



Administration and Finance Committee Minutes

June 6, 2024

4:00 PM

Hybrid meeting

Virtual/Council Chambers

Commence: 4:00 PM

Adjourn: 5:41 PM

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

Other Council Members Present: Peter Kwon

Staff Coordinator: N/A

1. Call to Order	<i>Chair 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 05/02/2024 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>Lesia Ellis, Executive Assistant, presented the following items for approval:</i></p> <p><i>Approval of Expenses:</i></p> <p style="margin-left: 40px;"><i>1. Expenses for Joe Vinson AWC Annual Conference Registration: \$500.00 Total: \$500.00</i></p> <p style="margin-left: 40px;"><i>The committee approved the travel expenses.</i></p> <p><i>Pre-Approval and Expenses:</i></p> <p style="margin-left: 40px;"><i>2. Expenses for Joe Vinson National League of Cities City Summit</i></p>

	<p>Registration: \$400.00 Lodging: \$947.42 Meals: \$218.50 Transportation: \$600.00 Other Travel Expenses: \$60.00 Total: \$2,225.92</p> <p><i>The committee approved the travel pre- approval and expenses.</i></p>
<p>5. Vacant Positions Update</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Mei Barker, Human Resource Director, presented a report on the current vacancies as of May 30, 2024.</p>
<p>6. Revisions to the City Council Post Trip Report</p>	<p><input checked="" type="checkbox"/> Committee Approval</p> <p>Senayet Negusse, Chair; Iris Guzman, Deputy Mayor; and Lesa Ellis, Executive Assistant, presented Revisions to the City Council Post-Trip Report. The council would like to change the questions on the post-trip report form to be more detailed and structured for future reference. The council also would like section 15 of the City Council Administrative and Procedures rule to be modified to be more detailed. The council would like revisions presented at the next Council Study Session.</p>
<p>7. Internal Pay Equity Adjustment</p>	<p><input checked="" type="checkbox"/> Committee Ratification</p> <p>Kyle Moore, Interim City Manager, and Mei Barker, Human Resources Director, presented a proposal for the Administration and Finance Committee to ratify the prior City Manager’s decision to approve the internal pay equity audit findings and recommendations submitted by Human Resources Director Mei Barker to adjust Executive Assistant Lesa Ellis’ compensation Range from Range 54 to Range 56.</p> <p>The committee approved ratification.</p>
<p>8. King County For Hire Ordinance and ILA Amendment</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Anita Woodmass, Senior Management Analyst, and Cindy Corsilles, Chief Prosecutor Attorney/Assistant City Attorney, presented a proposal to the committee to amend Chapter 5.15 of the SeaTac Municipal Code relating to the For-Hire Transportation regulations of vehicles, drivers, and business, and adopting by reference Chapter 6.65 of the King County Code.</p> <p>Council Members would like the Port of Seattle’s Concession Agreement sent to them for review.</p> <p>The committee recommended this item be placed on the June 25, 2024, consent agenda.</p>

<p>9. Amending the 2023-2024 Biennial Budget</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Alexis Briggs, Budget Analyst, and Kyle Moore, Interim City Manager, presented a proposal to the committee to amend the 23-24 Biennial Budget. The amendment includes four Decision Cards and other miscellaneous requests. Decision cards include a Crisis Track Damage Assessment Software, an Additional Park Operations Supervisor, ARPA fund purchase of property for a laydown yard, and Professional Services for Human-Centered Website Redesign.</p> <p>Council has recommended for approval the proposed 23-24 Biennial Budget amendment <i>except</i> for the Decision Card requesting Professional Services for Human-Centered Website Redesign, which was not recommended for approval.</p> <p>The council would like to see a timeline for the content management system.</p> <p>The committee recommended this item be placed on the June 25, 2024, consent agenda.</p>
<p>10. Annual Purchase Card Report</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Alexis Briggs, Budget Analyst, presented the annual purchase card report.</p>
<p>11. April Investment Report</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Alexis Briggs, Budget Analyst, presented the April 2024 Investment Report.</p>
<p>12. Adjourn</p>	<p><i>Chair Senayet Negusse adjourned the meeting at 5:41 PM.</i></p>

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

August 1, 2024 – July Meeting cancelled due to holiday

**Expense Reimbursement approval via email 6/14/24
Local Progress, 7/25-7/26 2024, Oakland, CA**

Approved	Expenses
	Iris Guzman Documentation: Travel Accounting Form \$267.19

**Expense approval via email 7/18/24
Association of Washington Cities Annual Conference
Vancouver, WA, June 18 – 21, 2024**

Approved	Expenses
	Joe Vinson Documentation: Trip Report Travel Accounting Form \$1080.87

**Expense approval via email 7/18/24
NLC NBC-LEO
Chicago, IL, June 25-28, 2024
Not on the City Council budget worksheet for 2024 but can be absorbed in the
City Council budget.**

Approved	Expenses
	Joe Vinson Documentation: Trip Report Travel Accounting Form \$1,501.33

**Pre-approval via email 6/14/24
Expense approval via email 7/18/24
NLC City Summit 2024 - Nov 12 – Nov 17, 2024, Tampa Bay, FL
Four Councilmembers:**

Approved	Pre-approval and expenses
	Peter Kwon Documentation: Travel Authorization Form \$3,102.10 Travel Accounting Form \$690

Approved	Pre-approval and expenses
	James W. Lovell Documentation: Travel Authorization Form \$3,018.10 Travel Accounting Form \$600

Approved	Pre-approval and expenses
	Senayet Negusse Documentation: Travel Authorization Form \$3,018.10 Travel Accounting Form \$600

Approved	Pre-approval and expenses
Approved	Joe Vinson Documentation: Travel Authorization Form \$3,018.10 Travel Accounting Form \$600

Pre-Approval via email 6/14/24
Expense approval via email 7/18/24
ICMA Annual Conference, Sep 21-25, 2024, Pittsburgh, PA

Approved	Pre-Approval and Expenses
	Kyle Moore Documentation: Travel Authorization Form \$3,330.00 Travel Accounting Form \$1,196.20

WCMA Summer Conf., 8/13-8/16 2024, Wenatchee, WA
Pre-Approval via email 6/14/24
Expense approval via email 7/18/24

Approved	Pre-Approval and Expenses
	Kyle Moore Documentation: \$1,489.20 Travel Accounting Form \$600

Chair
Senayet Negusse



City of SeaTac Travel Accounting Form

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

Traveler Name: Iris Guzman

Department: City Council

Conference: Local Progress

Dates: July 24-27, 2024

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	\$ 300.00		\$ 300.00				
Lodging	\$ 747.39					p-card guarantee only	
Lodging							
Meals	\$ 189.00		N/A	N/A			
Transportation	\$ 267.19				\$ 267.19	airfare	
Transportation							
Mileage			N/A	N/A			
Car Rental							
Parking							
TNC Charges	\$ 68.00						
Tolls/Ferry							
Baggage Fees							
Misc. Costs							
Totals	\$ 1,571.58		\$ 300.00	\$ 0.00	\$ 267.19	Grand Total	\$ 567.19



City Council Post Trip Report

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

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

Rev. 3/15/22

Filed By: Councilmember Vinson

What type of event did you attend?

Training

Conference

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

Name of Event:	Association of Washington Cities (AWC) Conference
Purpose:	To engage with nearly 500 representatives from Washington’s 281 cities, share ideas, learn best practices, and bring back knowledge to improve the City of SeaTac.
Location:	Vancouver, Washington
Date(s) of Event:	June 18 -21, 2024
Number of hours attended:	96

Please answer the following questions

What interested you in attending this event?
As a newly elected official, I was interested in attending the AWC conference to connect with other city representatives, gain insights into effective governance, and learn about innovative solutions that could benefit SeaTac.

Please summarize what you learned and how it benefits the taxpayer:
During the conference, I participated in several workshops and sessions that provided valuable insights into city management and community engagement: <ul style="list-style-type: none"> • Buy-in: The Importance of Belonging – I learned about building structures that foster a sense of belonging within organizations, which can improve employee engagement and productivity. • Keynote: For the Love of Cities – Peter Kageyama discussed the emotional engagement people have with their communities, emphasizing the importance of small, meaningful actions to foster love and pride in our cities. This perspective can help us address complex issues like crime and infrastructure more effectively.

- Tales from the Trenches – This session provided practical tips for enhancing the relationship between the mayor, city council, and city manager, which is crucial for a well-run city.
- Sip ‘n Chat with Attorneys – I gained valuable insights on the Open Public Meetings Act (OPMA), Public Records Act (PRA), and ethics, which will help ensure our city's operations remain transparent and ethical.
- Finding Common Ground – I learned about efforts to improve civic health in Washington by fostering dialogue across political differences, which is essential for building strong, unified communities.
- Interstate Bridge Replacement Tour – This tour highlighted the challenges of maintaining aging infrastructure and the importance of multimodal transportation solutions.
- Robert’s Rules 1 & 2 – These sessions provided practical guidelines for running effective council meetings and mastering motions, which will improve the efficiency and effectiveness of our council meetings.
- AWC Business Meeting – Participating in the business meeting allowed me to engage in the election of AWC’s Officers and Board of Directors and contribute to the adoption of the Statement of Policy.

I learned that many cities are facing financial uncertainties and are considering tax increases and/or the creation of a B&O tax. This struck me as the City of SeaTac is currently in a great space financially and has strengthened my commitment to fiscal responsibility. I also noticed the camaraderie with other cities, as a few had several of their elected officials in attendance, whereas I was the only councilmember proudly representing SeaTac.

These modules will help me implement more efficient and effective policies in SeaTac, ultimately benefiting our taxpayers by improving city services, enhancing community programs, and fostering a more sustainable and connected city.

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

Yes, I would highly recommend this opportunity to other city officials. The conference provided a valuable platform for networking and learning from the experiences of other cities. Attending this event will enhance our ability to serve our communities more effectively. This should be a must-attend for all newly elected city officials within the state of Washington.

Other Comments

A special shout out to Vancouver for being an exceptional host city and creating an engaging and productive environment for all attendees.

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

Signature:	Joe Vinson
Date of Signature:	June 24, 2024



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: Joe Vinson

Department: City Council

Conference: AWC Annual Conference

Dates: June 18-21, 2024

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	\$ 500.00	04/16/2024		\$ 500.00		AWC Invoice paid by check (6/5 A&F approval)	
Lodging	\$ 653.58				\$ 653.91	3 nights lodging	
Lodging							
Meals	\$ 189.00		N/A	N/A	\$ 189.00		
Transportation							
Transportation	\$ 136.00				\$ 36.96	Only one charge for parking 36.96 on hotel folio	
Mileage	\$ 203.68		N/A	N/A	201.00	Lesas est. 304 mi RT, actual 300	
Car Rental							
Parking							
TNC Charges							
Tolls/Ferry							
Baggage Fees							
Misc. Costs							
Totals	\$ 1,682.26		\$ 0.00	\$ 500.00	\$ 1,080.87	Grand Total	\$ 1,580.87



City Council Post Trip Report

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

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

Rev. 3/15/22

Filed By: Councilmember Vinson

What type of event did you attend?

Training

Conference

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

Name of Event:	2024 NBC-LEO Summer Conference
Purpose:	To network with other elected officials and learn about best practices in leadership and policy, particularly focusing on housing accessibility/affordability, reimagining public safety, and direct funding for municipalities.
Location:	Chicago, IL
Date(s) of Event:	June 25-28, 2024
Number of hours attended:	26

Please answer the following questions

What interested you in attending this event?
As a new councilmember, I was eager to learn from experienced Black leaders and explore innovative approaches to address key issues affecting our community. This conference provided an invaluable opportunity to engage with other elected officials and discuss practical solutions for housing, public safety, and securing funding for our city.

Please summarize what you learned and how it benefits the taxpayer:
This conference was incredibly informative, though there was a lot to absorb. I gained valuable insights into policies and strategies that can enhance our city's services and quality of life. Workshops on housing accessibility/affordability, reimagining public safety and direct funding for municipalities offered practical steps and ideas that I'm excited to explore further. These teachings will help me develop initiatives that benefit all taxpayers by making our community safer, more inclusive, and economically stronger. I look forward to continuing to engage with the materials and discussions to deepen my understanding and bring more benefits to SeaTac.

Would you recommend this opportunity for others? Please summarize why or why not.
Yes. I would recommend this conference to other elected officials. I believe it is essential for elected officials to attend their affinity groups within the National League of Cities as these groups provide a space to express themselves and advocate for the needs of their communities. NLC has constituency groups for various backgrounds and interests: Asian Pacific American Municipal Officials, Hispanic Elected Officials, LGBTQ+ Local Officials, National Black Caucus of Local Elected Officials, Women in Government, and Local Indigenous Leaders.

Other Comments
The conference was a great experience. It was enlightening to discuss challenges and solutions with peers from across the country. The sessions were highly relevant to our needs and I'm excited to bring these ideas back to our council for consideration.

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

Signature:	Joe Vinson
Date of Signature:	June 29, 2024



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: Joe Vinson

Department: City Council

Conference: NLC NBC-LEO

Dates: June 25-28 2024

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	\$ 400.00		\$ 400.00			Online registration with city P-card	
Lodging	\$ 947.42		\$ 315.81		\$ 631.62	6/13: one night deposit charged to P-card	
Lodging							
Meals	\$ 218.50		N/A	N/A	\$ 218.50		
Transportation	\$ 600.00				\$ 526.21	airfare	
Transportation							
Mileage			N/A	N/A			
Car Rental							
Parking							
TNC Charges	\$ 60.00				\$ 55.00	taxi and train NEED RECEIPTS	
Tolls/Ferry							
Baggage Fees					70.00		
Misc. Costs							
Totals	\$ 2,225.92		\$ 715.81	\$ 0.00	\$ 1,501.33	Grand Total	\$ 2,217.14



Travel Authorization Form

Traveler Name: Peter Kwon		
Department: City Council		FLSA Status: Exempt
Official Residence: SeaTac		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC City Summit 2024		
Location of Conference/Training: Tampa Bay, FL 11/13-11/16 2024		
Departure Date: 11/12/2024	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 11/13/2024	Start Time:	
Conference End Date: 11/16/2024	End Time:	
Return Date: 11/17/2024	Time:	
		Estimated Amount
Registration Due Date: _____		\$ 690.00
Lodging Meals (Complete Lodging/Meals/OT Estimator Worksheet on page 2)		\$ 1,252.60
		\$ 311.50
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,034.10
Comments:		
6/14: schedule and itinerary not available at this time. 7/19: Corrected. Prepared by Lesa Ellis.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 11/12/2024
Conference Start Date: 11/13/2024
Conference End Date: 11/16/2024
Return Date: 11/17/2024
Departure Location: Official Residence

Time: _____
Start Time: _____
End Time: _____
Time: _____
Return Location: Official Residence

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
11/12/2024	250.52	\$ 51.75					\$ 51.75
11/13/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/14/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/15/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/16/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/17/2024		\$ 51.75					\$ 51.75
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,252.60	Totals	\$ 64.00	\$ 0.00	\$ 124.00	\$ 20.00	\$ 311.50

**If non-exempt
calculate overtime**

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	



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: Peter Kwon

Department: City Council

Conference: NLC City Summit

Dates: Nov 13-16 2024

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	07/15/2024	\$ 690.00			
Lodging	\$ 1,252.60					Hyatt House Dwntrn Tampa - Conf block (\$1,171.38)
Lodging						
Meals	\$ 311.50		N/A	N/A		
Transportation	\$ 700.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,034.10		\$ 690.00	\$ 0.00	\$ 0.00	Grand Total \$ 690.00



Travel Authorization Form

Traveler Name: James W. Lovell		
Department: City Council		FLSA Status: Exempt
Official Residence: SeaTac		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC City Summit 2024		
Location of Conference/Training: Tampa Bay, FL 11/13-11/16 2024		
Departure Date: 11/12/2024	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 11/13/2024	Start Time:	
Conference End Date: 11/16/2024	End Time:	
Return Date: 11/17/2024	Time:	
		Estimated Amount
Registration Due Date: _____		\$ 690.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,252.60
Meals		\$ 295.50
Transportation Expenses:		
Transportation	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train	\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,018.10
Comments:		
6/14: schedule and itinerary not available at this time. 7/19: corrected. Prepared by Lesa Ellis.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesla Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 11/12/2024
Conference Start Date: 11/13/2024
Conference End Date: 11/16/2024
Return Date: 11/17/2024
Departure Location: Official Residence

Time: _____
Start Time: _____
End Time: _____
Time: _____
Return Location: Official Residence

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
11/12/2024	250.52	\$ 51.75					\$ 51.75
11/13/2024	250.52				\$ 31.00	\$ 5.00	\$ 36.00
11/14/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/15/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/16/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/17/2024		\$ 51.75					\$ 51.75
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,252.60	Totals	\$ 48.00	\$ 0.00	\$ 124.00	\$ 20.00	\$ 295.50

**If non-exempt
calculate overtime**

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	



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: James Lovell

Department: City Council

Conference: NLC City Summit

Dates: Nov 13-16 2024

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	07/15/2024	\$ 600.00			first time attendee discount
Lodging	\$ 1,252.60					Hilton Tampa Downtown Conf Block (\$1,390.70)
Lodging						
Meals	\$ 295.50		N/A	N/A		
Transportation	\$ 700.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,018.10		\$ 600.00	\$ 0.00	\$ 0.00	Grand Total \$ 600.00



