

City of SeaTac

Council Study Session Minutes Synopsis

December 13, 2016
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 5:01 p.m.

COUNCIL PRESENT: Mayor Michael J. Siefkes, Deputy Mayor (DM) Pam Fernald, Councilmembers (CMs) Rick Forschler, 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, Management Analyst Anita Woodmas, Acting Community & Economic Development (CED) Director/Economic Development (ED) Manager Jeff Robinson, Senior Management Analyst Tim Ramsaur, City Engineer Florendo Cabudol, and Acting Finance Director Gwen Pilo.

PUBLIC COMMENTS (related to the agenda items listed below): Earl Gipson spoke regarding the Code of Ethics for employees and requested the code of ethics be law.

PRESENTATIONS - INFORMATION ONLY:

Introduction of New/Promoted City Employee: Management Analyst Anita Woodmass

Acting City Manager Scorcio introduced Ms. Woodmass.

AGENDA BILLS:

Agenda Bill #4495; An Ordinance amending Ordinance #16-1023, providing clarification related to the City's 2017 property tax levy.

Summary: On November 22, 2016, the City Council approved Ordinance 16-1023 setting the City of SeaTac property tax levy for 2017. As the documents were being prepared for remittance to King County (KC), it was found that one sentence was inadvertently omitted from the Ordinance. This required sentence states the increase in property tax in terms of dollar amount and percentage change from the previous year. Additionally, the last sentence of Section 2 was not required and has been deleted.

The City Council approved authorizing a tax levy of \$14,892,800 for 2017 based on budgetary need. Approving this amendment will affirm previous Council action and provide information required in the Ordinance. Once approved, the Ordinance can be transmitted to KC.

Acting City Manager Scorcio stated this item as well as Agenda Bill #4496 were reviewed by the Administration & Finance (A&F) Committee December 1, 2016.

Acting Finance Director Pilo reviewed the agenda bill summary.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda

Agenda Bill #4496; An Ordinance amending Sections 3.70.010 and 3.70.020 of the SeaTac Municipal Code (SMC) relating to local option transportation taxes in order to clarify Council action taken on November 22, 2016.

Summary: Council amended the Ordinance presented on November 23, 2016 related to parking taxes (Agenda Bill #4468). Subsequent to the amendment, the Ordinance was adopted. However, it was not clear by reviewing the record what the Council intended. In order to clarify the Council's intent, it is necessary to adopt a subsequent Ordinance so the record will be clear.

This Ordinance states what staff and the City Manager believe was the stated intent of the Council; to leave the one-rate parking tax rate at \$3.00 rather than increasing the rate to \$3.15 through 2017, and to begin the annual adjustment of the parking tax by the CPI-W starting January 1, 2018. If this Ordinance reflects the intent of the Council, it should

AGENDA BILLS (continued):

Agenda Bill #4496 (continued): be adopted. If it does not, the Council can amend the Ordinance so the intent is clear. Adopting the proposed Ordinance will repeal and replace the Ordinance adopted on November 22.

Acting City Manager Scorcio reviewed the agenda bill summary.

Discussion ensued with Council stating their opinion the rate should have been \$3.15. Approval of this item will make the rate \$3.00 with CPI-W going into effect in 2018. Staff will bring back analysis during the 3rd quarter for Council to review and determine whether the rate is appropriate.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda

Agenda Bill #4497; A Resolution authorizing the City Manager to enter into contracts with selected human services agencies in 2017 and 2018, and directing the City Manager to conduct an independent review of human services agency contracts.

Summary: Every two years, the City of SeaTac, along with 17 other cities from South, North and East KC, request applications from human services agencies to be considered for funding from the City's General Fund (GF). These funds provide direct services to SeaTac residents.

This year the City received 44 eligible applications requesting a yearly total of \$624,684, or \$1,249,368 for the biennium. Based on the Human Services Advisory Committee (HSAC) - Results Based Accountability Process, which is used to prioritize these applications, the Committee recommends a funding package that:

1. Increases funding for 14 contracted programs that demonstrated an increase demand for services.
2. Maintained funding for 19 contracted programs that are meeting their goals and demonstrate continued demand for service.
3. Reduces funding for 1 contracted program.
4. Funds 5 new requests to fill a gap in services.

If approved, all of the contracts recommended by the HSAC will state that funding for the second year of the biennium must be confirmed in writing by the City Manager as funding may be modified by the City Council.

This item was discussed at the December 1, 2016 A&F Committee, where it was recommended that the Council have further discussion before taking action. Since the contracts for human services begin on January 1, it is recommended that the Council take action at the December 13, 2016 Regular Council Meeting (RCM).

Lastly, this Resolution states that the City Manager shall conduct an independent review of contracts with human services agencies, and present findings to the City Council through the A&F Committee prior to June 30, 2017. The review should consider items such as performance measures, contract compliance, cost-benefit, and return on investment analysis.

If the Council approves contracts with the recommended agencies at the recommended amounts, the total expenditures in the 2017-2018 biennium is \$1,050,000, or \$525,000 per year.

