

# City of SeaTac

## Council Workshop Minutes Synopsis

March 22, 2011  
5:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Workshop was called to order by Mayor Terry Anderson at 5:04 p.m.

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

**STAFF PRESENT:** Interim City Manager (ICM) Todd Cutts, Senior Assistant City Attorney Mark Johnsen, City Clerk Kristina Gregg, Interim Assistant City Manager (IACM) Jeff Robinson, Community & Economic Development (CED) Director Cindy Baker, Human Resources (HR) Director Anh Hoang, and Police Chief Jim Graddon.

### PRESENTATION:

#### •Further consolidation of the proposed Community and Economic Development (CED) Department

CED Director Baker stated that Council action is currently scheduled for the April 12 Regular Council Meeting (RCM).

The purpose of this work session is to evaluate the proposed re-organization, provide background, determine basis/context of decisions, and provide options for Council discussion.

In March 2010, Council requested the reorganization. In July 2010, Council considered and endorsed the Prothman Reorganization Plan. In February 2011, Council requested further consolidation and appointed Ms. Baker as the CED Director.

Staffing for the CED Department has been reduced by 25% since 2009.

She reviewed the 2009, 2010, and 2011 organization charts for Public Works (PW) and Planning Departments. She also reviewed the 2011 reorganization organization chart as proposed by Prothman.

Ms. Baker detailed the seven key factors used in determining staffing levels: (1) Council Vision/Mission/Goals, (2) Primary Federal and State regulations/mandates, (3) Existing and New Initiatives, (4) Actual Work Days and Unanticipated Activities, (5) Activities Dependent on Others, (6) Non-permit Related workload, and (7) Permit and Land Use Workload, not including capital projects.

Ms. Baker stated that the data provided supports the following: (1) the Building and Engineering Divisions are adequately staffed to meet current workload requirements; (2) the Permit Center, if a Permit Manager is accepted, would be adequately staffed to meet current workload requirements, one Technician is needed per Division whether centralized or not (Building, Engineering, and Planning), and one Permit Manager to oversee all processes (CRW implementation, public disclosure requests, document control, archiving, and permit streamlining); and (3) the Planning Division is not adequately staffed. She presented the current planning workload and presented workload versus staffing levels. She indicated that preparation and presentation at committee, commission and council meetings account for at least 2 FTE. This is an area with potential for streamlining, with council approval.

She reviewed four options including the pros and cons of each.

Option 1: Prothman Organization

Option 2: Eliminate one Manager and Decentralize the Permit Center

Option 3: Reduce one Manager and Move Permit Center to Building Services

Option 4: Prothman Organization plus one Full-Time Senior Planner

There are still more goals that she would like to accomplish, including creating performance measures for various items, assessing the fee structure, accounting for untracked time, assessing overtime or comp time, preparing processes, completing emergency management training, and holding customer work sessions for feedback.

Discussion ensued with Council requesting to meet individually with Ms. Baker, and questioning how other cities coordinate their process.

**ADJOURNED:** Mayor T. Anderson adjourned the Council Workshop at 5:52 p.m.