



December 30, 2010

Dear Mayor, Councilmembers, Residents, and Employees:

Holiday Closure: City Hall and City facilities will be closed on Friday, December 31 in observance of the holiday.

SeaTac Community Center New Hours of Operation: To reduce staffing cost, the operating hours of the SeaTac Community Center will be reduced by four hours per week. Currently the hours are 8 AM -10 PM, Monday - Thursday and from 10 AM - 4 PM on Saturday. Beginning on Monday, January 3, the new hours of operation will be 8:30 AM - 9:30 PM, Monday - Thursday. Decreasing a half hour in both the morning and evening will have the least impact on the citizens and patrons. Saturday hours and rental opportunities will remain the same.

Minutes:

Administration & Finance Committee	12.14.10
Public Safety & Justice Committee	12.14.10

You can view the City's Event Calendar at:

<http://www.ci.seatac.wa.us/index.aspx?page=16>



Jeff Robinson, Interim Assistant City Manager



Administration and Finance Committee Minutes

These minutes are scheduled to be approved at the 1/11/11 Regular Council Meeting

Tuesday, December 14, 2010
3:00 PM
Airport Conference Room 345

Members:	Present:	Absent:	Commence: 3:05 p.m.
			Adjourn: 4:35 p.m.
Gene Fisher, Chair	X		
Tony Anderson	X		
Rick Forschler	X		

Note: Item #9 reviewed jointly with the Public Safety & Justice Committee

Other Councilmembers Present: Terry Anderson, Ralph Shape and Pam Fernald

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. 2009 Financial Audit Exit Conference - Washington State Auditor's Office</p>	<p><input type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>1/11/11 A&F Meeting</u>. <i>This item was removed from the agenda and moved to the 1/11/11 A&F Meeting.</i></p>
<p>2. City of SeaTac 2011 State Legislative Agenda - Jeff Robinson/Joe Daniels</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Acting Assistant City Manager Jeff Robinson distributed copies of the 2011 City of SeaTac Legislative Agenda and introduced Joe Daniels, the City's state legislative lobbyist. Mr. Daniels reviewed the changes that have occurred in Olympia due to the recent election in November, and noted that the upcoming legislative session will not be a business-as-usual session. Mr. Daniels indicated that the financial picture in Olympia is very bleak, and will carry over to the capital budget as well as the operating budget. Mr. Daniels reviewed the legislative agenda handout, focusing on the items of most interest and impact to the City.</i></p>

<p>3. 2011-2012 Human Services Funding Allocation - Colleen Brandt-Schluter /Human Services Committee</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>12/14/10 RCM.</u> <i>Human Services Program Manager Colleen Brandt-Schluter distributed copies of a proposed agenda bill authorizing the City Manager to enter into contracts with selected human services for funding programs totaling \$351,376 for 2011. Ms. Brandt-Schluter introduced Mel McDonald, the Chair of the Human Services Advisory Committee, who summarized the process employed by the committee to consider funding requests, and then reviewed the list of agencies being recommended by the Human Services Advisory Committee. The City received 62 applications this year requesting a total of \$686,213. An allocated balance of \$40,000 will be held in reserve, and requests to allocate from the reserve balance will be forwarded to the Council following review by the Human Services Advisory Committee.</i></p>
<p>4. Position Vacancy Review Board Recommendation - Mike McCarty/Human Resources</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Finance and Systems Director Mike McCarty reported that the Position Vacancy Review Board met recently and is presenting one recommendation to the A&F Committee. The Finance and Systems Department is requesting permission to fill the Accounting Technician position currently vacant due to the retirement of the incumbent, Leslie Stevenson. Mr. McCarty noted that other Finance Department employees have been temporarily assigned the duties of this position, but this solution is not feasible in the long-term. The primary responsibilities and current workload of this position was summarized and reviewed, emphasizing their importance to the continued smooth operation of the City's Finance Department. Mr. McCarty noted that the City advertised in-house for this position and received letters of interest from five employees, including three that were recently laid off due to budget constraints. The PVRB recommends filling the Accounting Technician position, and the A&F Committee concurs with the recommendation as presented.</i></p>

