

**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
x	Iris Guzman Documentation: Travel Accounting Form \$267.19

Trip report submitted upon return on 7/31/24 and included in the handouts. Any additional expenses will be approved at the Sep A&F Meeting.

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

Approved	Expenses
x	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
x	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
x	Peter Kwon Documentation: Travel Authorization Form \$3,102.10 Travel Accounting Form \$690

correction: \$3034.10 8/2/24

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

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

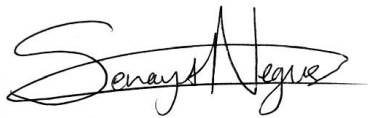
Approved	Pre-approval and expenses
x	Joe Vinson Documentation: Travel Authorization Form \$3,018.10 Travel Accounting Form \$600

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
x	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
x	Kyle Moore Documentation: \$1,489.20 Travel Accounting Form \$600



Chair
Senayet Negusse



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. 7/19/24

Filed By: Deputy Mayor Iris Guzmán

What type of event did you attend?

Training

Conference

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

Name of Event:	LP's 2024 National Convening
Purpose:	Gain knowledge about what other jurisdictions are doing across the country to move forward for all residents.
Location:	Oakland, CA
Date(s) of Event:	July 25-27, 2024
Number of hours attended:	21

Please answer the following questions

What interested you in attending this event?

I was drawn to the conference because it brought together progressive elected officials, staff and others from across the country. The topics covered in the workshops dealt with topics that concern SeaTac currently. As a progressive myself, it allowed me to learn how to best move policies and others priorities forward for the majority of our residents.

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

I learned the importance of affordable housing near transit; how to better engage the community in the decision-making process (beyond committees); how to use collaborative governance successfully; supporting public school funding and how to prevent funds from going to charter schools; using Section 8 Vouchers toward home ownership; how accounting and financial oversight improves services to residents; and how to support newly arrived residents while supporting current residents in need.

Based on the information you learned, will you be submitting a council information request? Why or why not?

City of SeaTac

4800 S 188th St SeaTac, Washington 98188

Yes, I plan to submit CRFs looking into community housing and zoning; revisiting the creation of a youth council; and divestment in companies that do not align with our values.

Would you recommend this opportunity for others? Please summarize why or why not. Please be specific and include your top three:

- 1. It is a great opportunity to learn and understand how progressive policies and priorities play out throughout the country and in cities like SeaTac.**
- 2. It helps formulate ideas that can be implemented for the betterment of our city in the long-run.**
- 3. It's a good place to showcase what SeaTac is doing well and what we can do better.**

Other Comments

It was such a pleasure attending this conference. Not just for what I learned, but to let folks across the country know what SeaTac is up to and how we are moving into the future. I was so proud to represent our city and look forward to doing it again in the future.

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

Signature:	Iris Guzmán
Date of Signature:	7/31/24



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. The recommendation is to adjust the compensation from range 59 to range 68, which is \$127,325 to \$162,985 annually. This increase would allow the City to be competitive in the market and draw qualified candidates to the role.

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

The Special Capital Project Manager was originally budgeted for 9 months for 2024, but since the position has not yet been filled, the even with the increase in salary from range 59 to 68, the impact to the 2024 budget would be a decrease of about \$54,000.

Approval:

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

Ratified:

A handwritten signature in black ink, appearing to read "Senayet Negusse". The signature is written in a cursive style with a horizontal line underneath the name.