Travel Authorization Form

Traveler Name: Senayet Negusse		
Department: City Council		FLSA Status: Exempt
Official Residence: SeaTac		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC City Summit 2024		
Location of Conference/Training: Tampa Bay, FL 11/13-11/16 2024		
Departure Date: 11/12/2024	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.</small>
Conference Start Date: 11/13/2024	Start Time:	
Conference End Date: 11/16/2024	End Time:	
Return Date: 11/17/2024	Time:	
		Estimated Amount
Registration Due Date: _____		\$ 690.00
Lodging Meals (Complete Lodging/Meals/OT Estimator Worksheet on page 2)		\$ 1,252.60
		\$ 295.50
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,018.10
Comments:		
6/14: schedule and itinerary not available at this time. 7/19: Corrected. Prepared by Lesa Ellis.		
<small>** Attach Conference Itinerary and details of all costs before submitting for approval **</small>		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 11/12/2024
Conference Start Date: 11/13/2024
Conference End Date: 11/16/2024
Return Date: 11/17/2024
Departure Location: Official Residence

Time: _____
Start Time: _____
End Time: _____
Time: _____
Return Location: Official Residence

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
11/12/2024	250.52	\$ 51.75					\$ 51.75
11/13/2024	250.52				\$ 31.00	\$ 5.00	\$ 36.00
11/14/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/15/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/16/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/17/2024		\$ 51.75					\$ 51.75
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,252.60	Totals	\$ 48.00	\$ 0.00	\$ 124.00	\$ 20.00	\$ 295.50

**If non-exempt
calculate overtime**

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	



City of SeaTac Travel Accounting Form

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

Traveler Name: Senayet Negusse

Department: City Council

Conference: NLC City Summit

Dates: Nov 13-16 2024

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	07/15/2024	\$ 600.00			First time attendee discount
Lodging	\$ 1,252.60					Hilton Tampa Downtown (\$1,390.70) Conference Hotel Block
Lodging						
Meals	\$ 295.50		N/A	N/A		
Transportation	\$ 700.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,018.10		\$ 600.00	\$ 0.00	\$ 0.00	Grand Total \$ 600.00



Travel Authorization Form

Traveler Name: Joe Vinson		
Department: City Council		FLSA Status: Exempt
Official Residence: SeaTac		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC City Summit 2024		
Location of Conference/Training: Tampa Bay, FL 11/13-11/16 2024		
Departure Date: 11/12/2024	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 11/13/2024	Start Time:	
Conference End Date: 11/16/2024	End Time:	
Return Date: 11/17/2024	Time:	
		Estimated Amount
Registration	Due Date: _____	\$ 690.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,252.60
Meals		\$ 295.50
Transportation Expenses:		
Transportation	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train	\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,018.10
Comments:		
6/14: schedule and itinerary not available at this time. 7/19: Corrected. Prepared by Lesa Ellis. +		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesla Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 11/12/2024
 Conference Start Date: 11/13/2024
 Conference End Date: 11/16/2024
 Return Date: 11/17/2024
 Departure Location: Official Residence

Time: _____
 Start Time: _____
 End Time: _____
 Time: _____
 Return Location: Official Residence

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
11/12/2024	250.52	\$ 51.75					\$ 51.75
11/13/2024	250.52				\$ 31.00	\$ 5.00	\$ 36.00
11/14/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/15/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/16/2024	250.52		\$ 16.00		\$ 31.00	\$ 5.00	\$ 52.00
11/17/2024		\$ 51.75					\$ 51.75
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,252.60	Totals	\$ 48.00	\$ 0.00	\$ 124.00	\$ 20.00	\$ 295.50

If non-exempt calculate overtime

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	



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: Joe Vinson

Department: City Council

Conference: NLC City Summit

Dates: Nov 13-16 2024

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	07/15/2024	\$ 600.00			first time attendee discount
Lodging	\$ 1,252.60					Hilton Tampa Downtown Conf Block (\$1,390.70)
Lodging						
Meals	\$ 295.50		N/A	N/A		
Transportation	\$ 700.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,018.10		\$ 600.00	\$ 0.00	\$ 0.00	Grand Total \$ 600.00



Travel Authorization Form

Traveler Name: Kyle Moore		
Department: City Manager's Office		FLSA Status: Exempt
Official Residence: Bonney Lake		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: ICMA Annual Conference		
Location of Conference/Training: Lawrence Conv Ctr, Pittsburgh, Pennsylvania Sept 21-25, 2024		
Departure Date: 09/20/2024	Time:	Is this travel budgeted? <input type="radio"/> Yes <input checked="" type="radio"/> No <small>Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.</small>
Conference Start Date: 09/21/2024	Start Time: 7:00 am	
Conference End Date: 09/25/2024	End Time: 11:30 am	
Return Date: 09/25/2024	Time: 4:00 pm	
		Estimated Amount
Registration Due Date: _____		\$ 810.00
Lodging Meals (Complete Lodging/Meals/OT Estimator Worksheet on page 2)		\$ 1,500.00
		\$ 320.00
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 600.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 100.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,330.00
Comments:		
6/14: Everything but the registration and meals is based on internet research. The convention center is 19 miles from the airport. Prepared by Lesa Ellis.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesla Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 09/20/2024
Conference Start Date: 09/21/2024
Conference End Date: 09/25/2024
Return Date: 09/25/2024
Departure Location: Official Duty Station

Time: _____
Start Time: 7:00 am
End Time: 11:30 am
Time: 4:00 pm
Return Location: Official Duty Station

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
09/20/2024	300.00	\$ 48.00					\$ 48.00
09/21/2024	300.00	\$ 64.00					\$ 64.00
09/22/2024	300.00	\$ 64.00					\$ 64.00
09/23/2024	300.00		\$ 14.00		\$ 29.00	\$ 5.00	\$ 48.00
06/24/2024	300.00		\$ 14.00		\$ 29.00	\$ 5.00	\$ 48.00
06/25/2024		\$ 48.00					\$ 48.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,500.00	Totals	\$ 28.00	\$ 0.00	\$ 58.00	\$ 10.00	\$ 320.00

**If non-exempt
calculate overtime**

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	



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: Kyle Moore

Department: City Manager's Office

Conference: ICMA Conference

Dates: Sep 21-25, 2024

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	\$ 810.00	07/15/2024	\$ 810.00				
Lodging	\$ 1,500.00						
Lodging							
Meals	\$ 320.00		N/A	N/A			
Transportation	\$ 600.00				\$ 386.20		
Transportation							
Mileage			N/A	N/A			
Car Rental							
Parking							
TNC Charges	\$ 100.00						
Tolls/Ferry							
Baggage Fees							
Misc. Costs							
Totals	\$ 3,330.00		\$ 810.00	\$ 0.00	\$ 386.20	Grand Total	\$ 1,196.20



Travel Authorization Form

Traveler Name: Kyle Moore		
Department/Division: City Manager's Office		Regular Schedule: Exempt
Official Residence: Bonney Lake, WA		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: WCMA Summer Conference 2024		
Location of Conference/Training: Wenatchee Convention Center, WA		
Conference Start Date: 08/13/2024	Start Time: 4:00 pm	Is this travel Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference End Date: 08/16/2024	End Time: 12:00 pm	
Departure Date: 08/13/2024	Time: 12:00 pm	
Return Date: 08/16/2024	Time: 4:00 pm	
		Estimated Amount
Registration Due Date: <u>06/30/2024</u>		\$ 600.00
Lodging	(Use Lodging/Meals/OT Estimator Worksheet)	\$ 549.00
Meals		\$ 137.50
Transportation Expenses:		
Transportation <input type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		
Personal Vehicle	*Current IRS Rate:	\$ 207.70
Miles: <u>310.00</u>	<u>0.670</u>	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking	@ \$ _____ Per Day	\$ 0.00
No. of Days: _____	TNC Charges	
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public, transit, etc.)	
Totals		\$ 1,489.20
(Use Lodging/Meals/OT Estimator Worksheet)		
Comments:		
Conf hotel: Residence Inn Wenatchee, free parking. Hotel about one mile from convention center. Direct route to Wenatchee is slightly better from city hall. Kyle prefers city hall. Prepared by Lesa Ellis.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Approval Signature		
Traveler: <u>Kyle Moore</u>	<small>Digitally signed by Kyle Moore Date: 2024.07.16 18:39:21 -07'00'</small>	Date: <u>06/12/2024</u>
Supervisor/ Manager: _____		Date: _____
Treasury Operations Manager: _____		Date: _____
City Manager (if required): _____		Date: _____



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Conference Start Date: _____
Conference End Date: _____
Start Time: _____
End Time: _____
Departure Location: SeaTac City Hall

Departure Date: _____
Return Date: _____
Time: _____
Time: _____
Return Location: SeaTac City Hall

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
08/13/2024	183.00	\$ 44.25					\$ 44.25
08/14/2024	183.00		\$ 13.00		\$ 26.00	\$ 5.00	\$ 44.00
08/15/2024	183.00					\$ 5.00	\$ 5.00
08/16/2024		\$ 44.25					\$ 44.25
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 549.00						\$ 137.50

Enter hours as numbers using military time (see top row example) and enter the hours in the shaded box. Total at bottom will auto-populate.

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1300	1525	225	
Totals				



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: Kyle Moore

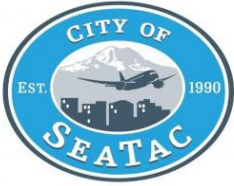
Department: City Manager's Office

Conference: WCMA Conference - Wenatchee

Dates: August 13-16, 2024

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	\$ 600.00	07/15/2024	\$ 600.00			
Lodging	\$ 549.00					
Lodging						
Meals	\$ 137.50		N/A	N/A		
Transportation						
Transportation						
Mileage	\$ 207.70		N/A	N/A		
Car Rental						
Parking						
TNC Charges						
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 1,494.20		\$ 600.00	\$ 0.00	\$ 0.00	Grand Total \$ 600.00



Current Vacancies

Updated July 25, 2024

Position Vacancy	# of Vac.	N/R	Union	Department	Notes/ Status
City Manager	1	N	No	CMO	Consultant Selected
Recreation Program Specialist	1	N	Yes	Parks & Recreation	Intake
GIS Administrator	1	N	Yes	IT	Intake
Special Capital Project Manager TLT	1	N	No	CMO	HOLD – Compensation Adjustment Request
IS Business Analyst	1	N	Yes	IT	Posted
Judicial Support Specialist	1	R	Yes	Courts	Interviews
Administrative Assistant 1	1	R	Yes	Courts	Pending Hiring Manager
Recreation Leader 3	1	N	Yes	Parks & Recreation	Open Continuous – Posted
Building (Services) Supervisor	1	N	No	CED	Final Interviews
PW Maintenance Operations Worker	3	N	Yes	Public Works	Knowledge / Skill Assessment
Urban Forester PT	1	N	Yes	Parks	Interviews
Total Vacancies	13				

of Vac = Number of vacancies within the classification.

N/R = Indicates New or Replacement position.

Employee Headcount as of July 25, 2024

Regular Full Time: 137

Regular Part Time: 8

Temporary Staff Breakdown

Variable Hour: 11

Seasonal Staff: 37

Total Headcount: 193

Background

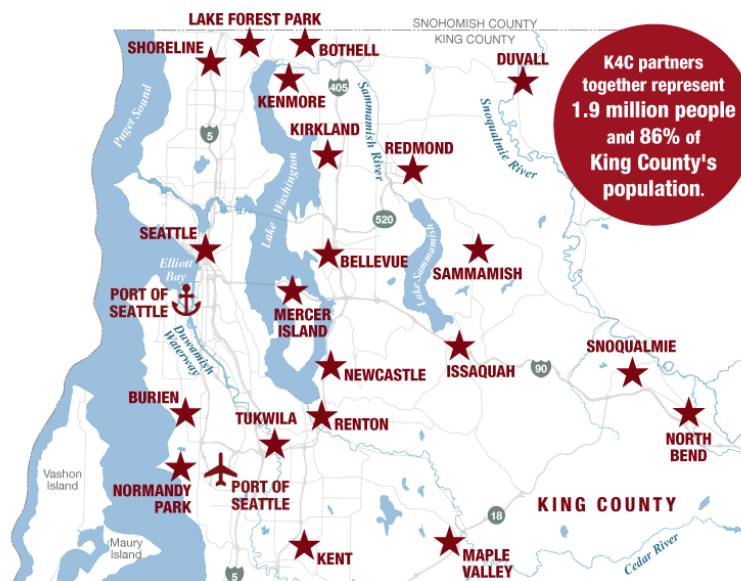
From more intense wildfires and harmful smoke to increased drought and less snowpack in our mountains, we are already experiencing climate change in King County. We have an urgent need to act boldly as a collective to create a healthier, more just, and resilient region. That’s why the **King County-Cities Climate Collaboration**, or the **K4C**, exists. We’re a partnership of local governments of all sizes working together to accelerate climate action. We combine our knowledge, resources, and advocacy power to shape policy and programs that cut harmful greenhouse gas emissions to our region can thrive in a changing climate.



The K4C is a partnership of local governments of all sizes. We combine our knowledge, resources, and advocacy power to accelerate collective climate action in King County and across the state.

Current Members

Since it began in 2012, the K4C has grown to 23 partners – King County, Bellevue, Bothell, Burien, Duvall, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Maple Valley, Mercer Island, Newcastle, Normandy Park, North Bend, Redmond, Renton, Sammamish, Seattle, Shoreline, Snoqualmie, Tukwila and the Port of Seattle – who together represent more than 86% of the King County population.



K4C partners work together to reduce harmful greenhouse gas emissions by sustainably increasing mobility, investing in renewable energy, promoting clean energy use in buildings and vehicles, and expanding farm and forest protection.

Joint Campaigns and Initiatives

In recent years, K4C partners have joined together to launch a number of campaigns or programs, such as the following:

- Rooftop solar installation campaigns
- Heat pump installations and other energy efficiency retrofits in low-income homes
- Model policy language for Comp Plan updates
- Joint funding applications (e.g. Dept of Commerce EV charging grants; federal grants)
- Greenhouse Gas (GHG) related educational events
- And more...

Shared Legislative Interests

Each fall, partners also develop a set of legislative interests targeted at the current Washington State Legislative Session, which guide members' actions and advocacy. These are updated annually and available online.

How to join

All cities in King County are welcome to join the K4C. Membership requires signing an Interlocal Agreement, modest annual dues (\$500-2,500/yr) based on the member's population size that are invested in projects, and a commitment to provide staff to attend regular meetings. Members are also encouraged to sign the *Joint Climate Action Commitments* that outline actions and policies to meet our ambitious regional climate targets.

Meetings

- Member staff typically meet 1x/month to share resources and discuss programs.
- A parallel, opt-in meeting series for Electeds who wish to be more involved gathers on a separate cadence, particularly during the Legislative Session.
- Twice a year on average, a review of accomplishments and general direction setting occurs at an Elected Official Work Session.

For more information

- For any questions related to K4C, please contact us at k4c@kingcounty.gov
- Learn more about King County's general climate-related work: www.kingcounty.gov/climate



MEMORANDUM

To: Administration and Finance Committee
Through: Kyle Moore, Interim City Manager
From: Mei Barker, Human Resources Director
CC: Will Appleton, Public Works Director
Gwen Pilo, Finance Director
Date: 8/1/2024
Re: Compensation Audit and Adjustment Recommendation – Special Capital Projects Manager

Purpose

To seek ratification by the Administration and Finance Committee of the City Manager’s decision to approve the recommendations submitted Human Resources Director Mei Barker and adjust the rate of compensation for the vacant position of Special Capital Projects Manager.

Background and Analysis

In February 2024, the Special Capital Projects Manager position was reviewed for compensation against our current comparable cities (Burien, Bothell, Des Moines, Kenmore, Shoreline, Issaquah, Maple Valley, and Tukwila). The review yielded a recommendation of placing the position at Range 59, which is \$101,952 to \$130,507 annually.

The City has been recruiting for this position since April 2024. We have had a total of 31 candidates apply and two (2) potential candidates whom the position was offered, then later declined. The reason provided was partially due to compensation. Human Resources reports exhaustive efforts to promote and attract candidates on various general and specific job boards; AWC, APWA, American Institute of Architects Career Center, Linked In, and ZipRecruiter.

Human Resources recently conducted a supplemental compensation review, looking at both our current comparable cities, and outlying cities with like positions and found that the compensation for such positions increased between \$10,000 to \$30,000 annually.

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

Awaiting Alexis' information.

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

Approval:

At its August 1, 2024, meeting, the A&F Committee ratified the proposed compensation adjustment as recommended above.

Ratified:

Deputy Mayor Senayet Negusse, Chair

POSTIONS EVALUATED: Special Capital Projects Manager
CURRENT INCUMBENT(S): Vacant / New
DATE RECEIVED BY HR: July 23, 2024
DATE OF FINDINGS: July 26, 2024
CURRENT WAGE GRADE: Range 59

Background

The Special Capital Projects Manager is a new position that was created to manage the City’s civic campus project, among other projects as needed. This position was compensated at 50% of the market rate of our comparable cities (Burien, Bothell, Kenmore, Des Moines, Maple Valley, Issaquah, Shoreline, and Tukwila).

