

PROGRAM INVENTORY

City of SeaTac

2025-2026 Biennial Budget

PROGRAM LIST

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PROGRAM INVENTORY SHEET

PROGRAM NAME: ACCOUNTING AND FINANCIAL REPORTING

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: None

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Accounting and Financial Reporting is the foundation for everything the Finance Department does and is a continual process. Every transaction must be reported correctly, and includes setting up and maintaining the financial system, communicating proper coding to departments, and combining all data into reports. Program activities include monitoring and training, imperative to ensuring accurate reports that conform to Generally Accepted Accounting Principles (GAAP) and Capital Asset accounting, the process of tracking the purchase and sale of assets.

How does this Program benefit the community?

Accounting and Financial Reporting benefits the community by providing financial information on how the City is spending resources and performing.

What City goal(s) does this Program support? Describe how.

This program supports the goal of Build Effective and Accountable Government by providing accurate financial information on how the City is spending resources.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: ACCOUNTS PAYABLE

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: US Bank P-Card Rebate

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Accounts Payable (AP) processes payments to outside vendors, ensuring invoices are accurate and paid in a timely fashion according to purchasing procedures. This program maintains the Purchasing Card Program and Policy.

How does this Program benefit the community?

Accounts Payable ensures fiscal responsibility and transparency in how the City spends its resources.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by ensuring fiscal responsibility and transparency in how the City spends its resources.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: ANIMAL CONTROL

Fund(s): General Fund (001)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: Pet Licensing Fees (pass-thru)

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Animal Control Program provides cost effective services for humane domestic Animal Control Services.

How does this Program benefit the community?

The Animal Control program benefits the community by promoting and protecting the welfare of people and pets.

What City goal(s) does this Program support? Describe how.

This program supports Increase Connectivity and Safety by proactively and effectively handling Animal Control issues to make the community safer.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

GOAL 1.1 As a public entity, serve the good of the SeaTac community

Taking proactive and efficient measures to address Animal Control issues significantly contributes to enhancing community safety. By promptly responding to instances of stray animals, aggressive behavior, or neglect, authorities can prevent potential threats to public health and safety. In addition to safeguarding residents from physical harm, proper Animal Control practices foster a sense of security and well-being within the community, promoting a harmonious living environment for all.

PROGRAM INVENTORY SHEET

PROGRAM NAME: ASSET MANAGEMENT

Fund(s): General Fund (001), Street Fund (102), Surface Water Management Fund (402)

Lead Department: Public Works (11)

Other Contributing Departments: Information Systems (14)

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program documents the location and condition of all City assets within the rights-of-way to ensure they are properly maintained in an effective and efficient manner, and that the City meets government accounting standards board (GASB) 51 requirements for intangible capital assets.

How does this Program benefit the community?

Asset Management improves right-of-way maintenance services levels thereby providing a highly functional and safe transportation network, while improving the efficiency of City street and surface water maintenance operations.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by ensuring the effective and efficient management and maintenance of city assets within the rights-of-way. Increase Connectivity and Safety by ensuring that our transportation system for all modes of travel is well maintained, properly inspected, and upgraded/replaced as needed.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: AUDITING

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The Finance Department is the central point of contact for audits and coordinating communication between the auditing department and the staff that has the information being audited. The City is audited by the State of Washington annually (financial, accountability and single) and subject to other audits (Department of Retirement, Department of Revenue, etc.). Finance communicates the results to the Administration and Finance Committee, or Council as needed.

How does this Program benefit the community?

Audits evaluate adherence to applicable state laws, regulations, and policies and procedures, to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation or misuse. Audits provide an independent opinion on whether the financial statements present a reliable, accurate picture of the City's finances and have complied with applicable requirements.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by evaluating adherence to applicable state laws, regulations, policies and procedures and ensuring public funds are accounted for and controls are in place to protect public resources from misappropriation or misuse.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: BUDGET DEVELOPMENT AND MONITORING

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The budget function manages and maintains the budget process in support of all departments and funds. This includes reviewing budget amendments occurring throughout the biennium and carryforward requests. The Budget Development and Monitoring program creates and maintains the payroll budget for all employees, ensuring accuracy for the salaries and benefits budget. One important component of this program is monitoring for proper coding of revenue and expenditures for reporting purposes.

How does this Program benefit the community?

The City budget is the communication and planning tool that lets the community know what the spending plan is for the next two years. The budget ensures fiscal responsibility and transparency in how the city spends its resources.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by providing a high quality budget document that communicates the spending plan for the next biennium.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: BUSINESS LICENSING

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: City Business License Fees

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Business Licenses are processed through the Washington State Business Licensing System. The Business Licensing program audits applications for the proper paperwork and forwards to the proper divisions for review. Once approvals are provided, the application is approved in the state system for the license to be issued.

How does this Program benefit the community?

Business Licensing ensures businesses are operating safely and according to City code requirements.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by ensuring businesses are operating safely and according to City code requirements.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: BUSINESS SUPPORT AND GROWTH

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (13)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program supports the growth and expansion of existing small businesses in SeaTac, and also seeks to attract new business to SeaTac and to encourage development or redevelopment of existing properties.

How does this Program benefit the community?

This program is intended to help support the SeaTac business community grow and develop as a strong economy. The program focuses on supporting the growth of existing community businesses to better serve their customers and allow for long-term business expansion. A stable local economy also supports employment and economic opportunities for the residents of SeaTac.

What City goal(s) does this Program support? Describe how.

This program supports the goals of: Promote our Neighborhoods and Build Effective & Accountable Government. The program ensures the effective use of SeaTac resources to support business growth, which in turn supports development of SeaTac neighborhoods.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

The Business Support and Growth program is intended to support the implementation of the community vision in the Comprehensive Plan by encouraging the creation and growth of businesses in SeaTac. The program is designed to implement Comprehensive Plan goals and policies related to promoting SeaTac businesses and encourage economic diversity and a variety of jobs at different wage levels.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CAPITAL IMPROVEMENTS

Fund(s): Street Fund (102), ARPA Grant (113), Capital Funds (301-308), SWM (403)

Lead Department: Finance (04)

Other Contributing Departments: CMO (03), Parks & Rec. (10), Public Works (11), IS (14)

Types of Revenues: REET, Sales Tax, Parking Tax, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Capital Improvements Program provides a framework that aligns projects with the City's Comprehensive Plan, Transportation Improvement Plan, and Parks PROS Plan. The 6-Year Capital Improvement Plan provides a mid-term look at future capital needs.

How does this Program benefit the community?

Capital improvements maintain levels of service as outlined in the Comprehensive Plan to better serve the community.

What City goal(s) does this Program support? Describe how.

Varies depending on the project.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Varies depending on the project. See the 6-Year CIP for project details.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CITY ADMINISTRATION

Fund(s): General Fund (001)

Lead Department: City Manager's Office (03)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program is responsible for proposing a budget for City Council's review and adoption, submitting policy options and recommendations to the City Council, and overseeing the day-to-day operations of the municipal government to ensure the attainment of the policy goals set by the City Council.

How does this Program benefit the community?

Facilitates the overall coordination of all government services, including managing public safety contracts.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by providing transparent governance, accountable mechanisms, and effective leadership of City programs and services.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1: As a public entity, serve the good of the SeaTac community.

Policy 1.1B: Support a culture of dialogue.

Policy 1.1C: Service as a model equitable, healthy, and environmental sound employer and agency.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CITY FLEET MANAGEMENT

Fund(s): Equipment Rental Fund (501)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Vehicle Maintenance, Repair and Capital Contributions

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The purpose of the City Fleet program is to ensure the smooth operation, maintenance, and replacement of all City vehicles and maintenance equipment. Departments are charged for maintenance and repairs for assigned vehicles and capital replacement per the replacement schedule.

How does this Program benefit the community?

A highly reliable fleet of vehicles allows City staff to safely and effectively perform work without interruptions or stoppages caused by vehicle or equipment failure.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government - City Fleet Program ensures that city resources are well maintained, functional and available to help staff effectively and efficiently perform work functions.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: CITY VISUAL MEDIA PRODUCTION

Fund(s): General Fund (001)

Lead Department: City Manager's Office (03)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

City visual media production produces both photo and video content for City use. Media can be used both internally and externally and is applicable to every City Department. This program includes responsibility for the live streaming of committee and council meetings on SeaTV, as well as the organization and scheduling of SeaTV programming on public broadcast channel 21.

How does this Program benefit the community?

This program benefits the community through visual representation of community members by producing informative content via multiple social media channels, and the creation of marketable material for city initiatives and events. Internally this program produces internal trainings and citywide information. Video and photo are also instrumental in the recruitment process, leading to better talent acquisition.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by producing multiple streams of communication that help build connectivity, transparency, and trust within the community.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1: As a public entity, serve the good of the SeaTac community.

Policy 1.1A: Actively promote meaningful community engagement and implement an effective public awareness and notification process that encourages community involvement in all Comprehensive Plan, subarea, transportation and park plans, as well as other planning or public projects the City undertakes.

Policy 1.1B: Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments

PROGRAM INVENTORY SHEET

PROGRAM NAME: CITYWIDE TRANSPORTATION SAFETY

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Parking Tax, State Gas Tax

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program is focused on improving the safety of the city's transportation system for all users citywide. Speed reduction measures, enhanced pedestrian crossings, pedestrian refuges, speed feedback signs, and mid-block crossings are some of the measures used by this program to improve safety.

