fee	\$1,706.00

Construction (Performance Bond) Inspection Fee; Except SFR

Cost of improvement	Fee
\$0 - 30,000.00	\$146.00 + \$78.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,459.50 + \$35.00/\$1,000 Cost
\$120,001.00 - or more	\$5,661.50 + \$9.00/\$1,000 Cost

Maintenance Bond Inspection Fee (Final, 6 mo., & 1 yr.); Except SFR

Cost of improvement	Fee
\$0 - 30,000.00	\$88.50 + \$12.50/\$1000 Cost
\$30,001.00 - 120,000.00	\$313.50 + \$5.50/\$1000 Cost
\$120,001.00 - or more	\$659.00 + \$2.50/\$1000 Cost

DEVELOPMENT RELATED FEES

Final Grading Plan Review Fees (STE Permit)

Shall be calculated by adding the application amounts from Final Grading Plan Review, Final Clearing Plan Review and if applicable, Final Drainage Plan Review-Commercial

Final Grading Plan Review Table; Except SFR

Volume	Base	Per 100 cu.yds.
0-50 cu. yds.	Flat fee	\$195.00
51- 10,000 cu. yds.	\$186.50	\$18.50
10,001 to 50,000 cu. yds.	\$1,807.50	\$2.50
50,001 cu. yds., and more	\$2,089.50	\$1.50

Final Clearing Plan Review Table; Except SFR

Disturbed Area	Base	Per 100 cu.yds.
Up to 1/2 acre	\$76.50	\$346.50
1/2 to 10 acres	\$163.50	\$260.00
11 acres and more	\$5,120.00	\$84.50

Final Drainage Plan Review- Commercial Table

Disturbed area	Amount
0 - 1/2 acre site	\$1,042.00
½ - 1 acre site	\$1,302.00
1 - 5 acre site	\$2,084.50
More than 5 acre site	\$5,471.00

DEVELOPMENT RELATED FEES

Other Engineering Inspections and Fees (Technology Fee Applies)

Commercial Traffic Circulation Review	
a. On-site review only, no right-of-way improvements	\$208.50
b. On-site and right-of-way improvements review	\$626.00
c. Review for compliance with SEPA conditions	\$208.50
Concurrency Application & Review	One (1) hour at standard hourly rate
Consultant/Third Party Review - When consultant services are required to supplement or extend City Staff or services, all consultant fees shall be paid by the applicant.	100% of the actual fees charged, plus 10% administrative charge
Engineering Review Deviation	\$582.00
Inspections Outside Normal Business Hours	One and one half times the standard hourly rate, 4 hour minimum
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum
Plan Addendum and Revision Fee	
a. Each occurrence	\$250.00
b. Plus additional hourly fee	Standard hourly rate, 1 hour minimum
Permit Renewal Fee	50% of standard application fee
	Standard hourly rate, 1 hour minimum
Related Inspections and Other Services	
Reclamation Bond Release Inspection	\$235.00
Standard Bonding Rate	
The standard performance bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
The standard maintenance bonding rate is set at 10% of the performance bond.	10%
Transportation Impact Fees	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	See Schedule of Transportation Impact Fees to determine fee amount
Variance - Temporary Noise	\$255.00

DEVELOPMENT RELATED FEES

LAND USE

Applications and Fees (Technology Fee Applies)

Accessory Dwelling Unit	\$160.00
Binding Site Plan	
a. Preliminary	\$4,998.50
b. Final	\$3,124.00
Comprehensive Plan Amendment	\$2,677.00
Comprehensive Plan- Printed Copy	\$76.00
Conditional Use Permits (CUP)	
a. Minor	\$2,810.50
b. Major	\$5,226.00
Consultant Review and Confirmation Fee - For Wetland Consultant, GeoTech Consultant, Arborist, WCF, etc.	100% of actual cost plus a 10% administrative fee
Critical Areas Public Utility Exception	\$1,775.00
Critical Areas Reasonable Use Exception	\$1,775.00
Development Agreement	\$9,802.50
Essential Public Facilities Request	\$5,226.00
Floodplain Development	\$522.50
Inspections or Reviews - Not otherwise covered	Standard hourly rate
Legal Lot Determination	\$528.50
Long Plat	
a. Preliminary	\$10,018.50
b. Final	\$7,839.00
Lot Line Adjustment	\$1,568.50
Mobile Home Park Closure-Plus any other actual costs	\$1,874.50
MultiFamily Property Tax Exemption (MFTE)	
a. Conditional Certificate	\$1,396.50
b. Contract Amendment	\$698.00
c. Extension of Conditional Certificate	\$698.00
d. Final Certificate	\$698.00
Other Plans and Planning Documents - Per page for 10 or more pages	See Copies and Records
Parking Change/Reduction	\$444.50
Planned Unit Developments (PUD)	
a. Preliminary	\$10,707.50
b. Final	\$5,226.00
Re-addressing Re-imburement - To neighbor(s) for cost of re-addressing of house (if required)	\$127.50 per house

DEVELOPMENT RELATED FEES

SEPA - Environmental Checklist	\$2,778.00
SEPA - E.I.S. Preparation	Actual cost
Shoreline Conditional Use Permit	\$5,226.00
Shoreline Exemption	\$255.00
Shoreline Substantial Development Permit	
Valuation Amount	Fee
Up to \$10,000.00	\$468.50
\$10,001.00 to \$100,000.00	\$1,434.50
\$100,001.00 to \$500,000.00	\$3,920.00
\$500,001.00 to \$1,000,000.00	\$8,668.00
\$1,000,001.00 +	\$14,379.00
Shoreline Variance	\$3,633.00
Short Plats -Preliminary	\$4,792.50
Short Plat - Final	\$2,804.50
Short Term Rental	\$236.50
Preliminary Site Plan Review	\$2,804.00
Special Home Occupation Permit	\$465.00
Technology Fee	See MISCELLANEOUS
Temporary Use Permit	\$221.00
Text Amendment to Title 14, 15, 16, or 18 of the SeaTac Municipal Code	\$4,372.50
Variance - Planning	
a. Administrative	\$1,727.00
b. Other	\$3,633.00
Wireless Communications Facilities	
Lease Administrative Fee	\$2,000.00
Macro Facility	\$2,810.50
Small Wireless Facility Permit	
a. Up to 5 facilities on existing poles	\$500.00
b. More than initial 5 on existing poles, per pole	\$100.00
c. New or replacement pole, per pole	\$1,000.00
Eligible Facilities Request	\$582.00
Zoning Change of Use/Minor Site Modification	\$464.50
Zoning Code Departure	\$236.50
Zoning Code Interpretation Letter	\$300.00
Zoning Compliance Letter	\$522.50
Zone Reclassification (Rezone) application	
a. Site-specific only, no development proposal	\$3,633.00
b. Site-specific with development proposal	\$8,986.50
c. Combined with Comprehensive Plan Amendment	\$1,727.00

BUSINESS LICENSES

The City of SeaTac partners with State of Washington Business Licensing Service (BLS) to administer its City Licenses

General Business License Fees

Type	Frequency	Fee
Registration Only	Annual	\$0.00
Home Occupation	Annual	\$50.00
Out of City	Annual	\$150.00

Commercial License Fees-use the table below:

Number of Full-Time Employees	Frequency	Fee
0-10 FTE	Annual	\$100.00
11-50 FTE	Annual	\$250.00
51-100 FTE	Annual	\$1,500.00
101-500 FTE	Annual	\$4,750.00
501-1000 + FTE	Annual	\$9,500.00

Non-Profit 501(c)3 Registration

Type	Frequency	Fee
Registration	Annual	\$0.00

Other Licenses

Type	Frequency	Fee
Solicitor or Canvasser License	Annual	\$75.00
Vehicle for Hire License - Through King County as adopted by SMC 5.15	Per King County Code 6.64	

FIRE SERVICES

PUGET SOUND REGIONAL FIRE AUTHORITY (RFA)

Operational Permits

International Fire Code 105.6 as modified by SMC

Operational Permits may be prorated to align with monthly inspection area cycles

Fees for:

a. Hazardous Materials Permit	\$212.50
b. High Pile Combustible Material Storage Permit	\$212.50
c. All Other Permits	\$157.00

Construction Permits

International Fire Code 105.7 as modified by SMC

Plan Review Fees

Use Building Services, Building and Sign Permit Fee Valuation Table	65% of Permit Fee
---	-------------------

Permit Fees

Use Building Services, Building and Sign Permit Fee Valuation Table	100% of Permit Fee
---	--------------------

Fee for Residential Tank Removal	\$86.00
----------------------------------	---------

Other Inspections and Fees

Additional plan review requiring changes, additions or revisions to plans (1 hour minimum)	Standard hourly rate
Business license inspection (1/2 hour minimum)	Standard hourly rate
Expedited review (1 hour minimum)	Standard hourly rate
Inspections for which no fee is specifically indicated (1 hour minimum)	Standard hourly rate
Inspections outside the normal business hours	Contact Puget Sound RFA
Re-inspections (1 hour minimum)	Standard hourly rate
Request for Code Modification or Alternative Method (2 hour minimum)	Standard hourly rate
The Compliance Engine Portal Filing Surcharge	\$21.00 per system, annually

MUNICIPAL COURT

Administrative Fees

a. Abstract of Driving Record	\$10.00
b. Non Sufficient Funds (NSF) Check	\$25.00

Copy Fees

a. Court Recordings (Per CD)	\$24.50
b. Other copy fees	See GENERAL GOVERNMENT AND MISCELLANEOUS

Filing Fees

a. Appeals (Civil & Infractions)	\$230.00
----------------------------------	----------

PARKS AND RECREATION

SeaTac Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental-Banquet Room	\$95.00 hour	\$120.00 hour
Facility Rental-Gymnasium	\$60.00 hour	\$85.00 hour
Facility Rental-Arts/Crafts	\$40.00 hour	\$50.00 hour
Staff Support	\$30.00 hour	\$30.00 hour
Drop-In Aerobics (per day)	\$6.00	\$8.00
Weight Room (per day)	\$5.00	\$6.00
Weight Room - Seniors (per day)	\$2.75	\$3.75
Weight Room (monthly)	\$25.00	\$30.00
Weight Room - Seniors (monthly)	\$20.00	\$25.00
Shower (per use)	\$3.00	\$3.00

Valley Ridge Community Center

Rental	Resident Fee	Non- Resident Fee
Facility Rental	\$50.00 hour	\$65.00 hour
Staff Support	\$30.00 hour	\$30.00 hour

Valley Ridge Park

Rental	Resident Fee	Non- Resident Fee
Sports Field (synthetic turf)		
a. Tournament (per day, 4 field use. All 4 fields must be rented.)	N/A	\$3,200.00
d. Field Use (hourly, per field)	\$65.00	\$80.00
e. Field Lights (per hour)	\$30.00	\$30.00

Angle Lake Park

Rental	Resident Fee	Non- Resident Fee
Shelter A (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter A (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter B (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter B (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter C (Monday - Thursday)	\$135.00 all day	\$175.00 all day
Shelter C (Friday - Sunday)	\$160.00 all day	\$225.00 all day
Shelter D (Monday - Thursday)	\$75.00 all day	\$100.00 all day
Shelter D (Friday - Sunday)	\$120.00 all day	\$150.00 all day
Performing Stage (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Performing Stage (Friday - Sunday)	\$140.00 all day	\$200.00 all day

PARKS AND RECREATION

North SeaTac Park

Rental	Resident Fee	Non- Resident Fee
Baseball/Softball Fields		
a. Tournament (per day, 3 field use. Must rent all 3 fields.)	N/A	\$1,200.00
b. Field Use (per hour, per field)	\$40.00	\$45.00
Soccer (Synthetic turf)		
a. Tournament (per day, 2 field use. Must rent both fields.)	N/A	\$1,600.00
b. Field Use (hourly, per field)	\$65.00	\$80.00
c. Field Lights (per hour)	\$30.00	\$30.00

North SeaTac Park - Picnic Shelter

Rental	Resident Fee	Non- Resident Fee
Shelter (Monday-Thursday)	\$100.00 all day	\$150.00 all day
Shelter (Friday-Sunday)	\$140.00 all day	\$200.00 all day

Miscellaneous

Special Use Permit (Varies by event)	\$100.00 - \$5,500.00
Veteran Memorial tiles	\$150.00

Recreation Programs

Recreation Programs are designated by major category with a fee range. Fees for specific programs will vary within the range indicated, based on the number of participants, duration of program, instruction costs and operational supplies.

