



Special Administration and Finance Committee Meeting Minutes

January 17, 2018
2:30 PM

SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	2:31 P.M.
			Adjourn:	4:33 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Joel Wachtel, Mayor Michael Siefkes

Staff Coordinator: Gwen Pilo, Finance Director

1. Public Comment	<i>Vicki Lockwood expressed her concern and issues with the Human Services Needs Assessment.</i>
2. Review of the Minutes	<p><u> X </u> Recommended for Approval</p> <p><i>A copy of the January 4, 2018 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i></p>
3. Council/City Manager Travel Pre Approval or Final Approval	<p><u> X </u> Recommended for Approval</p> <p><i>Finance Director, Gwen Pilo, presented one item for A&F approval related to council travel:</i></p> <p>1. <i>Expense approval for Mayor Michael Siefkes Aviation Noise Conference Registration Amount: \$745.00 The committee voted to approve.</i></p>
4. Mobile Food Vending	<p><u> X </u> Deferred to Next A&F Meeting</p> <p><i>Senior Planner, Steve Pilcher, presented the committee with a draft Chapter 5.55 related to Mobile Food Vendors. The Planning Commission has been working to revise the zoning code to allow the use of mobile food vendors and this chapter would allow mobile food vendor</i></p>

	<i>businesses to operate within City limits. The committee discussed the proposed chapter. The committee had concerns regarding the collection of sales tax and enforcement. Staff will research their questions and bring back more information to future A&F meeting to discuss further.</i>
5. Joint City Analysis of Environmental Documents related to SAMP	<u>X</u> Recommended for Approval <i>City Manager, Joe Scorcio, provided the committee with a brief explanation of a proposed joint agreement with three surrounding cities (Burien, Normandy Park, and Des Moines) to collectively hire consultants to deal with the airport master plan, SAMP. This will be jointly funded, and the final amount has yet to be determined, but Mr. Scorcio asked the committee to commit funds to include in the upcoming ILA budget amendment. The committee recommended \$75,000 to be used for this purpose. This will be brought back to A&F as part of the Port ILA 2018 budget amendment.</i>
6. Termination of ICMA Plan No Longer in Use	<u>X</u> Recommended for Approval <i>Finance Director, Gwen Pilo, provided the committee with a draft agenda bill and resolution which will close an ICMA-RC Retirement Plan that is no longer in use. This plan was developed in 1993 for a City Manager and is now no longer utilized and has a zero balance. ICMA requires passage of a City Council Resolution to terminate the plan. The committee recommended this item for approval and it will be brought to the full council for approval on January 23, 2018.</i>
7. Human Services Needs Assessment	<u>X</u> Deferred to future Meeting (Meeting TBD) <i>Parks, Community Programs & Services Director Lawrence Ellis introduced Alicia Koné and Karin Ellis from Koné Consulting. He added that the presentation was made to the Community Services Advisory Committee on December 12, 2017 and also to A&F at the January 4, 2018 meeting. Alicia and Karin presented a slideshow highlighting areas of the Human Services Needs, as given in their final report. The committee members, along with the mayor, expressed concerns that the report did not deliver the information they hoped to receive. The committee suggested this item be deferred to a Council workshop or Special Council meeting to further discuss in detail as a whole council. This item will be discussed at a future meeting (to be determined).</i>
8. Future Meeting Schedule/Topics	<i>The next A&F Meeting will be held on February 1st at 3:00PM in Riverton Room 128 and will discuss the ILA Budget Amendment.</i>



Vacancy	AFSCME	Position Funding	Dept	Notes/Status
Admin Asst 2 - Operations Technician	Y	102 (40%) / 403 (40%) / 501 (20%)	PW	Pending PVRB
Civil Engineer 1	Y	100% 307 Fund	PW	Pending PVRB
Accounting Analyst	Y	100% General Fund	FIN	Checking References on Final Candidate
Admin Asst 1 - Receptionist	Y	100% General Fund	FIN	HR Reviewing Applications
Limited Term Engineering Technician	Y	100%102 Fund	CED	Position Posted Internally
Resource Conser/Neighborhood Pro Coord	Y	100% 404 Fund	PW	Pending Position Review & PVRB
GIS Coordinator Analyst (.5 FTE)	N	100% General Fund	FIN	Pending Position Review & PVRB
Human Services Program Coordinator	Y	100% General Fund	PCPS	Pending Position Review & PVRB
Civil Paralegal/Legal Assistant	N	100% General Fund	LGL	Hold Pending Analysis of Needs