How does this Program benefit the community?

The program supports the City's ability to quickly address safety related issues that are found to be impacting our residents, businesses or traveling public. The program also provides residents and businesses the ability to request investigations of unsafe conditions or driving behaviors in the right-of-way (ROW).

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by improving safety for all users of our transportation network which in turn improves connectivity through increasing multi-modal users.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Directly supports Goals 4.3B, 4.4A, 4.4F

PROGRAM INVENTORY SHEET

PROGRAM NAME: CLASSIFICATION AND COMPENSATION

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Classification and Compensation provides and monitors a competitive and fair compensation system and maintains a standardized and equitable classification system which defines the scope and nature of job assignments, provides ongoing updates of classification specifications, differentiates between work assignments, identifies job expectations, and supports career development options which enables the City to hire and retain qualified employees.

How does this Program benefit the community?

There is an indirect community benefit to ensuring City employees are correctly classified and compensated. Ensuring employees are properly classified and compensated helps promote an equitable work environment, and in turn an engaged workforce that provides services to the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government by ensuring fair and transparent pay structures, which attract and retain skilled employees, motivate high performance, and minimize disparities.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: CODE COMPLIANCE

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Civil Infractions and Penalties

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Code Compliance program ensures that private property owners and businesses comply with adopted regulations that implement the Comprehensive Plan and other state or federal mandates.

How does this Program benefit the community?

The Code Compliance program is intended to support the implementation of the community vision contained within the Comprehensive Plan by ensuring that the property and business owners comply with adopted regulations. The adopted regulations are intended to implement the Comprehensive Plan goals and policies related to neighborhood character, business improvements, protecting the environment, and protecting public safety.

What City goal(s) does this Program support? Describe how.

By ensuring that property and business owners comply with the adopted regulations Code Compliance supports the Citywide goals of Promotes our Neighborhoods, Builds Effective and Accountable Government, and Creates & Preserves Housing.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

The Code Compliance program is intended to support the implementation of the Comprehensive Plan goals and policies related to neighborhood character, protecting the environment, and protecting public safety.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CARES

Fund(s): General Fund (001)

Lead Department: Fire Services (09)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Puget Sound Fire provides an alternative response model to deal with low acuity calls, mental health emergencies, and chronic medical conditions. Nurses and Social Workers respond with firefighters when appropriate, perform pro-active home visits, and follow up with their contacts.

How does this Program benefit the community?

The Fire Department Community Assistance, Referrals and Education Services program is a fire agency based community injury and illness prevention program. FD CARES was developed to assist community members with issues before the issue becomes an emergency. The program works to improve the quality of health throughout our community and provide for a longer healthier independent life.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

5.1B, Set Level Of Service standards.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUNITY COURT

Fund(s): General Fund (001)

Lead Department: Municipal Court (02)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Using a problem-solving model, SeaTac Community Court seeks to address the underlying issues that lead to involvement with the criminal justice system. The City recognizes that problems with substance use, mental health issues, and homelessness are at the heart of most low-level offences. By providing appropriate services, we find solutions that help lead people out of the cycle of recidivism while holding them accountable for their actions.

How does this Program benefit the community?

The SeaTac Community Court (SCC) seeks to break the cycle of crime, reduce recidivism, and reduce the overall impact on the justice system and the community through access to supportive services. By equipping people to participate as productive members of the community, rather than engage in criminal activity, all members of the community benefit.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by collaborating with local social service providers, law enforcement when needed, and other stakeholders to offer comprehensive support to offenders. This collaboration ensures that individuals receive the necessary resources and support to reintegrate into society successfully, thereby enhancing public safety.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

3.3 Partner with funders, governments, educators, human service providers, media, police, the criminal justice system, and the community at large to meet human needs in a humane and holistic manner.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUNITY OUTREACH AND EDUCATION

Fund(s): General Fund (001); ARPA Grant Fund (113)

Lead Department: City Manager's Office (03)

Other Contributing Departments: Various

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program increases the community's general knowledge of SeaTac leading to a better understanding the services the City offers. Having a presence in the community at events enables the City to better engage with the community by having conversations and receiving feedback, rather than pushing information out. Community outreach helps to build trust and increases collaboration between the City and the community members as relationships are formed.

How does this Program benefit the community?

Having a robust community outreach program creates a more positive relationship between the City and its residents. This program also helps connect the community with City programs, services, and events.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by connecting the community to its representatives and services.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1: As a public entity, serve the good of the SeaTac community.

Policy 1.1A: Actively promote meaningful community engagement and implement an effective public awareness and notification process that encourages community involvement in all Comprehensive Plan, subarea, transportation and park plans, as well as other planning or public projects the City undertakes. Policy 1.1B: Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUNITY RECREATION

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Activity Fees, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program includes drop-in activities, scheduled classes across the city, inclusive of park spaces and provides rental monitors for facility rentals at the SeaTac Community Center. This program also includes oversight of lifeguard programming, memberships, scheduling, and daily operations at the Community Center and other locations.

How does this Program benefit the community?

This program benefits the community by offering affordable access to recreation classes and activities that help to improve both the physical and mental well-being of participants. This program provides lifesaving opportunities at Angle Lake Beach Park for a large population that might not know how to swim.

What City goal(s) does this Program support? Describe how.

Promote Our Neighborhoods by providing a sense of place through activation of space. Increase Connectivity and Safety by increasing safety at Angle Lake. SeaTac has an immigrant population who may be unaware of the dangers posed with playing in and around water.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Comp plan 10.3 Provide a balanced, quality park and recreational system and offer a wide range of park and recreational facilities to community members of various ages, physical capabilities, cultural backgrounds, incomes, and participation levels.

-Staff want to provide quality, accessible, affordable programming across the city, to serve our diverse community.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUNITY RISK REDUCTION

Fund(s): General Fund (001)

Lead Department: Fire Services (09)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Community Risk Reduction (CRR) is a division that works to reduce risks in the community through education, prevention, and preparedness efforts. CRR emphasizes proactive measures to minimize the likelihood of incidents such as fires, medical emergencies or other hazards. This includes implementing fire safety programs/inspections, and encouraging community engagement.

How does this Program benefit the community?

The program works to identify risks or hazards within our community and then uses public education, prevention efforts, and preparedness in an attempt to lower the risks to citizens.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Completion of business inspections within the city.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUNITY WORKFORCE DEVELOPMENT

Fund(s): General Fund (001), ARPA Grant Fund (113)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Community Workforce Development program has two main components: Increasing gainful employment and economic opportunities for SeaTac residents through workforce development training, trades courses, and workshops; and ensuring SeaTac businesses have access to a qualified workforce to sustain and grow their operations.

How does this Program benefit the community?

The development of workforce programs and resources is intended to improve employment and economic opportunities for SeaTac residents. The workforce development program focuses on expanding the resident's knowledge and training to support SeaTac residents in finding work, and to better ensure the availability of trained workers for businesses in SeaTac.

What City goal(s) does this Program support? Describe how.

The Community Workforce program supports three goals: Promote Our Neighborhoods, Create & Preserve Housing, and Build Effective & Accountable Government. SeaTac residents and businesses are supported by ongoing workforce development. The program focuses on working with community partners to ensure maximum effect of SeaTac resources.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports Comprehensive Plan goals and policies related to promoting quality job training and education, creating jobs at various wage levels, and partnering with community based organizations.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMMUTE TRIP REDUCTION

Fund(s): General Fund (001); Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: Human Resources (07)

Types of Revenues: State Grant Funding (WSDOT)

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The program seeks to reduce the number of single occupancy vehicles on state highways and local roads during commute hours to reduce congestion and pollution. The program works with our large employers within the City (100 or more employees) to offer education and incentives to their employees to use alternative modes of transit such as light rail, buses, carpools/vanpools, bicycles etc.

How does this Program benefit the community?

The program helps to reduce traffic congestion the associated pollution and helps to educate those working in our city about alternate modes of travel and the associated benefits.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by helping to expose those working in the City to alternative forms of transportation for both work-related travel as well as personal.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Supports Goal 9.4, specifically 9.4C and Goal 4.5 broadly.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COMPREHENSIVE PLAN MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Comprehensive Plan Amendment Application Fees

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Comprehensive Plan Management program supports amendments to the Comprehensive Plan and related policy documents (e.g., subarea plans; Transportation Management Plan; Parks, Recreation and Open Space plan; and, similar policy documents), in response to the changing needs and circumstances of the SeaTac community.

How does this Program benefit the community?

The Comprehensive Plan contains the community's vision, which along with goals and policies in the Comprehensive Plan, is the basis for the City to engage in programs, make funding decisions, and adopt regulations intended to benefit the community. The Comprehensive Plan is a foundational policy document, which is updated regularly to reflect the changing circumstances and priorities of the community.

What City goal(s) does this Program support? Describe how.

