

City of SeaTac

Regular Council Meeting Minutes

January 25, 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 6:02 p.m.

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

STAFF PRESENT: Interim City Manager (ICM) Todd Cutts, City Attorney Mary Mirante Bartolo, Deputy City Clerk Marcia Rugg, 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, Fire Chief Jim Schneider, and Police Chief Jim Graddon.

FLAG SALUTE: Resident Darleene Thompson led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Earl Gipson stated when the Highline School District (HSD) representatives spoke at the January 11, 2011 Regular Council Meeting (RCM) to discuss the replacement extension levy, they failed to mention the millage rates would increase from \$2.72 per thousand dollars value to \$3.44 which is a 26.1% increase on property taxes allocated to education. The levy dollar value would be \$46 million the first 3 years and \$49 million the last year. They didn't state that the HSD would still get the \$46 million regardless of the property values, allowing too much latitude on the tax authority. Mr. Gipson stated it is legal for the Council to pass a resolution for or against the levy, but if done individually, it violates the Revised Code of Washington (RCW). He wrote a letter to the Public Disclosure Commission (PDC) regarding these potential violations.

Doris Cassan introduced Dick Fredericks employed with Medical Teams International; a national medical organization which teams up with local businesses. Mr. Fredericks stated this organization has been in business for 35 years mainly helping people across the world who are affected by disaster, conflict and poverty through volunteer medical teams. Part of this organization is to help people with dental care for those who cannot afford to go to a dentist or have dental insurance. Mobile dental vans are equipped with two dental chairs and travel to various areas in the state. Prince of Peace Lutheran Church in SeaTac has partnered with them. This service will start February 18 to assist primarily adults.

Mayor T. Anderson congratulated SeaTac residents Ron and Sandy Bensley on their recent marriage.

DISCUSSION ITEM:

•Summary of \$5,000 - \$35,000 Purchase Requests for the period ended January 21, 2011

ICM Cutts reviewed the purchase requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Upgrades for Compatibility with the New Robotic Cameras for Council Meeting Videos	City Manager	\$30,000	\$30,000	\$3,269
	will absorb excess cost of total project with savings in other line items			
Retaining Wall Repair	PW	\$0	\$0	\$15,714
	will absorb with savings in other line items			
Peer Review of Sound Transit Parking Demand Study	City Manager	\$0	\$0	\$10,500
	** future budget amendment will be necessary			

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

AGENDA BILL PRESENTATIONS:

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

Summary: This motion authorizes the purchase and implementation of a permit, land use and code management system. The City of SeaTac 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). The City of 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 Purchase (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 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 in October of 2010. The vendor has agreed to extend this pricing.

Systems Administrator Perman reviewed the agenda bill summary.

CM Forschler stated there should be more analysis to determine whether to use CityWorks or a similar product. CityWorks is considerably less - \$100,000 or more than CRW. He suggested some cloud base solutions will be available next year.

Council consensus: Referred to the 01/25/11 Unfinished Business

Agenda Bill #3295 - A Motion approving filling the vacated budgeted Parks Operations Maintenance Worker position

Summary: A Parks Operations Maintenance Worker has recently accepted a position with the PW Maintenance Division. The PW Maintenance position is not funded by the General Fund (GF). This has created a vacant Parks Operations Maintenance Worker position, funded by the GF. PW has agreed to delay this employee's start date to March 1, 2011, so the P&R Department can hopefully fill the position before his last day.

At the beginning of 2010, Parks Maintenance had seven full time maintenance workers to maintain 152 developed acres of park land. This equals 21.7 acres per staff person. The 2011 Budget included the elimination of one full time staff person, increasing the ratio to 25.3 acres per staff person. Currently, there are six full time positions. If this current vacancy is not filled, then there will only be five staff members who will each be responsible for maintaining 30.4 developed acres per person. The ratio of employees per acre is a general standard and had always been well under 20 acres per employee. Since the economic downturn many cities have reduced staff and the standard has increased to the low 20 acres per employee. Many park sites have been added since 1998. Not filling this position would equate to a 28.5% reduction in Park Maintenance staffing levels from 2010.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3295 (Continued):

Parks Maintenance has year-round work and needs a minimum of six full time staff supplemented by seasonal staff to maintain the existing park and open space sites. Not filling this position would put the Parks Maintenance staffing at the same level as it was in 1998. In 1998, the City had three less park sites with 58.5 fewer acres of maintained park land. Since 1998, the City has also added major improvements to Valley Ridge Park (VRP), Angle Lake Park and Sunset Park. The City has also added the Riverton Heights site and the Hughes Property site which are also being maintained by Parks. If this position is maintained, we may be able to fill it by March 1, 2011, and this would keep the staffing level reduced by just one position for 2011.

If this position is not filled, at this reduced staffing level, the standard of maintenance of our parks will be greatly diminished. Park users who pay a fee for usage have expectations for parks maintenance. An example is VRP sport fields. Users pay \$43 per hour for field rentals and if staff levels are decreased we may not be able to keep up restrooms, weeding and mowing or trash pick-up. With the reductions in staff to 1998 levels and 58.5 more maintained acres since then, we will need to decide what we would not maintain. Some examples are:

- Eliminate all mowing and maintenance at Riverton Heights property (202 man hours)
- Eliminate all mowing and maintenance at Hughes property (72 man hours)
- Reduce City Hall mowing and trimming by 50% (150 man hours)
- Reduce Community Center mowing and trimming by 50% (180 man hours)
- Reduce North SeaTac Park mowing and trimming by 50% (270 man hours)

The list above total is 724 man hours and would need to reduce another 1076 man hours to equal a full time person at 1800 hours per year.