Class	Fee
Sport Classes	\$9.00-\$627.00
Recreation Classes	\$8.00-\$300.00
Senior Programs	\$8.00-\$100.00
Teen Programs	\$10.00-\$125.00
Youth Programs	\$5.00-\$350.00
Special Events Programs	\$5.00-\$100.00
Convenience fee for each online registration for any class, excursion, or other recreation transaction.	\$1.00

POLICE SERVICES

Concealed Pistol License	As set by RCW 9.41.070
False Alarms (excessive) - two or more in any consecutive 6 month period. (SMC 8.20.080)	\$100.00
Fingerprint Cards	
First 2 Cards	\$17.00
Additional Cards (each)	\$6.00
Parking Permit Program	
Permit Fee (1st permit)	\$0.00
Permit Fee (2nd permit)	\$65.00
Permit Processing Fee (re-issuance only)	\$25.00
Public Disclosure Records Requests / Police Reports	Refer to King County Sheriff's Office Records Unit
Steering Wheel Locks "The Club" (taxable)	
Car (Model 504)	\$12.80
Truck or SUV (Model 3000)	\$14.30
Vehicle Impound Release Fee (DWLS) (SMC 9.25.030)	\$100.00
Vehicle Impound Release Fee (Prostitution) (RCW 9A.88.140)	\$500.00
Vehicle Impound Release Fee (CSAM) (RCW 9A.88.140)	\$2,500.00

PUBLIC WORKS

Street Vacation

Street vacation application and review	\$1,274.50
Street vacation processing	\$1,274.50

Roadside Memorial Signage

Memorial Sign & Plaque	\$500.00
Placard with Name Only	\$200.00

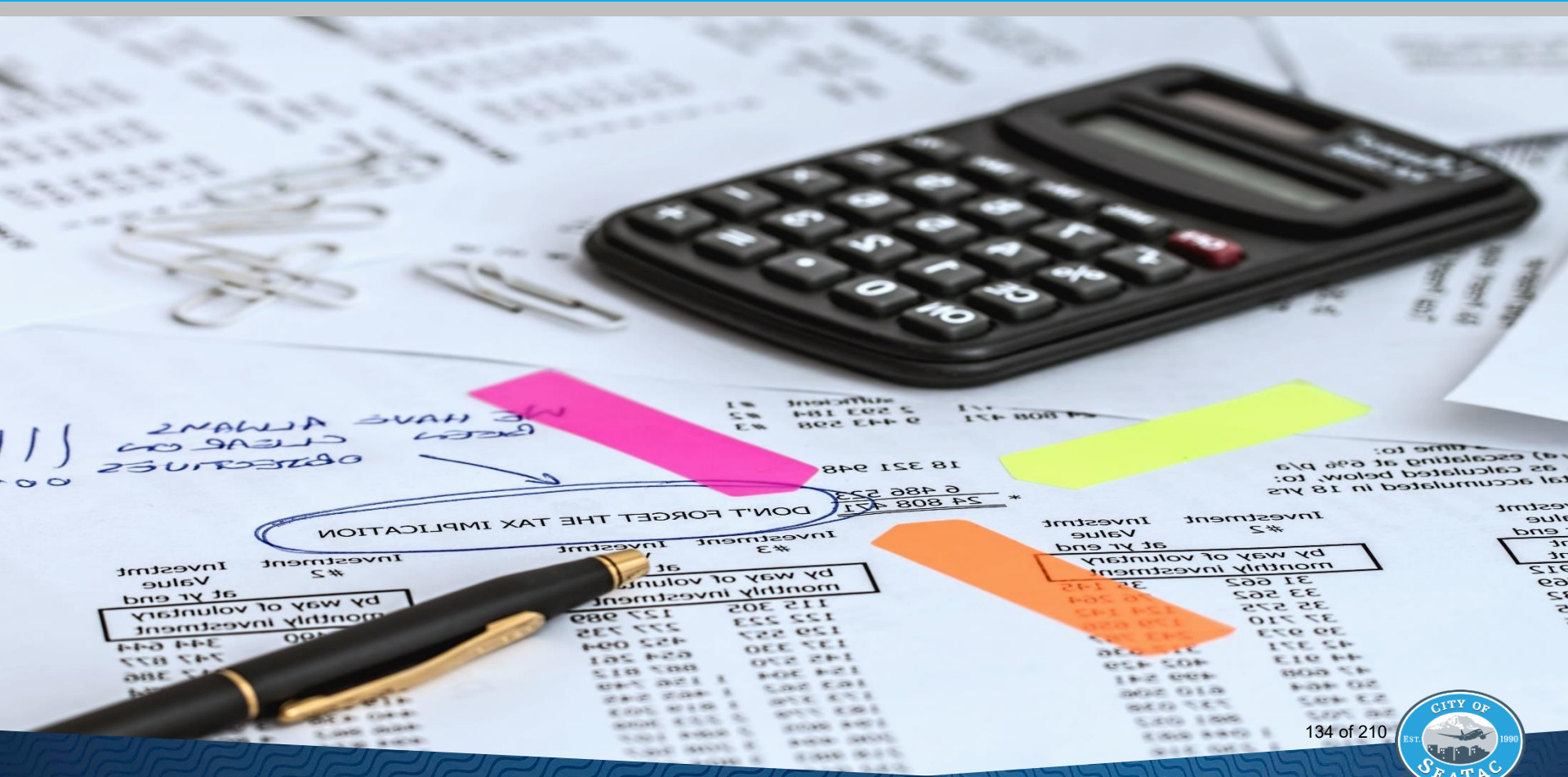
Franchise Fees

Franchise Application, Review and Processing	\$5,455.50 + Cost to Publish
--	------------------------------

2023-2024 Mid-Biennium Review

A&F Meeting

November 2, 2023



AGENDA

- 3rd QTR Financial Review
- Performance Indicators
- Department Objectives
- Revenues
 - Property Tax
 - Miscellaneous
 - Fee Schedule
- Expenditures
 - Salaries & Benefits Updates
 - Equipment Rental & Miscellaneous
- Decision Cards
 - Summary of Decision Cards
 - Impact on Fund Balance

3rd Quarter Financial Review



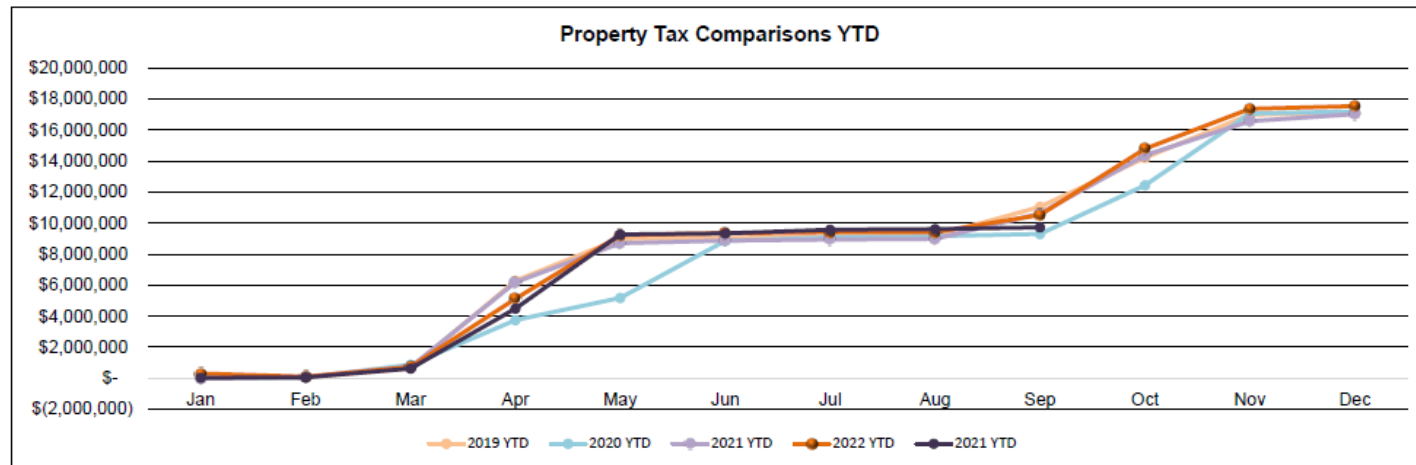
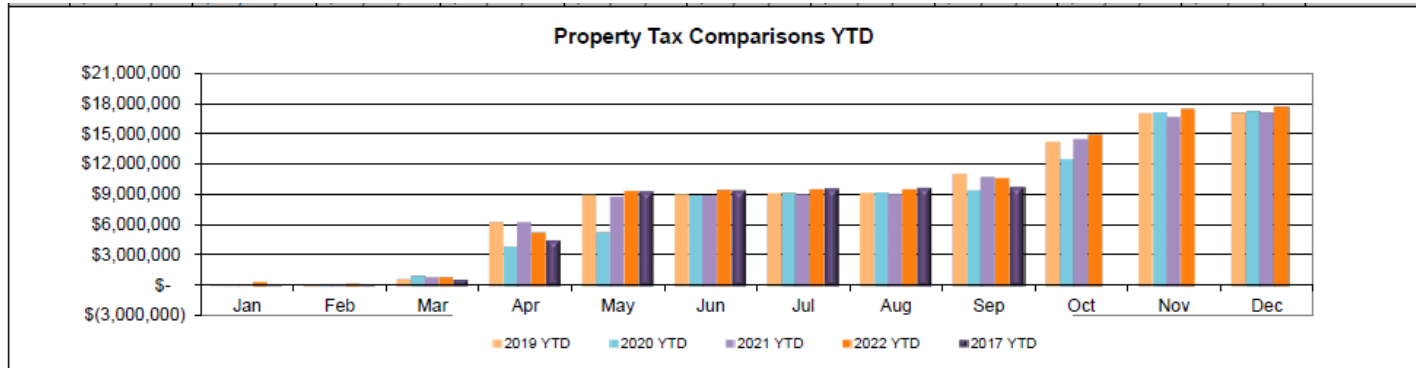
Revenue Stoplight Chart

<u>Revenue Description</u>	<u>2022 YTD ACTUAL</u>	<u>2022 % of Budget</u>	<u>2023 Annual BUDGET</u>	<u>2023 ACTUAL</u>	<u>Percent Collected</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$10,525,521	60%	\$17,600,000	\$9,728,962	55%	50%
Sales & Use Tax (operating)	\$9,836,331	76%	\$16,500,000	\$10,582,760	64%	58%
Sales & Use Tax (construction) (#301)	\$907,939	113%	\$1,000,000	\$1,109,394	111%	58%
Criminal Justice-Sales Tax & State Shared Rev	\$1,013,126	96%	\$1,580,029	\$1,081,978	68%	58%
Leasehold Excise Tax	\$1,498,197	75%	\$2,600,000	\$2,241,552	86%	50%
Emergency Medical Svcs Levy	\$448,062	79%	\$592,342	\$403,483	68%	50%
Parking Tax (#102)	\$5,684,242	82%	\$8,925,000	\$7,104,307	80%	67%
Motor Vehicle Tax - City Streets (#102)	\$361,287	65%	\$620,000	\$354,199	57%	58%
Hotel/Motel Special Revenue Tax (#107)	\$1,124,647	130%	\$1,800,000	\$1,239,645	69%	58%
Real Estate Excise Tax - #1 & #2 (#301)	\$869,093	124%	\$1,200,000	\$506,599	42%	67%
Subtotal: Taxes	\$32,268,444	73%	\$52,417,371	\$34,352,879	66%	57%
Permits & Plan Review (building, electrical, etc.)	\$2,078,857	134%	\$1,691,440	\$2,933,136	173%	75%
Engineering Plan Review	\$418,449	97%	\$507,500	\$470,783	93%	75%
Business Licenses	\$499,904	91%	\$600,000	\$497,104	83%	75%
Parks Programs	\$541,954	73%	\$768,750	\$619,682	81%	75%
Franchise Fees (#001 & #404)	\$658,153	80%	\$927,532	\$703,572	76%	38%
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$548,441	105%	\$750,000	\$551,521	74%	75%
GMA Traffic Impact Fees (#307)	\$1,170,067	669%	\$0	\$242,605		75%
Stormwater Fees (#403)	\$2,826,886	72%	\$3,959,550	\$2,745,833	69%	50%
Long Term Leases (CH & YMCA)	\$340,264	94%	\$348,549	\$311,845	89%	75%
Subtotal: Permits and Services	\$9,082,975	100%	\$9,553,321	\$9,076,081	95%	61%
Operating & Other Grants	\$1,415,519	20%	\$9,151,388	\$2,394,843	26%	
Parks Capital Grants	\$1,236,335	82%	\$76,175	\$10,352	14%	
Transportation Capital Grants	\$4,515,169	38%	\$3,645,409	\$192,036	5%	
SWM Capital Grants	\$326,241	652%	\$0	\$0	*	
Subtotal: Capital Grants	\$7,493,264	37%	\$12,872,972	\$2,597,232	20%	
Investment Interest	\$786,246	178%	\$1,504,035	\$3,655,806	243%	75%
Other Revenues (NO Transfers)	\$3,162,096	82%	\$2,926,555	\$1,569,153	54%	75%
TOTAL REVENUES	\$52,793,025	68%	\$79,274,254	\$51,251,150	65%	58%