By updating the Comprehensive Plan, all City goals will be supported with policies and implementation tasks, specifically: Promote our Neighborhoods, Build Effective & Accountable Government, Create & Preserve Housing, Expand Green & Public Spaces, and Increase Connectivity & Safety.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports Comprehensive Plan goals and policies related to ensuring that the City remains focused on serving the SeaTac community, and that the Comprehensive Plan remains consistent with State law, including the Growth Management Act and regional growth management plans and policies.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CONTRACTED POLICE SERVICES

Fund(s): General Fund (001), Port ILA Fund (105), Restricted Public Safety Fund (114)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: Fees, Grants, State and Federal Narcotics Seizure Funds

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Police services encompasses patrol, detectives, and administration, with a total full-time equivalent (FTE) count of 50 personnel, effective October 1st, 2022. Patrol focuses on emergency calls for service generated primarily by City of SeaTac community members. Patrol provides a high visibility presence, 24hrs a day, with intent to deter crime, build trust in the community, and ensure a safe city to live and work in.

How does this Program benefit the community?

This program's primary function is to directly benefit the community it serves. It does this by responding to calls for service, community engagement, and partnerships with City of SeaTac community members and businesses.

What City goal(s) does this Program support? Describe how.

This program supports the City Goals of Promoting our Neighborhoods and Increasing Connectivity and Safety by providing police services to the City of SeaTac including patrol, detectives, mental health co-response, traffic, and community engagement officers.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

The program supports the City's Comprehensive Plan goals of Transportation, Economic Vitality, and Community Design by utilizing traffic and patrol officers to make our city safe, reducing crime and the fear of crime.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COUNCIL ADMINISTRATION

Fund(s): General Fund (001)

Lead Department: Legal (06)

Other Contributing Departments: City Council (01)

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Council Administration includes working with the City Council, Department Heads, and employees to prepare, process, and retain all Council actions and records. This includes onboarding new councilmembers, and training councilmembers and staff, as needed, to ensure meetings go as smoothly as possible. This also includes utilizing the Agenda Quick platform to prepare agendas, minutes, and council packets. This program also ensures a fair and efficient process in filling vacancies on advisory committees.

How does this Program benefit the community?

This program ensures efficiency and transparency in council actions.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government by ensuring efficiency, transparency and access to City government.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1 As a public entity, serve the good of the community. All Council actions must comply with the Open Public Meetings Act in order to aid in the conduct of the people's business in an open and transparent matter. This program ensures the public remain informed on their business. In addition, a fair and efficient process in filling vacancies on advisory committees ensures the public can participate in their City government by providing their voice to upcoming projects and issues.

PROGRAM INVENTORY SHEET

PROGRAM NAME: COURT SUPPORT SERVICES

Fund(s): General Fund (001)

Lead Department: Municipal Court (02)

Other Contributing Departments: N/A

Types of Revenues: Fees

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Court Support Services supervise individuals who have been placed on active supervision. They work to ensure defendants are successful in fulfilling the requirements of their sentence, reduce the likelihood of reoffending, and are not a danger to the community.

How does this Program benefit the community?

Holds defendants accountable for their actions to ensure that defendants are successful in fulfilling the requirements of their sentence, reduce the likelihood of reoffending, and are not a danger to the community.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by collaborating with other community organizations to create a comprehensive support network. This collaboration ensures individuals receive the holistic support they need to stay on the right path and contribute positively to their communities.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

3.3 Partner with funders, governments, educators, human service providers, media, police, the criminal justice system, and the community at large to meet human needs in a humane and holistic manner.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CRIMINAL PROSECUTION

Fund(s): General Fund (001)

Lead Department: Legal (06)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Criminal Prosecution is responsible for prosecuting misdemeanor and gross misdemeanor cases in violation of the SeaTac Municipal Code, as well as traffic infractions and code compliance violations, on behalf of the City of SeaTac Police and the Port of Seattle Police. This program also provides advocacy and crisis intervention for crime victims, and connects people in need of temporary shelter, transportation, or food with available community resources.

How does this Program benefit the community?

This program promotes safety, welfare, and justice for SeaTac residents, individuals who access the SeaTac International Airport, and individuals who live outside the city. The program provides services for the health and safety of the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government by prosecuting individuals and holding them accountable for their actions often resulting in treatment or counseling which, if successful, may deter the individual from re-offending in the future. Providing safety planning, education, and resources provides a safer environment for victims of crimes. Working toward a safer community increases community trust.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1 As a public entity, serve the good of the community. Holding individuals accountable through criminal prosecution, providing treatment, counseling, and other resources to victims and defendants increases community safety.

PROGRAM INVENTORY SHEET

PROGRAM NAME: CUSTOMER CARE AND TECHNICAL SUPPORT

Fund(s): General Fund (001)

Lead Department: Information Systems (14)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program is responsible for providing hardware and software technical support, training, and access to users of the City's computer systems.

How does this Program benefit the community?

This program benefits the community by ensuring that city staff have access to and training for the computer related tools they need to perform their work.

What City goal(s) does this Program support? Describe how.

This program supports the City's goal of Building Effective & Accountable Government by providing City staff with the technology based tools required to serve the City and its residents.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: DEVELOPMENT REVIEW AND INSPECTIONS

Fund(s): General Fund (001); Street Fund (102); Transit Planning (106); SWM (403)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: Public Works (11)

Types of Revenues: Development Review Fees

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Development Review & Inspection program ensures that development and construction complies with adopted local, state, and federal regulations. This program includes: permit center activity; building, trade, and construction permits; land use review; right-of-way permits; traffic concurrency and impact fees; third-party technical reviews; and, public comment and appeal opportunities.

How does this Program benefit the community?

Ensures new development complies with SeaTac regulations, which implement the Comprehensive Plan and are designed to ensure SeaTac becomes and remains an economically thriving, livable, and safe community that is clean and healthy.

What City goal(s) does this Program support? Describe how.

By ensuring that development complies with adopted regulations, the Development Review and Inspection Program supports the following City goals: Promote our Neighborhoods, Build Effective and Accountable Government, Create & Preserve Housing, Increase Connectivity & Safety.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

The Development Review & Inspection program is intended to support the implementation of the community vision contained within the Comprehensive Plan by ensuring that new construction complies with adopted regulations. The adopted regulations are intended to implement the Comprehensive Plan goals and policies related to neighborhood character, supporting housing and business growth, protecting the environment, and protecting public safety.

PROGRAM INVENTORY SHEET

PROGRAM NAME: DIGITAL CONTENT MANAGEMENT

Fund(s): General Fund (001)

Lead Department: City Manager's Office (03)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Digital Content Management oversees external customer social media communications for the City. The program provides the most trusted source of information on City happenings and is an effective voice for City interests at all levels of government.

How does this Program benefit the community?

Increases the engagement between the City and community through a two-way conversation that helps connect residents to resources, programs, and events.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by promoting and providing news and insight into City events, programs, services, and actions.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1: As a public entity, serve the good of the SeaTac community.

Policy 1.1A: Actively promote meaningful community engagement and implement an effective public awareness and notification process that encourages community involvement in all Comprehensive Plan, subarea, transportation and park plans, as well as other planning or public projects the City undertakes.

Policy 1.1B: Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments.

PROGRAM INVENTORY SHEET

PROGRAM NAME: DOMESTIC VIOLENCE MORAL RECONATION THERAPY

Fund(s): General Fund (001)

Lead Department: Municipal Court (02)

Other Contributing Departments: N/A

Types of Revenues: Participant Fees

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Domestic Violence Moral Reconciliation Therapy (DVMRT) is a peer run group with a facilitator. It is for people who have been charged and/or convicted of domestic violence crimes. The program is divided into 24 modules, which are open ended. This is a cognitive behavioral therapy approach and directly confronts faulty thinking and inappropriate behavior.

How does this Program benefit the community?

Gives needed tools to people charged and/or convicted of domestic violence to be productive citizens in society and reduce recidivism.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety. Successful completion of DVMRT can aid in the reintegration of individuals into society. This can lead to more stable family environments and healthier relationships, contributing to the overall well-being of the community.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

3.3 Partner with funders, governments, educators, human service providers, media, police, the criminal justice system, and the community at large to meet human needs in a humane and holistic manner.

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMERGENCY MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Public Works (11)

Other Contributing Departments: Fire Services (09)

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The program is focused on all aspects of emergency preparedness for our residents, businesses, and employees. The program provides education and outreach to our community, develops and maintains emergency response plans for natural and man made disasters, and trains city staff on emergency response and recovery so they are prepared to operate the emergency operations center in support of the city during a disaster or significant event.

How does this Program benefit the community?

The program works to prepare our community for a natural or man made disaster so that impacts are minimized, lives are saved, and recovery begins quickly and competently.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by helping to prepare our community to be more resilient during and after a natural or man made disaster.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Directly Supports Goal 4.2U

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMPLOYEE BENEFITS

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The City provides a wide range of benefits, including medical, dental, vision, retirement, disability, and life insurance, along with various leave programs such as FMLA, WPFML, EPSL, PHEL, and LWOP. Benefits also encompass worker's compensation and tuition reimbursement for job-related education. Tuition reimbursement provides partial course reimbursement, enhancing both employee skills and community expertise. The Commute Trip Reduction program seeks to decrease drive-alone rates, improve air quality, and reduce traffic.

How does this Program benefit the community?

