

City of SeaTac

Regular Council Meeting Minutes

January 11, 2011
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Terry Anderson at 6:03 p.m.

COUNCIL PRESENT: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald and Mia Gregerson.

STAFF PRESENT: Interim City Manager (ICM) Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Interim Assistant City Manager (IACM) Jeff Robinson, Finance Director Mike McCarty, Systems Administrator Bart Perman, Public Works (PW) Director Tom Gut, Building Official Gary Schenk, Parks & Recreation (P&R) Director Kit Ledbetter, Assistant P&R Director Lawrence Ellis, Municipal Court Administrator Mary Pederson, Planning Director Cindy Baker, Fire Chief Jim Schneider, and Police Chief Jim Graddon.

FLAG SALUTE: Police Chief Graddon led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Vicki Lockwood commented on items voted on at the December 14, 2010 Regular Council Meeting (RCM): (1) budget; (2) appraised house values; and (3) HVAC digital control system (Puget Sound Energy [PSE] rebate and potential savings). She stated that Council needs to question the information provided by staff.

PRESENTATIONS:

This item was moved forward on the agenda.

●Lifesaving Award to Officer Eric Lewis

Police Chief Graddon introduced Officer Lewis, Mackenzie, her grandparents Steve and Tracey, and her parents Jeremy and Morgan.

Police Chief Graddon detailed the situation in which Mackenzie, a two year old girl, was unresponsive and not breathing due to a seizure. Officer Lewis was able to provide first aid and get her breathing before aid arrived.

Mayor T. Anderson and Police Chief Graddon presented the Lifesaving Award to Mr. Lewis.

PUBLIC COMMENTS (Continued): Earl Gipson suggested that in the future the City's Legislative Agenda be read at an open meeting with Council voting on each item.

Leonard Luna requested the City place a warning system on the City's website regarding sex offenders in the area.

The following people reviewed the upcoming replacement Highline School District (HSD) levy: Phyllis Byers; Bernie Dorsey; and Susan Smith Leland. They urged Council to support the levy.

Ron Bowen, Polygon Northwest Development Project Manager, spoke in favor of Agenda Bill #3259 (permitting software).

PRESENTATIONS (Continued):

●Introduction of Fire Chief Jim Schneider

ICM Cutts introduced Chief Schneider.

Chief Schneider stated that he has been working with SeaTac employees since July. The employees have excellent customer service. He stated that he looks forward to working with the Council, staff and residents.

●2010 Government Financial Office Association (GFOA) Award

ICM Cutts presented the award to Finance Director Mike McCarty.

DISCUSSION ITEM:

●Summary of \$5,000 - \$35,000 Purchase Requests for the period ended January 7, 2011

ICM Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Association of Washington Cities (AWC)	Non-Department	\$17,515	\$17,515	\$17,515
Puget Sound Clean Air Agency	Non-Department	\$15,605	\$15,605	\$15,605
Suburban Cities Association (SCA)	Non-Department	\$14,500	\$14,500	\$14,500

DISCUSSION ITEM (Continued):

Summary of \$5,000 - \$35,000 Purchase Requests (Continued):

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Southwest King County (SWKC) Chamber 2011 Contract	City Manager	\$5,000	\$5,000	\$5,000
Financial Support for the Small Business Development Center	City Manager	\$20,000	\$20,000	\$20,000
State Lobbyist Services	City Manager	\$10,000	\$10,000	\$10,000
Glock Simunitions Weapons/AR-15 Rifles Simunition Upper Receiver for Active Shooter Training	Police	\$21,000	\$21,000	\$21,000
Organizational Leadership Model and Facilitation Services Project	City Manager	\$6,020	\$6,020	\$5,334
Portable Toilet Contract	P&R	\$7,937	\$7,937	\$7,937
Commercial Recycling Outreach Consultant	PW	\$12,000	\$12,000	\$11,285
Continuation of Agreement to Scan and Microfilm Backlog of Records	City Clerk's Office	\$6,000	\$6,000	\$6,000
Continuation of Contract Services for Records Management (RM)	City Clerk's Office	\$35,000	\$35,000	\$35,000
Three HD Robotic Cameras and one Controller for Council Chambers	City Manager	\$18,000	\$18,000	\$18,000
Upgrades for Compatibility with the New Robotic Cameras for Council Meeting Videos	City Manager	\$30,000	\$30,000	\$17,738
		\$30,000	\$30,000	\$12,045

CM Forschler requested the Organizational Leadership Model and Facilitation Services Project be discussed under Unfinished Business.