Councilmember Senayet Negusse, Chair



Financial Management Report

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Q2 2024 FINANCIAL MANAGEMENT REPORT

Actuals through June 30,
2024

Presented
August 1, 2024



Revenue Stoplight Chart

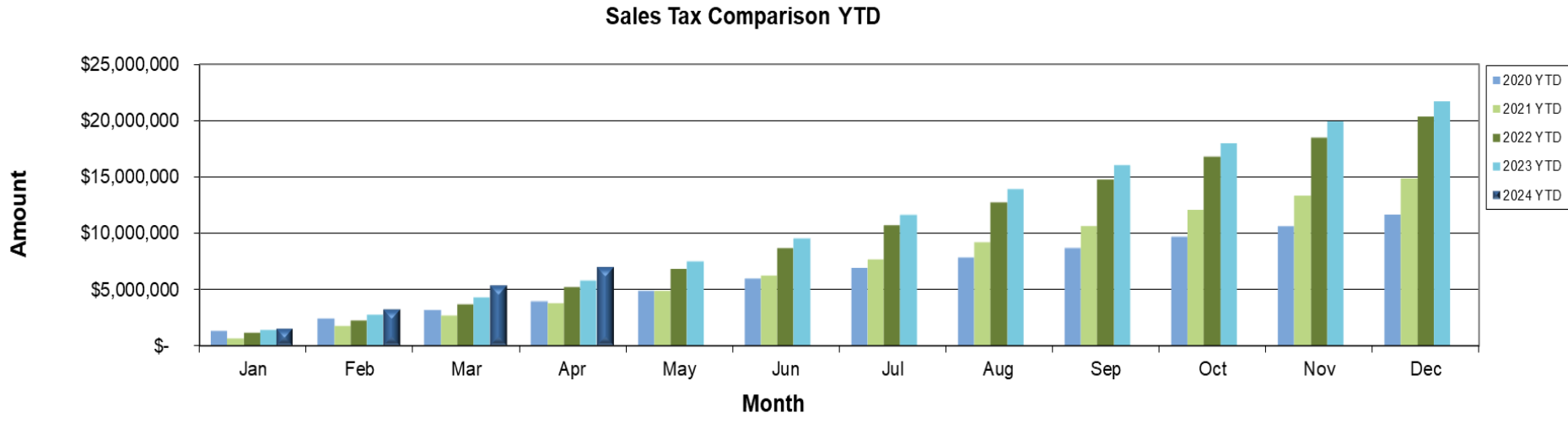
<u>Revenue Description</u>	<u>2023 ACTUAL</u>	<u>2023 % of Budget</u>	<u>2024 Annual BUDGET</u>	<u>2024 ACTUAL</u>	<u>Percent Collected</u>	<u>% Expected to Date</u>	<u>% Expected to Date</u>
Property Tax - Regular Levy	\$9,348,530	53%	\$18,600,000	\$10,054,586	54%		50%
Sales & Use Tax (operating)	\$5,248,601	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