Promotes a healthy workforce who provide quality services to the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. Employee benefits supports this goal by attracting and retaining skilled workers, improving employee health and job satisfaction, and reducing absenteeism. This results in a more reliable and productive workforce, leading to better public service delivery and enhanced overall accountability in government operations.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMPLOYEE LABOR RELATIONS

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Employee and Labor Relations assists with general management regarding developing, maintaining and improving employee relationships via communication, performance management, processing grievances and/or disputes as well as interpreting and conveying City policies. Essentially, Employee and Labor Relations is involved with preventing and resolving issues involving employees which stem out of or affect work situations. In addition, Employee and Labor Relations is responsible for negotiation and administration of the Collective Bargaining Agreements.

How does this Program benefit the community?

There is an indirect community benefit in creating a collaborative work environment, promoting employee engagement as well as fair and equitable workplace policies and practices, which in turn allows employees to focus on their job responsibilities in a supportive environment.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. Employee and labor relations supports this goal by fostering a positive work environment, addressing grievances fairly, and promoting open communication between management and employees. This supports employee satisfaction, reduced conflict, and a collaborative atmosphere, which enhances overall productivity and ensures efficient and transparent operations.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMPLOYEE PERFORMANCE MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Performance Management includes setting clear and specific performance expectations for each employee and providing periodic informal and/or formal feedback about employee performance relative to those stated goals and the position responsibilities. Often times performance management works in correlation with Learning and Development; specifically developing and implementing Individual Development Plans (IDP).

How does this Program benefit the community?

Setting expectations around service and performance for employees provides the community with a standard of quality services.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. Employee performance management supports this goal by setting clear expectations, providing regular feedback, and aligning individual goals with organizational objectives. This encourages employees to perform at their best, contribute to the achievement of City goals, which leads to improved service delivery, higher accountability, and efficient use of resources.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMPLOYEE RECOGNITION

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The Employee Recognition Program is dedicated to fostering a positive work environment, enhancing employee performance, boosting engagement, and elevating overall morale. Annually, the City of SeaTac honors employees with citywide awards in recognition of their exceptional contributions. Categories include Outstanding Customer Service, Going the Extra Mile, Promoting Diversity, and Exemplifying SeaTac's Core Values. Nominations are submitted by colleagues, and a dedicated employee committee carefully selects the winners for each category.

How does this Program benefit the community?

Promotes an engaged workforce who provide quality services to the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. The employee recognition program supports this goal by acknowledging and rewarding outstanding performance and contributions, which boosts morale, and motivation. This encourages employees to excel in their roles, encourages a culture of excellence and accountability, and enhances overall organizational effectiveness and public service quality.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: EMPLOYEE WELLNESS

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program includes any activity designed to support better health at work and/or to improve health outcomes and promote employee engagement. This program includes health screenings, behavior change interventions, fitness programs, social support or team competitions to promote physical health. This program also includes healthy incentives; AWC Trust members who earn the WellCity Award will receive a 2% discount on all medical premiums for active employees, spouses, and dependents.

How does this Program benefit the community?

Promotes a healthy workforce who provide quality services to the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. The Employee Wellness program supports this goal by promoting healthier, more engaged employees who are less likely to miss work due to illness, leading to improved productivity and better public service.

Additionally, such programs help enhance morale, reduce healthcare costs, and foster a culture of responsibility and care within the organization.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: ENTERPRISE APPLICATIONS SUPPORT

Fund(s): General Fund (001)

Lead Department: Information Systems (14)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program is responsible for managing, maintaining, and providing support for the City's Enterprise software applications including Asset Management, Permitting and Land Use, and Financial ERP applications.

How does this Program benefit the community?

This program benefits the community by ensuring that city staff have access to the computer related tools they need to perform their work.

What City goal(s) does this Program support? Describe how.

This program supports the City's Goal of Building Effective & Accountable Government by providing tools and systems to help other departments achieve their goals.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: FACILITY MAINTENANCE

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Electric Car Charging Fees

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Facility Maintenance is a comprehensive set of activities designed to ensure the optimal performance and longevity of equipment and building structures. These activities encompass preventive maintenance, corrective maintenance, and predictive maintenance strategies, all aimed at minimizing downtime, reducing repair costs and maintaining a safe working environment.

How does this Program benefit the community?

This program improves safety as regular facility maintenance helps to identify and address potential hazards, keeping employees and visitors safe. Maintaining and tracking equipment and assets to enhance their functionality, plan for repairs/ replacement and extend their lifespan.

What City goal(s) does this Program support? Describe how.

Expand Green and Public Spaces by maintaining and improving community space and investing in infrastructure, so SeaTac is able to offer the best asset(s) for public utilization.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Capital Facilities element Chapter 5: Goal 5.1 and 5.2

The Facilities division delivers a high level of service to all customers, internal and external, through maintaining clean, safe, well-functioning facilities for employees and community. Facilities staff monitor expenses and forecast future needs to ensure resources are allocated efficiently and effectively.

PROGRAM INVENTORY SHEET

PROGRAM NAME: FALSE ALARM

Fund(s): General Fund (001)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: False Alarm Fines and Penalties

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The False Alarm program is a means of encouraging reliable private home and business security systems, without creating an unreasonable burden on public resources. By working with alarm holders and encouraging repair or modification of malfunctioning systems, the program prevents excessive response to false alarms and over response to particular locations.

How does this Program benefit the community?

This program benefits the community by notifying security alarm owners of possible defective equipment and allowing officers more time to respond to emergency calls for service.

What City goal(s) does this Program support? Describe how.

This program supports the City Goal of Increase Connectivity and Safety by reducing the number of false alarm calls SeaTac police officers respond to, allowing more time for police officers to respond to actual emergencies.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the City's Comprehensive Plan goal of Community Design by reducing the number of false alarm calls SeaTac police officers respond to, allowing more time for police officers to respond to actual emergencies.

PROGRAM INVENTORY SHEET

PROGRAM NAME: FIRE FLEET MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Fire Services (09)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Fire Department Fleet Management ensures all fire vehicles are properly maintained, operationally efficient, and ready to respond to emergencies at all times. The program consists of vehicle maintenance, safety compliance, asset management, technology integration, and eNvironmental considerations.

How does this Program benefit the community?

Maintaining the fire department fleet at a high level ensures the reliability of response to community calls for service and also saves the community money by prolonging the vehicle life span.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Set levels on the Fire Indicators sheet.

PROGRAM INVENTORY SHEET

PROGRAM NAME: FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVICES

Fund(s): General Fund (001)

Lead Department: Fire Services (09)

Other Contributing Departments: N/A

Types of Revenues: Emergency Medical Services (EMS) Levy

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Engines, Ladders and aid units respond from 13 stations with an on-duty staff of 50-60 personnel. All Puget Sound Fire (PSF) units are staffed with Firefighter/EMTs who respond to all Basic Life Support (BLS) and Advanced Life Support (ALS) calls for service. ALS alarms are supported by paramedic units from King County Medic One. Patient transport is performed by PSF aid units, private ambulance, or King Medic One.

How does this Program benefit the community?

Preservation of property and life.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

PROGRAM INVENTORY SHEET

PROGRAM NAME: GEOGRAPHIC INFORMATION SYSTEMS

Fund(s): General Fund (001)

Lead Department: Information Systems (14)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Geographic Information Systems (GIS) develops and maintains data, solutions, and systems to support a spatial inventory of the built and natural environment, analysis of spatial data, and facilitates the use of spatial information to inform planning and decision making.

How does this Program benefit the community?

This spatial intelligence is used extensively at the City of SeaTac for understanding the current landscape, managing city infrastructure, and planning for the future. GIS provides geospatial services and solutions to internal and external customers working in the areas of: Public Works Asset Maintenance and Management, Permitting and Land Use Applications, Comprehensive Planning, and City communications.

What City goal(s) does this Program support? Describe how.

This program supports the City's goal of Building Effective & Accountable Government by providing tools and systems to help other departments achieve their goals. It also supports both Expanding Green & Public Spaces and Increasing Connectivity & Safety by providing spatial data and analysis, providing data needed to make crucial decisions.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: GRANT ADMINISTRATION

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The Grant Administration program is a service provided to all departments who apply for grants. Finance assists applicants with processing and submitting grant application and acceptance paperwork, preparing grant reports and draw down requests, monitors for compliance with grant requirements, and ensures all departments have the necessary paperwork to support the audit process.

How does this Program benefit the community?

Grant Administration benefits the community by monitoring grant information and reporting on how the City is spending grant resources.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by managing the City grant process from application to closure provides accurate records and ensures grant dollars are spent appropriately.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: HOUSING STABILITY

Fund(s): General Fund (001), Affordable Housing Sales Tax Fund (112)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Affordable Housing Sales Tax, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Housing Stability Program is intended to increase housing sustainability for SeaTac residents. This program includes the City's rental assistance work, which provides financial support to low-income renters in SeaTac. This program also includes minor home repair and other housing services to improve SeaTac residents' living conditions. Finally, this program supports the creation and preservation of affordable housing in SeaTac.

How does this Program benefit the community?

The Housing Stability Program is intended to ensure that SeaTac residents can maintain stable housing, promoting overall community well-being. The program is also intended to ensure that SeaTac has, and preserves, housing that is affordable to the SeaTac community.

What City goal(s) does this Program support? Describe how.