Property Tax

\$17,600,000 Budgeted

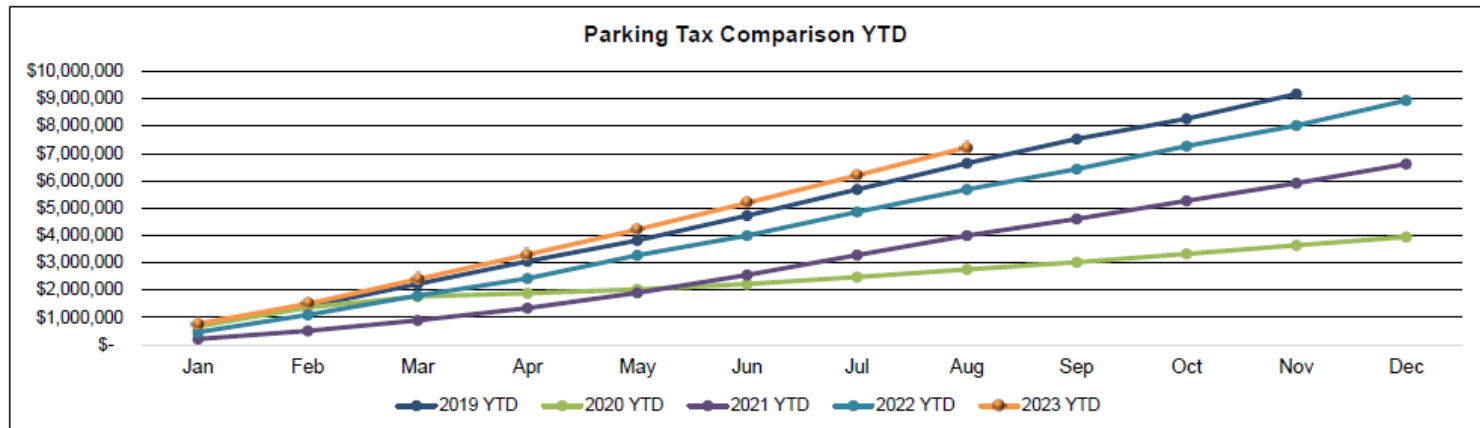
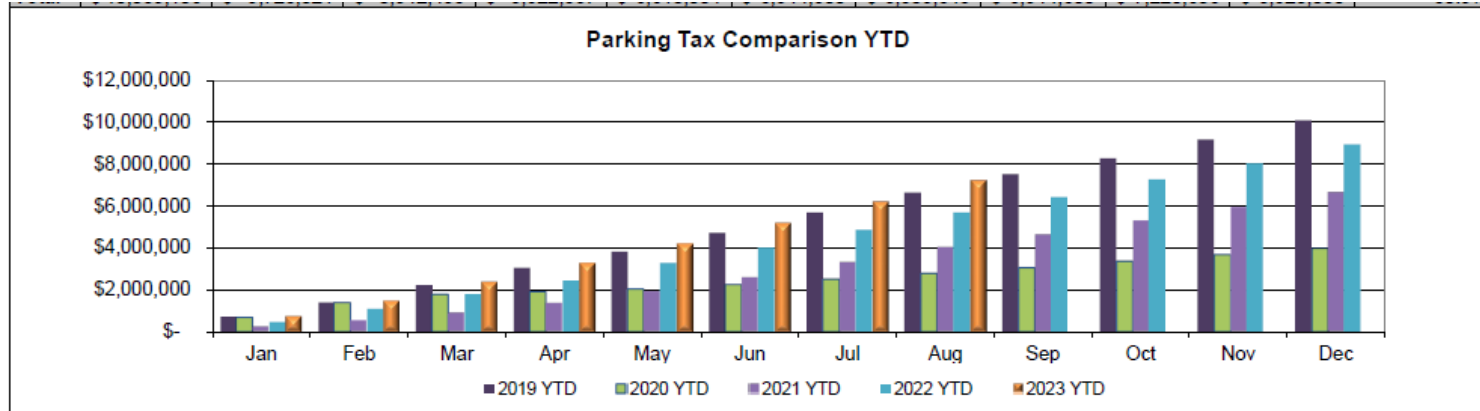
\$ 9,728,962 Collected through September



Parking Tax

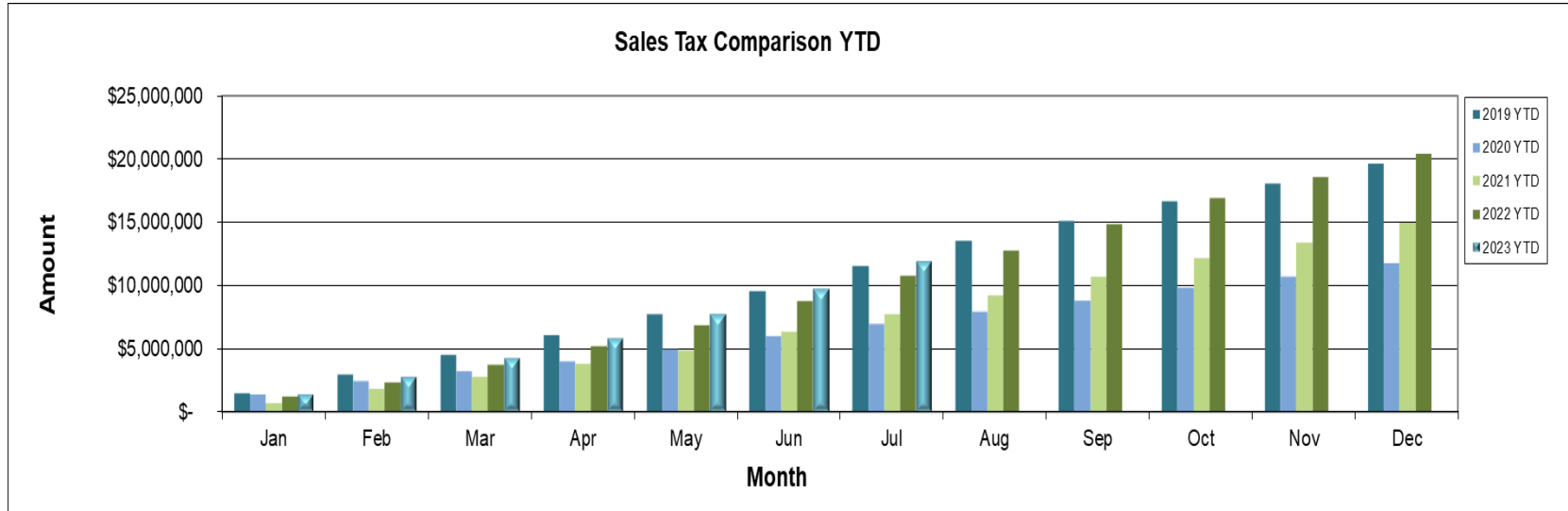
\$8,925,000 Budgeted

\$7,220,636 Collected through August



Sales Tax

\$17,500,000 Budgeted
\$11,859,697 Collected through July

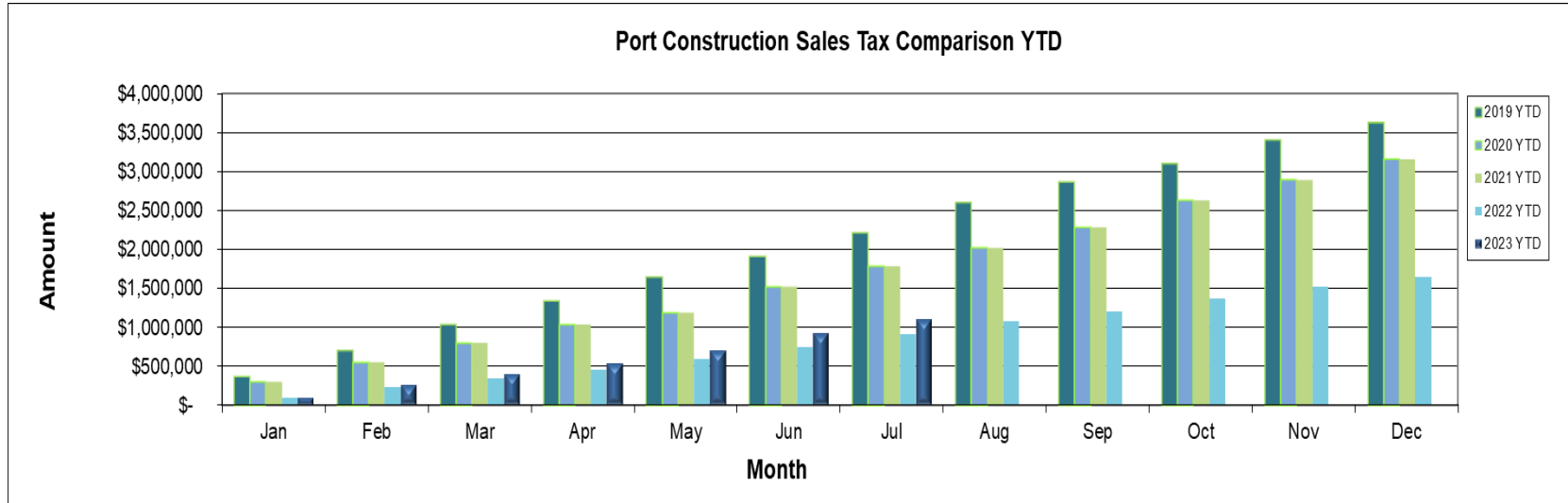


August Revenue to post 10/30 is \$2,226,205
Total YTD = \$13.9 million



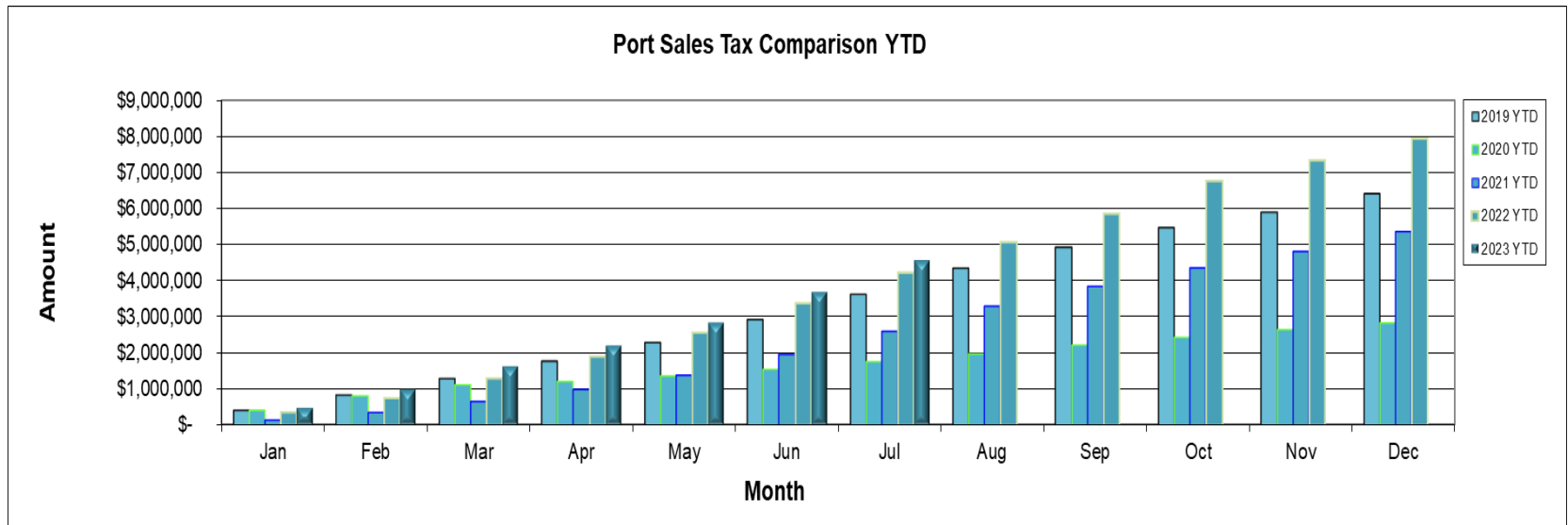
Port Construction Sales Tax

\$1,000,000 Budgeted
\$1,109,394 Collected through July



Port Sales Tax

\$4,580,282 collected from business conducted at the airport
Equates to 39% of sales tax from all sources in the City