Council consensus: Referred to the 01/11/11 RCM Consent Agenda with removal of Organizational Leadership Model and Facilitation Services Project to be discussed under Unfinished Business

AGENDA BILL PRESENTATIONS:

Agenda Bill #3292 – A Motion authorizing the City Manager to enter into a Professional Services Contract with Stewart Beall MacNichols & Harmell Inc. P.S. for public defense services

Summary: The United States Constitution and the Constitution of the State of Washington require that indigent defendants charged with a crime for which a jail penalty may be imposed are entitled to legal representation by a public defender. The City, through its Municipal Court Budget, has contracted with Stewart Beal MacNichols and Harmell for public defender Services since 2007. Judge Elizabeth Bejarano would like to continue contracting with the law firm of Stewart Beall MacNichols and Harmell, Inc. P.S. to serve as the City’s Public Defender.

The proposed contract has a two year term, with the option to extend up to two additional years upon mutual agreement. In addition, the Washington Supreme Court is considering adopting requirements that would potentially increase the cost of providing public defense services. Should the Supreme Court adopt such requirements, the parties will work in good faith to address these requirements, which may include contract modification.

The contract with Stewart Beall MacNichols & Harmell Inc. P.S. specifies that the City will pay the following for public defense services:

- \$195 per appointment for all phases of representation except for jury trials;
- \$360 for each jury trial;
- \$500 for each appeal to Superior Court;
- \$95 for review or sentencing hearings only;
- \$300 per arraignment calendar.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3292 (Continued): Court Administrator Pederson reviewed the agenda bill summary.

Upon a question posed by CM A. Anderson, Ms. Mirante Bartolo stated that if the Supreme Court adopts the new requirements the City will negotiate with this firm to see if their prices are still the best. She noted that the Association of Washington Cities (AWC) is opposing the new requirements.

Upon a question posed by DM Fisher, Ms. Pederson stated that most jury trials last one day.

CM A. Anderson stated that the Public Safety & Justice (PS&J) Committee recommended this item for approval.

Council consensus: Referred to the 01/11/11 RCM Consent Agenda

Agenda Bill #3286 – A Motion authorizing the City Manager to execute an Interlocal Agreement (ILA) with Water District 125 for the relocation of an existing water main as part of the South 154th Street Improvement Project

Summary: Relocation of Water District 125 water main and services is required to accommodate the proposed storm drainage infrastructure being built as part of the South 154th Street Improvement Project. The District will reimburse the City for 100% of the actual water line costs incurred, as well as the temporary pavement restoration costs within the limits of the waterline relocation.

The actual cost of the construction of the District's work will be reimbursed by Water District 125. The estimated construction cost is \$77,553.

PW Director Gut reviewed the agenda bill summary. He stated that the Administration & Finance (A&F) Committee reviewed this item in December.

Upon a question posed by CM Gregerson regarding cost overruns, Mr. Gut stated that the contract would be on a bid item basis and the City would be in contact with the water district to resolve any overruns.

Mayor T. Anderson stated that she was abstaining from voting on this item.

Council consensus: Referred to the 01/11/11 RCM Unfinished Business

Agenda Bill #3259 – A Motion authorizing the City Manager to enter into a contract with CRW Systems for permitting software replacement

Summary: 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. This software is no longer supported by the vendor. The database for this system is running on hardware and software platforms that are also no longer supported by the vendor(s). SeaTac took part in the initial phases of a regional permit tracking software project with the eCity.gov Alliance. This process involved interviewing participating cities to discover functionality needs of these cities. Once these needs were defined, a consultant was hired to create a Request for Proposals (RFP), review RFP responses and make recommendations to the Alliance on vendor selection. Two vendors were selected in this process; EnerGov .NET (EnerGov Solutions) as a high end solution and TRAKiT Enterprise (CRW Systems) as a mid to low end solution. Staff attended demonstrations and received quotes from both vendors and are recommending purchasing TRAKiT Enterprise.

Council authorization is requested to purchase TRAKiT Enterprise software. Authorization is also requested for consultant expenditures to assist with implementing the program including data conversion from the existing system, customizing forms and reports, and training.