Sales Tax – All Sources

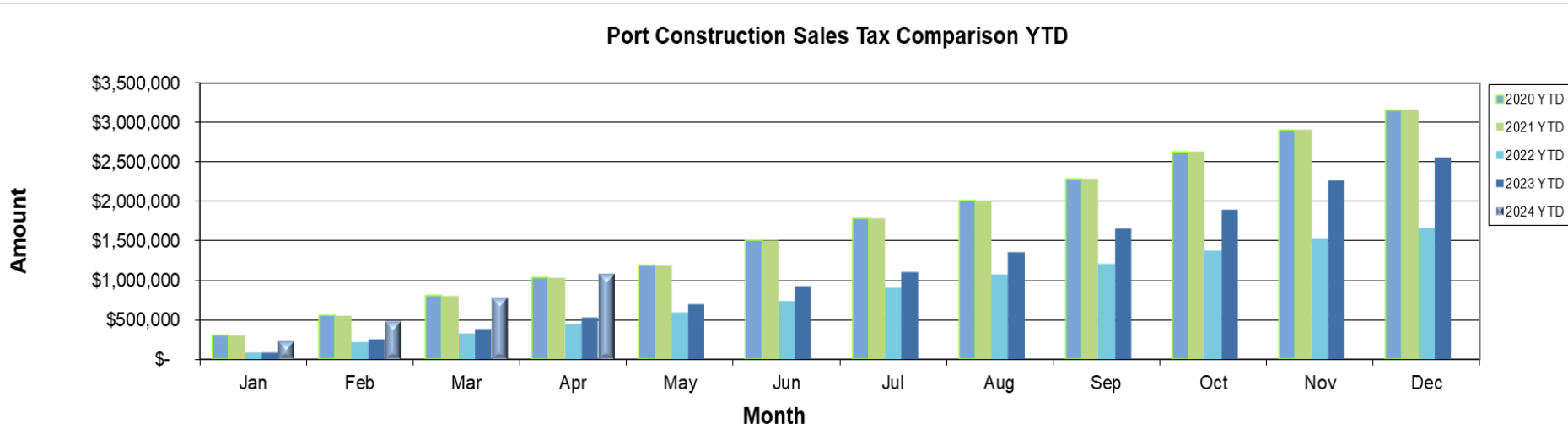


2024 = \$6.9 M in sales tax collected

- 19.4% increase from 2023



Port Construction Sales Tax



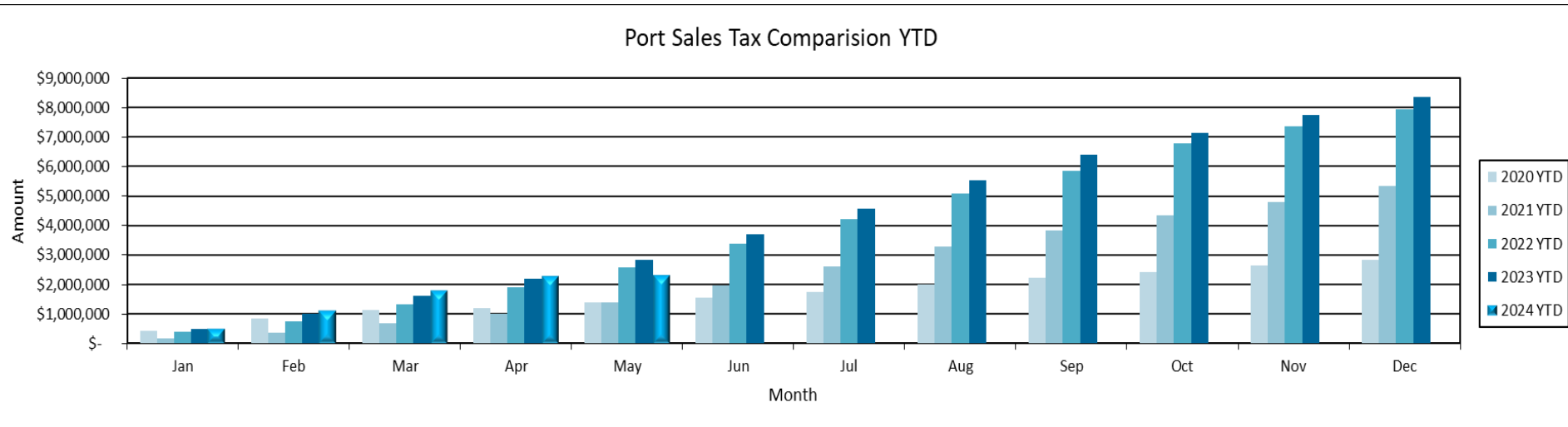
Construction sales tax from capital projects at the SEA airport fund the Municipal Capital Improvement Program.

2024 = \$1.1M

- 102 % increase over 2023
- Exceeded \$1.0 million budgeted
- Projected to exceed \$2.5 million for the year



Port Sales Tax



Port sales tax is generated from retail sales at the airport.