Sales Tax by Sector – Q2

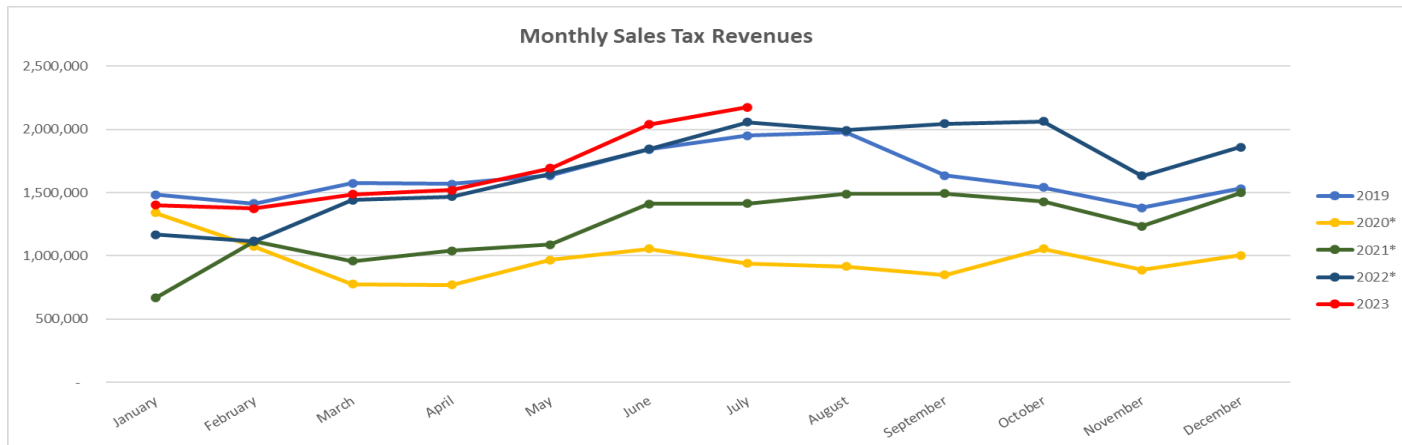
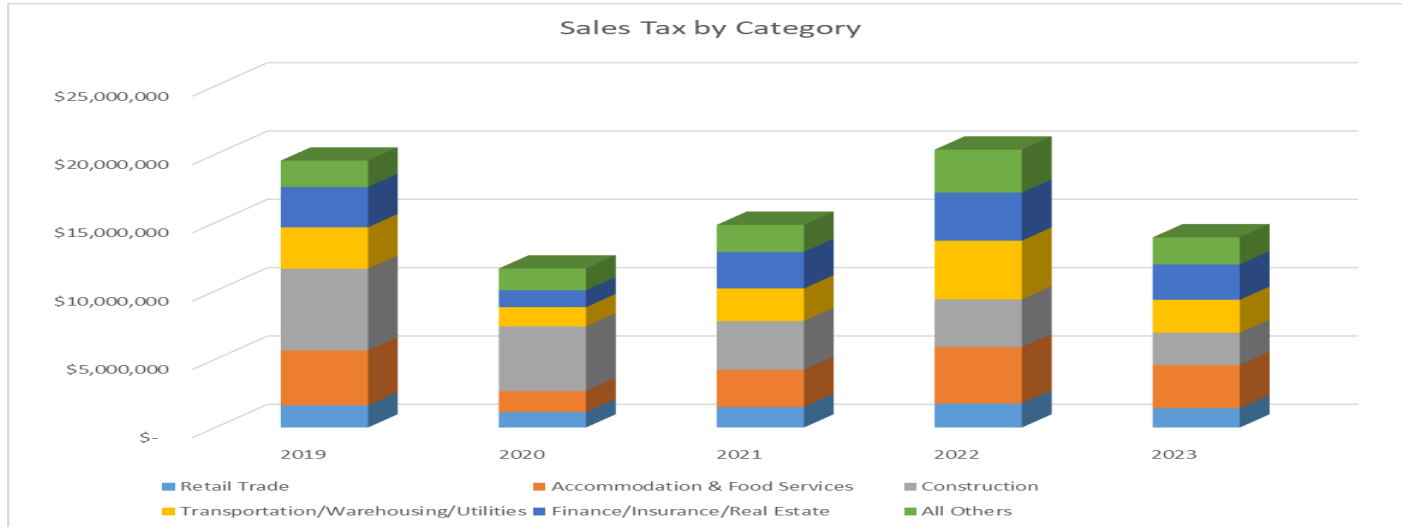
	2nd Quarter				
	2019	2020	2021	2022	2023
Retail Trade	\$ 422,367	\$ 252,861	\$ 342,641	\$ 343,673	\$ 536,444
\$ Change	\$ 53,450	\$ (169,506)	\$ 89,780	\$ 1,032	\$ 192,771
% Change	14.5%	-40.1%	35.5%	0.3%	56.1%
% of Total	8.4%	9.1%	9.7%	6.9%	10.2%
Accommodation & Food Services	\$ 1,033,286	\$ 369,964	\$ 653,497	\$ 1,083,141	\$ 1,228,934
\$ Change	\$ (25,094)	\$ (663,322)	\$ 283,533	\$ 429,644	\$ 145,793
% Change	-2.4%	-64.2%	76.6%	65.7%	13.5%
% of Total	20.5%	13.3%	18.5%	21.8%	23.4%
Construction	\$ 1,593,586	\$ 1,222,257	\$ 912,091	\$ 845,283	\$ 931,100
\$ Change	\$ 769,526	\$ (371,329)	\$ (310,165)	\$ (66,808)	\$ 85,817
% Change	93.4%	-23.3%	-25.4%	-7.3%	10.2%
% of Total	31.6%	43.8%	25.8%	17.0%	17.7%
Transportation/Warehousing/Utilities	\$ 778,586	\$ 415,217	\$ 527,699	\$ 1,009,014	\$ 962,091
\$ Change	\$ 129,293	\$ (363,370)	\$ 112,482	\$ 481,315	\$ (46,923)
% Change	19.9%	-46.7%	27.1%	91.2%	-4.7%
% of Total	15.4%	14.9%	14.9%	20.3%	18.3%
Finance/Insurance/Real Estate	\$ 755,748	\$ 214,942	\$ 645,352	\$ 893,423	\$ 896,217
\$ Change	\$ 36,168	\$ (540,806)	\$ 430,410	\$ 248,071	\$ 2,794
% Change	5.0%	-71.6%	200.2%	38.4%	0.3%
% of Total	15.0%	7.7%	18.2%	18.0%	17.1%
All Others	\$ 460,645	\$ 315,897	\$ 458,687	\$ 786,736	\$ 698,326
\$ Change	\$ 23,932	\$ (144,748)	\$ 142,791	\$ 328,049	\$ (88,410)
% Change	5.5%	-31.4%	45.2%	71.5%	-11.2%
% of Total	9.1%	11.3%	13.0%	15.9%	13.3%
Total	\$ 5,044,218	\$ 2,791,138	\$ 3,539,968	\$ 4,961,270	\$ 5,253,112
\$ Change	\$ 987,275	\$ (2,253,080)	\$ 748,830	\$ 1,421,302	\$ 291,842
% Change	24.3%	-44.7%	26.8%	40.2%	5.9%

Sales Tax by Sector June & July








	June				
	2019	2020	2021	2022	2023
Retail Trade	\$ 169,806	\$ 95,985	\$ 142,837	\$ 178,740	\$ 189,151
\$ Change	\$ 36,801	\$ (73,820)	\$ 46,852	\$ 35,903	\$ 10,411
% Change	27.7%	-43.5%	48.8%	25.1%	5.8%
% of Total	9.2%	9.1%	10.1%	9.7%	9.3%
Accommodation & Food Services	\$ 385,922	\$ 97,962	\$ 266,772	\$ 431,872	\$ 500,767
\$ Change	\$ (436)	\$ (287,960)	\$ 168,811	\$ 165,100	\$ 68,895
% Change	-0.1%	-74.6%	172.3%	61.9%	16.0%
% of Total	21.0%	9.3%	18.9%	23.4%	24.6%
Construction	\$ 530,658	\$ 458,101	\$ 297,334	\$ 318,831	\$ 365,873
\$ Change	\$ 258,884	\$ (72,557)	\$ (160,766)	\$ 21,497	\$ 47,042
% Change	95.3%	-13.7%	-35.1%	7.2%	14.8%
% of Total	28.8%	43.5%	21.1%	17.3%	18.0%
Transportation/Warehousing/Utilities	\$ 246,896	\$ 210,539	\$ 237,918	\$ 311,226	\$ 338,676
\$ Change	\$ 24,906	\$ (36,356)	\$ 27,378	\$ 73,308	\$ 27,450
% Change	11.2%	-14.7%	13.0%	30.8%	8.8%
% of Total	13.4%	20.0%	16.9%	16.9%	16.6%
Finance/Insurance/Real Estate	\$ 352,419	\$ 71,705	\$ 303,548	\$ 375,161	\$ 396,968
\$ Change	\$ 31,809	\$ (280,715)	\$ 231,844	\$ 71,613	\$ 21,807
% Change	9.9%	-79.7%	323.3%	23.6%	5.8%
% of Total	19.1%	6.8%	21.5%	20.3%	19.5%
All Others	\$ 155,971	\$ 119,692	\$ 163,207	\$ 227,780	\$ 246,606
\$ Change	\$ 6,570	\$ (36,280)	\$ 43,516	\$ 64,573	\$ 18,826
% Change	4.4%	-23.3%	36.4%	39.6%	8.3%
% of Total	8.5%	11.4%	11.6%	12.4%	12.1%
Total	\$ 1,841,672	\$ 1,053,983	\$ 1,411,617	\$ 1,843,610	\$ 2,038,041
\$ Change	\$ 358,535	\$ (787,689)	\$ 357,634	\$ 431,993	\$ 194,431
% Change	24.2%	-42.8%	33.9%	30.6%	10.5%

	July				
	2019	2020	2021	2022	2023
Retail Trade	\$ 150,578	\$ 93,360	\$ 119,186	\$ 157,410	\$ 181,426
\$ Change	\$ 20,849	\$ (57,218)	\$ 25,826	\$ 38,224	\$ 24,016
% Change	16.1%	-38.0%	27.7%	32.1%	15.3%
% of Total	7.7%	9.9%	8.4%	7.7%	8.3%
Accommodation & Food Services	\$ 450,324	\$ 121,164	\$ 300,439	\$ 437,995	\$ 500,632
\$ Change	\$ 60,049	\$ (329,160)	\$ 179,275	\$ 137,556	\$ 62,637
% Change	15.4%	-73.1%	148.0%	45.8%	14.3%
% of Total	23.1%	12.9%	21.2%	21.3%	23.0%
Construction	\$ 505,936	\$ 354,664	\$ 267,657	\$ 329,629	\$ 345,599
\$ Change	\$ 308,130	\$ (151,273)	\$ (87,007)	\$ 61,972	\$ 15,970
% Change	155.8%	-29.9%	-24.5%	23.2%	4.8%
% of Total	25.9%	37.7%	18.9%	16.0%	15.9%
Transportation/Warehousing/Utilities	\$ 264,168	\$ 95,701	\$ 132,742	\$ 361,887	\$ 257,471
\$ Change	\$ 47,253	\$ (168,467)	\$ 37,041	\$ 229,145	\$ (104,416)
% Change	21.8%	-63.8%	38.7%	172.6%	-28.9%
% of Total	13.5%	10.2%	9.4%	17.6%	11.8%
Finance/Insurance/Real Estate	\$ 403,163	\$ 112,078	\$ 423,157	\$ 472,407	\$ 552,814
\$ Change	\$ (28,143)	\$ (291,085)	\$ 311,079	\$ 49,250	\$ 80,407
% Change	-6.5%	-72.2%	277.6%	11.6%	17.0%
% of Total	20.7%	11.9%	29.9%	23.0%	25.4%
All Others	\$ 176,522	\$ 163,901	\$ 172,098	\$ 297,322	\$ 337,348
\$ Change	\$ 95	\$ (12,620)	\$ 8,197	\$ 125,224	\$ 40,026
% Change	0.1%	-7.1%	5.0%	72.8%	13.5%
% of Total	9.0%	17.4%	12.2%	14.5%	15.5%
Total	\$ 1,950,691	\$ 940,868	\$ 1,415,279	\$ 2,056,650	\$ 2,175,290
\$ Change	\$ 408,233	\$ (1,009,823)	\$ 474,411	\$ 641,371	\$ 118,640
% Change	26.5%	-51.8%	50.4%	45.3%	5.8%

Sales Tax Charts



Expenditure Stoplight Report

<u>Expense Category</u>	<u>2022 YTD ACTUAL</u>	<u>2022 % of Budget</u>	<u>2023 Annual BUDGET</u>	<u>2023 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 13,727,468	68%	\$ 22,696,231	\$ 15,335,791	68%	
SUPPLIES	\$ 485,889	49%	\$ 1,275,572	\$ 751,497	59%	
SERVICES & CHARGES	\$ 7,153,611	35%	\$ 20,564,803	\$ 7,642,439	37%	
POLICE- Base ILA with King Co.	\$ 7,571,968	60%	\$ 14,961,746	\$ 7,461,456	50%	
FIRE/EMS- ILA with Kent RFA	\$ 8,338,229	76%	\$ 11,559,341	\$ 8,494,844	73%	
CAPITAL	\$ 7,772,286	22%	\$ 32,227,716	\$ 4,263,122	13%	
DEBT SERVICE	\$ -	*	\$ 141,524	\$ -	*	
TOTAL EXPENSES	\$ 45,049,451	45%	\$ 103,426,933	\$ 43,949,148	42%	

YTD Target: 75%

ARPA Fund

ARPA Fund Program Name	2022 Actual	2023 Budget	2023 Q3 Actual	2023 YTD Actual	2024 Budget	2025-2026 Estimated Budget	Totals & Estimated Cash Available
Beginning Cash Balance							\$ 8,115,494
Revenue							
<i>Interest</i>	\$ 68,336	\$ 20,695	\$ 99,674	\$ 159,581	\$ 18,695	\$ 18,695	\$ 126,421
Expenditures							
<i>Salaries & Wages</i>	\$ 25,302	\$ 95,305	\$ 25,001	\$ 71,889	\$ 109,652	\$ 233,200	
<i>Benefits</i>	\$ 10,751	\$ 50,247	\$ 9,054	\$ 27,091	\$ 54,828	\$ 125,000	
<i>Supplies</i>	\$ 853	\$ 26,000	\$ 2,041	\$ 5,181	\$ 25,000	\$ 55,000	
<i>Services</i>	\$ 596	\$ 111,915	\$ 15,974	\$ 16,361	\$ 104,342	\$ 224,000	
Community Outreach Services - CMO	\$ 37,502	\$ 283,467	\$ 52,070	\$ 120,521	\$ 293,822	\$ 637,200	\$ 1,251,991
Website Redesign - CMO	\$ -	\$ 180,405	\$ -	\$ -	\$ 22,445	\$ 50,000	\$ 252,850
<i>Salaries & Wages</i>	\$ -	\$ 103,084	\$ -	\$ -	\$ 113,717	\$ 241,830	
<i>Benefits</i>	\$ -	\$ 51,822	\$ -	\$ -	\$ 56,416	\$ 125,000	
<i>Supplies</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Services</i>	\$ -	\$ 440	\$ -	\$ -	\$ 440	\$ 880	
Grant Administration - Finance & Systems	\$ -	\$ 155,346	\$ -	\$ -	\$ 170,573	\$ 367,710	\$ 693,629
<i>Network Security Subscription</i>	\$ -	\$ 51,747	\$ -	\$ 46,403	\$ 51,747	\$ 76,100	
<i>Audio Visual Upgrades</i>	\$ -	\$ 404,842	\$ -	\$ -	\$ 5,996	\$ 15,000	
<i>Wireless Access Point Upgrades</i>	\$ -	\$ 46,147	\$ 46,147	\$ 46,147	\$ -	\$ -	
Information Systems Services - Finance & Systems	\$ -	\$ 502,736	\$ 46,147	\$ 92,550	\$ 57,743	\$ 91,100	\$ 651,579
Community Center Backup Generator- P&R	\$ -	\$ 342,900	\$ -	\$ -	\$ 3,900	\$ 8,395	\$ 355,195
<i>Small Business Capital Access Program</i>	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	
<i>Digital MarketPlace</i>	\$ -	\$ 242,700	\$ -	\$ -	\$ -	\$ -	
<i>Regional FastTrack Childcare Initiative</i>	\$ -	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	
<i>ANEW Apprenticeship Program</i>	\$ -	\$ 115,200	\$ -	\$ -	\$ -	\$ -	
<i>SeaTac Farmers Market</i>	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Community & Economic Development	\$ -	\$ 3,757,900	\$ -	\$ -	\$ -	\$ -	\$ 3,757,900
Subtotal Expenditures	\$ 37,502	\$ 5,222,754	\$ 98,217	\$ 213,071	\$ 548,483	\$ 1,154,405	
Estimated Ending Cash Balance							\$ 1,278,771