Acting City Manager Scorcio reviewed the agenda bill summary and asked if Council wanted any item removed from tonight's action for further review. The following agencies were requested to be reviewed further by the A&F Committee: ANEW, Para Los Ninos, South King Council of Human Services, and Global to Local.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda, with the removal of ANEW, Para Los Ninos, South King Council of Human Services, and Global to Local to be reviewed by the A&F Committee

AGENDA BILLS (continued):

Agenda Bill #4488; A Resolution fixing the date and time for a Public Hearing (PH) on the proposed vacation of the right-of-way (ROW) on South 190th Street from 32nd Avenue South to its western terminus.

Summary: Huling Brothers Family, LLC is seeking the street vacation to consolidate the subject ROW with the abutting properties owned by the petitioner. This Resolution sets the date and time of the PH as required by RCW.

This Council action is not meant to be a discussion on the merits of the street vacation. The PH and subsequent Council action is the appropriate time to consider the merits of the petition to vacate the subject ROW. State law provides that the PH must be held not more than sixty days nor less than twenty days after the date of passage of the Resolution setting the date for the PH. The January 24, 2017 RCM has been selected as a time that meets these criteria. Council action on the street vacation can be taken after the PH.

City Engineer Cabudol reviewed the agenda bill summary.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda

Agenda Bill #4486; A Motion authorizing the City Manager to execute a lease amendment with Sound Transit for parking (63 stalls) at the SeaTac Center.

Summary: In October, 2013 the City executed a lease with Sound Transit for a portion of the stalls in the SeaTac Center parking facility to accommodate the overflow needs experienced daily at the surface parking lots at the Tukwila International Boulevard light rail station (T.I.B.). Sound Transit's 600 stalls at T.I.B. are consistently filled by 6:30 a.m. and have a utilization rate of 99%. This lease has allowed for weekday and holiday use of the sixty-three stalls on the top deck of the SeaTac Center parking structure between the hours of 4:30 a.m. and 6:30 p.m. This area of the parking structure is not needed for use by SeaTac Center customers and tenants. All costs associated with improving, maintaining and providing security of the leased area are the responsibility of Sound Transit. The City is indemnified by Sound Transit and is named as an Additional Insured on its public liability insurance.

The current lease expires on December 31, 2016. The proposed amendment extends the existing lease through 2017, with an option for 2018. An analysis of the parking required by code for the SeaTac Center substantiated that there is surplus parking available.

The initial lease rate was \$4,410 monthly and has been increased in each of the last two years by 2%. The monthly rate for 2016 is \$4,588.16 and will increase to \$4,679.92 in 2017 and \$4,773.52 in 2018 if the lease option is exercised. The proposed lease will generate \$56,159.04 in 2017 and \$57,282.24 in 2018 if the lease option is exercised.

Acting CED Director / ED Manager Robinson reviewed the agenda bill summary.

Discussion ensued regarding the lease rate. Mr. Robinson stated the increase is 2% per year.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda

Agenda Bill #4499; A Resolution adjusting the salary for the Acting City Manager to provide a cost of living increase.

Summary: The City Council passed Resolution #16-013, which set the salary of the Acting City Manager at \$13,769 per month, which included acting pay of 5% over the top step, Range 79, which is the current pay scale for the CED Director. On December 1, 2016, the A&F Committee recommended that staff prepare an Ordinance for the December 13, 2016 Council Meeting that would provide a 2% cost of living adjustment (COLA) to the Acting City Manager's salary in accordance with the adjustment provided to represented and non-represented City employees. This Resolution makes this adjustment to increase the salary to \$14,044 per month, and would become effective January 1, 2017.

The Acting City Manger's salary increase will be \$3,300 in 2017 and was budgeted in the 2017-2018 Biennial Budget.

Senior Assistant City Attorney Johnsen reviewed the agenda bill summary.

Council consensus: Refer to the 12/13/16 RCM Consent Agenda

PRESENTATIONS - INFORMATION ONLY:

Draft Employee Code of Ethics.

Acting City Manager Scorcio briefed Council on the purpose of this presentation.

HR Manager Audett reviewed the draft Employee Code of Ethics. No action required as SMC 2.65.010 gives the City Manager authority to promulgate personnel policies. This policy is scheduled to be effective January 1, 2017. Violations of the ethics policy will be handled through Personnel Policy (PP) 4.04 - Standards of Conduct and Discipline.

Discussion ensued regarding why this is not included in the SMC. Council requested this policy be presented to the A&F Committee to discuss whether this should be adopted by code or applied through handbook, and content.

RECESSED: Mayor Siefkes recessed the CSS to an Executive Session to review the performance of a public employee at 6:01 p.m.

EXECUTIVE SESSION: Review the Performance of a Public Employee (RCW 42.30.110[1][g]) (29 minutes)

RECONVENED: Mayor Siefkes reconvened the CSS at 6:30 p.m.

ADJOURNED: Mayor Siefkes adjourned the SS at 6:30 p.m.