Fund Key

102 Fund = Street

307 Fund = Public Works Engineering/Transportation CIP

403 Fund = Surface Water Management

404 Fund = Solid Waste

501 Fund = Equipment Rental



MEMORANDUM

To: Administration and Finance Committee
Through: Joseph Scorcio, City Manager
From: Gwen Pilo, Finance & Systems Director
Date: February 1, 2018
Re: 2017-2018 Budget Amendment

Analysis

In December 2017, Council passed Resolution No. 17-021, authorizing the City to enter into an Interlocal agreement with the Port of Seattle. The agreement is intended to be a comprehensive and cohesive package of elements for mutual value to both the Port and the City, and a commitment to a successful partnership, providing predictability and consistency for activities between the Port and the City. Each element reflects a negotiated outcome between Port and City positions, for overall benefit. Certain elements require the City to amend the 2017-2018 biennial budget prior to implementation. These are viewed as Phase I amendments as additional authorizations may be required to fully implement the ILA.

The details of the proposed budget amendment are provided in Exhibit A and detailed below.

Revenue

Revenue increases for 2018 total \$2,901,553 and include the following:

- \$226,600 for Port of Seattle Permitting Fees
- \$1,400,000 for Community Relief Funds
- \$1,274,953 for Storm Drainage Services

Expenditures

Increases for the General Fund total \$69,035 for the following:

1 FTE Permit Coordinator (9 months for 2018, continuing cost 2019/beyond):

The addition of this position in the Building Division is crucial to the effective implementation of the Port ILA while maintaining CED's commitment to excellent customer service for other residential and commercial projects. The anticipated activity from known development pipeline projects coupled with Port permit processing requires additional time be devoted to all components of the Permit Center.

It is anticipated the tracking of airport-related construction projects and inputting of related data will add additional workload for staff. Aspects of the increased workload will be assigned to the Senior Permit Coordinator, including the production of reports related to the ILA.

The new Permit Coordinator FTE will perform essential routine duties assisting other permit coordinators with daily tasks to insure the processing and input of Port projects into the permit tracking system is accomplished in a timely manner. All costs associated with this position are covered through the \$226,600 minimum annual payment from the Port for quality control and assurance.

Conversion of a limited-term Plans Examiner/Inspector II to a permanent FTE:

Currently, the position is a three-year limited term FTE that expires at the end of 2018. At the time of approval in 2015, it was anticipated this limited-term position may need to be converted to a permanent position due to projected future workloads. Workloads generated by the City's development pipeline and generated from the new ILA supports making this position permanent.

It is anticipated this position will be vacated in May due to retirement. Filling a permanent position is more practical than filling a limited-term position approved only until the end of the year. The approval of this permanent FTE maintains the department's staffing level for the increased permitting activity projected now and for several years into the future and provides the needed capacity for the additional quality control workload from the Port.

While there is no impact to the 2018 budget, there are sufficient revenues projected in 2019-2020, to continue this FTE with the opportunity to augment those funds with a portion of the annual ILA quality assurance payments from the Port.

Expenditure increases in the Community Relief Fund total \$1,012,986 for the following:

6 Police Officers - \$937,986 (10 months for 2018)

The addition of six (6) police officers (two (2) designated as motorcycle officers), complies with Chapter 7.6 (Community Relief), and affords the City the ability to focus on traffic enforcement and parking regulations. The additional officers will also increase attention to general enforcement of City codes addressing public safety impacts associated with airport operations and businesses directly serving airport passengers, vendors, and employees.

If authorized, the City will begin paying the King County Sheriff's Office for these officers March 1, 2018. According to the Interlocal Agreement (last updated in 2000) between King County and its Partner Cities, the City agrees to begin paying for the additional officers prior to their arrival, recognizing it can take up to 9 months for the Sheriff's Office to hire, train, and assign them to the City. Because the Sheriff's Office is adding additional contract based officers to partners other than the City of SeaTac in 2018, the Sheriff's Office has committed to making every effort to begin providing the City officers on a staged-in basis, possibly as early as six months after the City commits to increasing our officer count.

Interlocal Agreement for SAMP Environmental Review- \$75,000

An Interlocal agreement with three surrounding cities (Burien, Normandy Park, and Des Moines) has been proposed to collectively hire consultants for environmental review of the airport master plan, SAMP. The agreement will be jointly managed and funded, with the final amount yet to be determined. The A&F Committee discussed the proposal and recommended an initial amount of \$75,000 be used for this purpose.

While the new ILA with the Airport will result in a significant increase in annual surface water fees being paid to the City, there are no anticipated increases in expenditures for 2018. The utilization of the additional revenue by the surface water utility will be evaluated in 2018 with the goal of integrating this funding into the City's stormwater capital and maintenance programs beginning in 2019.