Does not include proposed amendment for Back-up Generator (\$40,000)

Estimated 2023 Ending Fund Balance

Estimated as of September 30, 2023

		2023 Revenues			2023 Expenditures			2023 EFB		
FUND		BUDGET	ESTIMATE	% Incr/ Decr	BUDGET	ESTIMATE	% Incr/ Decr	BUDGET	ESTIMATE	% Incr/ Decr
001	General Fund	47,209,663	51,564,529	9%	52,973,278	49,951,977	-6%	35,110,727	42,486,893	21%
102	Street Fund	10,108,662	9,956,495	-2%	7,267,785	5,492,505	-24%	11,968,484	13,591,597	14%
105	Port ILA	1,533,289	1,645,138	7%	1,512,076	1,471,841	-3%	13,071,118	13,223,202	1%
106	Transit Planning	285,480	300,280	5%	100,688	15,688	-84%	594,893	694,693	17%
107	Hotel/Motel Tax	1,879,600	2,411,600	28%	1,631,243	1,229,191	-25%	11,580,135	12,514,187	8%
108	Building Management	328,275	464,962	42%	288,195	281,195	-2%	3,767,868	3,911,555	4%
111	Des Moines Creek Basin ILA	355,350	497,350	40%	230,925	72,012	-69%	4,445,110	4,746,023	7%
112	Affordable Housing Sales Tax	148,645	156,645	5%	189,000	110,000	-42%	181,053	268,053	48%
113	ARPA Grant Fund	5,243,449	1,600,843	-69%	5,222,754	1,370,680	-74%	89,031	298,498	235%
114	Restricted Public Safety Fund	296,014	318,150	N/A	60,200	38,698	N/A	235,814	279,452	19%
207	SCORE Bond Servicing	143,924	15,000	-90%	141,524	0	-100%	393,271	405,871	3%
301	Municipal Capital Improvements	3,323,202	3,979,822	20%	12,852,574	3,303,127	-74%	9,816,331	20,022,398	104%
306	Facility Construction CIP	83,450	114,694	37%	1,271,439	571,946	-55%	2,562,378	3,293,115	29%
307	Transportation CIP	3,820,928	1,961,377	-49%	12,592,541	3,434,149	-73%	9,831,236	17,130,077	74%
308	Light Rail Station Areas CIP	60,375	94,461	56%	342,666	42,666	-88%	2,748,557	3,082,643	12%
403	SWM Utility	4,199,000	4,478,459	7%	5,506,627	4,013,865	-27%	5,698,920	7,471,141	31%
404	Solid Waste & Environmental	440,950	479,006	9%	356,873	346,377	-3%	1,551,114	1,599,166	3%
501	Equipment Rental	1,233,608	1,168,894	-5%	2,257,029	854,390	-62%	1,235,748	2,573,672	108%
Total		\$80,693,864	\$81,207,703	1%	\$104,797,417	\$ 72,600,308	-31%	114,881,789	147,592,236	28%

Performance Indicators Update

- 2023 YTD



Performance Indicators Update - Court

DEPARTMENT: Municipal Court

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of domestic violence cases fast tracked through the court 60 days from the date of arraignment	Court Services	75%	N/A	N/A	41%	80%
Percentage of civil infraction hearings set within 90 days of the notice of infraction	Court Services	80%	N/A	N/A	100%	85%
Percentage of defendants who successfully complete requirements of their sentence	Court Support Services	50%	N/A	N/A	50%	60%
Percentage of Domestic Violence Moral Reconciliation Therapy (DVMRT) graduates that don't recidivate, specific to convictions for domestic violence crimes	Domestic Violence Moral Reconciliation Therapy (DVMRT)	95%	N/A	N/A	100%	98%

Performance Indicators Update - CMO

DEPARTMENT: City Manager's Office

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of responses to public requests for services made within two business days	Administration	75%	N/A	N/A	N/A	90%
Average rating in the overall satisfaction question of the employee survey	Employee Safety and Satisfaction	90%	72%	72%	72%	90%
Number of impressions on social media platforms	Communications	1.4 million	381,104	356,963	437,521	1.4 million
Number of bills impacted by City actions	Government Relations/Lobbying	12	37	26	0	12
Number of community events attended by the Community Outreach Strategist	Community Outreach	60	12	16	29	60



Performance Indicators Update - Finance

DEPARTMENT: Finance & Systems

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Number of consecutive adopted biennial budgets the City receives the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award	Budget Development & Monitoring	3	3	3	3	N/A
Number of Adjusting Journal Entries (AJEs) for account coding corrections	Accounting & Financial Reporting	<50	22	33	102	<50
Number of Adjusting Journal Entries (AJEs) resulting from audit recommendations	Auditing	0	0	0	0	0
Number of consecutive years the City receives an annual audit with no findings	Auditing; Grant Monitoring and Reporting	6	0	0	5	7
Number of employee timesheets not submitted to Payroll Coordinator by due date	Payroll	<10	42	82	82	<10
Average number of days to collect on Accounts Receivable invoices	Cash Handling, Accounts Receivable, and Collections	<90	27	35	36	<90
Number of errors entered in cash receipting system not corrected prior to posting	Cash Handling, Accounts Receivable, and Collections	<48	7	8	8	<48

Performance Indicators Update - Finance

DEPARTMENT: Finance & Systems

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Ratio of duplicate Accounts Payable invoices submitted to duplicate invoices processed	Accounts Payable	<10:0	5:1	5:0	1:0	<10:0
Number of Accounts Payable checks voided due to processing error	Accounts Payable	0	4	4	4	0
Number of In-City Business Licenses approved	Business Licensing	3360	413	407	396	3360
Number of Out-of-City Business Licenses approved	Business Licensing	6288	955	300	909	6288
Percentage of Enterprise Software Systems that are on supported versions	Enterprise Software Programs; Network Security	90%	100%	100%	100%	95%
Percentage of planned Major Projects completed	Enterprise Software Programs	90%	0%	30%	30%	90%
Total number of views on our public-facing web maps	Enterprise Software Programs	15,400	5,699	7,910	2,267	16,940
Percentage of Help Desk tickets meeting Service Level Agreement for first contact by Information Systems staff	Technical Support	95%	90%	94%	98%	95%
Percentage of tickets meeting Service Level Agreement for problem resolution	Technical Support	95%	92%	94%	98%	95%
Percentage of time the Voice and Data Network is available for use	Voice and Data Communications	99%	100%	100%	100%	99%
Percentage of computers with current patches installed	Network Security	90%	N/A	N/A	35%	95%



Performance Indicators Update - Legal

DEPARTMENT: Legal

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of contracts reviewed and approved by an attorney within three (3) business days	Civil: Legal Advice	90%	97%	98%	100%	95%
Number of cases filed against the City	Civil: Legal Claims & Litigation	<8	0	1	0	<8
Number of electronic case files opened for Civil in Legal Files	Civil: Legal Files Program & Training	60	40	13	32	70
Number of claims filed with and paid out by the City's insurer	RM: Insurance Management	<5	1	0	1	<5
Percentage of tort claims investigated with initial determinations made within sixty (60) days	RM: Claims & Litigation	100%	100%	100%	100%	100%
Percentage of Action Items identified in the City-Wide Safety Assessment and completed (every two years)	RM: Mitigating Risk	100%	N/A	N/A	N/A	N/A

Performance Indicators Update - Legal

DEPARTMENT: Legal

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of cases filed by the City, referred by the SeaTac Police	Criminal: Prosecution - SeaTac	60%	30%	57%	61%	59%
Percentage of cases filed by the City, referred by the Port of Seattle Police	Criminal: Prosecution - Port of Seattle	40%	70%	43%	39%	41%
Percentage of victims contacted by the Victim and Crisis Intervention Advocate within two (2) business days of criminal case filing	Criminal: Prosecution - Victim & Crisis Intervention Advocacy	80%	90%	94%	92%	85%
Percentage of Council Meeting Agenda Bills which met the deadline to the Legal Department	City Clerk: City Council	85%	95%	64%	91%	95%
Percentage of Council Meeting Agenda Bills which met the deadline to the Legal Department, and were also submitted complete (no documents or sections were missing)	City Clerk: AgendaQuick Program & Training	70%	80%	51%	82%	80%
Percentage of agreements received by Records containing all necessary information	Records: Records Retention	90%	61%	69%	64%	90%
Percentage of Public Records Requests completed within five (5) business days	Records: Public Records Requests	85%	71%	55%	77%	85%
Number of employees participating in OnBase trainings	Records: OnBase Program & Training	75	1	2	1	75

Performance Indicators Update - HR

DEPARTMENT: Human Resources

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Number of employees participating in hosted Wellness Program events	Wellness Program	50	46	50	43	50
Number of employees participating in the Tuition Reimbursement Program	Tuition Reimbursement	2	0	0	0	2
Number of Employee Recognition Program events held	Employee Recognition Program	4	2	1	2	4
Number of employees participating in the Commute Trip Reduction Program	Commute Trip Reduction	5	2	4	3	5
Average completed hours of required employee training.	Learning and Development	10	3	5	12	10
Average completed hours of required safety training.	Safety Administration	10	3	1.5	4	10

Performance Indicators Update - HR

DEPARTMENT: Human Resources

PERFORMANCE INDICATOR	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Average number of business days to recruit and fill a position internally	Recruitment and Onboarding	10	35	0	28	10
Average number of business days to recruit and fill a position externally	Recruitment and Onboarding	35	52	42	50	35
Percentage of permanent employees with an Individual Development Plan (IDP)	Employee Performance Management	50%	N/A	N/A	1%	75%
Number of required Labor Management Committee meetings conducted	Employee and Labor Relations	4	1	1	1	4
Number of employee-initiated Job Audit requests	Classification and Compensation	0	0	1	1	0

Performance Indicators Update - Police

DEPARTMENT: Police

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Average number of traffic contacts made by SeaTac Motorcycle Officers per quarter	Traffic Safety	500	369	386	229	525
Average number of total contacts made by SeaTac Motorcycle Officers by quarter	Traffic Safety	700	750	643	670	725
Number of community events attended by Community Engagement Officer	Community Engagement	10	25	8	22	12
Number of SeaTac residents participating in the Community Police Academy	Community Police Academy	7	2	0	1	7
Number of SeaTac residents participating in the Teen Academy	Teen Academy	8	0	0	0	8
Number of Parking Permits issued	Parking Permit Program	200	63	202	46	215
Number of community participation hours by Police Explorers	Police Explorers	40	0	0	0	60

Performance Indicators Update - Police

DEPARTMENT: Police

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Number of SeaTac children participating in Shop with a Cop Program	Shop with a Cop	75	0	0	0	100
Total hours of officer training in In-Progress Violence	In-Progress Violence Training	16	16	16	36	20
Number of false alarm calls responded to by SeaTac officers	False Alarm Program	250	53	74	88	240
Average Response Time to Priority 1 and higher calls for service (in minutes)	Contracted Police Services	9.5	6.97	7.88	8.31	9
Percentage of concealed pistol license (CPL) applications and renewals completed within 45 days from initial request	Contracted Police Services	90%	100%	100%	100%	90%
Percentage of commissioned and non-commissioned officers who complete a minimum of 40 hours of annual training	Contracted Police Services	90%	6%	11%	53%	90%
Closure rate of Criminal Investigations Unit investigations	Contracted Police Services	62%	75%	62%	82%	62%
Reduction in reported mail theft	Mailbox Program	60	N/A	N/A	N/A	55



Performance Indicators Update – Parks & Rec.

DEPARTMENT: Parks and Recreation

PERFORMANCE INDICATORS	PROGRAM	2023			2024 TARGET	
		2023 TARGET	Q1	Q2		Q3
Percentage of capital projects completed	Capital Improvement Project Administration and Management	75%	0%	0%	0%	80%
Number of outstanding equipment repair and replacement projects	Equipment Repair and Replacement	8	8	8	8	14
Number of Meals on Wheels served	Senior Programs	13,000	3,380	3,105	3,105	13,000
Number of youth recreation scholarship applications approved	Youth Programs	45	10	10	2	60
Number of languages spoken by participants at Teen Center	Teen Programs	50	10	13	15	50
Percentage of adult recreation program participants that are residents	Adult Recreation Programs	50%	20%	32%	37%	50%
Number of recreation scholarship requests	Recreation Scholarship Program	50	12	11	2	65
Number of people attending special events held by the City	Special Events	3,000	600	895	1,865	3,500
Percentage of recreation class registrations completed online	Community Center Programs	2%	1%	1%	1%	3%
Number of recreation services at the YMCA utilized by residents through the City agreement	YMCA Recreation Service Program	37	2	3	5	37

Performance Indicators Update – Parks & Rec.

