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"Of the appropriation in the 2018 budget for the Department of Finance, Contracting and Purchasing Division, \$204,000 is appropriated solely for two Sr. Contract Analysts in the Priority Hire Program and may be spent for no other purpose."

The City established the Priority Hire Program in 2015 to increase access to training programs and well-paying construction jobs for local workers, and to increase the number of women and people of color working on City funded capital projects. Priority Hire applies to City-funded projects of \$5 million or more.

FAS developed the Priority Hire staffing model of 10 FTEs as the program was being developed and predicted 18 capital projects would be covered by Priority Hire in 2015. However, there were only seven Priority Hire projects in 2015, and FAS filled only one of the Sr. Contract Analyst positions.

In 2016, the Contracting and Purchasing Division reclassified 16 positions at the employees' request. One of these positions was in the Priority Hire program. The total salary increase from the 16 reclassifications in the Contracting and Purchasing Division was \$172,000. This was funded by holding two Priority Hire Sr. Contract Analyst positions vacant as it was determined that Priority Hire was adequately staffed given the number of Priority Hire projects. The remaining funding was used to support non-staff costs in the Priority Hire Program.

The number of City-funded projects in the Priority Hire program continues to grow. In 2015, there were seven Priority Hire projects; and there were 11 in 2017. In 2018, there will be an estimated eight to 15 new City-funded Priority Hire projects. In addition, three private development construction projects, the Seattle Asian Art Museum, Seattle Aquarium and the proposed Key Arena expansion will be covered by the Priority Hire Program and the community workforce agreement between the City and labor unions participating in Priority Hire. This means there will be an increased amount of work for the Priority Hire program staff.

The Sr. Contract Analyst positions monitor work sites, track compliance and provide training and technical assistance to contractors. They are actively involved in resolving issues or questions at the work site. In addition, these two Sr. Contract Analysts will be working with other businesses, unions, and regional leaders to potentially expand Project Hire to additional trades and contract types.

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Budget Action Transactions

Budget Action Title: Add \$204,000 GSF to FAS for the Priority Hire Program and impose a budget proviso

#	Transaction Description	Position Title	Number of Positions	FTE	Dept	BCL or Revenue Source	Summit Code	Fund	Year	Revenue Amount	Expenditure Amount
1	Increase GSF support to fund two existing positions in the Priority Hire Program				FG	Finance and Administrative Services Fund	QA005001	00100	2018		\$204,000
2	Increase GSF revenue for two existing positions in the Priority Hire Program				FAS	Contracting Services	587001	50300	2018	\$204,000	
3	Increase FAS appropriation for two existing positions in the Priority Hire Program				FAS	City Purchasing and Contracting Services	A4540	50300	2018		\$204,000