Budget Significance

Total Ending Fund Balance increases \$1.8 million. The amount and description of each revenue and expenditure request and the fund supporting the request is shown in Exhibit A. all budgeted revenues and expenditures for the biennium, along with the adjusted ending fund balance is provided in Exhibit B.

Requested Action

Staff is seeking the A&F committee's recommendation to forward the proposed budget amendment to the full council for approval.

Attachments:

2017-2018 Budget Amendment Exhibit A

2017-2018 Budget Amendment Exhibit B

Revenue

001 001.345.83.00.018
 105 105.338.95.00.000
 403 403.343.10.00.005

Transfers & Reimbursements
\$226,600
\$1,400,000
\$1,274,953
\$2,901,553

POS Permitting Fees
 Community Relief Funds
 Storm Drainage Services

Expenditures

FUND #	To Acct #
001	001.000.13.5583.50.Series
	Subtotal General Fund (001)
105	105.000.04.515.30.41.000
	105.000.08.521.20.51.006
	Subtotal Port ILA Fund (105)

2018 TOTAL Request
\$69,035
\$69,035
\$75,000
\$937,986
\$1,012,986

Description
 Additional FTE - Permit Coordinator (9 mos)
 Professional Services (Joint Agreement - SAMP)
 Police Services - King County (10 mos)

Grand Total - ALL FUNDS **\$1,082,021**

CITY OF SEATAC, WASHINGTON
2017-2018 BIENNIAL BUDGET: EXHIBIT B

2/27/2018

2017-2018 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 195,381,706				
FUND	BEGINNING BALANCE 2017-2018	REVENUES & OTHER SOURCES 2017-2018	EXPENDITURE APPROPRIATION 2017-2018	ENDING BALANCE 2017-2018
001 General Fund	\$ 17,471,668	\$ 74,073,954	\$ 78,366,561	\$ 13,179,060
102 Street Fund	11,176,559	17,868,396	15,934,938	13,110,017
105 Port ILA	1,270,323	1,405,000	1,508,456	1,166,867
106 Transit Planning	214,981	-	184,315	-
107 Hotel/Motel Tax	7,315,221	2,996,200	2,288,051	8,023,370
108 Building Management	2,547,333	2,460,680	1,475,303	3,532,710
110 Facility Repair & Replacement	429,170	1,206	430,376	-
111 Des Moines Creek Basin ILA	1,873,484	664,000	651,616	1,885,868
206 2009 LTGO Bond Fund	12,974	689,200	689,200	12,974
207 SCORE Bond Servicing	258,636	419,459	419,459	258,636
301 Municipal Capital Improvements	6,622,676	3,789,699	8,006,522	2,405,853
306 Municipal Facilities CIP	1,364,518	5,200	341,495	1,028,223
307 Transportation CIP	3,836,481	20,769,287	20,324,977	4,280,791
308 Light Rail Station Areas CIP	1,873,520	5,000	1,750,000	128,520
403 SWM Utility	3,354,416	7,355,917	6,124,530	4,585,803
404 Solid Waste & Environmental	-	550,200	550,200	-
501 Equipment Rental	1,291,408	1,445,608	1,598,515	1,138,501
TOTAL BIENNIAL BUDGET	\$ 60,913,366	\$ 134,499,006	\$ 140,644,514	\$ 54,737,192

**Chapter 5.55
MOBILE FOOD VENDORS**

Sections:

- 5.55.010 Purpose.**
- 5.55.020 Definitions.**
- 5.55.030 Mobile food vendor business – License required – Exemptions.**
- 5.55.040 Display of license.**
- 5.55.050 Restrictions applicable to all mobile food vendors.**
- 5.55.060 Mobile food vendor license – Application.**
- 5.55.070 License fee.**
- 5.55.080 General regulations.**

5.55.010 Purpose.

The purpose of this chapter is to allow for mobile food vendors (food trucks) to conduct business within the corporate limits of the City of SeaTac in order to accommodate new businesses and support entrepreneurship.

5.55.020 Definitions.

A. "Mobile food preparation van" or "food truck" means a commercially manufactured motorized vehicle or trailer in which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution.

B. "Mobile food vendor" means a seller of food from a mobile food preparation van, truck or other vehicle or conveyance.

5.55.030 Mobile food vendor business – License required – Exemptions.

No person, firm or corporation shall engage in a mobile food vendor business without having first obtained a business license from the City; provided, however, that no license shall be required of the following:

A. Persons, firms or corporations who conduct the sale of seasonal fresh fruits and vegetables that are unprepared and similar agricultural products, as exempted by RCW 36.71.090.

B. Any "solicitor," as the term is defined in Chapter 5.10 SMC, that is licensed under that same chapter.

Each mobile food preparation van or food truck shall be required to obtain a separate business license.

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5.55.040 Display of license.