The rate in February 2024 was proposed at Range 59, which is \$101,952 to \$130,507 annually.

Human Resources has been recruiting for this position since April 2024 and has exhausted its efforts. The position has been posted on various job board, including AWC, APWA, American Institute of Architects Career Center, Linked In, and ZipRecruiter. Additionally, there were,

- 31 total applicants. The majority of the candidates are not at the caliber needed to meet the requirements of this position.
- 1 candidate was offered, accepted, then declined the position partially due to salary.
- 1 candidate was offered, then declined due to a more competitive job offer.

The Administration and Finance committee was advised in June 2024 that the City may need to increase the rate of compensation for this position, as the market has been rapidly changing and we have been struggling to attract viable candidates for the role. We have reassessed the classifications from our comparable cities, as well as those at our neighboring cities, to support adjusting our compensation rate to a competitive salary.

Findings

See next page.

Compensation Rate – Current Comparable Cities

CITY	SALARY RANGE		TITLE
	LOW	HIGH	
Bothell	\$ 111,614.22	\$ 141,909.73	Senior Capital Project Engineer
Burien	\$ 115,801.68	\$ 140,758.08	Civil Engineer II Project Manager
Des Moines			
Issaquah	\$ 116,892.00	\$ 153,821.00	Capital Project Manager
Kenmore	\$ 107,088.00	\$ 136,008.00	Capital Projects Manager
Maple Valley			
Shoreline	\$ 113,783.00	\$ 144,202.00	Engineer II - Capital Projects
Tukwila	\$ 116,016.00	\$ 141,024.00	Project Manager

Compensation Rate – Other King County Cities / Neighboring Cities

CITY	SALARY RANGE		TITLE
	LOW	HIGH	
Redmond	\$ 115,488.00	\$ 155,904.00	Senior Engineer/Capital Project Manager
Renton	\$ 112,812.00	\$ 137,496.00	Capital Projects Manager
Federal Way	\$ 111,684.00	\$ 141,444.00	Senior Civil Engineer
Auburn	\$ 122,505.00	\$ 150,589.00	Project Engineer

This increases our market median from a max salary rate of \$130,507 annually to \$141,676 annually.

Additional Information for Consideration

1. Internal Pay Equity. This position is currently compensated at Range 59. The additional classifications compensated at this range are;
 - a. Senior Planner
 - b. Budget Analyst
 - c. Technical Project Manager

These three (3) positions do not require high touch with multiple departments, community, and Council. This position requires an incumbent with a unique blend of technical, communication, and organizational skills. Though the position does not manage internal City employees, the position will be responsible for management and oversight of multiple consultants.

Given the level of risk and responsibility associated with this position is at a minimum equivalent to what is expected from an engineering or capital project manager, this

position is being compared to positions in Range 68. This Range includes the following classifications:

- a. Building Official
- b. Economic Development Manager
- c. Engineering Review Manager
- d. Engineering Manager

The commonalities among these classifications in comparison to the Special Capital Project Manager are aligned in risk and responsibility as well as education, experience, and preferred certifications/licenses.

2. Current Market and Caliber of Candidates. As of July 10, 2024, the City of Redmond posted for their job ad for a Senior Engineer/Capital Project Manager with a max pay rate of \$155,904 annually. We are, respectfully, searching for comparable candidates in the same pool of applicants. Our current pool of candidates has not yielded the level of candidates we are looking for, those who did, declined due to pay; one candidate was currently being paid more than our max salary (even if adjusted to the new market median of \$141,676) with room to grow, and the other candidate declined and accepted another job offer with higher pay.

Summary/Recommendation(s)

To meet the market and be competitive, we recommend adjusting the compensation for the Special Capital Project Manager from Range 58 to Range 68, which is \$127,324 to \$162,985 annually.

Additional Information for Consideration

No additional consideration presented at this time.



MEMORANDUM

To: Administration and Finance Committee
Through: Gwen Pilo, Finance Director
From: William Appleton, Public Works Director
Date: August 1, 2024
Subject: SeaTac Civic Campus Project – Additional Project Funding
Agenda Bill #

Purpose:

An Ordinance amending the 2023-2024 biennial budget providing project funding for the SeaTac Civic Campus Project to procure on-call consultant services in support of project site selection activities and authorize the interim City Manager to execute a Phase 2 contract with JLL, our owner's representative. Phase 2 activities shall include: site acquisition support and project bond planning.

Background:

At the March 26, 2024 RCM, Council authorized the City manager to enter into a contract with JLL to act as our owner's representative for the City of SeaTac Civic Campus Project. The contract was for Phase 1 and includes: Vision and Project Management Setup, Definition & Program, Development & Analysis of Implementation Alternatives and Recommendations and Next Steps. With this phase of the project nearing completion, execution of a contract with JLL to begin Phase 2 (site acquisition support and project bond planning) of the attached development management plan is necessary. As shown in the attached project schedule, Phase 2 begins prior to the completion of Phase 1 and runs in parallel for several months. JLL Phase 2 costs are \$265,000.

Additionally, during Phase 2 of the project, specialty consultant services will be necessary to help select and assess the sites being considered for the civic campus and perform due diligence. On-call consultants will provide services within the following areas of expertise/disciplines:

- Geotechnical
- Surveying
- Transportation
- Property Condition Assessment
- Environmental
- Seismic

- Project Massing
- Air Quality and Noise

The cost for these specialty services are estimated at \$68,000 per site, with potentially up to three sites being evaluated for a total cost of \$204,000.

To ensure community outreach and input around the Civic Campus Project is successful, a community outreach consultant is recommended to assist staff in this effort. The cost associated with these services is estimated at \$85,000.

Lastly, the services of both a municipal financing consultant and bond counsel will be necessary to ensure the most advantageous and best suited financing approach is both identified and implemented. These services are estimated to cost \$75,000 and 125,000 respectively.

The funding request is itemized below:

Owner’s Representative - Phase 2	\$265,000
Site Investigation and Due Diligence	\$204,000
Community Engagement Consultant	\$ 85,000
Project Financing Consultant	\$ 75,000
Bond Counsel	\$125,000
Total Request	\$754,000

Approval of the requested funds will allow for the completion of site selection/acquisition and the associated civic campus massing study (facilities/programs and their layout on the site). Selection/implementation of the appropriate funding approach to pay for the design and construction of the selected Civic Campus layout will also be completed; the attached Ordinance amends the current budget to provide the additional project funding. Funding will come from both the 306 Fund and the General Fund (001).

If approved, the funding obligated towards the project thus far is as follows:

JLL – Phase 1 Contract	\$327,600
JLL – Phase 1 – reimbursables	\$19,500
Staff Project Manager (5-years)	\$639,420
JLL Phase 2 Contract	\$265,000
Professional Services Contracts	\$489,000
Total	\$1,740,520

Options/Recommendation:

To advance project activities around community outreach, site evaluation and property acquisition, staff recommend the committee approve placement of the subject Ordinance on the August 13th RCM action agenda with a recommendation to approve.

ORDINANCE NO. _____

An ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2023-2024 biennial budget to provide additional funding for the SeaTac Civic Campus Project.

WHEREAS in 2020, the City contracted with ARC Architects to evaluate the long-term viability and suitability of the existing City Hall and the Maintenance Facility with the goal of serving the community for the next 40 years; and

WHEREAS in 2021, ARC Architects delivered the results of these evaluations to City staff; and

WHEREAS in 2021, the Administration and Finance Committee reviewed the architect's preliminary recommendations for City Hall and the Maintenance Facility to improve safety and replace aging and inadequate systems; and

WHEREAS in an August 2022 Council Study Session, the Council reviewed the options for City Hall including the option to construct a Civic Campus inclusive of a new City Hall ("Civic Campus"); and

WHEREAS, the City Council recognize the value of pursuing a Civic Campus to provide community benefits to include increasing accessibility from collocating similar community and municipal services, providing community open space, creating civic meeting spaces, and creating opportunities to develop mixed use buildings, including potential commercial and retail uses in addition to municipal and community-based services; and

WHEREAS, the Civic Campus Project is underway and additional project funding is needed for community outreach, site selection and financial planning services associated with the next phase of the Project;

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

Section 1. The City Manager is authorized to enter into a Phase 2 (Acquisition Transaction Management & Project Bond Planning) contract with our owner representative, JLL as well as other professional services contracts as necessary to advance the Civic Campus project through site acquisition.

Section 2. The 2023-2024 Biennial Budget shall be amended to increase expenditures in the Facility Construction CIP Fund (#306) by \$679,000, and the General Fund (#001) by \$75,000 to fully fund anticipated project expenditures.

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

ADOPTED this _____ day of _____, 2024, and signed in authentication thereof on this _____ day of _____, 2024.

CITY OF SEATAC

Mohamed Egal, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to form:

Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]

Civic Campus Update and Funding Request

A&F Committee
August 1, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

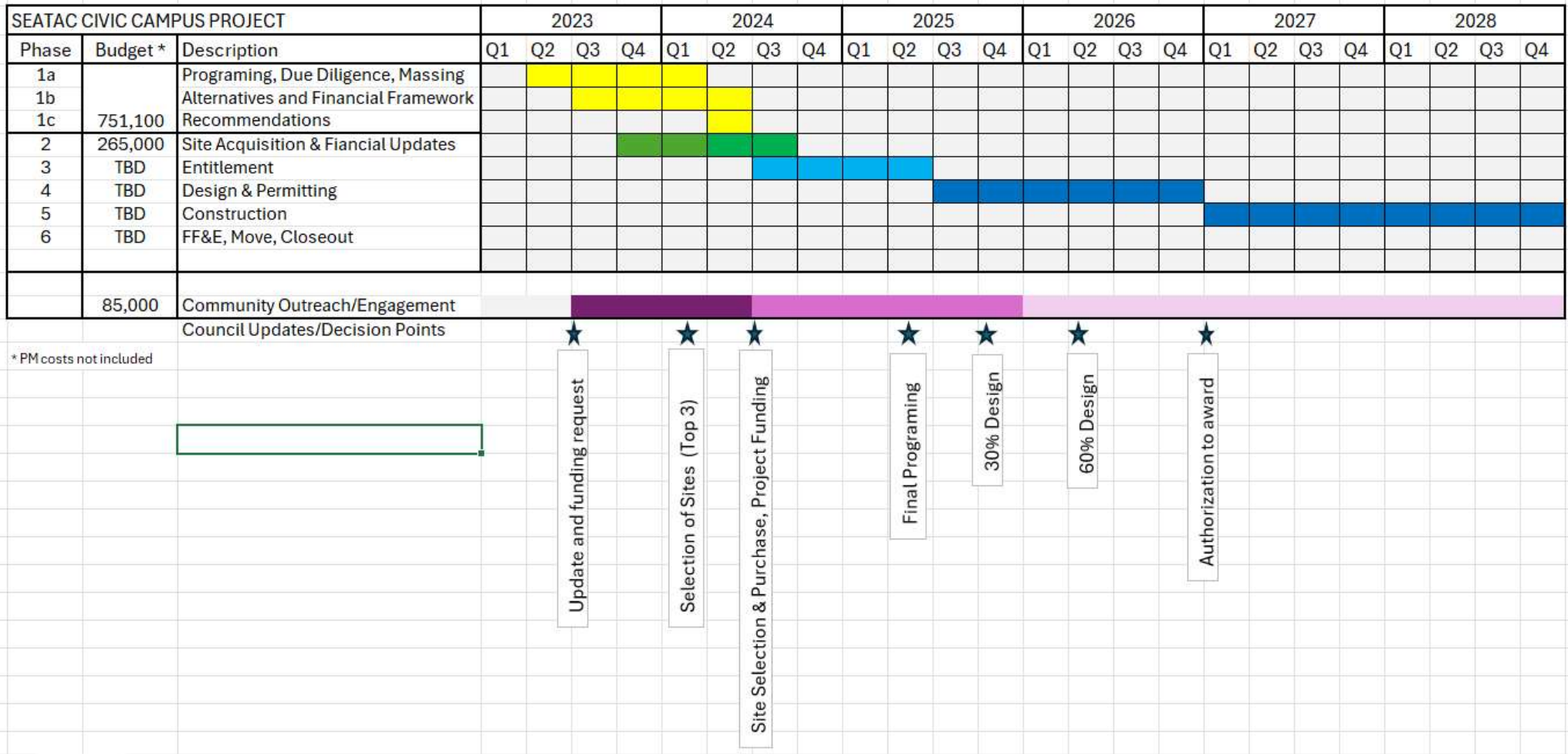
To provide an update to Committee on the status of the Civic Campus Project and request an amendment to the 2023-2024 authorizing an additional \$754,000 for consulting services in support of the project.

IMPORTANCE OF THIS TOPIC

- Obtain authorization to provide additional project funding necessary to advance the SeaTac Civic Center Project through site selection.
- Obtain authorization to enter into consultant contracts as needed to advance the project up to the point of site purchase.

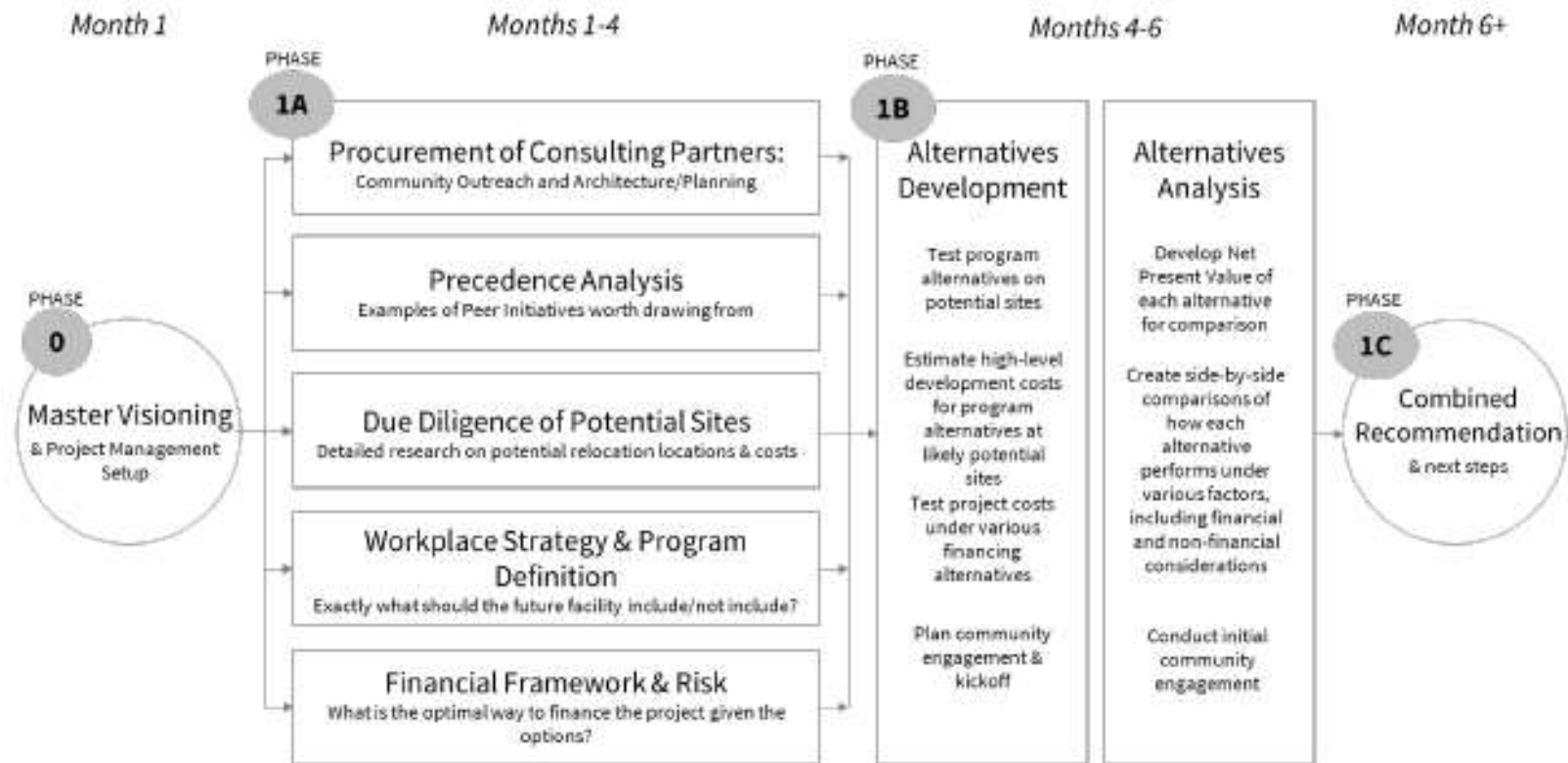


PROJECT SCHEDULE SUMMARY



SEATAC CIVIC CENTER CONCEPT DEVELOPMENT

Phases 0 & 1: Project Initiation, Analysis, & Implementation Recommendation



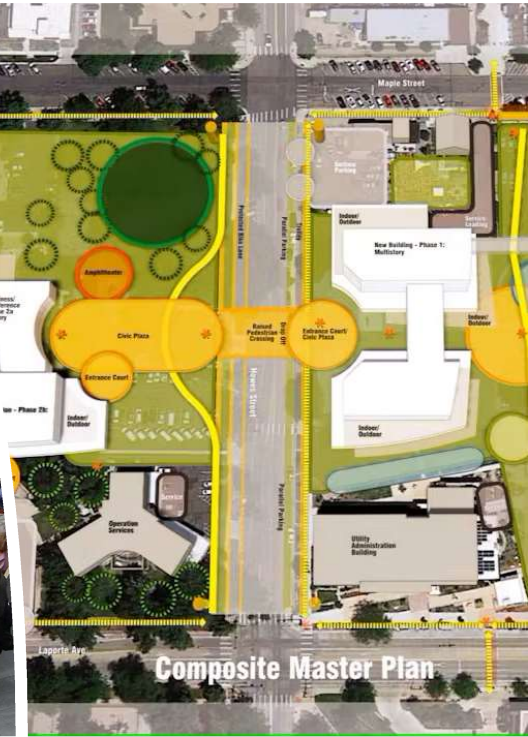
PROGRESS TO DATE

Completed:

- ✓ Project Initiation and Setup
- ✓ Master Visioning
- ✓ Precedence Analysis

In Progress:

- ✓ Workplace Strategy and Program Definition
- ✓ Procurement of Consulting Partners
- ✓ Develop Community Outreach Program



NEXT STEPS

- Continue Community Outreach Program
- Financial Analysis
- Initial Massing Study
- Identify/Prioritize Site Selection Criteria
- Finalize List of Sites for assessment
- Finalize Massing Study
- Select top (3) sites and perform due diligence
- Identify preferred site and negotiate a purchase and sale agreement.