Given reduced levels of service, it may be prudent for the City Council to consider closing some City park sites. Also without appropriate levels of maintenance of City owned properties, the City could find itself out of compliance with its own codes. If we do not maintain rented parks like VRP or North SeaTac, the City will lose rental fees. Eliminating one full time maintenance person is equal to 30.4 man acres or like closing Angle Lake Park (10.5 acres) and VRP (20.8 acres).

The position is budgeted in the 2011 Budget. The 2011 approved budget includes strategic personnel cuts that saved the City over one million dollars and helped to balance the GF. Considerable time was taken by the City Council and the administration considered how proposed personnel cuts would impact City services. Filling this position is in accordance with administration of this balanced GF Budget.

P&R Director Ledbetter reviewed the agenda bill summary.

ICM Cutts stated as part of Council's consideration of the 2011 budget, cuts were strategically made and this position was not recommended for elimination. The City did cut one Parks Maintenance Worker and are now down one position from 2010 which will already impact the service levels.

DM Fisher stated job duties should be crossed over between PW maintenance and Parks maintenance positions to level out the summer and wintertime work.

Upon a question posed by DM Fisher, P&R Director Ledbetter stated there may be options to cross-train and contracting out part of the work will be explored.

CM Forschler reviewed the staffing levels, and overtime hours. He supports this agenda bill, but concurs to look at other options.

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

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 92523 – 92700) in the amount of \$918,606.73 for the period ended January 20, 2011.
- **Approval of payroll vouchers** (check nos. 49437 – 49471) in the amount of \$156,827.82 for the period ended January 15, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 66941 - 67105) in the amount of \$315,117.65 for the period ended January 15, 2011.

CONSENT AGENDA (Continued):

- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$60,806.63 for the period ended January 15, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended January 21, 2011.

Approval of Council Meeting Minutes:

- **Administration and Finance Committee Meeting** held January 11, 2011.
- **Regular Council Meeting** held January 11, 2011.

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

Agenda Bill #3295; Motion approving filling the vacated budgeted Parks Operations Maintenance Worker position

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

PUBLIC COMMENTS (related to the Consent Agenda): Mr. Gipson stated that depending upon the size of a City and its parks, a City does not justify both a director and assistant director. In the private sector having both a director and assistant director would not be justified.

*UPON A ROLL CALL VOTE, MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS:

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

MOVED BY SHAPE, SECONDED BY GREGERSON TO PASS AGENDA BILL #3259.*

Council discussion ensued regarding Agenda Bill #3259.

PUBLIC COMMENTS (related to Agenda Bill #3259): Ron Bensley stated staff and Council might consider an open source type of software for different types of applications in the future.

CM Forschler stated he reviewed an open source type of software, but it doesn't work for this type of category. A cloud base would be a better source.

CM Gregerson thanked Mr. Perman for giving an update on the CRW to the Land Use and Parks (LUP) Committee.

*MOTION CARRIED WITH FORSCHLER VOTING NO.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: ICM Cutts thanked Council, members of public and staff who participated in the selection process for the Community and Economic Development (CED) Director position. A decision will be made by the end of the week.

COUNCIL COMMENTS: CM Gregerson commented on the following: (1) Public Issues Committee (PIC) will move forward on some issues with direction from the board. Auburn Mayor Pete Lewis has moved forward with the Veterans and Human Services levy and wants to know if Suburban Cities Association (SCA) will support the levy only if there are no increases in the levy. She is requesting direction from Council even if there is a potential increase in the levy; (2) Emack can provide a PowerPoint explaining the evacuation protocol language; and (3) February 9, a Brightwater project executive will be at the City of Renton.

CM Fernald commented on the following: (1) attended the Senior Legacy night which involves judging senior projects; and (2) a citizen gave kudos to SeaTac Police Officer White in a follow up from a home burglary.

DM Fisher commented on having the Administration and Finance (A&F) Committee meetings in the Council Chambers to accommodate the citizens. He suggested having a cordless microphone for the audience.

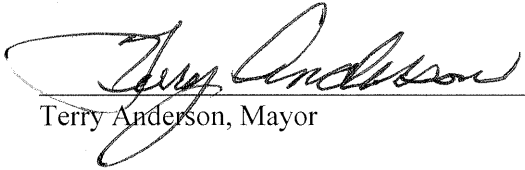
CM Shape suggested Council consider passing a Resolution to support the veterans levy.

Mayor T. Anderson stated pre-elections for office is approaching. She urged residents to keep in mind that not everything said on television is accurate.

ADJOURNED:

MOVED BY FORSCHLER, SECONDED BY GREGERSON TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 6:45 P.M.

MOTION CARRIED UNANIMOUSLY.



Terry Anderson, Mayor



Marcia Rugg, Deputy City Clerk