2024 = \$2.6M

- 8.1% increase from 2023



1st Quarter by Sector

	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%



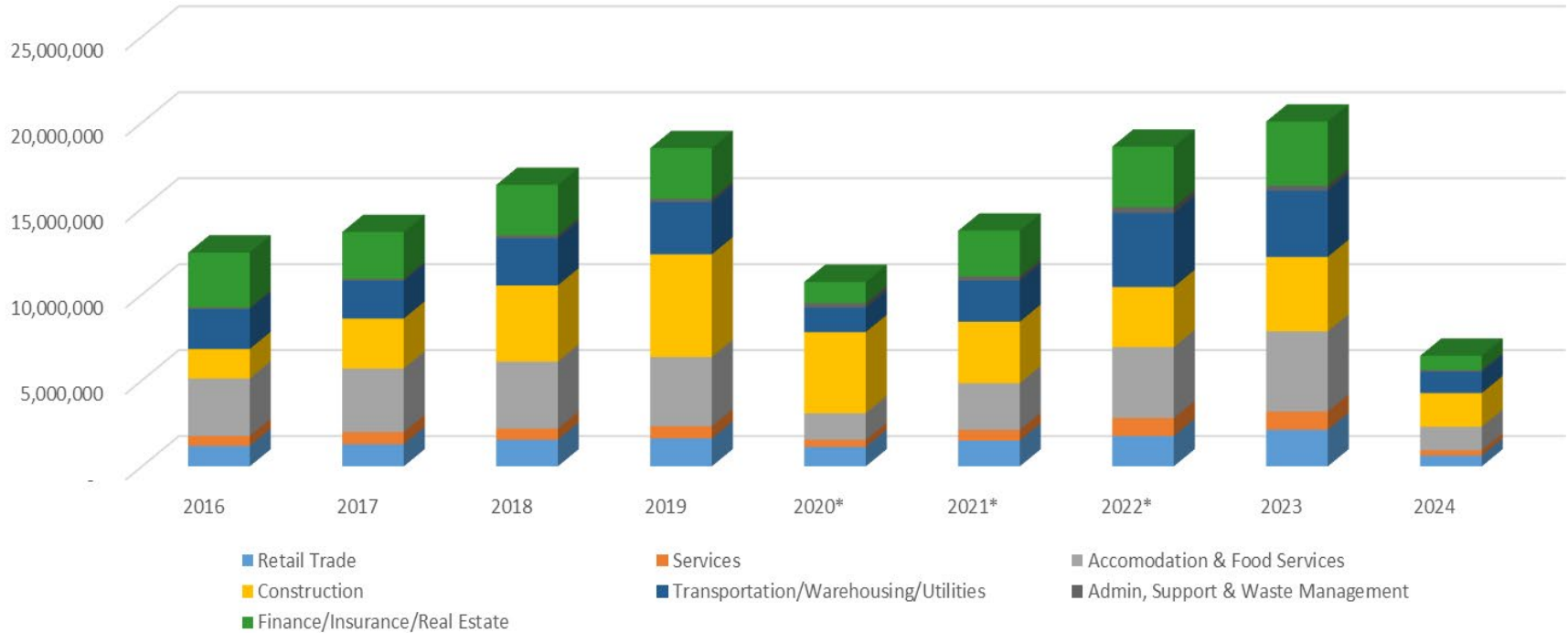
2nd Quarter - April