The Housing Program supports the Create & Preserve Housing and Build Effective & Accountable Government goals. The Housing Program is intended to use the City's resources as effectively as possible to create and preserve housing for SeaTac residents.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the Comprehensive Plan goals and policies related to maintaining and enhancing the quality of life for SeaTac residents, strengthening existing neighborhoods, increasing housing opportunity for all, and encouraging a variety of housing.

PROGRAM INVENTORY SHEET

PROGRAM NAME: HUMAN SERVICES

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Human Services program enables the City to deliver vital resources by partnering with non-profit human service agencies that offer direct services to eligible residents. This program addresses immediate needs arising from hardships or emergencies through a variety of support services, including legal assistance, domestic violence programs, food and meal services, childcare, healthcare, employment support, case management, and more.

How does this Program benefit the community?

By collaborating with these agencies, the City ensures that residents receive the essential support they need to maintain stability and well-being.

What City goal(s) does this Program support? Describe how.

The Human Services program supports the Build Effective & Accountable Government goal. The Human Services program is designed to use the City's resources to efficiently and effectively provide direct services to SeaTac residents.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the Comprehensive Plan goals and policies related to maintaining and enhancing the quality of life for all community members and providing services that address the full spectrum of community needs and values in a manner that is culturally relevant, physically accessible, near adequate transportation, affordable, and immediate.

PROGRAM INVENTORY SHEET

PROGRAM NAME: INNOVATIVE LAW

Fund(s): General Fund (001), Restricted Public Safety Fund (114)

Lead Department: Police

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Innovative law includes strategies aimed at community policing, crime reduction, and problem solving through technology and new ideas. These programs include FLOCK, Virtual Reality simulators, unmanned aerial surveillance, and the mailbox program. Innovative law is aimed at new training; evaluating and supporting police officers in their roles.

How does this Program benefit the community?

This program benefits the community by introducing fresh ideas, technology, and strategies aimed at reducing crime and recidivism, while increasing community trust and transparency.

What City goal(s) does this Program support? Describe how.

This program supports the goal of public safety by utilizing new ideas and technology to reduce crime and the fear of crime in our communities. This program also supports the goal of promoting our neighborhoods by leveraging technology and strategies to make our neighborhoods safer.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

GOAL 1.1 As a public entity, serve the good of the SeaTac community.

PROGRAM INVENTORY SHEET

PROGRAM NAME: INTERGOVERNMENTAL RELATIONS

Fund(s): General Fund (001)

Lead Department: City Manager's Office (03)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Intergovernmental Relations Program builds and maintains relationships with legislative leadership, City delegations, and other intergovernmental entities.

How does this Program benefit the community?

This program allows the City's voice and interests to be heard by County, State, and Federal legislators and leads to meaningful policies, laws, and funding.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by helping to translate City goals and initiatives into effective actions at the municipal, county, state, and Federal level.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

GOAL 1.1: As a public entity, serve the good of the SeaTac community.

Policy 1.1B: Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments

PROGRAM INVENTORY SHEET

PROGRAM NAME: JAIL SERVICES - SOUTH CORRECTIONAL ENTITY (SCORE)

Fund(s): General Fund (001), SCORE Bond Fund (207)

Lead Department: Police Services (08)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Jail Services Program provides secure and humane housing of inmates. The City is legally obligated to budget our portion of the debt service, however the SCORE Administrative Board adopted a financial policy to fund the debt service with contract revenue collected in the prior year. The City will only make the payment when the contract revenue is not sufficient to cover debt service.

How does this Program benefit the community?

This program provides a safe housing environment for inmates booked and sentenced from Owner Cities and Contract Agencies and provides necessary medical services including dental, prescription drug, and mental health treatment. SCORE also provides access to rehabilitation programs designed to reduce recidivism

What City goal(s) does this Program support? Describe how.

Promote Our Neighborhoods and Increasing Connectivity and Safety by having a safe housing facility that benefits the community by providing local accommodations for those accused of and found guilty of misdemeanor crimes. While the inmate is in custody, they are unable to commit further crimes in the community and are afforded opportunities to address root causes for their behavior.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

GOAL 1.1 As a public entity, serve the good of the SeaTac community
Safe housing for those accused or convicted of misdemeanors benefits the community by preventing further offenses while providing opportunities for addressing underlying issues

PROGRAM INVENTORY SHEET

PROGRAM NAME: LANGUAGE ACCESS

Fund(s): General Fund (001); Street Fund (102); SWM Fund (403); SWE Fund (404)

Lead Department: City Manager's Office (03)

Other Contributing Departments: Various Departments

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program creates processes and procedures to promote and facilitate ease of access to City services and programs for all SeaTac residents, but especially those with limited English.

How does this Program benefit the community?

Language Access creates awareness of City news, events, programs, and services, and ensures that City services are available to all of the residents and business owners within our community.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by promoting and facilitating access to City events and services increases engagement and fosters collaboration between the City and its residents.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1: As a public entity, serve the good of the SeaTac community.

Policy 1.1A: Actively promote meaningful community engagement and implement an effective public awareness and notification process that encourages community involvement in all Comprehensive Plan, subarea, transportation and park plans, as well as other planning or public projects the City undertakes.

Policy 1.1B: Support a culture of dialogue and partnership among community members, agencies, organizations, officials, and City departments

PROGRAM INVENTORY SHEET

PROGRAM NAME: LEARNING AND DEVELOPMENT

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Learning and Development focuses on enhancing both individual and group performance by improving skills and knowledge, aligning with the City's vision and goals. Skill gaps are identified and targeted training is provided, fostering a skilled workforce. Procurement plays a role by sourcing cost-effective training consultants and on-line resources. Effective training equips staff with tools and skills and shows how to apply them within their roles and the organization.

How does this Program benefit the community?

Promotes a knowledgeable and skilled workforce who provide quality services to the community

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. The Learning and Development program supports this goal by equipping employees with the skills and knowledge needed to perform their roles effectively, efficiently, and stay current with best practices. This continuous improvement fosters a most competent and agile workforce, enhances decision-making and service delivery, and supports a culture professional growth.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: MENTAL HEALTH CO-RESPONSE

Fund(s): ARPA Grant Fund (113)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

A Mental Health Professional (MHP) provides the ability to respond to calls from the community involving members suffering from mental health and substance abuse issues, allowing for the critical follow-up work often not completed by current methods in place within King County. The Mental Health Professional follows-up with other MHP's, the courts, and hospitals to assist in getting the community members in crisis the proper help they need, in a timely matter.

How does this Program benefit the community?

This program collaborates with law enforcement in developing a process for reducing the number of in-crisis contacts law enforcement have with community members. The reduction in police contacts can be seen as a savings to the department, as it would be a reduction in those contacts, benefiting the City and the community by getting affected community members a higher level of care.

What City goal(s) does this Program support? Describe how.

This program supports the City Goals of Promoting our Neighborhoods and Increasing Connectivity and Safety by providing an enhanced level of service to community members affected by mental illness, utilizing a certified MHP as an alternative to a police contact, and providing additional resources and reducing recidivism.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program will support the City's Comprehensive Plan goals of Public Safety, Community Engagement and Strengthening Neighborhoods by enhancing the level of care provided to community members in crises, and reducing recidivism. This program encourages community engagement and strengthens neighborhoods by providing a MHP as an alternative to police intervention.

PROGRAM INVENTORY SHEET

PROGRAM NAME: MUNICIPAL COURT SERVICES

Fund(s): General Fund (001)

Lead Department: Municipal Court (02)

Other Contributing Departments: Police (08)

Types of Revenues: Fines

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Provides the City of SeaTac with court services for all misdemeanor and gross misdemeanor cases and civil and traffic infractions.

How does this Program benefit the community?

Provides court services for citizens of SeaTac.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

3.1 Maintain and enhance the quality of life for all community members by providing and supporting effective and accessible human services that are culturally relevant, physically accessible, near adequate public transportation, affordable, and immediate.

3.2 Effectively allocate City general funds for services that address the full spectrum of community needs and values.

PROGRAM INVENTORY SHEET

PROGRAM NAME: NATURAL RESOURCES

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Natural Resources Program is responsible for all trees and natural areas inside parks and open spaces; it supports the development and oversight of the city-wide tree canopy and sustainability plans, comprehensive forest management plans and nature based/ storm-water education offerings, in addition to volunteer recruitment, training and scheduling, habitat restoration and trail repair.

How does this Program benefit the community?

This program allows the city to respond to climate and environmental initiatives so residents can enjoy better air quality and a greener city overall. It enhances community engagement through volunteerism, outreach and education and provides specialized care for natural areas and supports native species habitat .

What City goal(s) does this Program support? Describe how.

Expand Green and Public Spaces by maintaining and improving parks and community spaces. This program prioritizes conservation and sustainability, contributing to the health and well being of community.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 10.4 - Provide diverse active and passive recreational opportunities through a parks, open spaces, interlinking trails, programs, events and community centers system.

Goal 10.7- This goal calls out environmental sensitivity, natural habitat preservation and opportunities for public enjoyment within the natural environment.

PROGRAM INVENTORY SHEET

PROGRAM NAME: NETWORK INFRASTRUCTURE, SECURITY, AND COMPLIANCE

Fund(s): General Fund (001)

Lead Department: Information Systems (14)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Maintaining and managing network hardware infrastructure including firewalls, switches, routers, backup appliances, and wireless access points. Maintaining off-site and cloud infrastructure including disaster recovery, cloud based backups, and Office 365 applications.