Software & Licensing Fees	\$ 100,000
Implementation & Project Management	54,000
Data Conversion	22,500
Training Services	23,000
Travel & Expenses	13,500
Contingencies/Customizations	10,000
Discounts	(20,000)
Annual Maintenance Fee	20,000
WA State Sales Tax	21,185
Total	\$244,185

The 2011 Proposed Budget has \$250,000 appropriated for the new permitting program. This purchase is included as a planned expenditure in the 2011 – 2016 Capital Improvement Program (CIP). The original quote from CRW expired

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3259 (Continued): in October of 2010. The vendor has agreed to extend this pricing until the January 11 RCM. After this date, the \$20,000 discount will be removed, bringing the first year cost to \$266,085.

Systems Administrator Perman reviewed the agenda bill summary. He stated that staff determined this program to be the best fit for the City.

CM Forschler stated that he contacted CityWorks and they stated the total cost is approximately \$130,000. He stated his opinion that since the City is already using CityWorks for asset management, it might make more sense to use CityWorks for permitting software and integrate the two programs. He commented that he would like to see something that shows staff weighed the differences between the two programs.

Mr. Perman stated his concern that CityWorks is an assessment management system that just launched the permitting software. CRW has been on the market with 135 clients already. The committee felt this was too important to gamble on a new system.

Upon a question posed by CM Gregerson, Mr. Perman stated that the proposed start date is in February and the target go live date is in October 2011.

CM Forschler requested this item be postponed to the January 25 RCM to allow staff to look at whether or not the integration of the asset management and service requests makes sense.

City Manager Cutts stated that staff will work with CRW to extend the \$20,000 savings to the next meeting. He also stated that staff feels they have objectively reviewed the options and determined CRW to be the best program.

Mr. Gut clarified that CityWorks is an asset management program for the City's public assets. This proposed program is for the private development aspect.

Council consensus: Referred to the 01/25/11 RCM

Agenda Bill #3291 - A Motion authorizing the City Manager to accept \$119,474 awarded from 2011 King County's (KC) Community Development Block Grant (CDBG) Program

Summary: The City was awarded \$119,474 to design and construct a skate park at the Neighborhood Park located at the SeaTac Community Center (STCC). The amount funded for this project is less than the requested amount of \$279,800 resulting in the possibility that this project could be completed in two phases. If the bid results come in greater than the grant amount, staff will re-apply in 2012 to complete the project. Funds are to be used to design and construct a skate park for youths learning how to skateboard. The design will be very basic, both for the beginner and to keep the family theme of the Neighborhood Park. The estimated size of the skate park will be approximately 7,500 – 8,200 square feet. The addition of the skate park will complete the Neighborhood Park, which was constructed in 2007. The project shall be completed within 17 months of the start of the project year of the funds we are awarded (January 1, 2011 to May 31, 2012).

The selected contractor will incorporate green construction techniques such as recycle concrete for sub base materials, "fly ash" in the concrete and shotcrete mixes and recycling of construction materials such as framework and site spoils.

In addition, if the CDBG program receives more funding than originally projected in 2011, this project is eligible to receive additional funding so the total amount of the grant could increase.

The corresponding expenditure will be accounted for in the 2011 budget. Further Council action will be required to expend these funds once the project has been bid. This project will have no fiscal impact to the City.

Assistant P&R Director Ellis reviewed the agenda bill summary.

Council consensus: Referred to the 01/11/11 RCM Consent Agenda

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 92181 – 92389) in the amount of \$391,407.38 for the period ended December 20, 2010.
- **Approval of claims vouchers** (check nos. 92390 – 92522) in the amount of \$1,591,881.60 for the period ended December 30, 2010.
- **Approval of payroll vouchers** (check nos. 49355 – 49392) in the amount of \$162,835.64 for the period ended December 15, 2010.

CONSENT AGENDA (Continued):

- **Approval of payroll electronic fund transfers** (check nos. 66593-66763) in the amount of \$332,215.48 for the period ended December 15, 2010.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$61,706.99 for the period ended December 15, 2010.
- **Approval of payroll vouchers** (check nos. 49393 – 49436) in the amount of \$452,835.73 for the period ended December 31, 2010.
- **Approval of payroll electronic fund transfers** (check nos. 66764-66940) in the amount of \$348,866.26 for the period ended December 31, 2010.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$71,108.77 for the period ended December 31, 2010.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended January 7, 2011.

Approval of Council Meeting Minutes:

- **Administration and Finance Committee Meeting** held December 14, 2010.
- **Public Safety and Justice Committee Meeting** held December 14, 2010.
- **Regular Council Meeting** held December 14, 2010.

