

# City of SeaTac

## Council Study Session Minutes Synopsis

August 8, 2017  
5:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Michael Siefkes at 5:00 p.m.

**COUNCIL PRESENT:** Mayor Michael J. Siefkes, Deputy Mayor (DM) Pam Fernald, Councilmembers (CMs) Rick Forschler, Kathryn Campbell, Peter Kwon (*arrived at 5:01 p.m.*), Tony Anderson, and Erin Sitterley.

**STAFF PRESENT:** City Manager Joe Scorcio, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Senior Assistant City Attorney Mark Johnsen, Finance & Systems Director Gwen Pilo, Information Systems (IS) Manager Bart Perman, Public Works (PW) Director Will Appleton, City Engineer Florendo Cabudol, Assistant City Engineer Janet Mayer, Police Chief Lisa Mulligan, Deputy Fire Chief Brian Wiwel, Parks, Community Programs and Services Director Lawrence Ellis, Community & Economic Development (CED) Director Jeff Robinson, Planning Manager Steve Pilcher, Budget Analyst Alexis Briggs, and Graphic Design Specialist / Administrative Assistant 2 Janna Kushneryk.

**PUBLIC COMMENTS (related to the agenda items listed below):** There were no public comments.

*CM Kwon arrived at this point in the meeting.*

### **PRESENTATIONS - INFORMATION ONLY:**

#### **Introduction of new/promoted City employees: Budget Analyst Alexis Briggs, Graphic Design Specialist / Administrative Assistant 2 Janna Kushneryk**

City Manager Scorcio introduced Ms. Briggs and Ms. Kushneryk.

### **AGENDA BILLS:**

#### **Agenda Bill #4684; A Motion declaring City property surplus and authorizing its disposal.**

**Summary:** Various obsolete and/or inoperable items have been identified by Information Systems staff and are requesting City Council declare the items as surplus property. The list includes desktop and notebook computers, monitors, printers, and other related items. The disposal method is yet to be determined, but options will include resale, donation, and recycling, with minimizing the total cost of disposal being a priority. Any funds received from sales of equipment will be returned to the City's Municipal Capital Improvement Fund #301.

IS Manager Perman reviewed the agenda bill summary.

Council discussion ensued regarding the list of property to be surplus.

**Council consensus:** Refer to the 9/12/17 RCM Consent Agenda

#### **Agenda Bill #4699; A Motion authorizing the City Manager to execute a construction contract and authorizing expenditures for construction of the South 168th Street Drainage Improvements project.**

**Summary:** The South 168th Street Drainage Improvements Project will address localized flooding on South 168th Street just east of Military Road South. The scope of work includes the installation of stormwater pipes and catch basins, re-grading ditch lines to convey storm water to an existing ditch to the east, replacing several failed driveway culverts on South 168th Street, and restoration work.

This project was presented at the Transportation and Public Works (T&PW) Committee meeting on July 20, 2017. The Committee approved moving forward with presenting this item at the August 8, 2017 CSS prior to bid opening with it then brought back to Council at the September 12, 2017 Regular Council Meeting (RCM) as an Action Item for award.

This approach was requested in order to issue notice to proceed in mid-September. The Action Item document at the September 12 RCM will contain the award of contract with details following opening of the bid.

**AGENDA BILLS (continued):**

**Agenda Bill #4699 (continued):**

The total construction cost is estimated to be \$187,141. The project is funded by the 403 SWM Fund and a King County Flood Reduction Grant.

**AVAILABLE PROJECT FUNDING**

Budgeted 403 SWM Funds	\$122,284
King County Flood Reduction Grant	\$ 90,060*
<b>Total Funding Available</b>	<b>\$212,344</b>

**ESTIMATED PROJECT COSTS**

Project Design	In House
Surveying	\$ 5,641
Engineer's Construction Estimate	\$165,000
Construction Contingency (10%)	\$ 16,500
<b>Total Estimated Construction Costs</b>	<b>\$187,141</b>

City Engineer Cabudol reviewed the agenda bill summary. Assistant City Engineer Mayer was present to answer questions.

Council discussion ensued regarding the proposed project, construction window (April – October), and public outreach.