How does this Program benefit the community?

This benefits the community by providing a secure, stable, compliant voice and data network for the City and protecting the City's network assets.

What City goal(s) does this Program support? Describe how.

This program supports the City's goal of Build Effective & Accountable Government by providing a reliable, secure technology environment for its staff to use in their daily work.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: PARK MAINTENANCE

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program maintains public park grounds, including restrooms, picnic shelters, athletic complexes, playgrounds, paved trails and spraygrounds, to ensure clean, safe and usable green space, park facilities and amenities.

How does this Program benefit the community?

Park Maintenance provides high quality clean, safe and usable public parks, park facilities and amenities, as well as a place for all community to gather, which increases social connectivity. This program provides outdoor spaces for all community to become and/or stay active.

What City goal(s) does this Program support? Describe how.

Expand Green and Public Spaces by maintaining and improving parks and community spaces, so they can be used by all in a safe and equitable way.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 10.4 Maintain, remodel and maintain park and recreation facilities. Respond to changing uses and attain and preserve operational efficiency.

PROGRAM INVENTORY SHEET

PROGRAM NAME: PAVEMENT MANAGEMENT

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Parking Tax, State Gas Tax

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Pavement Management Program addresses all pavement resurfacing, repair, striping/demarcation and maintenance as well as roadway shoulder maintenance.

How does this Program benefit the community?

The program provides our community with well maintained driving surfaces that improve the safety and comfort of the traveling public and those using our rights-of-way.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by providing well maintained streets and shoulders increases vehicle safety and pedestrian safety. The minimization of potholes, uneven driving surfaces and unstable shoulders makes for a more predictable driving experience thereby reducing unsafe maneuvering associated with encountering such obstacles.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly supports Goal 4.2, specifically 4.2S

PROGRAM INVENTORY SHEET

PROGRAM NAME: PAYROLL ADMINISTRATION

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Payroll is processed semi-monthly. Payroll manages the timekeeping system to ensure it is available for employees to record time accurately. Payroll processes all reports and payments for taxes, retirement, loans, etc.

How does this Program benefit the community?

Processing accurate payroll ensures public funds are spent properly.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by processing accurate payroll to ensure public funds are spent properly.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: PERMIT PARKING

Fund(s): General Fund (001)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: Permit Fees and Parking Fines

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Permit Parking Program (PPP) exists in part to ensure residents of high-density parking areas are provided the ability to park within their own neighborhood. Additionally, the program addresses chronic parking issues and violations throughout the City. The service provided by the PPP is an important link in creating a sense of neighborhood for the residents of SeaTac. Importantly, Parking Compliance Officers (PCOs) accomplish this work which frees up police officers to address criminal complaints and other calls that require response from a commissioned law enforcement official.

How does this Program benefit the community?

This program was created as a response to community complaints about long-term parking around the airport. The PPP benefits the community by directly addressing an identified issue brought forward by concerned/affected community members. Addressing the issue benefits the community by freeing up parking for community members, building trust between the community and city government.

What City goal(s) does this Program support? Describe how.

This program supports the City Goal of Promoting our Neighborhoods by reducing the number of vehicles parked in neighborhoods near the airport and reducing the vehicle and foot traffic in these neighborhoods.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the City's Comprehensive Plan goals of Community Design, and Economic Vitality by enhancing public safety and encouraging economic growth by providing a safe environment.

PROGRAM INVENTORY SHEET

PROGRAM NAME: POLICE EXPLORERS

Fund(s): General Fund (001)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The King County Sherriff's Office (KCSO) Explorer program, SeaTac Explorer Post, provides local youth (up to age 21) with volunteer opportunities to serve their own community while learning about law enforcement/criminal justice careers. SeaTac Police Explorers demonstrate to their neighbors that leadership and service can come from every corner of the community. The partnership between local law enforcers and local youth also demonstrates to the community that Police need not be the only ones in our community who care about safety and quality of life.

How does this Program benefit the community?

The Explorer Program offers a much needed opportunity for local youth to work with community mentors. Some youth come to local cops, looking for somewhere to belong and seeking a role model. The local explorer program indirectly benefits the community by giving youth (some of whom may be considered at-risk) something productive to do and a way to stay away from trouble for a few hours each month.

What City goal(s) does this Program support? Describe how.

This program supports the City Goals of Promoting our Neighborhoods and Increase Connectivity and Safety by strengthening bonds with our youth by engaging them through training and planned events, instilling them with discipline and confidence. Police Explorers are used in a variety of ways to help police officers focus on more important tasks and job assignments.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the Community Design goal by promoting a positive environment for our community's youths, enhancing the City's image, safety, and promotes community health.

PROGRAM INVENTORY SHEET

PROGRAM NAME: PORT OF SEATTLE CONTRACT SERVICES

Fund(s): General Fund (001)

Lead Department: Municipal Court (02)

Other Contributing Departments: N/A

Types of Revenues: Port of Seattle Court ILA Revenue

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

SeaTac Municipal Court provides court services for Port of Seattle. Port of Seattle files all of their parking, gross misdemeanor, and misdemeanor cases with the SeaTac Municipal Court through an ILA agreement.

How does this Program benefit the community?

Provides court services for our local airport community

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety. This agreement facilitates collaborative efforts, which aims to improve and prioritize safety for travelers and the local community.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

3.1 Maintain and enhance the quality of life for all community members by providing and supporting effective and accessible human services that are culturally relevant, physically accessible, near adequate public transportation, affordable, and immediate.

3.2 Effectively allocate City general funds for services that address the full spectrum of community needs and values.

PROGRAM INVENTORY SHEET

PROGRAM NAME: REAL PROPERTY AND RIGHT OF WAY MANAGEMENT

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Provides real estate related support to multiple departments within the City to protect both the City's interests as well as those of residents, businesses and the development community. Negotiates and manages all lease agreements and supports all real estate transactions conducted by the City.

How does this Program benefit the community?

Ensures that the City's real estate and right-of-way interests are accurate, properly recorded and administered correctly, also protects the interests of our residents and businesses by ensuring transparency and accuracy with respect to all real estate transactions. Ensures that the City is effectively and efficiently managing all lease agreements.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by providing transparency and accountability around all real estate related matters, ensuring that all applicable federal, state and local requirements are met and that those involved in transactions are well informed, fairly treated and adequately compensated. Also ensures the proper oversight and management of leases held by the City.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: RECORDS MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Legal (06)

Other Contributing Departments: N/A

Types of Revenues: Public Records Request Fees

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Records Management is responsible for processing public records requests submitted by internal and external customers in compliance with the Public Records Act, Chapter 42.56 RCW, and for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records.

How does this Program benefit the community?

This program ensures efficiency and transparency in government by preserving records which demonstrate the conduct of government.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government by providing efficient and transparent access to government.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1 As a public entity, serve the good of the community. This program ensures the community has access to the conduct of their government.

PROGRAM INVENTORY SHEET

PROGRAM NAME: RECRUITMENT AND ONBOARDING

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Recruitment is the active and involved process of attracting, selecting, screening, and hiring qualified candidates for all departments at the City. Once a candidate is selected, the onboarding process begins. This includes completing the necessary documentation and steps involved in preparing the employee to commence work, as well as ensuring they assimilate well into the organization on the first day and beyond.

How does this Program benefit the community?

Hiring a skilled workforce directly benefits our community with persons equipped to provide needed services.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. Recruitment and On-boarding supports this goal by attracting and integrating talented individuals who are well-suited for their roles, ensuring they understand their responsibilities and organizational values from the start. This leads to a more capable and engaged workforce, improved job performance, and greater consistency in delivering high-quality public service.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: REGULATION MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Regulation Management Program focuses on amendments to the SeaTac Municipal Code in response to changing needs and circumstances and to implement the Comprehensive Plan. This program also allows staff to further refine the approach used by CED's Code Compliance program and Development Review & Inspection program.

How does this Program benefit the community?

The Municipal Code is one of the methods used by the City Council to implement the Comprehensive Plan to achieve the community's goals and vision. As the community grows and new concerns are identified, or new federal and state legislation is adopted, the Municipal Code should be updated to better implement the Comprehensive Plan.

What City goal(s) does this Program support? Describe how.

By ensuring that the City's adopted regulations meet the Comprehensive Plan and State laws, the Regulation Program supports the following City goals: Promote our Neighborhoods, Build Effective and Accountable Government, Create & Preserve Housing, Increase Connectivity & Safety.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

The Regulation Management Program supports all Comprehensive Plan Goals that can be implemented through the use of regulations. These Comprehensive Plan Goals include those goals related to housing, community design, environmental protection, business, community design, and public facilities.

PROGRAM INVENTORY SHEET

PROGRAM NAME: RENTALS AND PERMITS

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Rental Fees

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Through an application/permit process, assist internal and external customers with the rental of facility spaces such as sport fields, shelters, community center rooms, gymnasium and bookings via special use permits.

How does this Program benefit the community?

This program provides access to the City's facilities through a streamlined reservation process, which generates revenue to off-set the maintenance cost for the residents of SeaTac. Also provides internal and external customers a single point of contact to service all their reservation needs.

What City goal(s) does this Program support? Describe how.