ADDITIONAL FUNDING REQUIREMENTS

Consultant Contracts

Site Investigation and Due Diligence	\$204,000
<ul style="list-style-type: none">• Geotechnical• Surveying• Transportation• Property Condition Assessment• Environmental• Seismic• Project Massing• Air Quality and Noise	
Community Engagement Consultant	\$ 85,000
Project Financing Consultant	\$ 75,000
Bond Counsel	\$125,000
<u>Owner's Representative (JLL) - Phase 2</u>	<u>\$265,000</u>
Total Request	\$754,000



PROPOSED ORDINANCE

Authorizes the City Manager to Enter into consultant contracts as needed to advance the project to the point of site acquisition.

Amends the 2023-2024 budget to increase project funding levels by \$754,000 To fully fund the Phase 2 contract with JLL and provide funding for community outreach, financial and bond consulting, site evaluation, due diligence and purchase and sale support.



REQUESTED COMMITTEE ACTION

Forward the subject Ordinance to full Council for consideration with a recommendation for approval.



QUESTIONS?





MEMORANDUM

To: Administration and Finance Committee
Through: Kyle Moore, Interim City Manager
From: Gwen Pilo, Finance Director
Date: August 1, 2024
Re: Surplus Police Patrol Rifles

Purpose/Action Requested: Recommendation to Council declaring Police Patrol Rifles surplus and authorizing the Police Department to dispose of surplus equipment through donation to the King County Sheriff's Office. Staff is requesting this be placed on the Consent agenda for the August 13, 2024, Council Meeting.

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

The SeaTac Police Department would like the current SeaTac owned patrol rifles to be converted to King County ownership to modernize and maintain the equipment. The list of rifles recommended for disposal is attached.

History: In the early 2000's SeaTac purchased Patrol Rifles to equip their Officers. At the time K.C.S.O. did not issue rifles to their Deputies, so SeaTac made purchasing this equipment a priority. Several of the rifles are "Bushmaster" brand (15) and currently not approved for carry on duty by the K.C.S.O. The remaining rifles in the inventory are "Colt" (18). Some are nearing the end of their service life and require replacement parts to pass inspection to be safely deployed by Officers.

Since SeaTac implemented their rifle program several members assigned to SeaTac who were qualified armorers, thus able to maintain the rifles, have moved to other assignments outside of the city. The Police Department currently have no armorers qualified to maintain these rifles. Additionally, the Police Department has limited, secure storage space making it difficult to maintain a proper armory and manage inventory.

The K.C.S.O. has now standardized its Patrol Rifle program. The current K.C.S.O. policy is to issue Deputies a rifle owned by King County after they have completed the required training and qualify with the firearm. That specific rifle will then remain assigned to the specific Deputy, regardless of assignment, until either the rifle is taken out of service, or the Deputy voluntarily turns it in. This mirrors the procedure used to issue K.C.S.O. handguns, computers, and other equipment, allowing for standardization while providing the ability to properly maintain and track the asset.

Most of the current inventory are outdated, those that are deployable are nearing the end of their service life and it would be cost prohibitive to upgrade them. Having SeaTac replace the rifles, given the K.C.S.O. policy of now equipping the Deputies, does not make financial sense for the city, nor does maintaining a city asset that is not usable, have any value.

For these reasons, staff proposes the current inventory of SeaTac rifles be converted to King County assets. This will remove the City from the business of firearms ownership, with further benefits of:

- Transferring liability for maintenance, inventory, and replacement to King County.
- Modernizing and standardizing equipment issued to our officers, a continuing investment which aids in recruitment and retention.
- Commonality in training.

Per Policy, once assets are declared surplus departments have 30 days in which to dispose of them using the most cost-effective method for the City.

Budget Significance: There is no impact on the budget as the assets will be transferred to King County for disposal or certification and reissue SeaTac Deputies.

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	010296	COLT LE 6920 RIFLE	LE100625	1/24/2012	Surplus		Police
CP	010297	COLT LE 6920 RIFLE	LE100840	1/24/2012	Obsolete		Police
CP	010298	COLT LE 6920 RIFLE	LE101016	1/24/2012	Obsolete		Police
CP	010299	COLT LE 6920 RIFLE	LE101040	1/24/2012	Obsolete		Police
CP	010261	COLT LE 6920 RIFLE	LE091831	7/15/2011	Obsolete		Police
CP	010262	COLT LE 6920 RIFLE	LE091741	7/15/2011	Surplus		Police
CP	010263	COLT LE 6920 RIFLE	LE091830	7/15/2011	Obsolete		Police
CP	010264	COLT LE 6920 RIFLE	LE091779	7/15/2011	Surplus		Police
CP	010265	COLT LE 6920 RIFLE	LE091793	7/15/2011	Obsolete		Police
CP	010266	COLT LE 6920 RIFLE	LE091810	7/15/2011	Surplus		Police
CP	009622	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE060711	5/11/2010	Obsolete		Police
CP	009623	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE61362	5/11/2010	Surplus		Police
CP	009624	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE61465	5/11/2010	Surplus		Police
CP	009625	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE061854	5/11/2010	Obsolete		Police
CP	009626	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE61888	5/11/2010	Obsolete		Police
CP	009627	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE61890	5/11/2010	Surplus		Police
CP	009628	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE061972	5/11/2010	Surplus		Police
CP	009629	COLT DEFENSE RIFLE 16" BARREL M4 STYLE	LE061979	5/11/2010	Surplus		Police
CP	010233	AIMPOINT RIFLE SCOPE	87614	5/11/2010	Obsolete		Police
CP	010234	AIMPOINT RIFLE SCOPE	1336738	5/11/2010	Surplus		Police
CP	010235	AIMPOINT RIFLE SCOPE	1336715	5/11/2010	Obsolete		Police
CP	010236	AIMPOINT RIFLE SCOPE	1336715	5/11/2010	Obsolete		Police
CP	010237	AIMPOINT RIFLE SCOPE	872637	5/11/2010	Surplus		Police
CP	010238	AIMPOINT RIFLE SCOPE	872510	5/11/2010	Obsolete		Police
CP	010239	AIMPOINT RIFLE SCOPE	1336736	5/11/2010	Obsolete		Police
CP	010240	AIMPOINT RIFLE SCOPE	1336708	5/11/2010	Surplus		Police
CP	010241	AIMPOINT RIFLE SCOPE	872627	5/11/2010	Obsolete		Police
CP	010242	AIMPOINT RIFLE SCOPE	1336724	5/11/2010	Obsolete		Police
CP	008941	RIFLE/SCOPE	L222431	8/20/2001	Obsolete		Police
CP	008942	RIFLE/SCOPE	L222430	8/20/2001	Obsolete		Police
CP	008943	RIFLE/SCOPE	L222428	8/20/2001	Obsolete		Police
CP	008944	RIFLE/SCOPE	L222214	8/20/2001	Obsolete		Police

CP	008945	RIFLE/SCOPE	L222174	8/20/2001	Obsolete	Police
CP	008946	RIFLE/SCOPE	L222173	8/20/2001	Obsolete	Police
CP	008947	RIFLE/SCOPE	L222166	8/20/2001	Obsolete	Police
CP	008948	RIFLE/SCOPE	L220995	8/20/2001	Obsolete	Police
CP	008949	RIFLE/SCOPE	L220994	8/20/2001	Obsolete	Police
CP	008950	RIFLE/SCOPE	L222751	8/20/2001	Obsolete	Police



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 June 30, 2024




REVENUE STOPLIGHT CHART

BUDGETED REVENUE BY CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2024

<u>Revenue Description</u>	<u>2023 ACTUAL</u>	<u>2023 % of Budget</u>	<u>2024 Annual BUDGET</u>	<u>2024 ACTUAL</u>	<u>Percent Collected</u>	<u>% Expected to Date</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$9,348,530	53%	\$18,600,000	\$10,054,586	54%		50%
Sales & Use Tax (operating)	\$5,248,601	32%	\$18,000,000	\$5,825,182	32%		33%
Sales & Use Tax (construction) (#301)	\$535,664	54%	\$1,000,000	\$1,081,716	108%		33%
Criminal Justice-Sales Tax & State Shared Rev	\$582,908	37%	\$1,592,000	\$599,441	38%		33%
Leasehold Excise Tax	\$1,071,116	41%	\$4,000,000	\$669,998	17%		25%
Emergency Medical Svcs Levy	\$194,169	33%	\$592,342	\$554,338	94%		25%
Parking Tax (#102)	\$4,130,565	46%	\$10,174,500	\$3,799,784	37%		42%
Motor Vehicle Tax - City Streets (#102)	\$192,172	31%	\$620,000	\$183,494	30%		33%
Hotel/Motel Special Revenue Tax (#107)	\$529,450	29%	\$1,900,000	\$559,599	29%		33%
Real Estate Excise Tax - #1 & #2 (#301)	\$313,723	26%	\$1,200,000	\$251,624	21%		42%
Subtotal: Taxes	\$22,146,898	42%	\$57,678,842	\$23,579,762	41%		40%
Permits & Plan Review (building, electrical, etc.)	\$1,722,957	102%	\$1,901,418	\$1,087,478	57%		50%
Engineering Plan Review	\$321,966	63%	\$507,500	\$330,792	65%		50%
Business Licenses	\$360,458	60%	\$600,000	\$397,917	66%		50%
Parks Programs	\$411,685	54%	\$746,349	\$328,984	44%		50%
Franchise Fees (#001 & #404)	\$422,383	46%	\$942,653	\$487,099	52%		21%
Valley Rdg./N. SeaTac Turf Field Fees (#301)	\$318,378	42%	\$750,000	\$328,234	44%		50%
GMA Traffic Impact Fees (#307)	\$233,049		\$0	\$30,070	*		50%
Stormwater Fees (#403)	\$1,886,504	48%	\$3,993,550	\$1,984,775	50%		50%
Long Term Leases (CH & YMCA)	\$224,558	64%	\$258,990	\$205,884	79%		50%
Subtotal: Permits and Services	\$5,901,938	62%	\$9,700,460	\$5,181,233	53%		47%
Operating & Other Grants	\$1,830,229	23%	\$10,829,564	\$2,924,227	27%		
Parks Capital Grants	\$132,983	175%	\$325,196	\$137,778	42%		
Transportation Capital Grants	\$78,219	2%	\$7,037,414	\$541,745	8%		
SWM Capital Grants	\$0	*	\$180,000	\$0	*		
Subtotal: Capital Grants	\$2,041,432	18%	\$18,372,174	\$3,603,750	20%		
Investment Interest	\$2,090,656	139%	\$1,502,035	\$2,928,881	195%		50%
Other Revenues (NO Transfers)	\$891,299	30%	\$1,426,907	\$769,781	54%		50%
TOTAL REVENUES	\$33,072,223	42%	\$88,680,418	\$36,063,407	41%		41%

LEGEND:

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

REVENUE STOPLIGHT CHART

Notes

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

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

Four month benchmark is 33%

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

Sales & Use Construction: The Port of Seattle provided an updated construction vendor list in March 2024. The list has assisted us in properly identifying construction sales tax for allocation to the 301 Fund. See sales tax report for more details.

Quarterly benchmark is 25%

Leasehold Taxes: These taxes are remitted to the State quarterly. The first payment for 2024 occurred in June. Payments are recorded in June, September, December and March.

Five month benchmark is 42%

Parking Taxes: Parking tax is based on the number of transactions that occur and not on occupancy or the value of service provided. There is a one month lag on collection of parking tax. The revenue is behind expectation due to several past due accounts we are working on collecting.

Real Estate Excise Tax: Real estate sales in the city are running slightly behind 2023. Average sales for the first half of 2024 were \$11.1M compared to \$13.2M for the same time period in 2023.

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 are several small 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 (\$5.8M) not recognized as revenue until expended.

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

Transportation Capital Grants: Includes grants for S 34th Phase II and Airport Station Area Project.

Investment Interest: Investments in 2024 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.

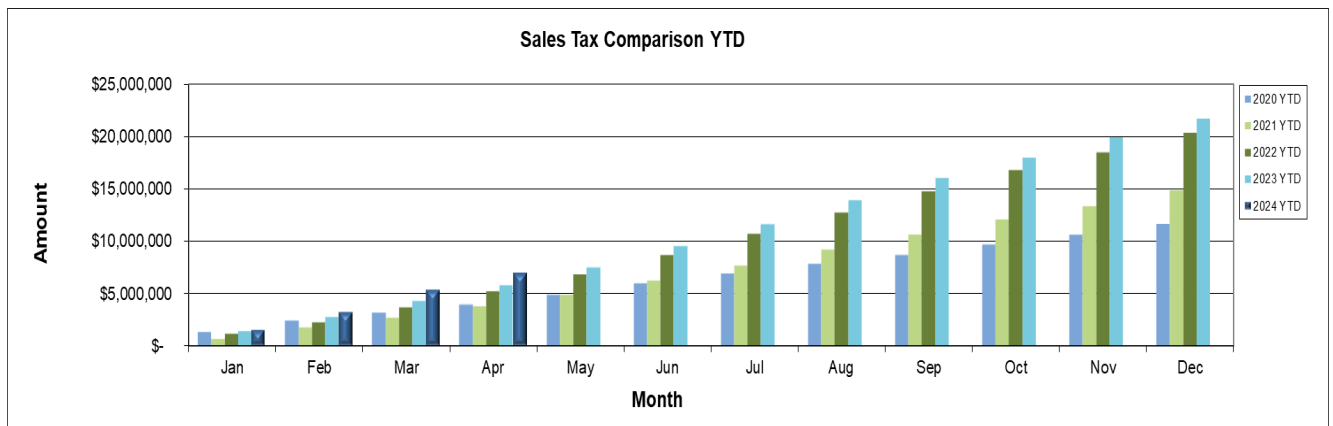
REVENUE
CHARTS
&
SALES TAX
REPORT

Sales Tax

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

The chart below reflects total sales tax paid to the City, both operational and Port construction sales tax. Sales tax receipts collected in **June 2024** for **April 2024** were 5.1% above those from the same period in 2023 and are up 19.4% for the year. 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.

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

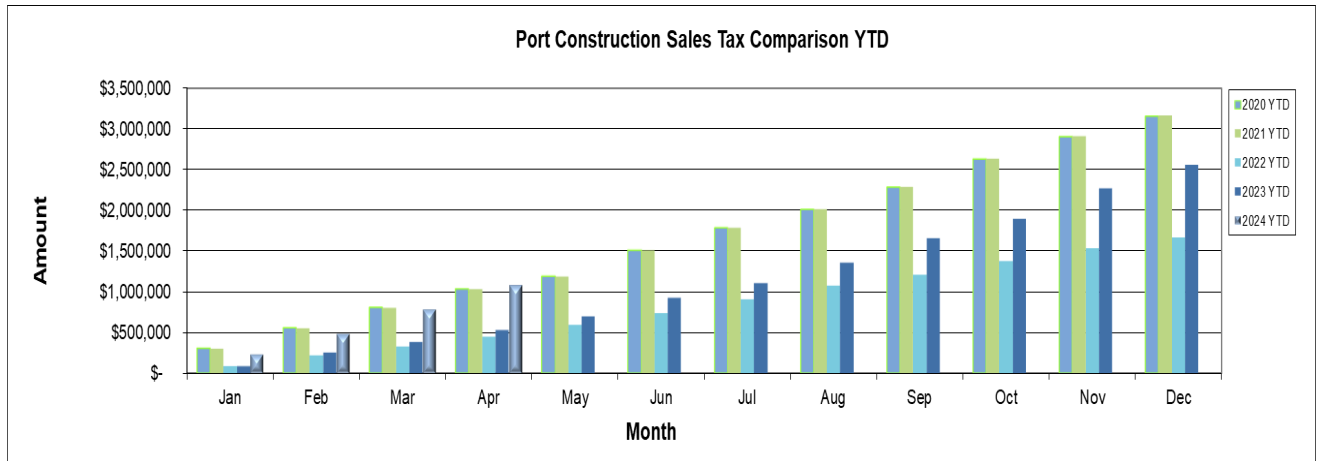


Construction Sales Tax

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 to the fund and now the Port provides a list to us each year. It is important to note, prior to 2018 the tax was deposited into the general fund.