<p>5. ILA with Water District #125 for the South 154th Street Improvements Project - Susan Sanderson</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>1/11/11 RCM.</u> <i>City Engineer Susan Sanderson distributed copies of a draft agenda bill and interlocal agreement between the City and King County Water District 125 for the relocation of an existing water main as part of the South 154th Street Improvement Project. Ms. Sanderson reported that this work is necessary to accommodate the proposed storm drainage infrastructure being built as part of the South 154th Street Improvement Project. The estimated construction cost of the waterline relocation is \$67,950, and will be fully reimbursed to the City by King County Water District 125.</i></p>
<p>6. Replacement of City's Permitting System Software - Bart Perman</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>1/11/11 RCM.</u> <i>Systems Administrator Bart Perman distributed copies of a draft agenda bill authorizing the City Manager to enter into a contract with CRW Systems to replace the City's existing permitting software. Mr. Perman reported that the City currently uses Tidemark Permit Plan software for tracking permits, code enforcement and land management. This software was purchased in 1990 and updated in 2000, but has not been updated since, and the software is no longer supported by the vendor. The City took part in the initial phases of a regional permit tracking software project with the eCity.gov Alliance, which included interviewing participating cities to discover their functionality needs. Once those needs were defined, a consultant was hired to create a Request for Proposals (RFP), review the RFP responses and make recommendations to the Alliance on vendor selections. Two vendors were selected in the process: EnerGov.NET as a high end solution and TRAKiT Enterprise (CRW Systems) as a mid to low end solution. City staff attended demonstrations and received quotes from both vendors and recommends purchasing the TRAKiT Enterprise software. Mr. Perman reported that CRW has 20 years experience in the permit tracking software business, and noted that their product will integrate well with the City's existing GIS software. The \$223,000 cost would include consultant expenditures to assist with implementing the program in areas such as data conversion from the existing system, customizing forms and reports, and training. The 2011 Proposed Budget has \$250,000 appropriated for the new permitting program, and this purchase is included as a planned expenditure in the 2011 - 2016 Capital Improvement Program.</i></p>

<p>7. 2010 Budget Amendment for Miscellaneous Items - Mike McCarty</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>12/14/10 RCM.</u> <i>Mr. McCarty distributed copies of a proposed agenda bill and Ordinance amending the 2010 Budget for two items. Mr. McCarty reviewed the two proposed amendments, noting that this budget amendment is essentially a housekeeping item that corrects the 2010 Budget for expenditures already reviewed and approved by the City Council either as a result of the adoption of the 2010 Budget or by Council action taken during the 2010 fiscal year. Because these transfers have already been made and the corresponding capital expenditures have already occurred, this budget amendment is required to avoid expenditures exceeding appropriation authority in order to comply with State laws prohibiting any funds having expenditures in excess of the fiscal year appropriation authority. The proposed Ordinance provides additional expenditure appropriation authority of \$200,000 in the Street Fund #102, additional expenditure appropriation authority of \$184,500 in the Building Management Fund #108, and additional estimated revenue of \$184,500 in the Municipal CIP Fund #301.</i></p>
<p>8. City Councilmembers and City Manager Future Travel Authorizations and Completed Travel Approval of City Credit Card Payments and Personal Reimbursements - Mike McCarty</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Mr. McCarty distributed copies of City credit card and personal reimbursement forms containing the expenses incurred for various City Manager and City Council City travel-related expenditures. The Committee approved the expenses incurred by Deputy Mayor Gene Fisher and Councilmembers Ralph Shape and Tony Anderson related to the National League of Cities Conference recently held in Denver, Colorado. The Committee also approved the expenses incurred by Interim City Manager Todd Cutts related to the International City/County Management Association Annual Conference held in San Jose, California in October. The total cost of the expenses approved for all four of these items is \$4,827.03.</i></p>

<p>9. Highline School District SRO Agreement - Annette Louie</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>12/14/10 RCM.</u> <i>Police Captain Annette Louie reported staff is seeking authorization for the City Manager to enter into an agreement with the Highline School District, providing \$50,000 funding from the school district to partially fund the School Resource Officer (SRO) at the Tyee Educational Complex and Chinook Middle School for the 2010-2011 school year. The proposed agreement is similar to the agreement entered into last year, and has been reviewed by and is acceptable to Police Chief Jim Graddon, the City's designated contact person for the agreement. Captain Louie summarized the work of the SRO position at the two schools, and noted that the District has provided partial funding at this level for the past four school years. The total cost of an SRO to the City is approximately \$159,588, meaning SeaTac is paying \$109,588 of this cost.</i></p>
<p>10. Next Meeting</p>	<p>January 11, 2011</p>



Public Safety and Justice Committee Minutes

These minutes are scheduled to be approved at the 01/11/11 Regular Council Meeting

Tuesday, December 14, 2010
4:00 PM
Airport Conference Room 345

Members: Present: Absent: Commence: 4:35 p.m.
Adjourn: 4:57 p.m.