Expand Green and Public Spaces by continued maintenance and improvements to park facilities and assets.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Policy 10.4B (From PROS Plan and Comprehensive Plan Goal 10.4)

Design, maintain, and modify parks and recreational facilities in a manner that ensures the public's safety and accessibility, allows year round use, and results in low public maintenance costs when possible.

PROGRAM INVENTORY SHEET

PROGRAM NAME: RIGHT OF WAY MAINTENANCE

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Parking Tax, State Gas Tax

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

This program includes maintenance and operation of sidewalks, curb and gutter, landscaping, retaining walls, and signage within the rights-of-way; graffiti removal and litter pickup is also a program element.

How does this Program benefit the community?

Provides a safe, aesthetically pleasing and functional pedestrian and vehicular experience within the rights-of-way.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety & Promote Our Neighborhoods by providing a safe and enjoyable experience for all those using our rights-of-way. Builds community value by providing well maintained infrastructure that supports neighborhood and business activities and growth.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly supports all of Goals 4.1, 4.2 & 4.3

PROGRAM INVENTORY SHEET

PROGRAM NAME: RISK MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Legal (06)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Risk Management provides legal advice to the City Council, City Manager, departments, and committees of the city regarding all government matters. The civil division is responsible for managing and mitigating risk for the City. This includes insurance procurement, claims processing, loss recovery, litigation, and conducting a city-wide assessment on all buildings, parks, and facilities within the City.

How does this Program benefit the community?

Providing competent legal advice and maintaining appropriate insurance coverage levels mitigates risk to City government while also providing for a safer environment for members of the community and members of city government.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government by providing proper legal advice limiting the City's exposure to legal liability. Also, ensuring the City has an appropriate amount of insurance coverage minimizes the fiscal impacts of a natural disaster, cyberattacks, or any other type of incident.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Goal 1.1 As a public entity, serve the good of the community. Rendering competent legal advice, processing claims, recovering losses to the City provides a safer community which increases community trust.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SAFETY ADMINISTRATION

Fund(s): General Fund (001)

Lead Department: Human Resources (07)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program promotes a safe and healthy work environment for City employees by encouraging adherence to safety policies. Employees are expected to follow these policies to protect themselves, their colleagues, the public, and City property. Managers and employees are supported in meeting health and safety regulations through the Safety Committee, regular training, inspections, and policy updates.

How does this Program benefit the community?

Promotes a healthy, safe, and skilled workforce who provide quality services to the community.

What City goal(s) does this Program support? Describe how.

Build Effective & Accountable Government. The Safety Administration programs help support this goal by protecting employees from hazards, reducing accidents, and ensuring regulatory compliance, which leads to a safer, more reliable, and productive work environment - all of which contribute to a more reliable, productive, and accountable government.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: SENIOR ACTIVITIES

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Activity Fees, Grants, and Contributions/Donations

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Senior Activities program provides congregate lunch and social offerings, fitness, wellness and cultural arts classes, drop-in activities, trips and access to resources for free or at a affordable cost.

How does this Program benefit the community?

This program supports well-being through nutritional support and socialization, opportunities to keep the brain young by learning new games and hobbies, and volunteer opportunities that benefit the program and community. This program also provides seniors with community resources and referrals (Human Services).

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by encouraging seniors to connect with others on a regular basis, through engagement with a variety of recreational opportunities. Seniors get to know others in their community through the Senior Center.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Comp Plan Goal 10.3 Provide a balanced, quality park and recreation system and offer a wide range of park and recreation facilities to community members and visitation of various ages and physical capabilities, cultural backgrounds, abilities, incomes and participation levels.

Senior Activities provide healthy physical, cultural and social opportunities to serve all backgrounds, abilities and incomes.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SNOW AND ICE RESPONSE

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Snow and Ice Response mitigates the impacts of snow and ice events on the transportation network to ensure emergency response vehicles and those that must travel are able to navigate streets as safely as possible.

How does this Program benefit the community?

Ensures that first responders can effectively respond to community needs during snow and ice events and restores that functionality and safety of streets to the general public as quickly as possible.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by mitigating snow and ice impacts to the street network by providing plowing, the application of anti-icing agents and sand in an effort to maximize vehicular safety for those that must travel.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly support Goal 4.3

PROGRAM INVENTORY SHEET

PROGRAM NAME: SOCIAL AND ASYLUM SERVICES

Fund(s): General Fund (001)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Social and Asylum Services Program provide essential support to individuals and families seeking asylum. This Program also provides essential support to SeaTac residents who are experiencing crisis, with the goal of helping residents escape the crisis situation. The program provides access to critical resources such as housing, legal assistance, healthcare, education, and employment services.

How does this Program benefit the community?

Everyone residing in SeaTac potentially benefits from this program. Asylum seekers receive resources and support. SeaTac residents who are experiencing crisis receive services to aid in recovery. By collaborating with local service providers and businesses, the City ensures that residents receive the essential support they need to maintain stability and well-being.

What City goal(s) does this Program support? Describe how.

The Social Services and Asylum Services Program supports the Build Effective & Accountable Government goal. The program is intended to use SeaTac resources effectively in supporting SeaTac residents, including recently arrived asylum seekers.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the Comprehensive Plan goals and policies related to maintaining and enhancing the quality of life for all community members and providing services that address the full spectrum of community needs and values in a manner that is culturally relevant, physically accessible, near adequate transportation, affordable, and immediate.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SOLID WASTE SERVICES

Fund(s): Solid Waste and Environmental Services Fund (404)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Solid Waste Utility Fee

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Administers the City's Solid Waste Services Contract, provides planning and implementation of citywide recycling events, provides education and outreach around recycling and composting for businesses and multifamily developments, oversees hazardous material management within City facilities and administers the adopt a street program.

How does this Program benefit the community?

Ensures that the community is well served by the contracted waste hauler and works to be sure the hauler is held accountable to the terms of the contract. Improves recycling and composting rates within the City through education and outreach. Provides recycling events for residents to properly dispose of unwanted materials and implements programs to reduce/eliminate litter in the community.

What City goal(s) does this Program support? Describe how.

Promote our Neighborhoods & Build Effective and Accountable Government by providing proper disposal of solid waste and recyclables within the community creating a clean and healthy environment while ensuring that solid waste and recycling services are delivered reliably and at a reasonable cost.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Supports Goals 6.6E and 9.5G

PROGRAM INVENTORY SHEET

PROGRAM NAME: SPECIAL EVENTS AND CULTURAL ARTS

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: Police Services (08)

Types of Revenues: Activity Fees, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Special Events & Cultural Arts provides a number of free community wide events, art exhibitions and free / affordable fee based cultural arts offerings.

How does this Program benefit the community?

Brings people of all backgrounds together for a common celebration and provides place-making for social engagement. Encourages community members to develop and share

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety and Promote Our Neighborhoods by providing community events and offerings, creating greater awareness of the various cultures within SeaTac, through celebrations and activities.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Chapter 10 of the Comprehensive Plan calls out the Parks, Recreation and Open Space (PROS) Element. The PROS plan calls out the Arts and Culture Master Plan.

PROS Plan Goal 1: Provide diverse, active and passive recreational opportunities through a parks, open spaces, interlinking trails, programs, events and community centers system.

The Arts and Culture Master Plan has identified a need to increase access to cultural and creative activities and recommends the City create opportunities grounded in arts and culture as a way to bring various backgrounds and ages together.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SPECIAL OPERATIONS

Fund(s): General Fund (001)

Lead Department: Fire Services (09)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Fire Department Special Operations and Technical Rescue teams are specialized units trained to handle complex and high-risk emergencies that go beyond the scope of standard firefighting and medical response. Their primary purpose is to provide advanced rescue services in unique or hazardous situations that require specialized tools, skills, and knowledge.

How does this Program benefit the community?

The Special Operations portion of the fire department has additional training and experience in mitigating the following call types: confined space, rope rescue, trench rescue, structural collapse, vehicle and machinery extrication, hazardous materials, and water rescue. Providing response to these types of calls provides the citizens with best survival probability.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Consistent training on an annual basis.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SPECIAL PROJECTS

Fund(s): Various (project depending)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Manages and implements special projects in response to internal and external needs. Examples include the WSDOT on/off ramp Litter Pickup, Stormwater Comprehensive Plan development and the Transportation Master Plan development.

How does this Program benefit the community?

Allows for special projects to be identified, prioritized, and implemented to meet the needs of residents and businesses and/or the Department. The internal or external benefit is dependent upon the project, but the program ensures an efficient approach to accomplishing the projects.

What City goal(s) does this Program support? Describe how.

It is dependent upon the nature of the project being undertaken.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Must be determined on a project by project basis.

PROGRAM INVENTORY SHEET

PROGRAM NAME: STREET LIGHTING

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Manages the operation and maintenance of the City's existing street and pedestrian lighting infrastructure within the rights of way in addition to street lights assumed from local utilities.

How does this Program benefit the community?

Provides for a higher level of service, reduces costs to the city, provides for one point of contact for street light issues and supports the city goal of having uniformity with respect to both street and pedestrian lighting.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by improving maintenance and operation of street and pedestrian lighting and allows for the assumption of street lighting infrastructure from utilities currently operating within our ROW. Increase lighting and level of service increases safety and promotes use of our right-of-way by residents.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly supports Goals 4.1, 4.2, 4.3 & 4.4.

