

# City of SeaTac

## 2011 Budget Workshop 2

### Minutes Synopsis

September 25, 2010  
9:00 AM

City Hall  
Council Chambers

**COUNCIL PRESENT:** Mayor Terry Anderson, Councilmembers (CMs) Rick Forschler, Anthony (Tony) Anderson (*left at 3:09 p.m.*), Ralph Shape, and Pam Fernald. Excused Absence: Deputy Mayor (DM) Gene Fisher, and CM Mia Gregerson.

**STAFF PRESENT:** Interim City Manager (ICM) Todd Cutts, City Clerk Kristina Gregg, Finance Director Mike McCarty, Interim Assistant City Manager (IACM) Jeff Robinson, Human Resources (HR) Director Anh Hoang, Police Chief Jim Graddon, Police Administrative Captain Annette Louie, Acting Fire Chief Brian Wiwel, Municipal Court Judge Elizabeth Cordi-Bejarano, Municipal Court Administrator Mary Pederson, Facilities Director Pat Patterson, Parks & Recreation (P&R) Director Kit Ledbetter, Systems Administrator Bart Perman, and Public Works (PW) Director Tom Gut.

#### **DEPARTMENT PRESENTATIONS:**

**City Council:** Mr. McCarty reviewed the City Council proposed budget. Proposed reductions include operating supplies, telephone, and travel for a total of \$10,127. Council discussion ensued regarding travel. DM Fisher stated that if Council is involved in national committees, then the meetings should be budgeted. ICM Cutts stated staff will research costs for the national committees.

ICM Cutts reviewed the decision card: Professional Services for Vision Setting - \$7,937. Council discussion ensued regarding the 2010 goal setting exercise and whether it was beneficial and worth spending additional money each year to set the City's goals. Mr. Cutts stated that staff could look at other consultants to see if the cost could be reduced. DM Fisher suggested a freeze on all consultants and facilitators.

Council discussion ensued regarding the Council's telephone costs and possible ways to reduce the budget. Mr. Cutts stated that staff can research plans that may cost less.

CM Forschler questioned food costs. City Attorney Mirante Bartolo stated that the Legal department recently wrote a Legal opinion on this issue. She clarified that CM Forschler is not saying that there is any legality issue with the City providing food for Council meetings; it's a personal preference.

CM Gregerson requested the City digitize as much as possible in 2011, including providing the Council packets electronically. Council concurred to have staff consider options.

**City Manager's Office:** ICM Cutts reviewed the City Manager's budget increases and decreases for Administration, Communication Administration, and Human Services.

Decision cards: Public Engagement - \$25,000, and Visioning Phase 2 – Implementation - \$35,000 (+\$20,000). Council discussion ensued regarding the decision cards and a pedestrian bridge / tunnel across International Boulevard (IB) from the South 154<sup>th</sup> Street Light Rail Station to the SeaTac Center property. Mr. Cutts stated that staff would research options. Council comments were made that this will need to be done in the future, but now is not the time. Staff will list the bridge in the CIP as a placeholder.

PW Director Gut clarified that the City of SeaTac, City of Tukwila and the Washington State Department of Transportation (WSDOT) are all partly responsible for the intersection at South 154<sup>th</sup> Street. Discussion ensued as to possible options for the bridge.

Council discussion ensued regarding the visioning decision card. DM Fisher suggested facilitated quarterly town hall meetings instead of paying \$60,000 for a consultant.

CM Fernald suggested that maybe in this budget time that the City may be doing enough by providing SeaTV, the website, the SeaTac Report and other outreach.

CM A. Anderson stated that providing information is educational but not engaging. It may be worthwhile to spend the money instead of charging ahead and potentially making a million dollar mistake.

Upon a question posed by CM Fernald and CM A. Anderson, Mr. Cutts stated that staff could put together decision cards for surveying City residents and town hall meetings for future discussion.

**DEPARTMENT PRESENTATIONS (Continued):**

**City Manager's Office (Continued):** Council consensus was to not fund these decision cards and not bring forward additional decision cards.