**Council consensus:** Refer to the 9/12/17 RCM Action Item

**Agenda Bill #4701; A Motion ratifying entry into contracts for employee insurance benefits, consistent with the appropriation in the City's 2017-2018 Biennial Budget.**

**Summary:** During the 2017-2018 Biennial Budget process, staff proposed having the City purchase insurance benefits through the open market rather than continue to utilize the AWC Employee Benefits Trust. As explained at the time, this would result in significant cost savings during the biennium. The Council agreed with staff, and the City's Biennial Budget was approved with the lower employee benefit costs. Although the budget appropriation was approved for this expenditure, the need for the Council to authorize the signing of new benefit contracts was overlooked.

SeaTac Municipal Code (SMC) 3.31.050 provides that the City Manager may enter into agreements exceeding \$50,000 in cost if authorized by the City Council. This Motion ratifies the entry into employee benefit contracts for the 2017-2018 biennium as contemplated during the budget process. These contracts are consistent with 2017-2018 budget appropriations. No additional funding is being requested at this time, as this simply corrects an administrative oversight.

No budget appropriation is necessary at this time as employee benefits were budgeted in the 2017-2018 Biennial Budget in the amount of \$3,872,882.

City Manager Scorcio reviewed the agenda bill summary.

Council discussion ensued regarding consequences of Council not approving this.

**Council consensus:** Refer to the 8/8/17 RCM Consent Agenda

**Agenda Bill #4638; A Motion authorizing the City Manager to enter into an Agreement between the Highline Public Schools (HPS) and City of SeaTac for a School Resource Officer (SRO) at Tye Educational Complex and Chinook Middle School.**

**Summary:** SROs are fully commissioned law enforcement officers who are assigned to designated schools for the duration of the 180 day school year. In addition to providing a critical, extra layer of security on campus, their purpose is to develop positive relationships with the students, staff, parents and surrounding communities in order to address problem behaviors and resolve issues that could otherwise spill over.

**AGENDA BILLS (continued):**

**Agenda Bill #4638 (continued):**

HPS has contracted with the City of SeaTac to provide a SRO, since 2006. Through an Agreement that has been renegotiated yearly, the School District provides funding to offset the City's cost for the officer. The SeaTac SRO is Jason Klinger. These are among his responsibilities:

- Patrols campus and surrounding areas to prevent and deter crime.
- Coordinates larger police presence at planned events, as necessary.
- Helps identify criminal involvement in cases around the region.
- Responds to off-campus calls for service as required.
- Meets with school/District staff regularly to detect and deter problem behaviors.
- Intervenes in problem behaviors to reduce larger impact.
- Works with school administrators to keep emergency plans up to date and practiced.
- Provides unique classroom instruction to students (ie, Distracted Driving, Cyber bullying, civics presentations, case law discussions).
- Conducts home visits with parents of at-risk students.

During the 2016-17 school year, SRO Klinger handled the following workload:

Responses to Chinook Jr. High	41
Responses to Tyee Campus	249
Total Responses in City	398
Total # of Reports Written	131

Police investigations included burglaries, vandalism, narcotics investigations, fights, assaults, threats, harassment, fraud, suicide attempts, child abuse investigations, suspicious people/circumstances and general area checks. The positive relationships developed through the SRO Program benefits the entire City. His position in the school helps the Police Department meet these department goals – Fight Crime and the Fear of Crime; Community Engagement; Improve Traffic Safety and Awareness. In addition, his position in the school helps the City meet these goals: Improve City Operations, Engage with our Communities and Improve Public Safety. The proposed Agreement, documents cost sharing, indemnification, work schedule and duties of the officer, facilities provided by the School District, and early termination protocols. There are no significant changes to the Scope of Services. This Agreement reflects a three (3) year contract period instead of a one (1) year period. The Public Safety and Justice (PS&J) Committee, having discussed this topic on July 6 and August 3, 2017, agreed that a two-year contract is optimal to align with our budget cycle, increase the predictability of both parties' budgets and to reduce the workload for staff. However, entering into a two year contract cycle now, will split the City's biennial budget every year. It is the recommendation of the committee to enter into a three-year contract at this time. At the end of this contract term it is the desire of the committee to maintain two-year contracts cycles.

Highline School District (HSD) has agreed to incrementally and significantly increase their share of costs, each year of this contract to reach a figure that is in line with current market value. The total value of the increases during this contract period is \$225,000, outlined specifically in the Budget Significance section of this presentation.

This contract results in \$225,000 in revenues to the City over the period of the contract.