DEPARTMENT: Parks and Recreation

PERFORMANCE INDICATORS	PROGRAM	2023			2024 TARGET	
		2023 TARGET	Q1	Q2		Q3
Average number of developed park acreage maintained per full time parks operations worker	General Parks Maintenance	12.25	12.25	12.25	12.25	10.50
Number of sport field rental bookings provided at no fee	Sport Field Rentals	400	89	101	99	400
Number of volunteer hours spent on urban forest restoration	Tree Program	1,500	152	198	18	1,500
Number of projects requested by park user groups completed by Parks Maintenance staff or City-funded contractor	Park User Group Support	4	1	0	0	4
Number of projects requested by Highline Botanical Garden Foundation completed by staff	Public Garden Maintenance	4	0	1	2	4
Number of special events held by the City and supported by Parks Maintenance staff	Special Events Support	15	4	5	13	15
Number of facility maintenance requests received for City Hall	City Hall Facility Maintenance	95	44	29	30	100
Number of facility maintenance requests received for the SeaTac and Valley Ridge Community Centers	SeaTac and Valley Ridge Community Centers Facility Maintenance	45	9	9	10	50
Number of facility maintenance requests received for the Maintenance Facility	Maintenance Facility Maintenance	10	2	4	5	20
Number of facility maintenance requests received for Fire Station #45	Fire Station #45 Facility Maintenance	25	9	5	7	35
Number of facility maintenance requests received for Fire Station #46	Fire Station #46 Facility Maintenance	30	11	13	10	40



Performance Indicators Update – PW

DEPARTMENT: Public Works

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023			2024 TARGET
			Q1	Q2	Q3	
Percentage of pothole repairs addressed within two business days	Asset Management	95%	90%	79%	100%	95%
Pavement condition rating index (70 or above = good)	Asset Management	68	66	66	66	70
Total capital invested annually in public infrastructure	Capital Improvement (CIP) Administration and Management	> 4M	\$286,342	\$335,588	\$2,274,565	>12M
Total grant funds awarded to the City for Public Works projects	Capital Improvement (CIP) Administration and Management	>1M	\$0	\$0	\$0	>1M
Successful commute trip reduction program	Commute Trip Reduction	yes	n/a	n/a	n/a	yes
Number of people attending emergency management events	Emergency Management Community Education & Outreach	> 50	0	~35	~45	>75
Percentage of staff up to date on Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS)	Emergency Management Training & Assessment	95%	95%	95%	98%	95%

Performance Indicators Update – PW

DEPARTMENT: Public Works

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023			2024 TARGET
			Q1	Q2	Q3	
Percentage of vehicles receiving preventative maintenance on time according to manufacturer standards	Fleet Management	90%	95%	95%	90%	95%
Number of complaints received about litter in the Right-of-Way (ROW)	Litter Removal	<5	15	39	43	< 5
Completion of annual street overlay project	Pavement Preservation	yes	no	no	yes	yes
Percentage of clearing and grading site (STE) permits first reviews completed on time	Permit Review	85%	67%	100%	100%	90%
Percentage of right of way (ROW) permits reviewed on time	Permit Review	90%	100%	100%	83%	90%
Percentage of plow routes kept operable throughout snow and ice events that create hazardous road conditions	Snow and Ice Removal	100%	100%	n/a	n/a	100%
Number of participants at Solid Waste Events	Solid Waste Community Events	>100	0	0	60	>200



Performance Indicators Update – PW

DEPARTMENT: Public Works

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023			2024 TARGET
			Q1	Q2	Q3	
Percentage of missed garbage pick-ups by Solid Waste contractor	Solid Waste Contract Management	<1.0%	0.04	0.08	0.40	<1.0%
Percentage of contamination in multifamily and business related recycle streams	Solid Waste Education and Outreach	< 10%	6%	11%	10%	< 10%
Percentage of Sound Transit permit first reviews completed within timeline described in the Interlocal Agreement (ILA)	Sound Transit Federal Way Link Extension (FWLE)	100%	n/a	n/a	n/a	100%
Submission of annual National Pollutant Discharge and Elimination System (NPDES) permit report by March 31st	Stormwater	yes	yes	n/a	n/a	yes
Percentage of completed public and private stormwater system inspections	Stormwater	100%	n/a	n/a	37%	100%
Percentage of street maintenance Cityworks requests responded to within two calendar days	Street Maintenance	95%	63%	68%	64%	95%
Percentage of transportation related Cityworks requests responded to within two business days	Transportation Management	95%	83%	83%	66%	95%
Percentage of vegetation maintenance Cityworks requests responded to within two	Vegetation Maintenance	95%	67%	26%	22%	95%

Performance Indicators Update - CED

DEPARTMENT: Community and Economic Development

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of initial investigations of a Code Compliance complaint with first contact attempted within 2 business days	Code Compliance	90%	89%	92%	95% *	90%
Percentage of follow-up Code Compliance inspections conducted within one day of scheduled date	Code Compliance	90%	n/a	94%	78% *	90%
Percentage of construction permit plan reviews completed within the established target review time	Construction Permit review & Inspection	90%	83%%	87%	91% *	90%
Percentage of construction permit inspection requests completed within 1 business day	Construction Permit review & Inspection	95%	99%	98%	94%	95%
Percentage of land use decisions completed within 180 calendar days	Land Use Decisions	80%	n/a	n/a	n/a	80%

Performance Indicators Update - CED

DEPARTMENT: Community and Economic Development

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of land use decision plan reviews completed within the established target review time	Land Use Decisions	85%	n/a	n/a	71%*	85%
Percentage of code amendments initiated consistent with the timing specified in the Comprehensive Plan	Legislative Support: Municipal Code	85%	n/a	n/a	n/a	85%
Percentage of code amendments completed within state mandated deadlines	Legislative Support: Municipal Code	90%	n/a	n/a	n/a	90%
Percentage of Comprehensive Plan amendments completed in compliance with legal deadlines	Legislative Support: Comprehensive Plan	100%	n/a	n/a	n/a	100%
Percentage of the impacted community, as identified in project scoping, engaged during plan updates	Legislative Support: Comprehensive Plan	60%	n/a	n/a	n/a	60%



Performance Indicators Update - CED

DEPARTMENT: Community and Economic Development

PERFORMANCE INDICATORS	PROGRAM	2023 TARGET	2023 ACTUAL			2024 TARGET
			Q1	Q2	Q3	
Percentage of total existing & active businesses engaged by Economic Development staff	Economic Development Pillars 1, 4, 6: Business Retention & Expansion, Workforce Development, and Tourism & Travel	33%	3%	3%	33%	33%
Percentage change in lodging tax revenues per year	Economic Development Pillars 1, 4, 6: Business Retention & Expansion, Workforce Development, and Tourism & Travel	+5%	+28%	+15.5%	14%	+5%
Assessed value of new construction	Economic Development Pillars 2, 3, 5: Real Estate, Business Attraction, Neighborhood Development	\$85M	n/a	n/a	n/a	\$85M
Number of potential new businesses engaged by Economic Development staff	Economic Development Pillars 2, 3, 5: Real Estate, Business Attraction, Neighborhood Development	25	5	10	10	25
Number of Minor Home Repair projects completed	Human Services	30	0	5	2	35





Department Objectives

- Status Updates

Department Objectives - Court

Objectives	City Goal	Estimated Completion	Status Update
Implement hybrid-based court system that allows for both virtual and in-person court hearings once the Court is open to the public.	Build Effective and Accountable Government	June 2023	In Progress
Implement a Community Court with neighboring jurisdictions.	Increase Connectivity & Safety	December 2023	Complete
Implement a Spanish speaking Domestic Violence Moral Reconation (DVMRT) group.	Increase Connectivity & Safety	December 2024	Delayed



Department Objectives – City Manager’s Office

Objectives	City Goal	Estimated Completion	Status Update
Facilitate decision-making process for renovation or relocation of City Hall.	Build Effective & Accountable Government	December 2023	Complete
Allocate State and Local Fiscal Recovery Funds (SLFRF) within the regulations provided by the Department of Commerce.	Build Effective & Accountable Government	December 2024	In Progress
Implement and address the results of the employee satisfaction survey.	Build Effective & Accountable Government	December 2024	In Progress
Promote and conduct semi-annual meetings with residents to increase engagement and connection with services and programs.	Build Effective & Accountable Government	December 2024	In Progress



Department Objectives – City Manager’s Office

Objectives	City Goal	Estimated Completion	Status Update
Reimagine the Community Leadership Academy as a digital/video online experience with accessibility to the public on demand.	Build Effective & Accountable Government	December 2024	In Progress
Facilitate process for long-term protection of North SeaTac Park as open space.	Expand Green & Public Spaces	December 2024	In Progress
Implement improvements as recommended by 2020 Gateway Analysis.	Promote Our Neighborhoods	December 2024	In Progress



Department Objectives – Finance & Systems

Objectives	City Goal	Estimated Completion	Status Update
Assist in configuration and launch of LAMA software, the City's new permitting system.	Build Effective & Accountable Government	March 2023	In Progress
Replace large format plotter and color printer in Geographic and Information Systems (GIS).	Build Effective & Accountable Government	March 2023	Delayed
Create Automatic Clearing House (ACH) payment policy and procedures.	Build Effective & Accountable Government	June 2023	In Progress
Update Travel Policy.	Build Effective & Accountable Government	June 2023	Complete
Replace existing computer network infrastructure.	Increase Connectivity & Safety	June 2023	In Progress

Department Objectives – Finance & Systems

Objectives	City Goal	Estimated Completion	Status Update
Upgrade Cisco server hardware for the City's phone, voicemail, and emergency response location system.	Build Effective & Accountable Government	September 2023	Waiting
Work with Public Works to implement updated Cityworks to support work orders and inspections for Asset Management.	Build Effective & Accountable Government	September 2023	In Progress
Complete upgrade and enhancements of OnBase, the City's records management software.	Build Effective & Accountable Government	December 2023	In Progress
Update Procurement Policy.	Build Effective & Accountable Government	December 2023	Delayed
Complete Request for Proposals for new Enterprise Resource Planning System.	Build Effective & Accountable Government	December 2023	In Progress

Department Objectives – Finance & Systems

Objectives	City Goal	Estimated Completion	Status Update
Implement Governmental Accounting Standards Board (GASB) 96: Accounting for Subscription-Based Information Technology Arrangements.	Build Effective & Accountable Government	December 2024	In Progress
Review and update Small & Attractive Asset Policy.	Build Effective & Accountable Government	December 2024	Waiting
Retire Business License Files.	Build Effective & Accountable Government	August 2024	In Progress



Department Objectives – Legal

Objectives	City Goal	Estimated Completion	Status Update
Conduct a bi-annual City-wide Safety Assessment of all City facilities through Cities Insurance Association of Washington (CIAW).	Build Effective & Accountable Government	December 2023	In Progress
Configure, test, and implement OnBase Open Public Portal to provide direct public access to specified records, while ensuring compliance to State guidelines.	Build Effective & Accountable Government	December 2023	In Progress
Create contract/agreement template depository on SharePoint, the City's intranet; work and coordinate with Information Systems to create SharePoint webpages.	Build Effective & Accountable Government	December 2023	Delayed

Department Objectives – Legal

Objectives	City Goal	Estimated Completion	Status Update
Create internal process for pre-litigation, litigation, and other claims, for case management.	Build Effective & Accountable Government	December 2023	Delayed
Identify records, determine security needs, and develop procedure(s) for processing records to be included in the OnBase Open Public Portal.	Build Effective & Accountable Government	December 2023	In Progress
Transition from paper files to electronic file management systems.	Build Effective & Accountable Government	December 2024	In Progress



Department Objectives – HR

Objectives	City Goal	Estimated Completion	Status Update
Develop and implement an Individual Development Plan (IDP) for 50% of City staff.	Build Effective & Accountable Government	December 2023	Delayed
Establish required trainings for all City staff around the four (4) key characteristics identified by the Learning and Development taskforce in 2021; Customer Service, Conflict Management, Time Management, and Job Knowledge.	Build Effective & Accountable Government	December 2023	In Progress
Develop and implement Supervisor Training for all people managers.	Build Effective & Accountable Government	December 2024	In Progress



Department Objectives – HR

Objectives	City Goal	Estimated Completion	Status Update
Develop Recruitment and Onboarding standard written procedure.	Build Effective & Accountable Government	December 2024	In Progress
Eliminate the Employee Handbook and replace with Personnel Guidelines. The Personnel Guidelines will include pertinent information from the current Employee Handbook.	Build Effective & Accountable Government	December 2024	In Progress



Department Objectives – Police

Objectives	City Goal	Estimated Completion	Status Update
Establish an Unmanned Ariel Vehicle (UAV) program, with the purchase of UAVs and pilot certification.	Build Effective & Accountable Government	August 2023	Complete
Establish a co-responder model between Police and Fire Services by adding a Mental Health Professional (MHP).	Build Effective & Accountable Government	January 2024	In Progress
Expand the Criminal Investigations Unit (CIU) and Street Crimes Unit (SCU) capabilities by adding one additional detective to each unit.	Build Effective & Accountable Government	October 2024	In Progress

Department Objectives – Fire

Objectives	PSRFA Goal	Estimated Completion	Status Update
Expand the CARES Mobile Integrated Health (MIH) program to better meet the increasing need for chronic medical and social services in our communities.	Meet Community Need for Service	March 2023	In Progress
Expand the Regional Fire Authority's wildland firefighting capabilities to better serve both our communities and the greater region through mutual aid and special deployments.	Meet Community Need for Service	March 2024	In Progress



Department Objectives – Parks & Recreation

Objectives	City Goal	Estimated Completion	Status Update
Develop Adopt-A-Trail program for the City.	Promote our Neighborhoods; Increase Connectivity & Safety	March 2023	Complete
Pursue grant funding for lighting to enhance BMX facility.	Promote our Neighborhoods; Increase Connectivity & Safety	June 2023	Complete
Amend interlocal agreement between Highline School District and neighboring cities for use of facilities.	Build Effective & Accountable Government	December 2023	In Progress
Replace 5 HVAC units at SeaTac Community Center.	Build Effective & Accountable Government	December 2023	In Progress
Pursue the acquisition of the Bow Lake Spring Wetlands.	Expand Green & Public Spaces	December 2023	Delayed