	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%

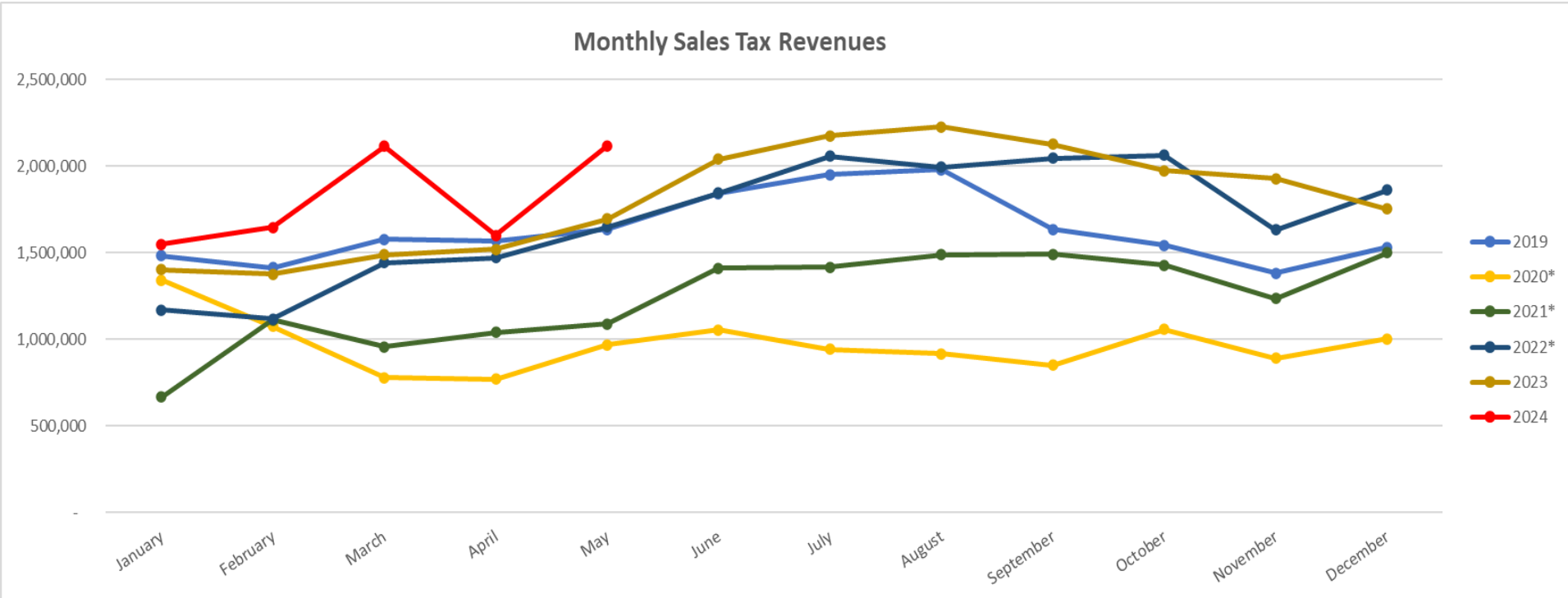


Sales Tax Comparison – by Category

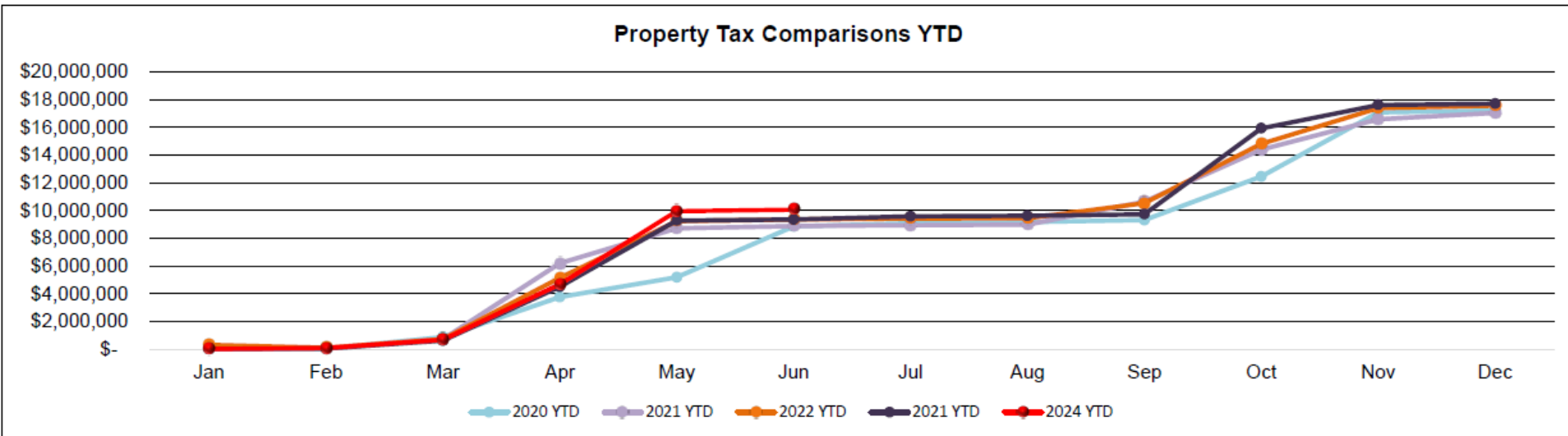