The baggage optimization, C Concourse Expansion, and SEA Gateway projects are currently underway and future projects include the IAF Airline Realignment and South Concourse Evolution. Construction sales tax receipts for 2024 have grown significantly over 2023 with a

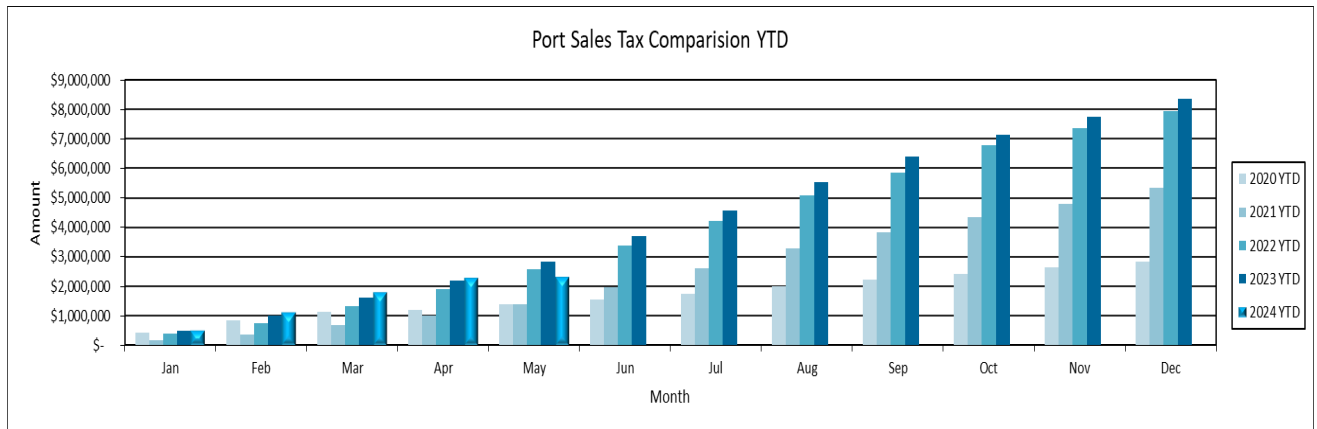
102% increase and collections (\$1,081,716) have already exceeded the budgeted amount of \$1,000,000. Identifiable Port Construction Sales Tax is about 55% of total sales tax from construction activities throughout the city.



Port Sales Tax

The chart below tracks the sales tax attributed to retail trade specifically at the airport.

Revenue is up 8.1% from 2023 making 2024 the highest performing year to date. The opening of the new North Satellite and the International Arrivals Facility has contributed to growth at the airport and 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 **first quarter** performance of the 5 top sectors compared to all other sectors over the last five years.

In the first quarter of 2024, **Retail** fell **10%** with a decline in home furnishings, sporting goods, and clothing sales and **All Other** sectors decreased **8%**. **Construction** was up **116.5%** and **Transportation & Warehousing** increased **32.5%**.

Quarter 1 saw a total increase of **24.5%**, compared to 2023 which saw a **14.4%** increase overall.

	1st Quarter				
	2020	2021	2022	2023	2024
Retail Trade	\$ 292,074	\$ 282,824	\$ 386,801	\$ 520,663	\$ 468,594
\$ Change	\$ (61,034)	\$ (9,250)	\$ 103,977	\$ 133,862	\$ (52,069)
% Change	-17.3%	-3.2%	36.8%	34.6%	-10.0%
% of Total	9.2%	10.3%	10.4%	12.2%	8.8%
Accommodation & Food Services	\$ 487,958	\$ 366,866	\$ 737,330	\$ 942,922	\$ 982,689
\$ Change	\$ (351,893)	\$ (121,092)	\$ 370,464	\$ 205,592	\$ 39,767
% Change	-41.9%	-24.8%	101.0%	27.9%	4.2%
% of Total	15.3%	13.4%	19.8%	22.1%	18.5%
Construction	\$ 1,149,319	\$ 1,049,409	\$ 655,187	\$ 701,300	\$ 1,518,662
\$ Change	\$ (470,092)	\$ (99,910)	\$ (394,222)	\$ 46,113	\$ 817,362
% Change	-29.0%	-8.7%	-37.6%	7.0%	116.5%
% of Total	36.0%	38.4%	17.6%	16.4%	28.6%
Transportation/Warehousing/Utilities	\$ 490,826	\$ 422,539	\$ 828,795	\$ 827,521	\$ 1,096,605
\$ Change	\$ (212,058)	\$ (68,287)	\$ 406,256	\$ (1,274)	\$ 269,084
% Change	-30.2%	-13.9%	96.1%	-0.2%	32.5%
% of Total	15.4%	15.4%	22.2%	19.4%	20.7%
Finance/Insurance/Real Estate	\$ 360,444	\$ 270,783	\$ 517,611	\$ 593,066	\$ 617,746
\$ Change	\$ (123,304)	\$ (89,661)	\$ 246,828	\$ 75,455	\$ 24,680
% Change	-25.5%	-24.9%	91.2%	14.6%	4.2%
% of Total	11.3%	9.9%	13.9%	13.9%	11.6%
All Others	\$ 411,118	\$ 343,746	\$ 600,621	\$ 678,282	\$ 624,029
\$ Change	\$ (62,762)	\$ (67,372)	\$ 256,875	\$ 77,661	\$ (54,253)
% Change	-13.2%	-16.4%	74.7%	12.9%	-8.0%
% of Total	12.9%	12.6%	16.1%	15.9%	11.8%
Total	\$ 3,191,738	\$ 2,736,167	\$ 3,726,345	\$ 4,263,754	\$ 5,308,325
\$ Change	\$ (1,281,144)	\$ (455,571)	\$ 990,178	\$ 537,409	\$ 1,044,571
% Change	-28.6%	-14.3%	36.2%	14.4%	24.5%

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

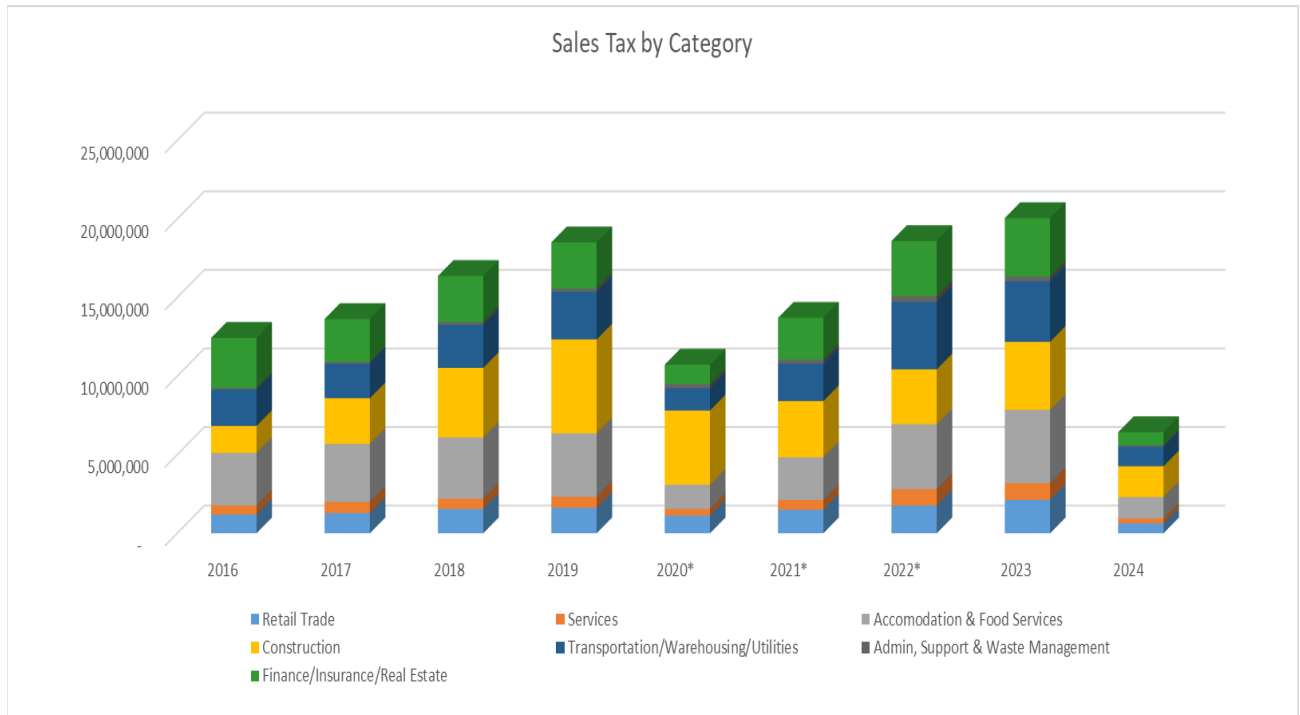
March 2024 outperformed the same period last year with a total increase of **42.2%** for the month, over **2023**. All categories outperformed the same period last year, with the exception of the **All Others** category which saw a decrease of **10.1%**. **Construction** accounts for the largest increase for the month at **181.2%**.

	March				
	2020	2021	2022	2023	2024
Retail Trade	\$ 84,266	\$ 113,519	\$ 147,858	\$ 170,163	\$ 171,340
\$ Change	\$ (54,734)	\$ 29,253	\$ 34,339	\$ 22,305	\$ 1,177
% Change	-39.4%	34.7%	30.2%	15.1%	0.7%
% of Total	10.8%	11.9%	10.3%	11.4%	8.1%
Accommodation & Food Services	\$ 52,051	\$ 154,951	\$ 302,895	\$ 355,164	\$ 365,539
\$ Change	\$ (265,200)	\$ 102,900	\$ 147,944	\$ 52,269	\$ 10,375
% Change	-83.6%	197.7%	95.5%	17.3%	2.9%
% of Total	6.7%	16.2%	21.0%	23.9%	17.3%
Construction	\$ 378,396	\$ 225,668	\$ 220,891	\$ 252,523	\$ 710,187
\$ Change	\$ (142,776)	\$ (152,728)	\$ (4,777)	\$ 31,632	\$ 457,664
% Change	-27.4%	-40.4%	-2.1%	14.3%	181.2%
% of Total	48.7%	23.6%	15.3%	17.0%	33.6%
Transportation/Warehousing/Utilities	\$ 93,886	\$ 192,543	\$ 335,578	\$ 223,761	\$ 400,727
\$ Change	\$ (149,594)	\$ 98,657	\$ 143,035	\$ (111,817)	\$ 176,966
% Change	-61.4%	105.1%	74.3%	-33.3%	79.1%
% of Total	12.1%	20.1%	23.3%	15.1%	18.9%
Finance/Insurance/Real Estate	\$ 43,531	\$ 118,150	\$ 211,717	\$ 226,754	\$ 234,748
\$ Change	\$ (145,839)	\$ 74,619	\$ 93,567	\$ 15,037	\$ 7,994
% Change	-77.0%	171.4%	79.2%	7.1%	3.5%
% of Total	5.6%	12.3%	14.7%	15.3%	11.1%
All Others	\$ 125,257	\$ 152,960	\$ 221,620	\$ 258,371	\$ 232,340
\$ Change	\$ (40,656)	\$ 27,703	\$ 68,660	\$ 36,751	\$ (26,031)
% Change	-24.5%	22.1%	44.9%	16.6%	-10.1%
% of Total	16.1%	16.0%	15.4%	17.4%	11.0%
Total	\$ 777,389	\$ 957,791	\$ 1,440,559	\$ 1,486,736	\$ 2,114,881
\$ Change	\$ (798,799)	\$ 180,402	\$ 482,768	\$ 46,177	\$ 628,145
% Change	-50.7%	23.2%	50.4%	3.2%	42.2%

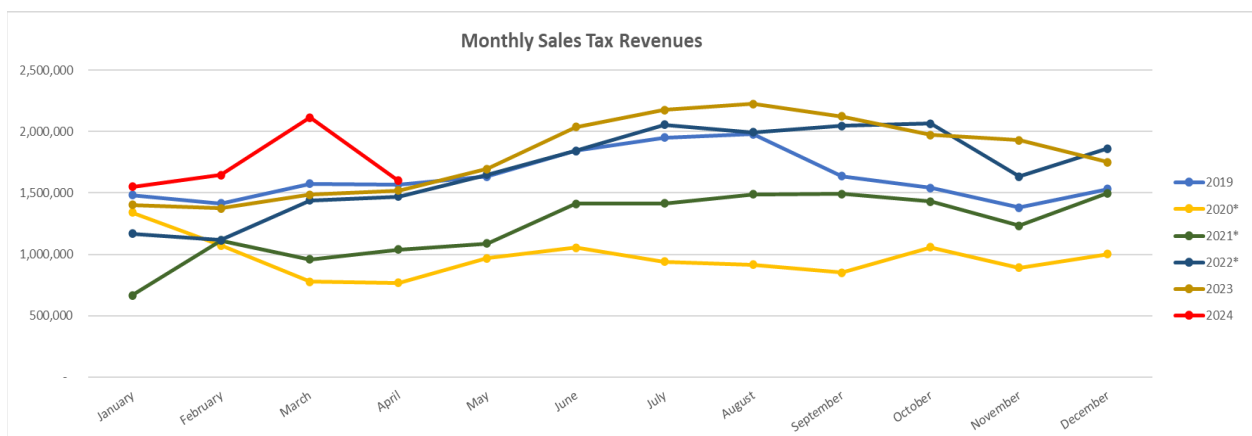
April 2024 outperformed the same period last year by **5.1%**, again exhibiting signs of the slowing economy. **Retail Trade** and **Accommodations & Food Services** are starting to bounce back after a slow start to the year with increases of **4.7%** and **13.7%** respectively. **Transportation & Warehousing** are down **55%** due to a decline in the Air Transportation group, along with **Finance/Insurance/Real Estate** down **7.1%** primarily in the Rental & Leasing Services group.

	April				
	2020	2021	2022	2023	2024
Retail Trade	\$ 73,107	\$ 88,300	\$ 137,783	\$ 152,818	\$ 160,070
\$ Change	\$ (53,355)	\$ 15,193	\$ 49,483	\$ 15,035	\$ 7,252
% Change	-42.2%	20.8%	56.0%	10.9%	4.7%
% of Total	9.5%	8.5%	9.4%	10.1%	10.0%
Accommodation & Food Services	\$ 126,680	\$ 177,299	\$ 315,229	\$ 335,393	\$ 381,364
\$ Change	\$ (174,442)	\$ 50,619	\$ 137,930	\$ 20,164	\$ 45,971
% Change	-57.9%	40.0%	77.8%	6.4%	13.7%
% of Total	16.5%	17.0%	21.5%	22.1%	23.9%
Construction	\$ 407,816	\$ 290,785	\$ 224,049	\$ 243,494	\$ 448,000
\$ Change	\$ (132,202)	\$ (117,031)	\$ (66,736)	\$ 19,445	\$ 204,506
% Change	-24.5%	-28.7%	-23.0%	8.7%	84.0%
% of Total	53.1%	28.0%	15.2%	16.0%	28.0%
Transportation/Warehousing/Utilities	\$ 49,567	\$ 179,527	\$ 342,490	\$ 311,061	\$ 139,951
\$ Change	\$ (203,656)	\$ 129,960	\$ 162,963	\$ (31,429)	\$ (171,110)
% Change	-80.4%	262.2%	90.8%	-9.2%	-55.0%
% of Total	6.4%	17.3%	23.3%	20.5%	8.8%
Finance/Insurance/Real Estate	\$ 52,024	\$ 146,535	\$ 238,723	\$ 236,644	\$ 219,884
\$ Change	\$ (138,581)	\$ 94,511	\$ 92,188	\$ (2,079)	\$ (16,760)
% Change	-72.7%	181.7%	62.9%	-0.9%	-7.1%
% of Total	6.8%	14.1%	16.2%	15.6%	13.8%
All Others	\$ 59,395	\$ 157,457	\$ 211,108	\$ 241,099	\$ 249,303
\$ Change	\$ (97,752)	\$ 98,062	\$ 53,651	\$ 29,991	\$ 8,204
% Change	-62.2%	165.1%	34.1%	14.2%	3.4%
% of Total	7.7%	15.1%	14.4%	15.9%	15.6%
Total	\$ 768,590	\$ 1,039,903	\$ 1,469,382	\$ 1,520,509	\$ 1,598,572
\$ Change	\$ (799,988)	\$ 271,313	\$ 429,479	\$ 51,127	\$ 78,063
% Change	-51.0%	35.3%	41.3%	3.5%	5.1%

The bar chart below shows sales tax year over year and the impacts of the pandemic on sales tax collections by category. 2024 accounts for 4 months of tax collection.



