

# City of SeaTac

## Council Study Session Minutes Synopsis

April 26, 2016  
5:30PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Michael Siefkes at 5:30 p.m.

**COUNCIL PRESENT:** Mayor Michael J. Siefkes, Deputy Mayor (DM) Pam Fernald, Councilmembers (CMs) Rick Forschler (*arrived at 5:31 p.m.*), Kathryn Campbell, Peter Kwon, Tony Anderson, and Erin Sitterley.

**STAFF PRESENT:** Acting City Manager Joe Scorcio, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Senior Assistant City Attorney Mark Johnsen, Executive Assistant Lesa Ellis, Parks and Recreation (P&R) Director Lawrence Ellis, Deputy Chief Brian Wiwel, Finance and Systems Director Aaron Antin, Acting Community & Economic Development (CED) Director/Economic Development (ED) Manager Jeff Robinson, Public Works Director Will Appleton, and Police Chief Lisa Mulligan.

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

### AGENDA BILLS:

#### **Agenda Bill #4271; An Ordinance amending the City's 2015-2016 Biennial Budget.**

**Summary:** This Ordinance amends the City's 2015-2016 Biennial Budget. First, expenditures in the Municipal Capital Improvements Fund (Fund #301) is increased by \$25,000 to fund equipment and software upgrades to the government access channel on Comcast Channel 21 (SeaTV) to provide greater functionality. The funds for this expenditure are collected as a PEG fee (Public, Educational, and Governmental) by Comcast from its SeaTac subscribers to be used for the sole purpose of capital improvements associated with our government access channel. Comcast currently collects a PEG fee of \$0.05 per subscriber per month, and the amount of funds available is currently over \$61,000.

The purpose of collecting the fee from SeaTac Comcast subscribers is to have the funds necessary for equipment and software updates needed to provide residents with access to council meetings and other programming via the government access channel. By appropriating the expenditure of \$25,000 for the upgrade in equipment and software, city staff will have more flexibility and control in the management of the process increasing efficiency, and the residents will experience increased functionality.

Second, this Ordinance increases expenditures in Fund #301 by \$332,000 to appropriate funds for the design and construction of improvements for the Riverton Heights Park project. Selection of a landscape architect firm was conducted in February 2016 with construction slated to begin in late 2016 or early 2017. The funds being appropriated are received through a Community Development Block Grant (CDBG). Once the design of the project is complete, staff will bid the project and the Council will be asked to award the contract for construction of the project. The funds for construction of the project will not be expended without further Council action.

There is a balance of over \$61,000 in PEG fees that have been collected for SeaTV. The budget amendment will appropriate \$25,000 of that balance for expenditure of new equipment and upgraded software of the existing system. Funds remaining will remain as restricted revenue until spent, and cannot be expended on other projects. The second capital project appropriation of \$332,000 will come from the revenue received from the CDBG Block grant for the Riverton Heights Park project.

Executive Assistant Ellis reviewed the agenda bill summary related to the upgrade. P&R Director Ellis reviewed the agenda bill summary related to the CDBG.

Council discussion ensued regarding the features of the software upgrade and the grant.

**Council consensus:** Refer to the 05/10/16 RCM Consent Agenda

**Agenda Bill #4332; A Resolution setting the salary for the Acting City Manager position.**

**Summary:** On April 6, 2016, the City Council passed Resolution No. 16-012, designating CED Director Joseph Scorcio as the Acting City Manager. On April 6, 2016, Mr. Scorcio was asked to make a presentation to the City Council regarding possible processes for conducting a search for a permanent City Manager. During the April 12 Regular Council Meeting (RCM), Council came to consensus that the target date for appointing a permanent City Manager would be December 1, 2016.

Normally when an employee takes on a temporary higher duty assignment, there is temporary assignment pay as provided in the Employee Handbook, which states, "If the temporary position is in a higher pay range, you will be paid the greater of five percent above your current pay or Step A of the temporary position's pay range". Here, Step A for the City Manager does not exist, as the compensation for this position is done solely by contract. Therefore, it is proposed that the temporary assignment pay in this case be based upon 5% above the top salary of the CED Director. The top monthly salary of the CED Director is \$13,110.00, and 5% above this is \$13,769.00. This would be effective as of April 6, 2016 until the permanent City Manager has been appointed and has commenced employment, or until the City Council takes further action.

These costs will be paid through cost savings in the total personnel cost category of the City Manager's Office department budget. It is anticipated that the Assistant City Manager position will remain unfilled at least through December 1, 2016 which would result in budget savings that would cover this action.

Acting City Manager Scorcio reviewed the agenda bill summary.

**Council consensus:** Refer to the 04/26/16 RCM Consent Agenda

**PRESENTATIONS - INFORMATION ONLY:**

**Quarterly Public Safety Statistics**

Deputy Chief Wiwel reviewed annual and quarterly statistics for 2014 and 2015 for the three SeaTac Fire Stations: all calls, top 10, EMS, Fire and other, and FDCares.

He highlighted a recent home explosion. He also announced that the Kent RFA has received their National Association of Fleet Administrators (NAFA) accreditation. Kent RFA is the first fire department in the country to receive this accreditation.

Council discussion ensued regarding the statistics.

**PRESENTATIONS - COUNCIL DIRECTION**

**Council direction regarding whether the City should continue adopting biennial budgets.**

Finance and Systems Director Antin stated this is a follow up to a previous comment by Councilmember(s) to change to an annual budget.

Council discussion ensued regarding the pros and cons of an annual versus biennial budgets.

Council direction: continue with biennial budgets

**RECESSED:** Mayor Siefkes recessed the meeting to an Executive Session on Litigation / Potential Litigation at 6:27 p.m.

**EXECUTIVE SESSION: Litigation / Potential Litigation RCW 42.30.110(1)(i) (20 minutes)**

City Clerk Gregg announced that Council requested an additional 5 minutes at 6:50 p.m.

**RECONVENED:** Mayor Siefkes reconvened the meeting at 6:55 p.m.

**ADJOURNED:** Mayor Siefkes adjourned the Council Study Session at 6:55 p.m.