Agenda Items reviewed under Agenda Bill Presentations recommended for placement on this Consent Agenda:

Agenda Bill #3292; Motion authorizing the City Manager to enter into a Professional Services Contract with Stewart Beall MacNichols & Harmell Inc. P.S. for public defense services

Agenda Bill #3291; Motion authorizing the City Manager to accept \$119,474 awarded from 2011 King County's Community Development Block Grant Program

MOVED BY SHAPE, SECONDED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED.*

PUBLIC COMMENTS (related to the Consent Agenda): Earl Gipson questioned whether the cost of the permitting software would be passed on to the developers.

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS (related to the Unfinished Business): There were no public comments.

UNFINISHED BUSINESS:

- **\$5,000 - \$35,000 Purchase Request for the period ended January 7, 2011**

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Organizational Leadership Model and Facilitation Services Project	City Manager	\$7,937	\$7,937	\$7,937

CM Forschler stated that Michael Pendelton did a good job at the last retreat, but the process was not defined well enough. He also requested that the transportation costs be renegotiated.

CM A. Anderson stated that the Council does not get as much accomplished without a facilitator.

MOVED BY A. ANDERSON, SECONDED BY GREGERSON TO APPROVE \$7,937 FOR THE ORGANIZATIONAL LEADERSHIP MODEL AND FACILITATION SERVICES PROJECT*

CM Fernald requested Council have more information ahead of time in order to prepare. She also requested transportation costs be renegotiated.

Mr. Cutts stated that this process at the retreat is helpful for administration. This points staff in the right direction for the budget.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #3286; Motion authorizing the City Manager to execute an Interlocal Agreement (ILA) with Water District 125 for the relocation of an existing water main as part of the South 154th Street Improvement Project

MOVED BY A. ANDERSON, SECONDED BY GREGERSON TO PASS AGENDA BILL #3286.

MOTION CARRIED WITH T. ANDERSON ABSTAINING.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: ICM Cutts commented on the following: (1) January 13 – Regional Fire Authority (RFA) Exploratory Ad Hoc Committee (AHC) Meeting; (2) January 17 – City hall closed in observance of Martin Luther King Holiday; (3) January 21 – 3 – 4:30 p.m., invited everyone to meet the finalists for the new Community and Economic Development Director position; and (4) January 24 – 5 p.m., Zoning Code Update AHC Meeting.

COUNCIL COMMENTS: CM Forschler requested that the Legislative Agenda be more visible in the future. He suggested that the 2011 agenda be read into the record at a future meeting.

CM A. Anderson commented on the following: (1) Somali Community meeting co-hosted by SeaTac and Tukwila Police Departments; and (2) National League of Cities (NLC) Conference – immigration was a significant issue. There will be a documentary on Public Broadcasting Service (PBS) this spring called Shelbyville; a film documenting the integration of the Somali community into the City of Shelbyville. He spoke to one of the presenters of the Shelbyville presentation and she asked if SeaTac would be interested in a pilot project for community outreach in the Somali community. CM A. Anderson requested this topic be discussed at the upcoming Council retreat.

CM Shape commented on the following: (1) impressive Shelbyville video; (2) congratulated Mike McCarty on the GFOA award; (3) WallyPark CEO Joe Lumer passed away; and (4) his support of the school levy.

CM Gregerson commented on the following: (1) support the HSD levy; (2) attended January 5 SCA caucus orientation. This caucus develops a work plan for the entire year and then presents it to the Public Issues Committee (PIC). The SCA Board of Directors will then vote on the work plan. She suggested Council review the work plan; (3) thanked Sound Transit for a letter in response to her concerns about community outreach; and (4) SeaTac will have a blog through the Burien blog link.

CM Fernald wished everyone a Happy New Year. She shared some thoughts about her experience as a CM: she would be happy to act as an ambassador for anyone that needs assistance in getting issues resolved; Council needs to share knowledge in a courteous way; and Council needs to present a united front even if they don't agree. She also commented on the following: (1) Somali Community meeting – impressed with progress between the community and police; (2) March 17 – Community Emergency Response Team (CERT) class begins; and (3) January 16 – 2 p.m., Highline Historical Society (HHS) presentation on Eleanor Roosevelt.


DM Fisher stated that the City's Legislative Agenda process has come a long way, but still needs to be improved.

Mayor T. Anderson encouraged everyone to attend the January 16 HHS presentation.

ADJOURNMENT:

MOVED BY SHAPE, SECONDED BY FISHER TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:00 P.M.

MOTION CARRIED UNANIMOUSLY.


Terry Anderson, Mayor


Kristina Gregg, City Clerk