The line graph below shows SeaTac’s sales tax revenue month over month through **April 2024** compared to the five prior years and shows collections just above 2019 numbers and tracking above **2023** for the for the year. In the **2023** reports, we anticipated the signs of recession/inflation concerns and declining consumer confidence would impact our sales tax collections. While that did not materialize, we are remaining aware of the impacts of high interest rates on consumer spending and continue to monitor for signs of declining sales tax over the remainder of the year.

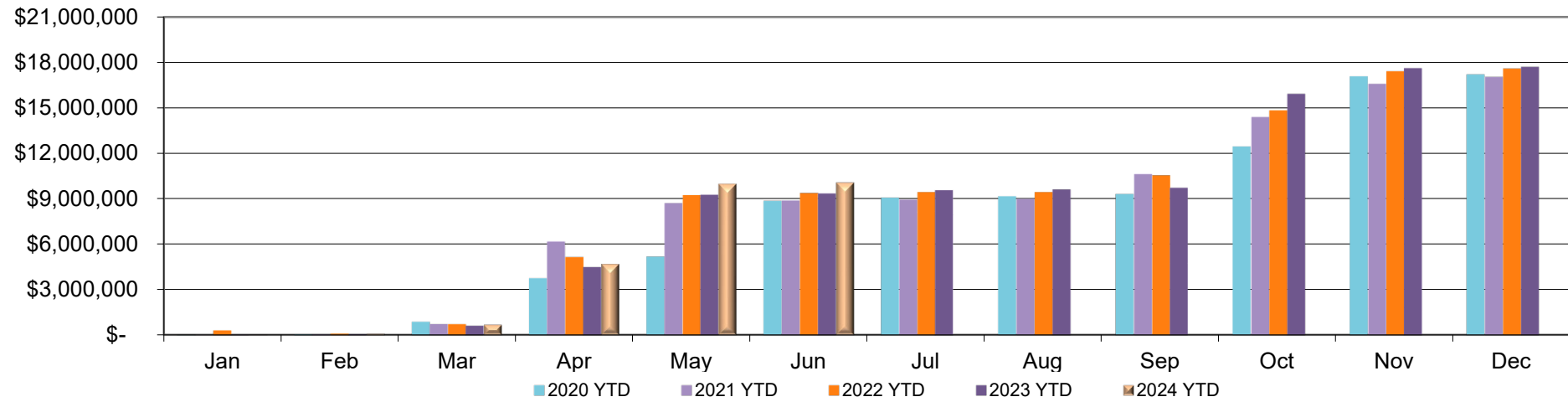


**City of SeaTac
Year to Year Revenue Comparison**

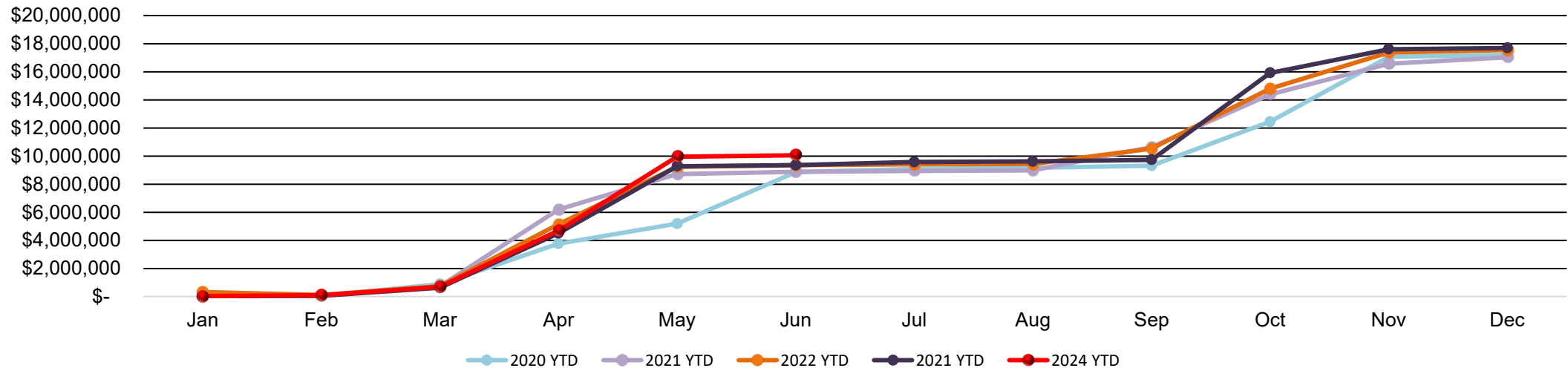
Property Taxes

Month	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	2024	2024 YTD	Variance YTD
Jan	\$ 16,551	\$ 16,551	\$ 14,507	\$ 14,507	\$ 316,770	\$ 316,770	\$ 31,311	\$ 31,311	\$ 27,713	\$ 27,713	\$ (3,598)
Feb	\$ 40,881	\$ 57,433	\$ 44,723	\$ 59,230	\$ (206,666)	\$ 110,103	\$ 29,013	\$ 60,324	\$ 59,421	\$ 87,134	\$ 26,810
Mar	\$ 825,799	\$ 883,232	\$ 671,760	\$ 730,989	\$ 626,393	\$ 736,497	\$ 570,389	\$ 630,713	\$ 596,033	\$ 683,167	\$ 52,454
Apr	\$ 2,871,481	\$ 3,754,713	\$ 5,457,073	\$ 6,188,062	\$ 4,399,587	\$ 5,136,084	\$ 3,869,010	\$ 4,499,724	\$ 4,005,259	\$ 4,688,426	\$ 188,703
May	\$ 1,428,855	\$ 5,183,568	\$ 2,519,398	\$ 8,707,459	\$ 4,096,874	\$ 9,232,957	\$ 4,775,188	\$ 9,274,912	\$ 5,269,201	\$ 9,957,627	\$ 682,715
Jun	\$ 3,673,890	\$ 8,857,458	\$ 172,767	\$ 8,880,226	\$ 125,898	\$ 9,358,856	\$ 73,619	\$ 9,348,530	\$ 96,859	\$ 10,054,487	\$ 705,956
Jul	\$ 226,347	\$ 9,083,804	\$ 66,120	\$ 8,946,347	\$ 55,686	\$ 9,414,541	\$ 227,310	\$ 9,575,840		\$ -	
Aug	\$ 84,716	\$ 9,168,520	\$ 42,002	\$ 8,988,349	\$ 11,892	\$ 9,426,434	\$ 40,807	\$ 9,616,647		\$ -	
Sep	\$ 138,749	\$ 9,307,269	\$ 1,642,017	\$ 10,630,366	\$ 1,099,087	\$ 10,525,521	\$ 112,315	\$ 9,728,962		\$ -	
Oct	\$ 3,130,160	\$ 12,437,429	\$ 3,759,188	\$ 14,389,555	\$ 4,270,037	\$ 14,795,558	\$ 6,191,227	\$ 15,920,189		\$ -	
Nov	\$ 4,635,692	\$ 17,073,121	\$ 2,188,982	\$ 16,578,536	\$ 2,573,226	\$ 17,368,784	\$ 1,689,853	\$ 17,610,042		\$ -	
Dec	\$ 127,906	\$ 17,201,027	\$ 449,898	\$ 17,028,434	\$ 179,732	\$ 17,548,516	\$ 78,361	\$ 17,688,402		\$ -	
Total	\$ 17,201,027	Budget \$ 17,300,000	\$ 17,028,434	Budget \$ 17,400,000	\$ 17,548,516	\$ 17,400,000	\$ 17,688,402	\$ 17,600,000	\$ 10,054,487	\$ 18,600,000	% of Budget 54.1%

Property Tax Comparisons YTD



Property Tax Comparisons YTD



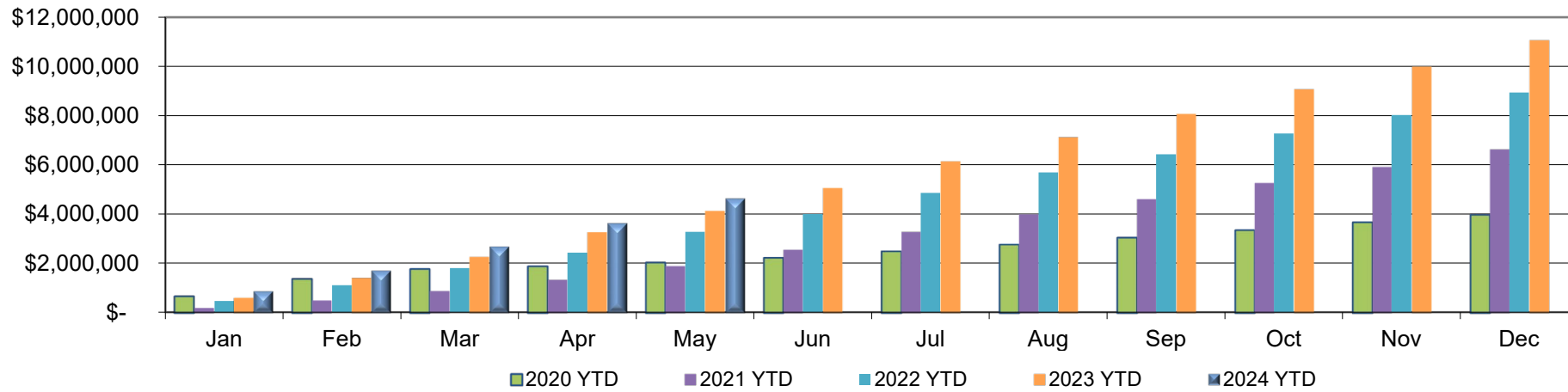
**City of SeaTac
Year to Year Revenue Comparison**

Parking Tax (Cash Basis)

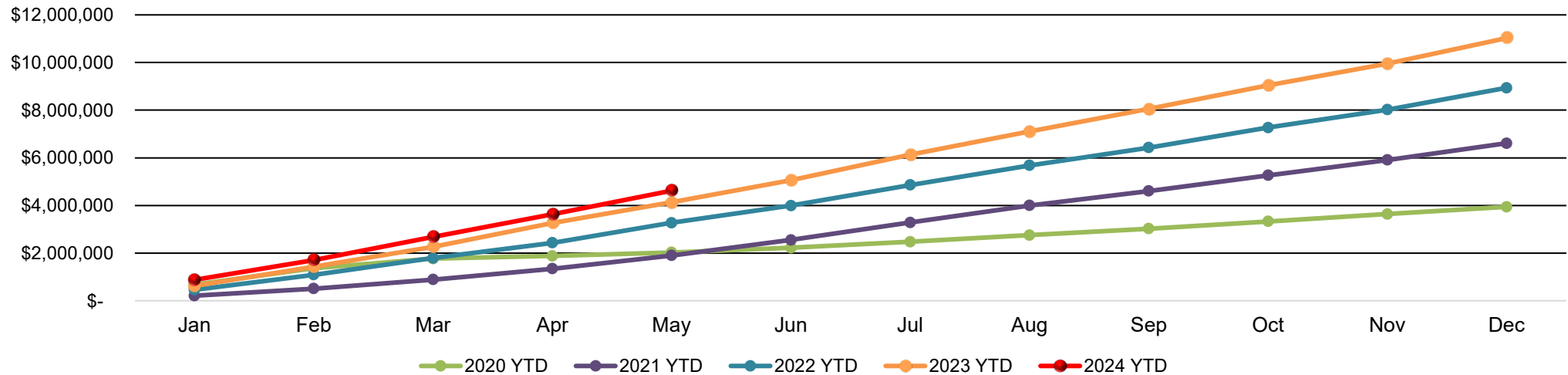
(There is a 30 day delay for remittance to City)

Month	2020	2020 YTD	2021	2021 YTD	2022	2022 YTD	2023	2023 YTD	2024	2024 YTD	Variance YTD
Jan	\$ 675,925	\$ 675,925	\$ 211,221	\$ 211,221	\$ 459,641	\$ 459,641	\$ 622,566	\$ 622,566	\$ 876,056	\$ 876,056	\$ 253,490
Feb	\$ 691,803	\$ 1,367,728	\$ 298,641	\$ 509,862	\$ 633,103	\$ 1,092,744	\$ 802,481	\$ 1,425,047	\$ 833,724	\$ 1,709,780	\$ 284,733
Mar	\$ 398,970	\$ 1,766,698	\$ 377,044	\$ 886,906	\$ 702,621	\$ 1,795,365	\$ 842,611	\$ 2,267,657	\$ 976,229	\$ 2,686,009	\$ 418,352
Apr	\$ 112,981	\$ 1,879,679	\$ 453,841	\$ 1,340,747	\$ 633,159	\$ 2,428,525	\$ 995,359	\$ 3,263,016	\$ 940,575	\$ 3,626,584	\$ 363,567
May	\$ 148,099	\$ 2,027,778	\$ 559,608	\$ 1,900,355	\$ 843,245	\$ 3,271,769	\$ 867,548	\$ 4,130,565	\$ 994,141	\$ 4,620,725	\$ 490,161
Jun	\$ 196,226	\$ 2,224,004	\$ 652,652	\$ 2,553,006	\$ 722,360	\$ 3,994,130	\$ 929,131	\$ 5,059,695		\$ -	
Jul	\$ 252,432	\$ 2,476,436	\$ 732,019	\$ 3,285,026	\$ 864,534	\$ 4,858,664	\$ 1,074,263	\$ 6,133,958		\$ -	
Aug	\$ 275,119	\$ 2,751,554	\$ 711,264	\$ 3,996,290	\$ 825,578	\$ 5,684,242	\$ 970,349	\$ 7,104,307		\$ -	
Sep	\$ 271,247	\$ 3,022,801	\$ 607,069	\$ 4,603,359	\$ 743,953	\$ 6,428,194	\$ 945,243	\$ 8,049,550		\$ -	
Oct	\$ 303,736	\$ 3,326,537	\$ 662,931	\$ 5,266,290	\$ 841,496	\$ 7,269,691	\$ 993,366	\$ 9,042,916		\$ -	
Nov	\$ 313,207	\$ 3,639,744	\$ 640,957	\$ 5,907,248	\$ 750,999	\$ 8,020,690	\$ 915,428	\$ 9,958,344		\$ -	
Dec	\$ 302,754	\$ 3,942,498	\$ 705,807	\$ 6,613,054	\$ 919,158	\$ 8,939,848	\$ 1,068,095	\$ 11,026,439		\$ -	
Total	\$ 3,942,498	\$ 9,922,887	\$ 6,613,054	\$ 6,944,600	\$ 8,939,848	\$ 6,944,600	\$ 11,026,439	\$ 8,925,000	\$ 4,620,725	\$ 10,174,500	% of Budget 45.4%

Parking Tax Comparison YTD



Parking Tax Comparison YTD



EXPENDITURE STOPLIGHT CHART

BUDGETED EXPENSE BY COST CATEGORY (NO TRANSFERS)

Actuals thru June 30, 2024

<u>Expense Category</u>	<u>2023 YTD ACTUAL</u>	<u>2023 % of Budget</u>	<u>2024 Annual BUDGET</u>	<u>2024 YTD ACTUAL</u>	<u>Percent Expended</u>	
PERSONNEL	\$ 10,073,052	44%	\$ 26,594,436	\$ 11,804,844	44%	●
SUPPLIES	\$ 408,887	37%	\$ 1,145,754	\$ 364,558	32%	●
SERVICES & CHARGES	\$ 4,658,795	23%	\$ 23,161,119	\$ 6,586,984	28%	●
POLICE- Base ILA with King Co.	\$ -	*	\$ 16,540,028	\$ -	*	●
FIRE/EMS- ILA with Kent RFA	\$ 5,495,300	50%	\$ 12,562,281	\$ 3,020,503	24%	●
CAPITAL	\$ 1,315,318	4%	\$ 40,962,228	\$ 3,773,690	9%	●
DEBT SERVICE	\$ -	*	\$ 157,395	\$ 7,876	5%	
TOTAL EXPENSES	\$ 21,951,353	22%	\$ 121,123,241	\$ 25,558,455	21%	●

YTD Target: 50%

LEGEND:

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

Notes

General Fund: 47% of the total General Fund budget is allocated to contracted police and fire services; 33% is allocated to Personnel.

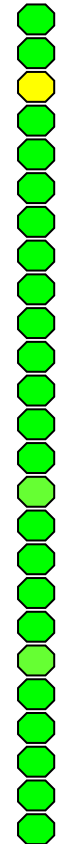
Police Contract: King County "trues up" 2023 contract costs in the first half of 2024. The reconciling bill was paid in July for the first 5 months and any credit or additional cost owed from the previous year.

Capital: See Capital Expense report for project status.

