

## Pre-approval or final approval of City Council and City Manager travel related expenses

**June 6, 2024**

Approval of expenses

Association of Washington Cities Annual Conference  
Vancouver, WA, June 18 – 21, 2024

| Approved | Expense  |
|----------|--|
| x        | Joe Vinson<br>\$500.00 Expense<br>Documentation:<br>Travel Accounting Form |

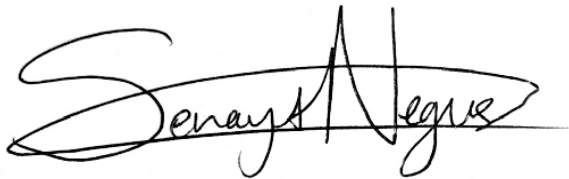
Pre-Approval (done via email due to timing) and Approval of Expenses

NLC NBC-LEO

Chicago, IL, June 25-28, 2024

Not on the City Council budget worksheet for 2024 but can be absorbed in the City Council budget.

| Approved | Pre-approval and expense approval   |
|----------|---|
| x        | Joe Vinson<br>\$2,225.92 Pre-approval<br>Documentation: Travel Authorization Form |
| x        | \$400.00 Expense<br>Documentation:<br>Travel Accounting Form                      |



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Chair  
Senayet Negusse



# MEMORANDUM

To: Administration and Finance Committee  
From: Kyle Moore, Interim City Manager  
CC: Mei Barker, Human Resources Director  
Gwen Pilo, Finance Director  
Date: May 15, 2024  
Re: Internal Pay Equity Audit Recommendation – Executive Assistant

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## **Purpose**

To seek ratification by the Administration and Finance Committee of the prior City Manager’s decision to approve the internal pay equity audit findings and recommendations submitted by Human Resources Director Mei Barker to adjust Executive Assistant Lesa Ellis’ compensation Range from Range 54 to Range 56.

## **Background and Analysis**

On February 7, 2024, City Manager Carl Cole submitted a request to review the internal pay equity of the Executive Assistant position. Human Resources Director Mei Barker completed a thorough review of the request, conducted interviews, analyzed the scope of Ms. Ellis’ current job description and the job descriptions of the positions in Ranges 55 through 57. The Ranges included the following positions.

| Range 55                              | Range 56          | Range 57                    |
|---------------------------------------|-------------------|-----------------------------|
| Judicial Support Supervisor           | GIS Administrator | Web Content Supervisor      |
| Plans Examiner / Building Inspector 2 | Legal Analyst     | Parks Operations Supervisor |
| Public Works Inspector – Sr.          |                   |                             |
| Recreation Program Supervisor         |                   |                             |

The required education, experience, span and level of responsibilities, and the support required for both the City Manager’s Office and the City Council, best matched comparable education, experience, span and level of responsibilities of the positions in Range 56.

Pursuant to the SeaTac Municipal Code 2.65.030, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the

Administration and Finance Committee, when necessary, to carry out sound personnel management and to accomplish objectives within the City's defined commitments.

**Budget Significance**

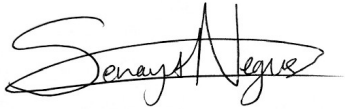
Pursuant to the Personnel Policy, PP 2.02 Job Audit Policy, "if a person is reclassified to a classification with a higher salary range, the employee's salary shall be increased to the step of the new classification's salary that provides a minimum 5% increase". Consistent with this policy, Ms. Ellis will be placed from Range 54, Step F, which is \$115,349 annually to Range 56, Step F, which is \$121,189 annually, effective January 1, 2024.

The impact of this change for 2024 is \$9,586 (Attachment A).

**Approval:**

At its June 6, 2024, meeting, the A&F Committee ratified the proposed classification and compensation as recommended above.