The City Manager's Office proposed non personnel-related budget reductions include: (1) terminating the Federal Lobbyist contract with Strategies 360 - \$51,000, and (2) installing robotic cameras in the Council Chambers by July 2011 - \$4,800.

Mr. Cutts stated that a decision card was approved for the 2010 budget to install robotic cameras but resources have not allowed for this to happen.

**Recessed:** Mayor T. Anderson recessed the Budget Workshop at 10:43 a.m. for 10 minutes.

**Reconvened:** Mayor T. Anderson reconvened the workshop at 11:05 a.m.

**Public Works (PW) - All Funds:** PW Director Gut reviewed proposed non-personnel budget reductions: (1) Yard Debris Collection Events - \$47,000, (2) Professional Services - \$20,500, and (3) Memberships - \$12,385.

Council discussion ensued as to the proposed suspension of the Yard Debris Collection Event. Mr. Gut will research alternatives to reduce or eliminate the cost to the City.

Mr. Gut reviewed revenues received by the PW Department.

The PW Department is down three full-time Employees (FTEs) since 2009.

Mr. Gut reviewed the PW decision cards: (1) Code Enforcement Officer - \$99,272, and (2) Code Enforcement Enhancement - \$10,000.

Council discussion ensued as to Code Enforcement and Council's plans for moving forward.

Mr. Cutts clarified that in the reorganization, Code Enforcement is proposed to no longer be under the PW Department.

The enhancement includes community presentations, development of a SeaTac video, educational mailers, handout materials, and encouragement of individuals to act as neighborhood liaisons that would monitor properties for potential violations. Mr. Cutts stated that the City already has the basis for many of these items, but the ideas need to be built upon.

DM Fisher stated that an additional person is not needed. He also suggested utilizing the SeaTac Report and website to educate people for the enhancement instead of spending \$10,000.

Mr. Gut questioned how staff will define success. There needs to be agreement on what the benchmark looks like.

CM Shape stated that he would be against both decision cards too except for the fact that Code Enforcement is one of the Council's top priorities. The City can't afford an additional person, but \$10,000 would help achieve the goal.

Mr. Cutts stated that staff has been instructed to respond to complaints only. If that has changed, staff will respond accordingly.

**Recessed:** Mayor T. Anderson recessed the Budget Workshop at 12:07 p.m. for 30 minutes.

**Reconvened:** Mayor T. Anderson reconvened the workshop at 12:40 p.m.

**PW (Continued):**

*Street Fund #102* - Mr. Gut stated that this fund is used to take in parking and motor vehicle taxes, do street maintenance, right-of-way (ROW) management and also transfer out of this fund to fund transportation related capital projects.

*Des Moines Creek Basin Interlocal Agreement (ILA) Fund #111* - Mr. Gut stated that the City of SeaTac (40%) participates in the Des Moines Creek Basin Plan with the City of Des Moines (20%) and Port of Seattle (POS) (40%).

*Transportation Capital Improvement Fund #307* - Mr. Gut stated that PW road and other transportation CIP are paid for out of this fund. It is funded by transfers from Fund #102 (primarily parking tax revenues) and traffic impact fees.

**DEPARTMENT PRESENTATIONS (Continued):**

**PW (Continued):** Council discussion ensued regarding the pedestrian improvement program. Mr. Gut stated that during the same year one project is being built, another project is being designed.

*Surface Water Management (SWM) Fund #403* – Mr. Gut stated this is funded through the rate base. The current SWM rate is just under \$90 per residential unit and then a sliding scale for commercial property. The 403 fund is where the City collects the fee.

Upon questions posed by CMs Forschler and Fernald and DM Fisher, Mr. Gut stated the ILA between the City and the POS states that when the POS is done with their stormwater capital program, then the City and the POS will negotiate an appropriate fee. It is almost time to begin discussions.

He reviewed the decision cards for this fund: GPS Equipment and Software - \$9,600, and Temp Hire for Stomwater GPS Mapping - \$9,956. Both of these decision cards would be funded by a National Pollutant Discharge Elimination System (NPDES) Stormwater Grant.