Department Objectives – Parks & Recreation

Objectives	City Goal	Estimated Completion	Status Update
Develop a Master Plan for Bow Lake Park.	Build Effective & Accountable Government	December 2023	Waiting
Complete design and construction of the fishing pier and boat ramp at Angle Lake Park.	Expand Green & Public Spaces	March 2024	In Progress
Expand sport activities and program offerings.	Build Effective & Accountable Government	December 2024	In Progress

Department Objectives – Public Works

Objectives	City Goal	Estimated Completion	Status Update
Coordinate with Community and Economic Development (CED) in developing a Consolidated Plans Review Process as part of the LAMA integration, the City's new permitting software.	Build Effective & Accountable Government	June 2023	Complete
Implement staff development and training plan in order to improve redundancies and resiliency.	Build Effective & Accountable Government	June 2023	In Progress
Develop & launch Capital Improvement Program (CIP) dashboard.	Build Effective & Accountable Government	December 2023	Waiting



Department Objectives – Public Works

Objectives	City Goal	Estimated Completion	Status Update
Implement Fleet Electrification Program.	Build Effective & Accountable Government	December 2023	In Progress
Launch Asset Management Program.	Build Effective & Accountable Government	December 2023	In Progress
Renegotiate expired franchise agreements.	Build Effective & Accountable Government	December 2023	In Progress
Complete Public Works Right-of-Way Standards update.	Increase Connectivity & Safety	December 2024	Waiting



Department Objectives – CED

Objectives	City Goal	Estimated Completion	Status Update
Adopt Tourism Destination Development Plan.	Promote Our Neighborhoods; Build Effective & Accountable Government	June 2023	In Progress
Review and update the SeaTac MultiFamily Tax Exemption Code.	Promote Our Neighborhoods; Build Effective & Accountable Government; Create & Preserve Housing	September 2023	In Progress
Review and update all permitting related processes, procedures, and forms.	Build Effective & Accountable Government	December 2023	In Progress
Review and update the Code Compliance regulations.	Build Effective & Accountable Government	December 2023	In Progress
Complete City Center Sub-area Plan update.	Promote Our Neighborhoods; Increase Connectivity & Safety	December 2023	In Progress



Department Objectives – CED

Objectives	City Goal	Estimated Completion	Status Update
Implement updated permit system database with full electronic permit integration with new public portal and phase out of MBP.com.	Build Effective & Accountable Government	June 2024	In Progress
Develop and implement American Rescue Plan Act/State and Local Fiscal Recovery Fund Economic Development Programs (FastTrack Childcare, Digital Marketplace/Literacy, SeaTac Business Capital Access Program Fund).	Promote Our Neighborhoods; Build Effective & Accountable Government	December 2024	In Progress
Perform Business/Investment Competitive Analysis and Develop Recruitment and Promotion Campaign.	Promote Our Neighborhoods; Build Effective & Accountable Government	December 2024	Waiting

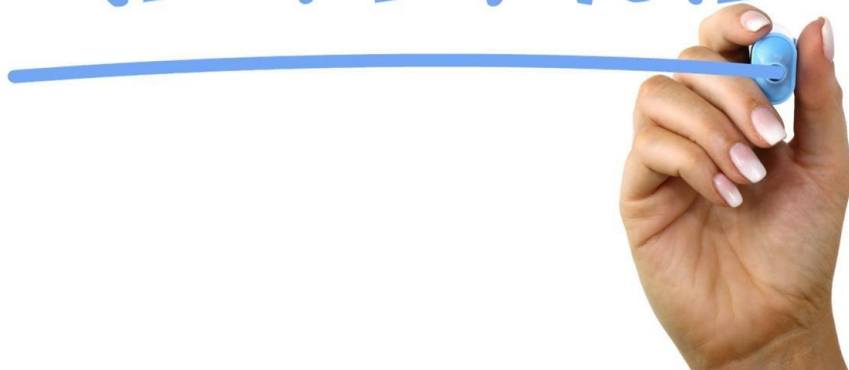


Department Objectives – CED

Objectives	City Goal	Estimated Completion	Status Update
Adopt procedural code amendments related to construction permits.	Build Effective & Accountable Government	December 2024	Complete
Complete 2024 Comprehensive Plan and Transportation Master Plan update.	Promote Our Neighborhoods; Build Effective & Accountable Government; Create & Preserve Housing; Increase Connectivity & Safety	December 2024	In Progress
Establish implementation strategy and begin to adopt code amendments that will implement the 2024 Comprehensive Plan update.	Promote Our Neighborhoods; Build Effective & Accountable Government; Create & Preserve Housing; Increase Connectivity & Safety	December 2024	In Progress



REVENUE



2024 Revenue

- Property Tax
- Miscellaneous Adjustments
- Fee Schedule

Agenda Bill #6333

Setting the City's 2024 Property Tax Levy

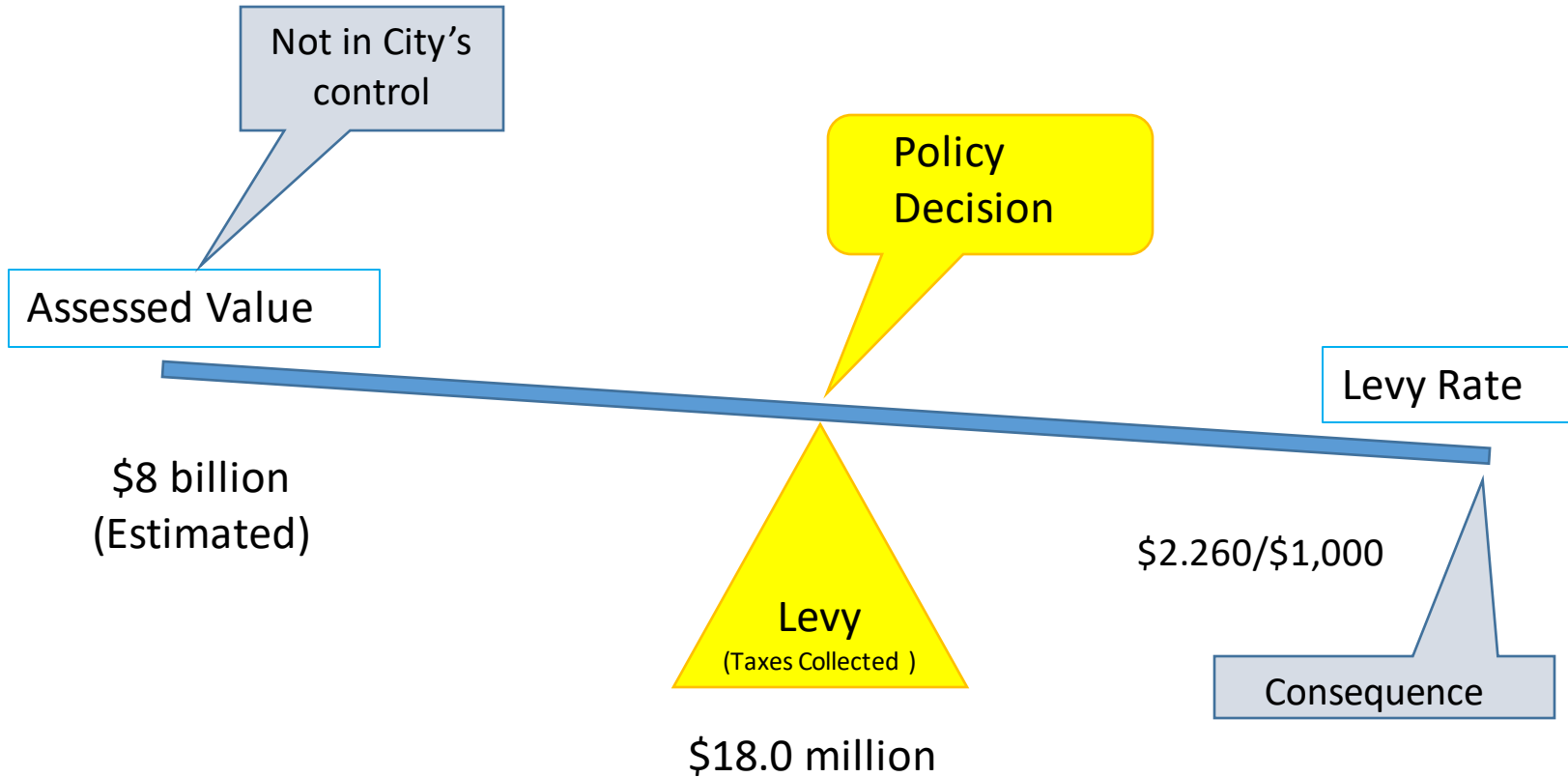
- Three main components:
 - Levy
 - Assessed Valuation
 - Levy Rate (Millage)
- Council establishes the amount required to fund budget
 - Amount needed = Levy
- Property valuation by KC = Assessed Valuation
- KC Assessor computes Levy Rate
 - $\text{Levy} / \text{Assessed Valuation} = \text{Levy Rate}$

Property Tax Basics

- Levy can increase by lesser of IPD or 101% limit factor
- IPD = 3.67%
- Financial Policy not to increase levy if General Fund Reserves are being met
 - 4 month Reserves are met (\$16.6M)
 - Excess reserves = 6 months
- Public Hearing Required

2024 Property Tax Levy Policy Decision

$$\text{Levy} / \text{Assessed Valuation} = \text{Levy Rate}$$



Impact of 2024 Decision

	1% limit	Council Policy
Levy (in Millions)	\$19.802	\$18.0
Levy Rate (Millage)	\$2.475/\$1,000	\$2.260/\$1,000
On \$400k Home	\$990.00	\$903.95

Banked Capacity

- Highest Allowable Levy – Amount Levied = \$1,139,000 (estimated) for 2024

Limitations & Impacts

- If AV drops, levy amount is limited to Maximum Statutory Rate
 - Currently \$3.32949
 - Banked Capacity deferred until AV increases
- Highest Allowable Levy is carried forward as starting point for next years levy

Historical View

Year	Assessed Valuation (in Billions)	Levy (in Millions)	Millage (Levy Rate)
2014	\$ 4.017	\$ 12.452	\$ 3.10
2015	\$ 4.191	\$ 13.235	\$ 3.16
2016	\$ 4.912	\$ 14.714	\$ 3.00
2017	\$ 5.405	\$ 15.645	\$ 2.89
2018	\$ 6.136	\$ 16.892	\$ 2.75
2019	\$ 6.689	\$ 17.162	\$ 2.57
2020	\$ 6.966	\$ 17.369	\$ 2.49
2021	\$ 7.304	\$ 17.458	\$ 2.40
2022	\$ 7.046	\$ 17.536	\$ 2.50
2023	\$ 7.930	\$ 17.697	\$ 2.24
2024	\$ 8.000	\$ 18.000	\$ 2.26



Committee Action

- **COMMITTEE ACTION REQUESTED**
- Forward Agenda Bill 6333, an Ordinance setting the City's 2024 Property Tax Levy, to Council for action at the November 14, 2023, Council Meeting.
- **STAFF RECOMMENDATION**
- ■ Staff recommendation is to prepare the ordinance consistent with Council Policy. (Last year's levy + new construction and refunds)
- **REVIEWS TO DATE**
- ■ A&F 11/02/2023

Miscellaneous Adjustments

- Miscellaneous Adjustments
 - Leasehold Tax Increase \$1.4M
 - Due to the Port completing the IAF and North Satellite; doubling dining and retail amenities

2024 Fee Schedule

- CPI Adjustment on applicable fees, rounded to \$.50
 - CPI-W June Seattle-Tacoma-Bellevue: 4.5%
- New and Updated Development Fees
- Sport Field Rate Increases
- Recreation Program Fee Increases

- Committee Action Needed
 - Recommendation to put Agenda Bill #6334 Adopting the Fee Schedule on Consent Agenda for approval



2024 Expenditures

- Salaries & Benefits
- Equipment Rental
- Other Adjustments

Salaries & Benefits Updates

- Personnel Updates as of October 15, 2023
 - New and Separated Employees
- 2024 Cost of Living Adjustment (COLA)
 - Budgeted COLA: 5%
 - Actual COLA: 4.5% (CPI-W June Index)
- Department Reorganizations/Reclassifications
 - Information Services Department
 - Legal Job Audit Reclassification – Senior Assistant City Attorney
 - Legal Reclassification – Deputy City Clerk (approved Oct. 5th)
 - Parks & Recreation Reclassification – Deputy Parks Director
- Salary Survey Impacts
- Proposed Changes to Collective Bargaining Agreement (Salaries & Wages)
 - Longevity Pay
 - COLA: 100% of CPI-W June Index

Overall Salaries & Wages Decrease: \$232,487

Salaries & Benefits Updates (continued)

- Updated Benefits
 - Medical Rates
 - 2024 Budgeted at 8% over 2023 Estimated Rates
 - 2023 Actual Medical Rates lower than budgeted
 - 2024 Medical Rates updated with actual AWC Premium Increase (4.1-5.6%)
 - Dental/Vision Rates
 - 2024 Budgeted at 3% over 2023 Estimated Rates
 - 2023 Actual Dental Rates lower than budgeted
 - 2024 Medical Rates updated with actual AWC Premium Increase (0%)
 - Proposed Changes to Collective Bargaining Agreement (Benefits)
 - Social Security Replacement Employer Contribution Increase
 - Deferred Compensation Employer Match

Overall Benefits Increase: \$96,208

Total 2024 Salaries & Benefits Adjustment: \$136,279 Decrease

(all funds)