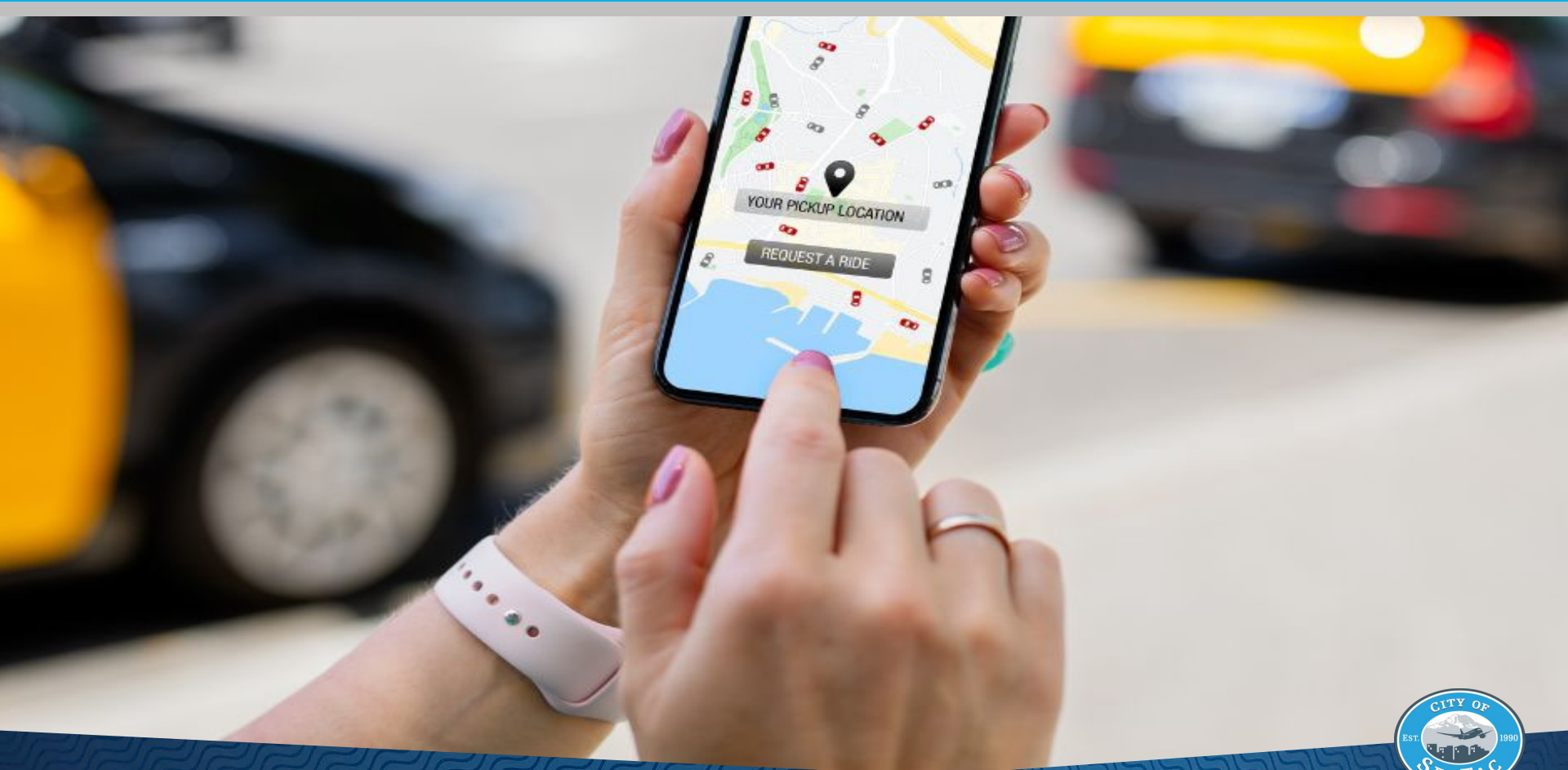
Ratified:

A handwritten signature in black ink, appearing to read "Senayet Negusse". The signature is written in a cursive style with a large, sweeping initial "S".