Mr. Gut clarified that existing personnel can't be utilized per grant requirements.

Council discussion ensued regarding the decision cards.

*SWM Construction Fund #406* – This fund pays for SWM improvement projects. The current project underway is the Sunrise View Bypass Pipeline.

*Equipment Rental Fund #501* – Mr. Gut stated that this fund makes a rebate back to the General Fund (GF), therefore the net revenue and expenditures are \$0.

**Fire:** Acting Fire Chief Wiwel briefed on the department's goals including continuing to work on joining the Kent Regional Fire Authority (RFA) and completing Blue Card training.

He reviewed the 2011 budget requests for a new division - Emergency Preparedness. There are grants available for this division. The money has been moved from other funds so it's not new money. It's a way for the City to get money back for some emergency preparedness activities.

He reviewed the estimated increases and decreases in the budget for the divisions of the Fire Department.

ICM Cutts stated that the discussion yesterday was to try to eliminate the need for overtime, but it's an ongoing process.

Mr. Wiwel stated that most overtime costs are related to training, meetings, tests, and staffing issues to cover injured and vacationing employees.

Mr. Wiwel reviewed proposed non personnel-related budget reductions totaling \$25,880.

Upon questions posed by CM Gregerson, Mr. Wiwel gave the following responses: (1) there should not be any additional costs related to rescue boat training, but the goal is to get everyone certified; (2) will work with Facilities Director Pat Patterson on Fire Station #45 construction if Council approves moving forward; (3) emergency preparedness - due to staff changes in the City, the City is not currently National Incident Management Systems (NIMS) compliant. Those employees not in compliance have been contacted to take the necessary classes. Also, the City needs to conduct training exercises but he does not have adequate time to organize the classes. Staff will attempt to apply for a grant to hire an AmeriCorps volunteer to help with training.

**Legal:** City Attorney Mirante Bartolo reviewed 2011 Budget requests. She reviewed the Rule 9 Intern position approved for 2010 subsidized by the Workstudy program. The state is cutting back funds, so she won't be applying for the same position in 2011.

ICM Cutts clarified that the Legal Department did propose cuts, but he felt the funds needed to stay as part of the 2011 proposed budget.

**Finance & Systems:** Finance Director McCarty briefed on the department's goals for administration and information services/Geographic Information System (GIS). He reviewed the 2011 Budget Requests increases/decreases. The Finance Department does not have any 2011 decision cards.

**DEPARTMENT PRESENTATIONS (Continued):**

**Finance & Systems (Continued):** The only direct revenues that the Finance Department receives are from Business Licensing Fees and GIS Products and Services. The Business Licensing Fees received have remained the same throughout the years.

Mr. McCarty reviewed the non-personnel related reductions totaling \$17,380.

**Non-Department:** Finance Director McCarty reviewed the 2011 budget requests. Jail Services costs are the highest costs in this line item. Staff proposed a reduction of \$60,000 in this line-item for 2011 due to the Judge's efforts to reduce jail costs for the City. Also, in September 2011, the City will be switching to the South Correctional Entity (SCORE) with no booking fees and a lower daily fee.

Mr. McCarty stated that money SCORE receives from outside entities will credit owner cities for jail costs.

Council discussed various non-departmental expenses and whether cutting or reducing the costs would affect the City's operations.

Upon a question posed by CM Fernald regarding the Armored Car services, Mr. McCarty stated this service is used to pick up deposits from City Hall and the Community Center. Mr. Cutts stated that using the Police department for this function would take an officer out of circulation. In 2010, this service was reduced to every other day. Mr. Cutts offered to explore options.

Mr. McCarty stated that the YMCA purchased services payment was made in 2009, but 1/20 of that cost will be recognized in the budget every year for the next 18 years.

Budget Workshop 3 will be held Friday, October 8, 2010, at 9 a.m.

Council 2011 Budget Workshop 2 was closed at 3:06 p.m.