Debt Service: Polaris Lease is captured as debt service - GASB - 87. SCORE Bond debt service for 2024 will be paid from SCORE contract revenue.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending June 30, 2024

GENERAL FUND		2023 YTD	2023 %	2024 Budget	2024 Q2 Actual	2024 YTD	YTD %
Department	Section	Actual	Expended			Expended	Expended
City Council		\$ 193,574	59%	\$ 339,172	\$ 66,387	\$ 210,661	62%
Municipal Court		\$ 648,008	33%	\$ 1,792,855	\$ 390,576	\$ 756,442	42%
City Manager		\$ 864,046	40%	\$ 2,454,645	\$ 864,953	\$ 1,323,756	54%
Finance & Systems		\$ 1,434,557	47%	\$ 3,653,365	\$ 829,900	\$ 1,842,298	50%
Legal Services		\$ 1,632,617	47%	\$ 3,899,885	\$ 625,674	\$ 1,735,340	44%
Human Resources		\$ 339,757	34%	\$ 1,155,564	\$ 254,773	\$ 475,424	41%
Police Services		\$ 885,376	6%	\$ 17,687,374	\$ 860,660	\$ 1,127,227	6%
Fire Services		\$ 5,533,408	50%	\$ 12,613,872	\$ 3,262,135	\$ 3,268,559	26%
	<i>Central Facilities</i>	\$ 509,157	42%	\$ 1,439,513	\$ 348,204	\$ 615,788	43%
	<i>Fire Stations (2)</i>	\$ 76,886	36%	\$ 84,225	\$ 19,474	\$ 37,035	44%
	<i>Maintenance Facility</i>	\$ 35,029	37%	\$ 93,602	\$ 26,797	\$ 43,247	46%
	<i>Park, CP & Admin</i>	\$ 126,323	32%	\$ 912,268	\$ 221,371	\$ 432,445	47%
	<i>Rec. Svcs/Classes</i>	\$ 574,938	50%	\$ 641,316	\$ 142,174	\$ 333,125	52%
	<i>Rec Prgms/Camps</i>	\$ 453,443	36%	\$ 1,737,730	\$ 347,805	\$ 631,294	36%
	<i>Comm Ctr. Facility</i>	\$ 68,028	40%	\$ 193,091	\$ 53,151	\$ 93,515	48%
	<i>Parks Maintenance</i>	\$ 1,069,536	40%	\$ 2,996,920	\$ 601,990	\$ 1,149,462	38%
Parks & Recreation Total		\$ 2,913,340	41%	\$ 8,098,665	\$ 1,760,966	\$ 3,335,911	41%
	<i>Planning</i>	\$ 531,226	25%	\$ 2,230,200	\$ 431,442	\$ 734,933	33%
	<i>Permitting</i>	\$ 360,175	46%	\$ 946,958	\$ 173,407	\$ 356,834	38%
	<i>Building</i>	\$ 462,885	39%	\$ 1,439,495	\$ 288,931	\$ 545,731	38%
	<i>Economic Dvlpmnt</i>	\$ 91,784	26%	\$ 506,654	\$ 61,649	\$ 100,174	20%
	<i>Code Compliance</i>	\$ 150,847	32%	\$ 482,774	\$ 84,220	\$ 137,173	28%
	<i>Human Services</i>	\$ 322,327	28%	\$ 1,557,150	\$ 548,872	\$ 625,712	40%
Comm & Econ Devm't Total		\$ 1,919,245	32%	\$ 7,163,231	\$ 1,588,522	\$ 2,500,557	35%
TOTAL GENERAL FUND		\$ 16,363,927	31%	\$ 58,858,628	\$ 10,504,545	\$ 16,576,175	28%



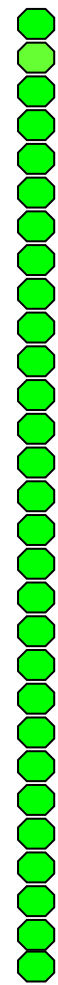
YTD Target: 50%

Summary of Expenditures by Department and Division Notes:

City Council - City memberships are paid at the beginning of the year.
City Managers Office - Over due to end of employment payout.

City of SeaTac
Summary of Expenditures by Fund and Department
Expense to Budget Comparison
Month Ending June 30, 2024

OTHER FUNDS	Fund Name	2023 YTD Actual	2023 % Expended	2024 Budget	2024 Q2 Actual	YTD Actual Expended	YTD % Expended
	Roadway Maintenance	\$ 477,936	19%	\$ 2,926,026	\$ 714,388	\$ 1,207,693	41%
	Snow and Ice Control	\$ 38,016	37%	\$ 152,366	\$ 3,579	\$ 43,460	29%
	Engineering Review	\$ 86,994	21%	\$ 392,056	\$ 65,287	\$ 113,641	29%
	Admin & Engineering	\$ 320,384	20%	\$ 2,125,425	\$ 329,308	\$ 668,233	31%
	Capital and Transfers	\$ 65,539	5%	\$ 1,960,851	\$ 432,113	\$ 584,525	30%
102	Street Fund Total	\$ 988,868	16%	\$ 7,556,724	\$ 1,544,674	\$ 2,617,552	35%
105	Port of Seattle ILA	\$ 2,582	0%	\$ 1,659,675	\$ 2,939	\$ 5,877	0%
106	Transit Planning	\$ 172	0%	\$ 50,357	\$ 89	\$ 179	0%
107	Hotel/Motel Tax	\$ 101,509	7%	\$ 2,251,732	\$ 331,763	\$ 462,810	21%
108	Building Mgmt	\$ 69,549	24%	\$ 290,141	\$ 70,713	\$ 140,748	49%
111	DC Basin ILA	\$ 512	0%	\$ 3,378,921	\$ 5,473	\$ 32,850	1%
112	Affordable Housing ST	\$ -	0%	\$ 195,293	\$ -	\$ 34,405	18%
113	ARPA Grant	\$ 34,297	3%	\$ 5,883,306	\$ 316,185	\$ 499,246	8%
114	Restricted Public Safety	\$ 1,804	3%	\$ 289,312	\$ 14,344	\$ 25,990	9%
207	2019 Score Bonds	\$ -	0%	\$ 141,539	\$ -	\$ -	0%
301	Municipal CIP	\$ 223,279	2%	\$ 13,084,358	\$ 518,297	\$ 1,017,389	8%
306	Facility Construction CIP	\$ -	0%	\$ 786,912	\$ 139,143	\$ 254,751	32%
307	Transportation CIP	\$ 632,620	13%	\$ 17,044,571	\$ 922,353	\$ 1,858,749	11%
308	Light Rail Area CIP	\$ -	0%	\$ 816,101	\$ 5,138	\$ 5,138	0%
	SWM Admin	\$ 95,088	13%	\$ 926,532	\$ 131,022	\$ 248,666	27%
	SWM Compliance	\$ 106,493	15%	\$ 771,679	\$ 134,262	\$ 316,331	41%
	SWM Maintenance	\$ 269,375	24%	\$ 1,211,299	\$ 272,624	\$ 544,014	45%
	SWM Engineering Rev	\$ 73,843	21%	\$ 376,987	\$ 64,757	\$ 112,523	30%
	Capital and Transfers	\$ 85,321	6%	\$ 2,767,383	\$ 544,968	\$ 636,337	23%
403	Surface Wtr Mgt Total	\$ 630,120	14%	\$ 6,053,880	\$ 1,147,633	\$ 1,857,870	31%
404	Solid Waste & Env	\$ 37,872	12%	\$ 414,397	\$ 79,845	\$ 115,571	28%
501	Equipment Rental	\$ 124,935	7%	\$ 3,522,917	\$ 174,471	\$ 612,924	17%
SUBTOTAL OTHER FUNDS		\$ 2,848,120	8%	\$ 63,420,136	\$ 5,273,060	\$ 9,542,050	15%
ALL FUNDS - EXPENDITURE TOTAL		\$ 11,676,062	14%	\$ 122,278,764	\$ 15,777,605	\$ 26,118,225	21%



YTD Target: 50%

**City of SeaTac
ARPA Fund
Cash Basis Report
Month Ending June 30, 2024**

ARPA Fund Program Name	2022 Actual	2023 Actual	2024 Budget	2024 Q2 Actual	2024 YTD Actual	2025-2026 Estimated Budget	Totals & Estimated Cash Available
Beginning Cash Balance							\$ 8,115,494
Revenue							
Interest	\$ 68,336	\$ 280,706	\$ 18,695	\$ 46,266	\$ 150,412	\$ 150,000	\$ 517,737
Expenditures							
Salaries & Wages	\$ 25,302	\$ 96,888	\$ 108,248	\$ 27,668	\$ 53,793	\$ 233,200	
Benefits	\$ 10,751	\$ 36,214	\$ 43,754	\$ 9,823	\$ 19,376	\$ 125,000	
Supplies	\$ 853	\$ 5,989	\$ 16,000	\$ 994	\$ 1,077	\$ 16,000	
Services	\$ 596	\$ 9,070	\$ 156,418	\$ 27,030	\$ 44,205	\$ 75,000	
Community Outreach Services - CMO	\$ 37,502	\$ 148,160	\$ 324,420	\$ 65,516	\$ 118,451	\$ 449,200	\$ 959,282
Website Redesign - CMO	\$ -	\$ -	\$ 202,850	\$ -	\$ -	\$ 50,000	\$ 252,850
Salaries & Wages	\$ -	\$ 19,830	\$ 113,725	\$ 25,915	\$ 50,782	\$ 241,830	
Benefits	\$ -	\$ 3,862	\$ 55,028	\$ 5,012	\$ 9,846	\$ 125,000	
Supplies	\$ -	\$ 120	\$ -	\$ 44	\$ 44	\$ 250	
Services	\$ -	\$ -	\$ 880	\$ 151	\$ 2,549	\$ 2,500	
Grant Administration - Finance	\$ -	\$ 23,812	\$ 169,633	\$ 31,123	\$ 63,221	\$ 369,580	\$ 563,025
Network Security Subscription	\$ -	\$ 40,646	\$ 42,713	\$ -	\$ -	\$ 92,890	
Microsoft Teams Phone Conversion	\$ -	\$ -	\$ 86,776	\$ -	\$ -	\$ 18,068	
Audio Visual Upgrades	\$ -	\$ 307,629	\$ 103,209	\$ 7,263	\$ 65,529	\$ 15,000	
Wireless Access Point Upgrades	\$ -	\$ 21,139	\$ 9,034	\$ -	\$ -	\$ -	
UPS Modernization	\$ -	\$ -	\$ 20,442	\$ -	\$ -	\$ -	
Information Systems Services - Systems	\$ -	\$ 369,414	\$ 262,174	\$ 7,263	\$ 65,529	\$ 125,958	\$ 757,546
Salaries & Wages	\$ -	\$ -	\$ 102,532	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ 50,442	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	
Services	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	
Mental Health Co-Responder - Police	\$ -	\$ -	\$ 165,874	\$ -	\$ -	\$ -	\$ 165,874
Salaries & Wages	\$ -	\$ -	\$ 240,964	\$ 42,872	\$ 42,872	\$ -	
Benefits	\$ -	\$ -	\$ 7,228	\$ 3,863	\$ 3,863	\$ -	
Supplies	\$ -	\$ -	\$ 11,808	\$ 1,357	\$ 1,357	\$ -	
Services	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	
Angle Lake Lifeguards - P&R	\$ -	\$ -	\$ 270,000	\$ 48,092	\$ 48,092	\$ -	\$ 270,000
Community Center Backup Generator- P&R	\$ -	\$ -	\$ 382,900	\$ -	\$ -	\$ -	\$ 382,900
Small Business Capital Access Program	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	
Digital MarketPlace	\$ -	\$ -	\$ 242,700	\$ -	\$ -	\$ -	
Regional FastTrack Childcare Initiative	\$ -	\$ 102,444	\$ 1,697,555	\$ 161,531	\$ 201,294	\$ -	
ANEW Apprenticeship Program	\$ -	\$ -	\$ 115,200	\$ -	\$ -	\$ -	
SeaTac Farmers Market	\$ -	\$ -	\$ 100,000	\$ 2,660	\$ 2,660	\$ -	
Community & Economic Development	\$ -	\$ 102,444	\$ 3,655,455	\$ 164,191	\$ 203,954	\$ -	\$ 3,757,899
PW Land Acquisition	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Subtotal Expenditures	\$ 37,502	\$ 643,830	\$ 5,883,306	\$ 316,185	\$ 499,246	\$ 994,738	
Estimated Ending Cash Balance							\$ 1,073,855

SALARY
AND
BENEFITS
EXPENDITURES

**City of SeaTac
Salaries & Benefits
Summary by Fund and Department
Month Ending June 30, 2024**

GENERAL FUND		2023 YTD	2023 %	2024 Q1		YTD Actual	YTD %
Department	Section	Actual	Expended	2024 Budget	Actual	Expended	Expended
City Council		\$ 110,771	50%	\$ 221,991	\$ 55,491	\$ 110,983	50%
Municipal Court		\$ 555,867	50%	\$ 1,654,216	\$ 328,836	\$ 653,140	39%
	<i>City Manager Admin</i>	\$ 490,624	46%	\$ 1,272,301	\$ 640,602	\$ 928,532	73%
	<i>Communications</i>	\$ 221,507	36%	\$ 665,826	\$ 101,720	\$ 230,656	35%
City Manager Total		\$ 712,131	42%	\$ 1,938,127	\$ 742,322	\$ 1,159,188	60%
	<i>Finance Administration</i>	\$ 553,369	49%	\$ 1,263,664	\$ 300,184	\$ 595,219	47%
	<i>Systems/GIS</i>	\$ 513,976	47%	\$ 1,544,007	\$ 323,512	\$ 659,583	43%
Finance & Systems Total		\$ 1,067,345	48%	\$ 2,807,671	\$ 623,696	\$ 1,254,802	45%
	<i>City Clerk</i>	\$ 238,171	47%	\$ 390,025	\$ 94,453	\$ 188,167	48%
	<i>Legal</i>	\$ 737,220	49%	\$ 1,742,016	\$ 398,230	\$ 802,302	46%
Legal Services Total		\$ 975,391	48%	\$ 2,132,041	\$ 492,683	\$ 990,469	46%
	<i>Human Resources</i>	\$ 276,645	39%	\$ 823,514	\$ 187,200	\$ 379,197	46%
	<i>Retired Fire Service - LEOFF 1</i>	\$ 14,282	26%	\$ 65,471	\$ 9,203	\$ 20,530	31%
Human Resources Total		\$ 290,928	38%	\$ 888,985	\$ 196,403	\$ 399,727	45%
	<i>Police Admin</i>	\$ 59,418	48%	\$ 134,268	\$ 33,045	\$ 65,880	49%
	<i>Parking Permit Program</i>	\$ 79,299	40%	\$ 209,586	\$ 11,305	\$ 62,441	30%
Police Services Total		\$ 138,717	43%	\$ 343,854	\$ 44,350	\$ 128,322	37%
	<i>Central Facilities</i>	\$ 325,299	49%	\$ 735,680	\$ 203,939	\$ 387,077	53%
	<i>Park & Rec Admin.</i>	\$ 120,535	34%	\$ 892,145	\$ 217,597	\$ 419,122	47%
	<i>Rec. Svcs/Events</i>	\$ 717,585	43%	\$ 1,415,750	\$ 263,717	\$ 528,230	37%
	<i>Comm Center Operations</i>	\$ 93,021	44%	\$ 408,438	\$ 98,037	\$ 196,579	48%
	<i>Parks Maintenance</i>	\$ 773,096	41%	\$ 1,905,728	\$ 441,553	\$ 836,598	44%
Parks & Recreation Total		\$ 2,029,535	43%	\$ 5,357,741	\$ 1,224,843	\$ 2,367,605	44%
	<i>Planning</i>	\$ 517,510	44%	\$ 1,321,792	\$ 318,093	\$ 607,001	46%
	<i>Building</i>	\$ 443,801	51%	\$ 1,118,363	\$ 252,361	\$ 494,191	44%
	<i>Permitting</i>	\$ 320,386	48%	\$ 742,600	\$ 163,737	\$ 333,696	45%
	<i>Econ Development</i>	\$ 74,161	46%	\$ 173,511	\$ 40,365	\$ 75,739	44%
	<i>Code Compliance</i>	\$ 144,452	49%	\$ 333,872	\$ 78,157	\$ 125,678	38%
	<i>Human Services</i>	\$ 71,524	28%	\$ 332,997	\$ 79,149	\$ 159,322	48%
Comm & Econ Devm't Total		\$ 1,571,834	46%	\$ 4,023,135	\$ 931,862	\$ 1,795,628	45%
TOTAL GENERAL FUND		\$ 7,452,519	45%	\$ 19,367,761	\$ 4,640,486	\$ 8,859,863	46%