All mobile food vendor licenses shall be prominently displayed upon all vehicles from which a mobile food vendor sells products.

5.55.050 Restrictions applicable to all mobile food vendors.

A. Mobile food vending on public streets and public rights-of-way within the corporate limits of the City shall not be permitted unless approved as an authorized participant in a City-approved right-of-way use permit.

B. A mobile food vendor shall not obstruct or cause to be obstructed the passage of any pedestrian or vehicle on any sidewalk, street, fire lane, or any parking area, including obstructions caused by customer queues or customers consuming any food sold by the mobile food vendor at or near the place where the items are being offered for sale.

5.55.060 Mobile food vendor license – Application.

A. The submittal requirements for business license review shall be as established by the City Manager or designee ~~(OR: include the following:~~

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~~1. A site plan of the site layout, depicting the following:~~

~~a. Ingress and egress; and~~

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~~b. Location of the vending unit on the property on which food will be offered for sale.~~

~~2. A photograph of the vending unit, proposed signs, and any equipment.~~

~~3. Written approval by the King County health district that the food preparation and service complies with health regulations.~~

~~4. Evidence of a current state of Washington vehicle registration.~~

~~5. A written plan documenting appropriate disposal of wastewater generated by the vending unit. Grease shall be properly disposed of per adopted Washington State health regulations.~~

~~6. Documentation that the vending unit has been approved by the state of Washington Department of Labor and Industries.~~

B. The mobile food vendor shall comply with the standards of the state of Washington Department of Labor and Industries for electrical service to the mobile food preparation van. In no event shall the mobile food vendor locate electric lines overhead or on the ground surface in any location in which the public has access.

C. The mobile food vendor must obtain and provide proof of written permission from the property owner for each location at which the mobile food vendor proposes to offer food for sale. This includes written permission for the mobile food vendor's location on the site, and for the mobile food vendor's staff to use the property owner's restrooms.

~~D. No portable restrooms shall be allowed on a site.~~

5.55.070 License fee.

Business license fees for mobile food vendors shall be as established in the City's Fee Schedule. The city business license will serve as evidence that the applicant has applied for and obtained a Washington State Department of Revenue business registration number.

5.55.080 General regulations.

A. The mobile food vendor shall leave the site clean and vacant each day, including picking up trash and litter generated by the mobile food vendor's customers.

B. The owner of real property on which a mobile food vendor is located shall be responsible for overall site maintenance. The property owner shall be responsible for the mobile food vendor's compliance with the provisions of this chapter with respect to the mobile food vendor's operation on the owner's property.

~~C~~D. All exterior trash receptacles not intended for customer use shall be screened from public view and securely covered.

~~BD.~~ The use of any portion of the vending unit as living or sleeping quarters is prohibited.

~~CE.~~ All attachments to the vending unit, including but not limited to signs, lights, overhangs, and awnings, shall be maintained in such a manner as to not create a hazard to pedestrians, customers or vehicles. Flashing lights and similar displays are prohibited.

~~D. All exterior trash receptacles not intended for customer use shall be screened from public view and securely covered.~~

~~F. One portable pop-up 10 foot by 12 foot tent or umbrella, not to exceed 10 foot by 12 foot in size, may be used for cover for patrons, or up to three tables with beach type umbrellas. Cooking shall not take place under any tent. Umbrellas and canopies must be removed at the end of each day.~~

~~EG.~~ Wastewater.

1. The mobile food vendor shall install an appropriate grease trap in the vending unit, and shall maintain the grease trap.

2. Grease shall be properly disposed of per adopted Washington State health regulations. Wastewater generated by the vending unit shall be disposed of in a proper manner and documented.

~~F. One portable pop up 10 foot by 12 foot tent or umbrella may be used for cover for patrons, or up to three tables with beach type umbrellas. Cooking shall not take place under any tent. Umbrellas and canopies must be removed at the end of each day.~~

~~GH. No portable restrooms for use in connection with a mobile food vendor shall be allowed on a site.~~

~~The owner of real property on which a mobile food vendor is located shall be responsible for overall site maintenance. The property owner shall be responsible for the mobile food vendor's compliance with the provisions of this chapter with respect to the mobile food vendor's operation on the owner's property.~~

~~I.~~ Mobile food vendors shall not sell or serve alcoholic beverages.

KJ. Mobile food vendors shall not occupy a site for more than 18 hours during any 24 hour period.

LK. All mobile food vendors shall comply with all laws, rules and regulations regarding food handling, and all mobile food preparation vans and motor vehicles used by mobile food vendors shall comply with all applicable laws, rules and regulations respecting such vehicles as established by the King County health department, the Washington State Motor Vehicle Code, and any applicable sections of the city code regarding the operation of the business.