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Councilmember Senayet Negusse, Chair

# For Hire Transportation A&F, 5/2/2024, 6/6/2024



# 6/6/2024 UPDATES

## PURPOSE OF PRESENTATION

Provide Committee with an overview of the Q&A, see page 29 of the packet materials.

Packet includes:

1. Page 16. Proposed ILA (no changes as 5/2)
2. Page 22. Proposed Ordinance (no changes as 5/2)
3. Page 26. Memo (no changes as 5/2)
4. Page 28. Regulations Overview (No changes as 5/2)
5. **NEW: Page 29. Q&A**

Things to Note:

- State licenses companies;
- KC licenses companies, operators and vehicles; &
- City licenses Biz licenses & Home Occupations.
- No City or County has jurisdiction over TNC's with two exceptions = KC + Seattle



# PRESENTATION OVERVIEW

## PURPOSE OF PRESENTATION

Provide Committee with an overview of two changes to the way the City adopts For Hire Transportation Regulations.

Action Requested.

## WHY IS THIS ISSUE IMPORTANT?

- For Hire Transportation: Taxicabs, For-Hire Vehicles, For-Hire Drivers and Transportation Network Companies (i.e. Uber).
- The City currently ‘adopts’ the King County (KC) regulations related to For Hire Transportation.
- This means the City doesn’t regulate these provisions with City specific provisions but adopts KC regulations.
- These mechanisms now need to be updated.
  1. Interlocal Agreement; and
  2. Code language adopted by reference in the SeaTac Municipal Code (SMC).



# POTENTIAL COMMITTEE ACTION

## COMMITTEE ACTION REQUESTED

1. Recommend approval of the proposed ILA and Ordinance and place on the consent agenda, or for presentation and action.
2. Not recommend approval and provide staff with further direction.

## STAFF RECOMMENDATION

Option 1. Approve and move to consent agenda

## REVIEWS TO DATE

- A&F, 5/2/2024, 6/6/2024 (today)





# For Hire Transportation

## Transportation network companies (TNC)



TNCs are app-based ride services with fares set by the TNC. They connect riders with drivers, and accept only electronic payment, through a smartphone app. Currently licensed providers:

Hop, Skip, Drive

Lyft

Uber

## Flat-rate for-hire vehicles



Unlike taxis, for-hire vehicles charge a fixed fare per trip (based on pick up and drop off zip-codes in a published rate book) and are painted at least two colors. Currently licensed providers:

Apple For-Hire  
One For-Hire

Blue For-Hire  
United For-Hire

Green For-Hire

## Taxis



Taxicabs are painted one solid color and can be hailed from the street or dispatched from a phone call. Fares are calculated based on time and distance, measured by a taximeter. Currently licensed providers:

A1 Seattle  
Green Cab  
Yellow Cab

Cuddy's Taxi  
Orange

Farwest  
One Taxi



# Interlocal Agreement (ILA)

## INTERLOCAL AGREEMENT BETWEEN King County and the City of SeaTac for For-Hire Transportation Regulatory Services

THIS AGREEMENT is made between King County, a home rule charter county and political subdivision of the State of Washington, hereinafter referred to as the "County," and the City of SeaTac, a public agency in the State of Washington, hereinafter referred to as "Agency," under authority of Chapter 39.34, Chapter 46.72 RCW, Chapter 46.72B RCW, and Chapter 81.72 of the Revised Code of Washington and collectively referred to as "Parties."

WHEREAS, the County has jurisdiction to license and regulate for-hire transportation services including issuing vehicle medallions, transportation network company vehicle endorsements (hereinafter referred to as "vehicle endorsements"), for-hire driver's licenses and for-hire driver's permits, transportation network company licenses (hereinafter referred to as "company licenses"), and transitional regional dispatch agency and regional dispatch agency licenses (hereinafter referred to as "agency licenses"), to enforce the laws and regulations concerning the same within its boundaries, and has provided for-hire transportation regulatory services to local jurisdictions for many years; and

WHEREAS, the business of for-hire transportation services presents unique licensing and law enforcement issues of a multijurisdictional nature; and

WHEREAS, it is desirable, to adequately protect the interests of the County and the Agency and the public, to provide for a uniform, ~~mutual system of license for hire transportation services and~~

## Existing State

- KC and City executed an Interlocal Agreement (ILA) on January 2, 1998.
- This **governs regulation** of local taxis and for-hire transportation providers.
- KC has, and continues, to regulate the for-hire transportation industry by providing regulatory services for **16 cities and the Port of Seattle** at SeaTac International Airport.
- KC has a similarly **long history** of working with the City of Seattle to license and enforce the respective regulations.