OTHER FUNDS		2023 YTD	2023 %	2024 Q1		YTD Actual	YTD %
Fund Name		Actual	Expended	2024 Budget	Actual	Expended	Expended
<i>Roadway Maintenance</i>		\$ 462,747	44%	\$ 1,314,857	\$ 284,544	\$ 526,244	40%
<i>Engineering Review</i>		\$ 165,146	45%	\$ 369,425	\$ 62,953	\$ 108,916	29%
<i>Admin & Engineering</i>		\$ 333,316	44%	\$ 858,865	\$ 158,262	\$ 347,758	40%
102 Street Fund Total		\$ 961,209	44%	\$ 2,543,147	\$ 505,759	\$ 982,919	39%
107 Hotel/Motel Tax Fund		\$ 84,411	27%	\$ 320,203	\$ 73,490	\$ 143,673	45%
113 ARPA Fund		\$ 64,924	22%	\$ 721,921	\$ 115,154	\$ 180,532	25%
307 Transportation CIP Fund		\$ 596,735	48%	\$ 1,332,333	\$ 324,939	\$ 654,173	49%
	<i>SWM Admin</i>	\$ 185,374	49%	\$ 412,407	\$ 75,313	\$ 178,239	43%
	<i>SWM Compliance</i>	\$ 125,163	30%	\$ 449,219	\$ 111,703	\$ 222,164	49%
	<i>SWM Maintenance</i>	\$ 331,981	47%	\$ 760,674	\$ 169,770	\$ 345,849	45%
	<i>SWM Engineering Rev</i>	\$ 148,513	*	\$ 369,429	\$ 62,952	\$ 108,916	29%
403 Surface Water Mgt.		\$ 791,031	43%	\$ 1,991,729	\$ 419,739	\$ 855,168	43%
404 Solid Waste & Environ		\$ 59,199	40%	\$ 176,496	\$ 28,954	\$ 59,702	34%
501 Equipment Rental Fund		\$ 63,025	49%	\$ 140,846	\$ 34,481	\$ 68,815	49%
SUBTOTAL OTHER FUNDS		\$ 2,620,533	43%	\$ 7,226,675	\$ 1,502,516	\$ 2,944,981	41%
ALL FUNDS TOTAL		\$ 10,073,052	44%	\$ 26,594,436	\$ 6,143,001	\$ 11,804,844	44%

YTD Target: 50%

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

<u>By Dept. Headcount (Fund)</u>	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 BUDGET</u>	<u>2024 BUDGET</u>
City Council	0.42	0.42	0.42	0.42	0.42	0.42
Municipal Court	5.55	6.55	6.55	7.66	8.66	11.66
City Manager	9.00	9.00	8.20	10.20	10.20	11.20
Finance	14.00	13.00	13.00	14.00	17.00	8.50
Information Systems	0.00	0.00	0.00	0.00	0.00	9.50
Legal/City Clerk	11.00	11.38	11.38	12.38	12.00	12.00
Human Resources	3.00	3.00	3.00	3.00	4.00	4.00
Police-City Staff	1.00	1.00	1.00	1.00	3.00	4.00
Parks & Recreation	40.16	45.42	44.82	47.82	44.92	50.17
Public Works (102,106,307,403,404,501)	41.50	41.50	40.29	40.29	37.79	39.79
Community & Economic Devel. (001,107)	21.75	21.75	21.75	22.75	24.75	25.75
Total City Full-Time Equivalent Positions	147.4	153.0	150.4	159.9	163.1	177.4

Police Interlocal Dedicated FTE's	48.0	48.0	49.0	53.0	53.0	53.0
Fire Interlocal Dedicated FTE's	44.0	44.0	45.0	45.0	45.0	45.0
Equivalent Service FTE's	239.4	245.0	244.4	257.9	261.1	275.4

2024

Court	1 Add Administrative Assistant 1 1 Add Lead Judicial Support Specialist 1 Add Judicial Support Specialist
City Manager's Office	1 Add Special Capital Projects Manager (Limited Term)
Finance	-8.5 Move Information Systems to own Department
Information Systems	8.5 Move Information Systems to own Department from Finance 1 Add IS Business Analyst
Police	1 Add Mental Health Co-Responder
Parks & Recreation	1 Add Administrative Assistant 2 4.25 Add Lifeguard FTE equivalent
Public Works (102, 307,403,404,501)	2 Add Maintenance Operations Workers
Comm. Econ. Dev. (001,107)	1 Add Commercial Plans Examiner

2023

Court	1 Add Community Court Coordinator
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
Public Works (102,106,307,403,404,501)	-1 Transfer Human Services Coordinator to CED -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
Finance & Systems	1 Add Community Outreach Strategist 1 Add IS Systems Analyst

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

	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
<hr/>			
	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
<hr/>			
	2020		
	Court	1	Add Judicial Support Specialist
	City Manager	1	Added Digital Communications Strategist
		-1	Remove Out-going City Manager
	Finance & Systems	-1	Limited-Term GIS Analyst (Expired 12/31/2019)
	Legal	0.38	Added Rule 9 Intern (Expired 12/31/2020)
	Parks	1	Added Facilities Maintenance Worker 1
		1	Added Parks Operations Worker
		3.26	Correction of Part-Time/Seasonal Worker Hours
	Community & Economic Development	1	Add Economic Development Manager
		-1	Eliminate Code Compliance Supervisor
<hr/>			
	2019		
	City Manager	1	Add Deputy City Manager
		1	Transfer
		1	Administrativ
		-1	Transfer Real Property Management Specialist to Finance
	Finance & Systems	1	Add GIS Analyst
		-1	Transfer Real Property Management Specialist to PW
	Parks	2	Add Parks Operations Workers
		1	Add Parks Operations Supervisor
		0.34	Reduce
	Public Works (102,106,307,403,404,501)	1	Add PW Maintenance & Operations Manager
		1	Transfer Real Property Management Specialist from Finance
		1	Add Limited-Term Engineering Review Technician
		2	Add Sound Transit Civil Engineer II
		2	Add Parking Officers
		0.25	Add Senior Planner
	Comm. Econ. Dev. (001,107)	1	Add Code Compliance Supervisor
		-0.75	Transfer AA II Graphic Design Specialist to CMO
		0.75	Add Senior Planner

CAPITAL EXPENDITURES

**City of SeaTac
Capital Funds Summary
Capital Expenditures by Type
Month Ending June 30, 2024**

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
62 Buildings					
Fund 301	City Hall Impr. Inc HVAC Update	914,018	778,958	85%	In progress
	City Hall Cubicles & Carpet Replacement	63,900	29,761	47%	Project Complete
	SeaTac Community Center Improvements	34,368	2,268	7%	Substantial completion
	Community Center HVAC Replacement	486,505	70,673	15%	Parts/Permitting/Planning
	SeaTac Community Center Remodel	175,000	-	0%	Delayed
Fund 306	Police Community Outreach Center	32,000	-	0%	Substantial completion
	Maintenance & Storage Facilities	401,812	253,474	63%	Design
Buildings Total		2,107,603	1,135,134	54%	
63 Other Improvements					
Fund 102	Miller Creek Realignment & Daylighting	401,247	353,134	88%	
	2023 Overlay-S 154th St & S 160th St	61,469	61,469	100%	Construction complete
	2024 Street Overlay	1,422,169	66,479	5%	In Design - Construction to start in July of 2024.
Fund 111	DMC Capital Replacement	2,935,804	-	0%	On hold
Fund 113	Community Center Backup Generator	379,000	-	0%	On order
Fund 301	Angle Lake Fishing Pier/Boat Ramp	3,728,815	6,263	0%	Design
	SeaTac Des Moines Crk Park Trailhead	2,864,079	49,500	2%	Design
	Riverton Heights Spray Park	2,124,602	26,646	1%	Design
	Botanical Garden Entry Sign	120,000	-	0%	Planning
	Lighting at BMX Track	258,196	-	0%	Planning
	North Seatac Park Baseball Fields	300,000	-	0%	Planning
Fund 307	34th Ave S from S 160th to S 166th	1,547,089	585,325	38%	In construction. Anticipate completion of construction in May 2024.
	Airport Light Rail Station Pedestrian Imp	10,047,152	175,722	2%	Design and Right of Way. Design is 90% complete. Construction scheduled for Q2 2025.
	River Ridge Elementry Sidewalk	226,922	4,367	2%	Construction complete. Working on closing out project with school district.
	Intelligent Transportation Systems	100,000	42,456	42%	
	Pedestrian Crossing Program	200,000	-	0%	Plan to start construction summer of 2024
	34th Ave S/S 166th-S 176th	995,567	-	0%	30% Design
	S 204th St Improvements	1,409,490	120,482	9%	30% Design
	Neighborhood Multi-Model TIP	550,000	-	0%	
	Transportation Master Plan Update	599,210	247,830	41%	In Design
Fund 308	Gateway Treatments	799,700	-	0%	
Fund 403	Miller Creek Realignment & Daylight Project	895,115	449,443	50%	
	Water Quaility Retrofit Program	400,000	-	0%	
	S 166th St Drainage Improvements	210,556	-	0%	Planning
	2023 Annual Overlay SWM Project	424,199	-	0%	Construction complete
	2024 Annual Overlay SWM Project	500,000	18,137	4%	Construction to begin July of 2024
Other Improvements Total		33,500,381	2,207,253	7%	
64 Equipment					
Fund 113	A/V SYSTEM UPGRADES-CH, ECC, COM CTR	97,213	65,529	67%	ECC and COM CTR are complete. CH is 50%
	UPS Modernization	20,442	-	0%	PO has been sent to vendor. Waiting for scheduling.

Type	Description	Annual BUDGET	YTD Actual Expended	YTD % Expended	Project Status
Fund 301	Permitting Software Update	68,557	-	0%	Complete
	Financial Management System	1,816,650	-	0%	In Contract negotiation
	SeaTV Upgrade	16,505	-	0%	No projects planned
Fund 501	Vehicles/Heavy Equipment	2,428,085	309,365	13%	
	Tools and Equipment	456,792	34,209	7%	
	Equipment Total	4,904,244	409,103	8%	
	Total Capital Expenditures	40,512,228	3,751,490	9%	

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: Kyle Moore, Interim City Manager
From: Gwen Pilo, Finance Director
Date: August 1, 2024
Re: June 30, 2024, Investment Report

Attached is the June 2024 Portfolio Analysis Report.

At the end of June, the city had \$104,112,448 in cash and short-term investments and \$73,770,175 in long-term investments at market value. Total cash on hand and investments equals \$177,882,624, an increase of \$733,461.

Interest received during the month was \$140,488 from bonds and \$377,918 from the LGIP. Interest paid for the year is \$3,214,995.

The 90-day T-bill is at 5.22%, down .03% from the previous month. The LGIP remains at 5.40% in June. The 2-year Treasury note is down 0.18% to 4.71%.

SeaTac Yield is 3.05% up 0.10% from May. We continue to lag behind our benchmark in the higher yield market, however as lower yield investments mature, they are reinvested at the current higher rates.

Total Funds City of SeaTac

Compliance Report

6/30/2024

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	59%	104,112,448	YES
Under 1 year	25%	68%	121,672,867	YES
Under 5 years	100%	100%	177,882,624	YES
Maximum Weighted Average Maturity	3.00		2.01	
Maximum Single Maturity	5 Years		4.62	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		1.05%	\$ 1,863,281	
U.S. Agencies Primary	100%		38.02%	\$ 67,624,835	YES
FHLB		30%	18.87%	\$ 33,557,653	YES
FNMA		30%	3.62%	\$ 6,433,426	
FHLMC		30%	5.58%	\$ 9,928,943	
FFCB		30%	9.95%	\$ 17,704,813	
U.S. Agencies Secondary	20%		1.12%	\$ 1,999,979	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.12%	\$ 1,999,979	
Municipal Debt Obligations	20%	5%	2.41%	\$ 4,281,152	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		5.99%	\$ 10,661,486	YES
Local Government Investment Pool	100%		51.41%	\$ 91,451,890	YES
Total			100%	\$ 177,882,624	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 77,798,000	\$ 77,893,492	\$ 75,769,248	\$ (2,124,244)	3.05%
City of SeaTac Liquidity Funds	\$ 102,113,376	\$ 102,113,376	\$ 102,113,376		
TOTAL PORTFOLIO	\$ 179,911,376	\$ 180,006,868	\$ 177,882,624	\$ (2,124,244)	

Cit of SeaTac
Investment Portfolio Analysis
As of 6/30/2024

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)		
	2022	2023	2024	2022	2023	2024
January	62,808,000	83,808,000	82,798,000	44,256	122,256	261,006
February	62,808,000	83,808,000	82,798,000	14,889	21,250	72,000
March	62,808,000	83,808,000	82,798,000	98,500	122,424	201,059
April	64,808,000	83,808,000	82,798,000	39,549	201,628	249,438
May	64,808,000	83,808,000	80,798,000	45,075	209,417	222,875
June	64,808,000	83,808,000	77,798,000	101,750	108,000	140,488
July	74,808,000	81,858,000		43,506	216,756	
August	74,808,000	81,858,000		25,000	21,250	
September	73,808,000	81,858,000		98,500	155,375	
October	69,808,000	81,858,000		95,703	201,628	
November	79,808,000	79,858,000		68,200	214,325	
December	77,808,000	82,798,000		126,750	80,500	
Average	69,474,667	82,744,667	81,631,333	66,807	139,567	191,144

Month	LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
January	48,196,331	56,336,037	74,726,296	3,719	219,694	342,536	47,975	341,950	603,542
February	48,200,336	56,535,226	75,047,683	4,005	199,189	321,387	66,868	562,389	996,929
March	48,209,571	56,763,667	75,392,294	9,235	228,441	344,611	174,603	913,254	1,542,599
April	48,225,611	56,993,553	75,726,756	16,040	229,886	334,462	230,192	1,344,768	2,126,499
May	48,254,460	57,242,831	76,073,972	28,850	249,278	347,216	304,116	1,803,463	2,696,590
June	48,294,564	67,518,903	91,451,890	40,104	276,073	377,918	445,970	2,187,536	3,214,995
July	58,369,443	67,819,255		74,879	300,352		564,354	2,704,644	
August	55,479,251	65,123,761		109,808	304,506		699,163	3,030,400	
September	55,596,045	65,412,023		116,793	288,261		914,456	3,474,036	
October	55,739,287	73,713,067		143,242	304,045		1,153,401	3,979,709	
November	55,911,388	74,042,336		172,101	329,268		1,393,702	4,523,302	
December	61,116,344	74,383,760		204,956	341,424		1,725,408	4,945,226	
Average	52,632,719	64,323,702	78,069,815	76,978	272,535	344,688	643,351	2,484,223	1,863,526

Month	2 Yr T-Note			90 Day T Bill		
	2 Yr T-Note 2022	2 Yr T-Note 2023	2 Yr T-Note 2024	90 Day TBill 2022	90 Day TBill 2023	90 Day TBill 2024
January	1.18%	4.21%	4.27%	0.24%	4.58%	5.22%
February	1.44%	4.81%	4.64%	0.37%	4.72%	5.25%
March	2.28%	4.06%	4.59%	0.51%	4.68%	5.23%
April	2.70%	4.04%	5.04%	0.81%	5.03%	5.25%
May	2.53%	4.40%	4.89%	1.13%	5.28%	5.25%
June	2.92%	4.87%	4.71%	1.66%	5.17%	5.22%
July	2.89%	4.88%		2.34%	5.28%	
August	3.45%	4.85%		2.87%	5.32%	
September	4.22%	5.03%		3.26%	5.32%	
October	4.51%	5.07%		4.06%	5.33%	
November	4.38%	4.73%		4.27%	5.25%	
December	4.41%	4.23%		4.30%	5.25%	
Average	3.08%	4.60%	4.69%	2.15%	5.10%	5.24%

Month	SeaTac Current Yield			LGIP Interest Rate			2024 Budget		
	City 2022	City 2023	City 2024	LGIP 2022	LGIP 2023	LGIP 2024	Actual	Budget	% of Budget
January	0.78%	2.04%	2.74%	0.09%	4.39%	5.42%	603,542	124,086	486%
February	0.78%	2.04%	2.84%	0.11%	4.61%	5.41%	393,387	124,086	317%
March	0.78%	2.04%	2.85%	0.23%	4.76%	5.41%	545,670	124,086	440%
April	0.96%	2.04%	2.96%	0.40%	4.93%	5.40%	583,900	124,086	471%
May	0.96%	2.18%	2.95%	0.70%	5.15%	5.40%	570,091	124,086	459%
June	0.96%	2.34%	3.05%	1.01%	5.20%	5.40%	518,405	124,086	418%
July	1.28%	2.43%		1.63%	5.23%		-	124,086	0%
August	1.28%	2.47%		2.24%	5.34%		-	124,086	0%
September	1.27%	2.54%		2.56%	5.39%		-	124,086	0%
October	1.32%	2.55%		3.03%	5.40%		-	124,086	0%
November	1.84%	2.57%		3.76%	5.43%		-	124,086	0%
December	1.85%	2.74%		4.13%	5.43%		-	124,086	0%
Average	1.17%	2.33%	2.90%	1.66%	5.11%	5.41%	3,214,995	1,489,032	215.91%

**CITY OF SEATAC
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report: 08/01/2024
 Period Covered: **June 30, 2024**

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 G:\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 G:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Semi-Annual
9.1 Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	1.05%	
US Agency Primary	100%, 30% per issuer	Compliant	38.02%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	1.12%	

Local Government Investment Pool	100%	Compliant	51.41%	
Bank Deposits	50%	Compliant	5.99%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	2.41%	
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	4.62 yrs. 02/13/2029	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> 5.41% <u>Investment Core</u> 4.69% <u>Total Portfolio</u> 2.90%	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	Annual Review	Compliant	December 2022. No changes required.	Annual
11.0 Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Last adopted 10-10-2019	Changes Adopted As Needed