Other Expenditure Adjustments

▪ Equipment Rental Fund

▪ Updated Replacement and O&M charges

- Replacement is the estimated replacement cost divided by the number of useful years
- O&M is the annual cost to service the vehicle

▪ These amounts are charged back to the department using the vehicle

▪ Increase to O&M is \$24,096

- O&M varies from year to year and is reconciled from June to June

▪ Decrease to Replacement is \$6,655

• Service Contract Increases

- Court Security - \$19,953
- Police Services King County - \$889,152
- Jail Services SCORE - \$16,093
- Animal Control Services - \$47,151
- Fire Services ILA - \$500,000

Other Expenditure Adjustments

- Other Miscellaneous Adjustments
 - Insurance – Property Premium Increase - \$25,000
 - Merchant Fees - Increase \$30,000 due to increased online credit card payments



Decision Cards

- Overview of Decision Cards by Fund
- Fund Balance Impact

DECISION CARDS - OVERVIEW

2023-2024 Mid-Biennium Review

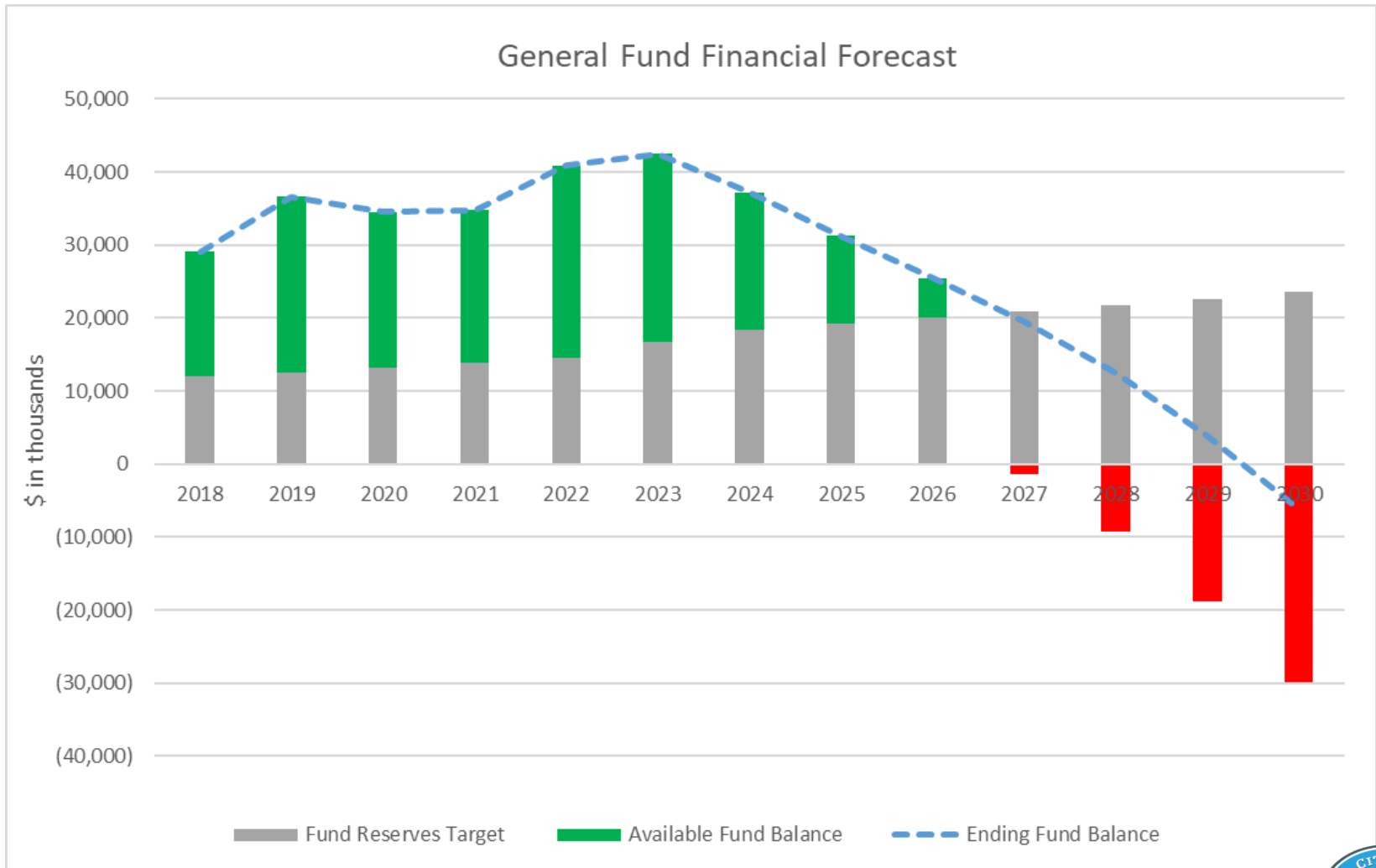
Proposed Decision Cards

Department /Fund	Decision Card Title	2023-2024 Revenues	2023-2024 Expenses		
			One-Time	Ongoing	Total
GENERAL FUND (001)					
Court	Community Court Coordinator	68,304		68,304	68,304
	Community Court Support Assistant	113,121		113,121	113,121
	Judicial Support Specialist Supervisor			159,988	159,988
Finance & Systems	Information Systems Business Analyst		4,600	148,352	152,952
Parks	Summer Lifeguard & Water Safety Program (GF Reduction)			(56,910)	(56,910)
	Administrative Assistant 2		2,500	123,922	126,422
General Fund Decision Cards		\$ 181,425	\$ 7,100	\$ 556,777	\$ 563,877
ARPA Grant (113)	Summer Lifeguard & Water Safety Program	270,000		270,000	270,000
	UPS Modernization	20,442	\$ 20,442		20,442
	Microsoft Teams Phone Conversion	86,776	\$ 9,034	77,742	86,776
	Mental Health Community Responder	165,874	3,700	162,174	165,874
ARPA Grant Fund Decision Cards		\$ 543,092	\$ 33,176	\$ 509,916	\$ 543,092
Municipal CIP (301)	Administrative Assistant 2 (Computer/Tablet Purchase)		\$ 5,400		5,400
	Information Systems Business Analyst (Comp Purchase)		\$ 3,000		3,000
	Judicial Support Specialist Supervisor (Comp. Purchase)		\$ 2,700		2,700
Municipal CIP Fund Decision Cards		\$ -	\$ 11,100	\$ -	\$ 11,100
TOTAL DECISION CARDS		\$ 724,517	\$ 51,376	\$ 1,066,693	\$ 1,118,069

DECISION CARDS – FUND BALANCE

Fund	2023-2024 Estimated Ending Fund Balance	Target Reserves	Amount in Excess of Reserves	Proposed Decision Cards (Net)
General (001)	\$37,599,731	\$18,117,804	\$19,481,927	\$382,452
ARPA Grant Fund (113)	\$1,238,771	\$0	\$0	\$543,094
Municipal CIP (301)	\$20,022,398	\$20,457,369	(\$434,971)	\$11,100

DECISION CARDS – IMPACT ON GF FUND BALANCE





MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: November 2, 2023
Re: September 30, 2023, Investment Report

Attached is the September 2023 Portfolio Analysis Report.

At the end of September, the city had \$76,754,097 in cash and short-term investments and \$78,043,697 in long-term investments at market value. Total cash on hand and investments equals \$154,797,795, a decrease of \$2,398,121.

Interest received during the month was \$155,375 from bonds and \$288,261 from the LGIP. Interest paid for the year is \$3,474,034.

The 90-day T-bill is at 5.32%, reflecting no change from the end of August. The LGIP has increased from 5.34% in August to 5.39% in September. The 2-year Treasury note is at 5.03% (was 4.85% in August).

SeaTac Yield is 2.54%. 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

9/30/2023

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	50%	76,754,097	YES
Under 1 year	25%	62%	96,373,342	YES
Under 5 years	100%	100%	154,797,795	YES
Maximum Weighted Average Maturity	3.00		2.01	
Maximum Single Maturity	5 Years		4.94	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		3.69%	\$ 5,705,391	
U.S. Agencies Primary	100%		43.36%	\$ 67,123,951	YES
FHLB		30%	22.99%	\$ 35,583,919	YES
FNMA		30%	4.05%	\$ 6,270,551	
FHLMC		30%	6.37%	\$ 9,856,323	
FFCB		30%	9.96%	\$ 15,413,158	
U.S. Agencies Secondary	20%		1.28%	\$ 1,988,007	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.28%	\$ 1,988,007	
Municipal Debt Obligations	20%	5%	2.08%	\$ 3,226,349	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		7.33%	\$ 11,342,075	YES
Local Government Investment Pool	100%		42.26%	\$ 65,412,023	YES
Total			100%	\$ 154,797,795	

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	\$ 81,991,150	\$ 78,043,697	\$ (3,947,453)	2.54%
City of SeaTac Liquidity Funds	\$ 76,754,097	\$ 76,754,097	\$ 76,754,097		
TOTAL PORTFOLIO	\$ 158,562,097	\$ 158,745,248	\$ 154,797,795	\$ (3,947,453)	

Cit of SeaTac
Investment Portfolio Analysis
As of 9/30/2023

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	81,858,000	2,500	25,000	21,250
September	43,453,000	73,808,000	81,858,000	98,500	98,500	155,375
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	
Average	43,255,750	69,474,667	83,158,000	63,102	66,806	130,928

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	65,123,761	4,232	109,808	304,506	545,510	699,163	3,030,398
September	63,179,850	55,596,045	65,412,023	4,519	116,793	288,261	648,529	914,456	3,474,034
October	63,184,881	55,739,287		5,031	143,242		686,060	1,153,401	3,474,034
November	48,188,898	55,911,388		4,018	172,101		718,278	1,393,702	3,474,034
December	48,192,612	61,116,344		3,714	204,956		823,742	1,725,408	3,474,034
Average	61,499,207	52,632,719	61,082,806	5,543	76,978	255,075	493,844	643,351	2,232,044

Month	2 Yr T-Note			90 Day T Bill		
	2 Yr T-Note	2 Yr T-Note	2 Yr T-Note	90 Day TBill	90 Day TBill	90 Day TBill
	2021	2022	2023	2021	2022	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%	4.85%	0.04%	2.87%	5.32%
September	0.28%	4.22%	5.03%	0.04%	3.26%	5.32%
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%	
Average	0.28%	3.08%	4.57%	0.04%	2.15%	5.04%

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%	2.47%	0.08%	2.24%	5.34%	325,756	124,253	262%
September	0.89%	1.27%	2.54%	0.09%	2.56%	5.39%	443,636	124,253	357%
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%
Average	0.90%	1.17%	2.24%	0.10%	1.66%	5.00%	3,474,034	1,491,035	232.99%

**CITY OF SEATAC
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report: 11/2/2023

Period Covered: September 30, 2023

Policy Section	Policy Requirement	Compliance	Current Portfolio	Frequency
5.1 Delegation of Authority	Establish written procedures for operations of the investment program	Compliant	Investment procedures are documented	Updated as needed
6.2 Safekeeping	All Securities will be held in Safekeeping	Compliant	US Bank Safekeeping	Monthly
6.3 Internal Controls	Documented in Investment Procedures Manual	Compliant	Section 3. Internal Controls in Procedures Manual	Updated as needed
6.4 External Review	External review of City Investment Policy and Investment Portfolio for compliance and best practices	Compliant	2022 review completed, next review in 2025	Every 3 Years
7.1 Broker/Dealers	<ul style="list-style-type: none"> • Review of Financial Industry Regulatory Authority report on firm and broker • Certification of having read the Policy and receipt of the City's Trading Authorization • or Broker/Dealer list provided by Investment Advisor 	Compliant	Detailed Authorized Broker/Dealer list is on file.	Annual
7.3 Bank Institutions	Only PDPC participating banks	Compliant	U.S. Bank	At Inception
7.4 Competitive Transactions	3 bids for security purchase or sale	Compliant	Call for bids done in January 2023. Broker security offerings are on file in Z:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Monthly
8.0 Authorized Investments	Authorized by WA State Statute RCW 39.58, 39.59, 43.250, 43.84.080	Compliant	See Compliance Report	Monthly
9.0 Investment Parameters Authorized Investments Credit Ratings	Requires AA- or better from Standard & Poor's and Aa3 by Moody's	Compliant	Detailed in Platinum Report on file in Z:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Semi-Annual
9.1 Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	3.69%	
US Agency Primary	100%, 30% per issuer	Compliant	43.36%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	1.28%	
Local Government	100%	Compliant	42.26%	

Investment Pool				
Bank Deposits	50%	Compliant	7.33%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	2.08%	
9.2 Investment Maturity	Maximum Weighted Maturity 3 Years Minimum % of Portfolio: Under 30 Days 10% Under 1 Year 25% Under 5 Years 100%	Compliant	2.01 Years	Monthly
9.2 Investment Maturity Maximum Maturity	Maximum Maturity of Individual Issue 5 Years	Compliant	4.94 yrs. 09/08/2028	Monthly
10.0 Reporting Requirements	Annual, Quarterly & Monthly	Compliant	Monthly reports provided to Administration and Finance Committee	Monthly
10.2 Performance Standards	LGIP for earnings rate US Treasury index for total return	Compliant	<u>LGIP</u> 5.00% <u>Investment Core</u> 4.57% <u>Total Portfolio</u> 2.54%	Monthly
10.3 Compliance Report	Quarterly comparison to Investment Policy	Compliant	This Report should be provided quarterly to the Administration and Finance Committee	Quarterly
11.0 Investment Policy Adoption	Investment Committee Annual Review	Compliant	Reviewed December 2022. No changes required.	Annual
11.0 Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Adopted 10-10-2019	Changes Adopted As Needed