For the 2017-18 school year, this Agreement will result in reimbursement of \$72,500 from HPS to the City's General Fund (GF) (billed in 2017). The revenue will offset the total cost of the SRO paid by the City (\$188,055), leaving a net cost to the City of \$115,555.

For the 2018-19 school year, this Agreement will result in reimbursement of \$75,000 from HPS to the City's GF (billed in 2018). The revenue will offset the cost of the SRO in the 2018-19 school year. The exact total cost of the SRO for 2018-19 cannot be determined at this time, but will be in line with the previous year.

For the 2019-20 school year, this Agreement will result in reimbursement of \$77,500 from HPS to the City's GF (billed in 2019). The revenue will offset the cost of the SRO in the 2019-20 school year. The exact total cost of the SRO for 2019-20 cannot be determined at this time, but will be in line with the previous year.

**AGENDA BILLS (continued):**

**Agenda Bill #4638 (continued):**

At the end of the three year contract period, the City will negotiate to make up any difference in the market value at that time and will ensure that future contracts include this formula for determining cost increases for HPS: Previous year HPS share + CPI + .5% but not less than 2%.

The PS&J Committee discussed this agreement July 6 and August 3, 2017. It is the recommendation of staff and the PS&J Committee, that Council authorize the City Manager to enter into this agreement.

Chief of Police Mulligan reviewed the agenda bill summary.

Council discussion ensued regarding the Council's opinions on this agreement, explorer program, and budget and length of agreement.

**Council consensus:** Refer to the 9/12/17 RCM Action Item with two options – one year and three year agreements

**PRESENTATIONS - COUNCIL DIRECTION:**

**Seeking consensus for SeaTac's recommendation to reject proposed revisions to the South County Area Transportation Board (SCATBd) Operating Procedures that allow for Pierce County to be a limited voting member.**

City Engineer Cabudol explained the purpose of the SCATBd and the proposed change of adding Pierce County as a limited voting member.

CM Kwon, a member of SCATBd, at the July 25 Council meeting had requested Council consensus as how to vote on this proposed change at the SCATBd meeting. Pierce County has its own transportation board which King County (KC) is not a member.

Council discussion ensued regarding limited voting member rights. Due to the lack of responses to CM Kwon's questions, Council concurred with CM Kwon voting as he feels is right.

**PRESENTATIONS - INFORMATION ONLY:**

**Redesigned City Website**

City Manager Scorcio stated the website was updated a couple of months ago. This presentation is a review of the new website.

IS Manager Perman stated the City had an opportunity to use some grant funds to redesign the website. He reviewed the improvements to the website.

Council discussion ensued regarding social media pages, use of [www.ci.seatac.wa.us](http://www.ci.seatac.wa.us) and [www.cityofseatac.com](http://www.cityofseatac.com), pictures – include staff group photo and Council group photo, and Meeting & Events and News tabs.

Mr. Scorcio stated Mr. Perman lead a team of representatives from each department to make the improvements.

**Quarterly Public Safety Statistics (Total Time: 10 Minutes / Presentation Time: 5 Minutes)**

Deputy Fire Chief Wiwel presented statistics for the second quarter: top 10 calls (motor accidents increased), response by station, CARES response, Fire prevention, accolades – department Chaplain honored as an Honorary Firefighter, and information – warm weather means fire danger is high and more bikes and motorcycles, population increases, and Naloxone - a tool to combat overdoses.

Council discussion ensued regarding inspections, top 10 call types, structure fires, overdoses, CARES program (repeat calls), and comparison of 2016 quarter versus 2017 quarter.

*This item was added to the agenda.*

**PRESENTATIONS (continued):**

**Letter in support of Sound Cities Association requesting Federal Funding for repair and maintenance of Ballard Locks**

City Manager Scorcio stated this request was sent to all KC cities. He is seeking Council direction on the Mayor signing a letter on behalf of the City. He pointed out the rationale, Ballard Locks has an important role in commerce and tourism.

Mayor Siefkes stated all other cities have signed the letter. The letter is in support, but doesn't commit the City to spending any money.

Council discussion ensued regarding the request, including their reasons for supporting this request. Council concurred with the Mayor signing the letter.

**EXECUTIVE SESSION:** There was no Executive Session.

**ADJOURNED:** Mayor Siefkes adjourned the Council Study Session at 6:29 p.m.