Sales Tax by Category



Sales Tax Comparison – Month by Month



Property Tax

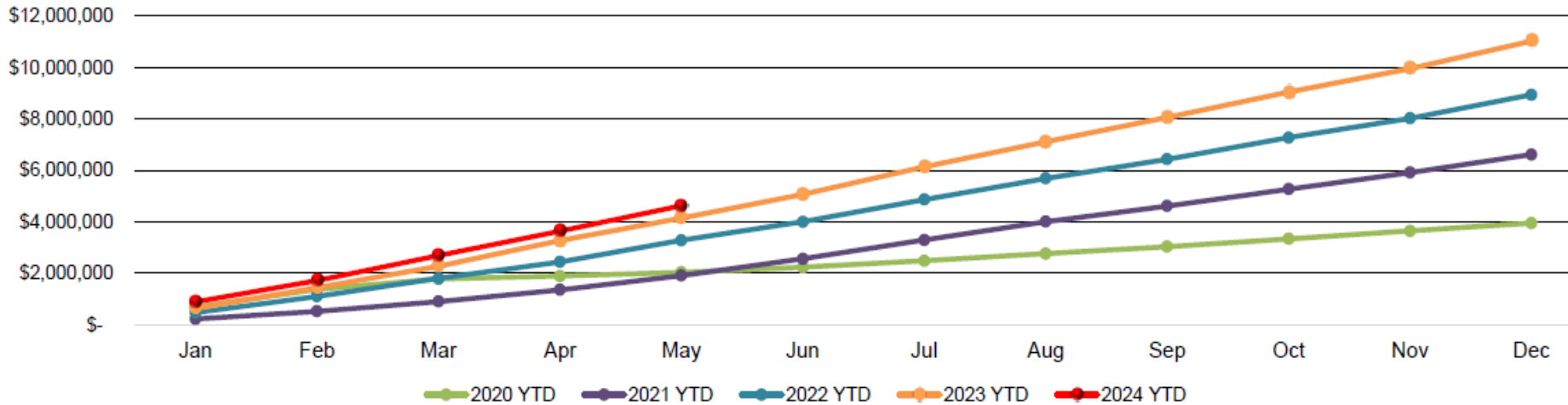


Property tax is tracking along with historical data.