PROGRAM INVENTORY SHEET

PROGRAM NAME: SURFACE WATER COMPLIANCE

Fund(s): Surface Water Management Fund (403)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Surface Water Utility Fees, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Support of activities needed to ensure the City remains in compliance with it's National Pollutant Discharge and Elimination System permit which allows for stormwater discharge to waters of the State. Elements include private and public stormwater inspections, education and outreach, enforcement, stormwater utility administration, support of see-click-fix and illicit discharge detection and elimination.

How does this Program benefit the community?

Protects local streams, lakes and wetlands as well as the Puget Sound, from urban pollution by working to ensure only clean stormwater is discharged from the stormwater system.

What City goal(s) does this Program support? Describe how.

Expand Green and Public Spaces & Increase Connectivity and Safety by allowing for proper drainage of the city's rights-of-way thereby protecting the traveling public and public and private property. Protects the streams, wetlands and lakes within the city for future generations.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly supports Goals 9.1, 9.2 & 9.3. Specifically 9.1B, 9.1C, 9.2A, 9.3C, 9.3B

PROGRAM INVENTORY SHEET

PROGRAM NAME: SURFACE WATER MANAGEMENT

Fund(s): Surface Water Management Fund (403)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Surface Water Utility Fees, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Maintains and operates the stormwater conveyance and water quality systems throughout the city's rights-of-way. Also manages the City's stream corridors and natural water bodies to ensure the functionality and health of the systems.

How does this Program benefit the community?

Provides protection for both public and private infrastructure from stormwater related damage, prevents flooding of our transportation network and helps to minimize impacts to our natural riparian systems.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Supports Goal 9.1, specifically 9.1B

PROGRAM INVENTORY SHEET

PROGRAM NAME: TECHNICAL PROJECT MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Information Systems (14)

Other Contributing Departments: N/A

Types of Revenues: N/A

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

This program provides project management for all projects related to the City's Information Systems platforms.

How does this Program benefit the community?

This program benefits the community by enhancing the ability of Information Systems to efficiently enhance and improve the services it provides to its customers.

What City goal(s) does this Program support? Describe how.

This program supports the City's goal of Build Effective & Accountable Government by providing tools and systems to help other departments achieve their goals.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: TOURISM AND TRAVEL

Fund(s): Hotel/Motel Tax Fund (107)

Lead Department: Community and Economic Development (CED) (13)

Other Contributing Departments: N/A

Types of Revenues: Hotel Motel Lodging Tax, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

The Tourism and Travel program works to promote tourism and travel in SeaTac, through the use of lodging tax monies to market the City and create traveler amenities and programs. The SeaTac Tourism Destination Development Plan (TDDP) guides the activities and initiatives for developing SeaTac as a destination and improving the visitor experience.

How does this Program benefit the community?

This program is intended to help support the SeaTac business community grow and develop by promoting tourism and travel to SeaTac. The program focuses on growing visitation to SeaTac, visitor spending at SeaTac businesses, and creating the number and quality of amenities for SeaTac travelers and residents.

What City goal(s) does this Program support? Describe how.

This program supports the following goals: Promote our Neighborhoods, Expand Green & Public Spaces, and Build Effective & Accountable Government. The program funds small business growth, which supports neighborhoods. Program funds support the creation of improved public spaces. The program largely focuses on partnerships with existing businesses and organizations, to improve overall effectiveness.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the Comprehensive Plan goals and policies related to the SeaTac travel and tourist experience. These goals and policies include actions to attract overnight visitors, promote programming, and create physical amenities that enhance the city.

PROGRAM INVENTORY SHEET

PROGRAM NAME: TRAFFIC SAFETY

Fund(s): General Fund (001), Port ILA Fund (105)

Lead Department: Police (08)

Other Contributing Departments: N/A

Types of Revenues: Fines and Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Traffic Safety is conducted by all patrol officers but is also augmented by two, dedicated motors officers. Their primary focus is response and investigation of traffic safety issues. Traffic safety issues can be self-generated responses to ongoing traffic data or citizen complaints.

How does this Program benefit the community?

Traffic Safety benefits the community by contacting traffic violators and educating them on traffic laws. Traffic officers also investigate suspected impaired motorists, a visible presence that deters unsafe driving practices. Traffic enforcement reduces collisions and motorist injuries, and also significantly reduces danger to pedestrians.

What City goal(s) does this Program support? Describe how.

This program supports the city goals of Promoting our Neighborhoods and Increase Connectivity and Safety by providing an enhanced level of service to our roadways, reducing accidents, DUIs, and unsafe driving through dedicated traffic education and enforcement.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

This program supports the City's Comprehensive Plan goals of Community Design, Transportation, and Economic Vitality. The Traffic Safety program supports these goals by enhancing public safety by making improving traffic safety and flow, and encouraging economic growth by providing a safe environment.

PROGRAM INVENTORY SHEET

PROGRAM NAME: TRANSPORTATION NETWORK MANAGEMENT

Fund(s): Street Fund (102)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Parking Tax, State Gas Tax, Grants

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Ensures the safe, effective, and efficient operation of the City's transportation network through the operation, maintenance and upgrading of the traffic signal and management systems.

How does this Program benefit the community?

By providing an efficient and effective transportation network, businesses and residents benefit from reduced commute/trip times, increased safety and reduced pollution from vehicle idling.

What City goal(s) does this Program support? Describe how.

Increase Connectivity and Safety by ensuring the smooth flow of traffic throughout the City, reduces traffic accidents and minimizes pollution from idling vehicles.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Broadly supports Goal 4.2, directly supports Goals 4.2O, 4.2T, 9.5A

PROGRAM INVENTORY SHEET

PROGRAM NAME: TREASURY MANAGEMENT

Fund(s): General Fund (001)

Lead Department: Finance (04)

Other Contributing Departments: N/A

Types of Revenues: Investment Interest, Sales Tax, Property Tax

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

The Treasury Operations monitors payments and creates reports for monitoring and auditing payments. Accounts Receivable (AR) creates invoices and Cash Handling receives all payments ensuring payments are accurately applied to customer accounts or Budgeting, Accounting and Reporting Standards (BARS) numbers. This program provides support to all City departments who issue invoices or receive revenue through other means and is responsible for the collection process and investment of idle cash.

How does this Program benefit the community?

Treasury Management ensures the city is collecting money owed to it.

What City goal(s) does this Program support? Describe how.

Build Effective and Accountable Government by ensuring the city is collecting money owed to it and applying it appropriately in support of all other Finance Department programs.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

N/A

PROGRAM INVENTORY SHEET

PROGRAM NAME: WATERSHED MANAGEMENT

Fund(s): Street (102); Des Moines Creek ILA (111); Surface Water Management (403)

Lead Department: Public Works (11)

Other Contributing Departments: N/A

Types of Revenues: Surface Water Utility Fees, Grants

Is this Program Internal or External Service Oriented?

☒ Internal

☐ External

Program Description:

Identifies priority watersheds within the city and focuses on measures that can be taken to improve conditions within these watersheds to benefit both the environment and residents.

How does this Program benefit the community?

Improves the health and wellbeing of our community by protecting our natural environment. The program identifies and implements measures to ensure development and a clean environment can coexist.

What City goal(s) does this Program support? Describe how.

Expand Green and Public Space by protecting the green space, riparian habitat, and water bodies that exist within the City to ensure they remain viable for residents today and into the future.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Directly Supports Goals 9.1B, 9.1C, 9.2A, 9.3A, 9.6, 9.7

PROGRAM INVENTORY SHEET

PROGRAM NAME: YOUTH AND TEENS

Fund(s): General Fund (001)

Lead Department: Parks and Recreation (10)

Other Contributing Departments: N/A

Types of Revenues: Activity Fees, Grants, Scholarships

Is this Program Internal or External Service Oriented?

☐ Internal

☒ External

Program Description:

Youth and Teen Programs provide high quality recreational opportunities at an affordable price to the community. These programs include, before and after school programs, no-school day camps, winter break and spring break camps, and summer camp for grades K-5. Also provided are free drop-in programs for our middle and high school community during the school year and a fee based summer camp for grades 6-8. Collaboration with outside organizations provide specialty camps for youth & teens.

How does this Program benefit the community?

This program provides needed childcare for residents and non-residents, through clubs and activities, as well as a free, safe space for teens after school. Provides meals/snack for youth and teens and supports social and emotional growth, and scholarship opportunities for low-income SeaTac residents.

What City goal(s) does this Program support? Describe how.

Increase Connectivity & Safety by providing free and affordable programs and spaces for youth and teens with high quality activities supports connectivity between participants, a safe space for teens, and a safe and enriching place for youth.

For External Facing Programs, what Comprehensive Plan goal(s) does this Program support and how does it support the goal(s)?

Chapter 10 of the Comprehensive Plan, PROS Plan Goal 10.6: Cooperate with governmental agencies, special districts, nonprofit organizations, and private businesses in providing publicly accessible open space, park facilities, and recreation services.

Youth & Teen Programs have a strong relationship with Highline School District. Bow Lake Elementary is used as a recreation facility for youth programs and Teen Programs; collaborate with Chinook Middle School staff to provide after school programming.