Tony Anderson, Chair X
Pam Fernald X
Gene Fisher X

Note: Item 1 reviewed jointly
with the Administration & Finance
Committee

Other Councilmembers Present: Mayor Terry Anderson, Ralph Shape, Rick Forschler

Staff Coordinator: Acting Fire Chief Brian Wiwel and Police Chief Jim Graddon

<p>1. Highline School District SRO Agreement - Annette Louie</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>12/14/10 RCM.</u> <i>Police Captain Annette Louie reported staff is seeking authorization for the City Manager to enter into an agreement with the Highline School District, providing \$50,000 funding from the school district to partially fund the School Resource Officer (SRO) at the Tye Educational Complex and Chinook Middle School for the 2010-2011 school year. The proposed agreement is similar to the agreement entered into last year, and has been reviewed by and is acceptable to Police Chief Jim Graddon, the City's designated contact person for the agreement. Captain Louie summarized the work of the SRO position at the two schools, and noted that the District has provided partial funding at this level for the past four school years. The total cost of an SRO to the City is approximately \$159,588, meaning SeaTac is paying \$109,588 of this cost.</i></p>
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<p>2. COPLOGIC (citizen on-line reporting) - D.J. Nesel</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Captain D.J. Nesel from the KCSO Communications Center presented an overview of COPLOGIC, a new on-line citizen reporting system that will soon be available to SeaTac residents. There will be no cost to the city for the system as E911 funds are being used for it. COPLOGIC will enable citizens' to report various types of crimes on-line rather than having to call the Communication Center. On-line reporting will free up personnel resources of call receivers and police officers that are currently taking 'info only' reports such as mail theft, vandalism, etc. with no known suspects. A link on the SeaTac website will direct citizens to the COPLOGIC system. Once pre-requisite questions are answered, citizens can complete their reports on-line and print copies of them for insurance claims. Additional work is being done to encourage businesses such as banks and retail stores to have the system available at their locations. The program will initially be offered in six different languages. This will allow a diverse population to utilize the on-line system that may otherwise be reluctant to report these crimes by phone. The completed on-line reports will be routed through Communications Center personnel and then be uploaded into the Records Management System. If follow-up is required, the report will be routed to a precinct supervisor for assignment to a detective. Citizens will still have the option to call the Communications Center to report crimes and to request officer contact. If contact is requested, an officer will be dispatched. The COPLOGIC system should be available to SeaTac citizens sometime after the first of 2011.</i></p>
<p>3. Radio Rebanding - Brian Wiwel</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Acting Fire Chief Wiwel provided an update on radio communication. The frequencies that are assigned to the 800MHz emergency communication system are intermingled with those of Nextel phones. Currently, when an emergency radio is used near a Nextel site, interference can occur to the extent that emergency personnel are unable to talk to the Communications Center. There is now an agreement to pull the shared frequencies apart and put them back together in bands such that Motorola 800MHz radios and Nextel phones can be used without this interference. The result of this is that all 800MHz radios will need to be reprogrammed to the new frequencies. Our portable</i></p>

	<p><i>radios can be reflashed to the new frequencies, however, our mobile radios cannot and will have to be replaced. Under the terms of the agreement, Nextel is obligated to replace the mobile radios like-for-like at their expense. Motorola has produced special rebanded (RB) radios to meet the replacement demand since the existing mobile radios are no longer being manufactured due their age and currently manufactured radios have additional features that are not required by the agreement. Replacement of the mobile radios is scheduled to occur during the first quarter of 2011. The City can opt to purchase current production radios with the additional features for an extra charge. Most of these features would not have value until the county-wide systems is replaced, and then only if replaced with a Motorola system. The committee agreed to replace the mobile radios with RB radios.</i></p>
<p>4. Radio Narrow Banding - Brian Wiwel</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Not discussed due to time constraints.</i></p>
<p>5. Code Red All Call - Brian Wiwel</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Acting Fire Chief Wiwel advised that Code Red offers an annual update to their database. To accomplish the update, they offer a complimentary 'all-call' to all residents. This entails calls to every phone number in their database to deliver a message that encourages citizens to logon to the city's website to register their information on the enrollment page. Citizens that are more technology minded can also sign up to receive Code Red messages via e-mail or text message format on their cell phones. The 'all-call' enables Code Red to validate all non-functional phone numbers and eliminate them from the database. At the end of the process, the City receives a credit back from Code Red for accumulated minutes for all of the non-working numbers. The committee agreed to allow the all-call to be carried out.</i></p>

<p>6. Crime Statistics - Annette Louie</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Not discussed due to time constraints.</i></p>
<p>7. Next Meeting</p>	<p>January 11, 2011</p>