Parking Tax

Parking Tax Comparison YTD



2024 = \$4.6 million collected

- 12% above 2023



Expenditure Stoplight Chart

<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



Expenditures by Department – General Fund

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



YTD Target: **50%**



Expenditures by Fund

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%



ARPA Fund 113 Details

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							
<i>Interest</i>	\$ 68,336	\$ 280,706	\$ 18,695	\$ 46,266	\$ 150,412	\$ 150,000	\$ 517,737
Expenditures							
<i>Salaries & Wages</i>	\$ 25,302	\$ 96,888	\$ 108,248	\$ 27,668	\$ 53,793	\$ 233,200	
<i>Benefits</i>	\$ 10,751	\$ 36,214	\$ 43,754	\$ 9,823	\$ 19,376	\$ 125,000	
<i>Supplies</i>	\$ 853	\$ 5,989	\$ 16,000	\$ 994	\$ 1,077	\$ 16,000	
<i>Services</i>	\$ 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
<i>Salaries & Wages</i>	\$ -	\$ 19,830	\$ 113,725	\$ 25,915	\$ 50,782	\$ 241,830	
<i>Benefits</i>	\$ -	\$ 3,862	\$ 55,028	\$ 5,012	\$ 9,846	\$ 125,000	
<i>Supplies</i>	\$ -	\$ 120	\$ -	\$ 44	\$ 44	\$ 250	
<i>Services</i>	\$ -	\$ -	\$ 880	\$ 151	\$ 2,549	\$ 2,500	
Grant Administration - Finance	\$ -	\$ 23,812	\$ 169,633	\$ 31,123	\$ 63,221	\$ 369,580	\$ 563,025
<i>Network Security Subscription</i>	\$ -	\$ 40,646	\$ 42,713	\$ -	\$ -	\$ 92,890	
<i>Microsoft Teams Phone Conversion</i>	\$ -	\$ -	\$ 86,776	\$ -	\$ -	\$ 18,068	
<i>Audio Visual Upgrades</i>	\$ -	\$ 307,629	\$ 103,209	\$ 7,263	\$ 65,529	\$ 15,000	
<i>Wireless Access Point Upgrades</i>	\$ -	\$ 21,139	\$ 9,034	\$ -	\$ -	\$ -	
<i>UPS Modernization</i>	\$ -	\$ -	\$ 20,442	\$ -	\$ -	\$ -	
Information Systems Services - Systems	\$ -	\$ 369,414	\$ 262,174	\$ 7,263	\$ 65,529	\$ 125,958	\$ 757,546
<i>Salaries & Wages</i>	\$ -	\$ -	\$ 102,532	\$ -	\$ -	\$ -	
<i>Benefits</i>	\$ -	\$ -	\$ 50,442	\$ -	\$ -	\$ -	
<i>Supplies</i>	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	
<i>Services</i>	\$ -	\$ -	\$ 8,700	\$ -	\$ -	\$ -	
Mental Health Co-Responder - Police	\$ -	\$ -	\$ 165,874	\$ -	\$ -	\$ -	\$ 165,874
<i>Salaries & Wages</i>	\$ -	\$ -	\$ 240,964	\$ 42,872	\$ 42,872	\$ -	
<i>Benefits</i>	\$ -	\$ -	\$ 7,228	\$ 3,863	\$ 3,863	\$ -	
<i>Supplies</i>	\$ -	\$ -	\$ 11,808	\$ 1,357	\$ 1,357	\$ -	
<i>Services</i>	\$ -	\$ -	\$ 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
<i>Small Business Capital Access Program</i>	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	
<i>Digital MarketPlace</i>	\$ -	\$ -	\$ 242,700	\$ -	\$ -	\$ -	
<i>Regional FastTrack Childcare Initiative</i>	\$ -	\$ 102,444	\$ 1,697,555	\$ 161,531	\$ 201,294	\$ -	
<i>ANEW Apprenticeship Program</i>	\$ -	\$ -	\$ 115,200	\$ -	\$ -	\$ -	
<i>SeaTac Farmers Market</i>	\$ -	\$ -	\$ 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

Salaries & Benefits by Department – General Fund

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%

Salaries & Benefits by Fund

OTHER FUNDS	Fund Name	2023 YTD Actual	2023 % Expended	2024 Budget	2024 Q1 Actual	YTD Actual Expended	YTD % Expended
	Roadway Maintenance	\$ 462,747	44%	\$ 1,314,857	\$ 284,544	\$ 526,244	40%
	Engineering Review	\$ 165,146	45%	\$ 369,425	\$ 62,953	\$ 108,916	29%
	Admin & Engineering	\$ 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%
	SWM Admin	\$ 185,374	49%	\$ 412,407	\$ 75,313	\$ 178,239	43%
	SWM Compliance	\$ 125,163	30%	\$ 449,219	\$ 111,703	\$ 222,164	49%
	SWM Maintenance	\$ 331,981	47%	\$ 760,674	\$ 169,770	\$ 345,849	45%
	SWM Engineering Rev	\$ 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%



Headcount Report

<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
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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
Public Works (102, 307,403,404,501)	4.25 Add Lifeguard FTE equivalent
Comm. Econ. Dev. (001,107)	2 Add Maintenance Operations Workers 1 Add Commercial Plans Examiner



Capital Projects - Buildings

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%	



Capital Projects – Other Improvements

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	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%

Capital Projects - Equipment

64 Equipment					
Fund 113	AV 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.
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%	