## Proposed New ILA (See Attached):

- KC is authorized to enter into updated ILA's with local jurisdictions.
- In addition to **general updates**, the new ILA incorporates the **newly adopted chapter in the King County Code**.
- The revised ILA is attached and has been reviewed by the Legal Department.



# Code Changes

## Ordinance

An Ordinance of the City Council of the City of SeaTac, Washington amending Chapter 5.15 of the SeaTac Municipal Code relating to the For-Hire Transportation regulations of vehicles, drivers, and business, and adopting by reference Chapter 6.65 of the King County Code.

WHEREAS, King County has jurisdiction to license and regulate for-hire transportation services including issuing vehicle medallions, transportation network company vehicle endorsements, for-hire driver's licenses and for-hire driver's permits, transportation network company licenses, and transitional regional dispatch agency and regional dispatch agency licenses; and

WHEREAS, in 2023, King County adopted a new Chapter under King County Code (K.C.C.) to update and modernize the regulations and create a regional licensing model for companies, drivers, and vehicles; and

WHEREAS, this Chapter of K.C.C. applies to taxicab associations, for-hire vehicle companies, taxicabs, for-hire vehicles, and drivers of those vehicles and while regulation of transportation network companies, transportation network company drivers, or transportation network company endorsed vehicles remains in K.C.C. chapter 6.64.

## Existing State

Dec 2023 **two new King County ordinances** became effective related to for-hire transportation (**excluding the Port of Seattle and City of Seattle**).

These include:

1. [KCC CHAPTER 6.64](#) - **updates** King County Code (KCC) provisions related to transportation network companies, drivers, and vehicles, to **better align with state law and to remove regulations** related to taxicabs and for-hire vehicles from the chapter.
2. [KCC NEW CHAPTER 6.65](#) - **establishes a new chapter**. **Updates and modernizes** the regulations for this part of the industry, to create a more regional licensing model for companies, drivers and vehicles, to formally begin the transition to new technology via smart taximeters systems, to **provide greater flexibility** for individual companies to implement more competitive fare strategies like upfront fares and dynamic pricing, and to improve alignment with the City of Seattle's regulatory program by reducing the complexity of navigating similar but slightly different code requirements.



# Code Changes

## [KCC NEW CHAPTER 6.65](#) (See Attached):

\*See summary document

- **AGE: Minimum age** to apply for a for-hire driver license is now age 20
- **DL's:** For-hire driver's licenses are now **regional** (will no longer have a City or County designation)
- **SAFETY: Enhanced regional for-hire driver's license** optional license type beginning September 1, 2024, and will require an **annual fingerprint-based background check** in addition to the third-party criminal background check and driving history report required for all applicants
- **AIRPORT:** SEA Airport **minimum fare of \$20** for trips originating from SEA beginning December 18, 2023
- **VEHICLE:** The **maximum vehicle model year** is now 15 years old beginning January 27, 2024
- **SMART METER:** All taxis must operate using a **smart taximeter** system by March 31, 2026
- **MEDALLIONS:** 6 changes



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## **Proposed Code Revisions** (See Attached):

**KCC CHAPTER 6.64.** **No change:** The City currently adopts Chapter 6.64 of the King County Code by reference in SMC 5.15.020.

**KCC NEW CHAPTER 6.65.** **Change:** City to adopt the new Chapter 6.65 of the King County Code by reference in SMC 5.15.020.

\*See summary document



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