

City of SeaTac

Council Study Session Minutes Synopsis

March 13, 2012
4:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Study Session (CSS) was called to order by Deputy Mayor (DM) Mia Gregerson at 4:10 p.m.

COUNCIL PRESENT: Mayor Anthony (Tony) Anderson (*participated by Skype*), DM Mia Gregerson, Councilmembers (CMs) Barry Ladenburg (*participated by Skype*), Rick Forschler, Terry Anderson, Dave Bush (*participated by Skype*), and Pam Fernald.

Agenda Bill #3410 – An Ordinance repealing Ordinance #11-1016 and adopting a new policy related to City Council Reimbursements

Summary: The City Council discussed the current Council reimbursement policy at the February, 2012 retreat. At that time, staff was directed to revise the current policy to revert back to a reimbursement policy with regard to non-cell phone expenses, remove the “miscellaneous expenses” category, and better define when meal expenses would be reimbursed consistent with the Attorney General’s Office Memorandum entitled, “Eating and Drinking at Public Expense.”

This Ordinance repeals Ordinance #11-1016 which is the current reimbursement policy and enacts a new policy. The new policy:

- Retains the current reimbursement or allowance for cellular phones.
- Removes the \$100 per month allowance for internet and miscellaneous expenses.
- Provides that reimbursement for internet service is capped at \$55 per month, and clarifies that reimbursement for internet service is not allowed if a CM has internet service for a City provided iPad or other similar tablet device.
- Provides greater clarity with regard to what meal expenses are reimbursable.
- Provides that CMs shall submit requests for reimbursement within 90 days of incurring the expense (or by January 15 at fiscal yearend).

Senior Assistant City Attorney Mark Johnsen reviewed the agenda bill summary.

Council discussion ensued regarding the options.

Council consensus: Refer this to the 03/27/12 RCM Consent Agenda

Agenda Bill #3409 – A Motion authorizing the City Manager to provide funding for the Celebrate America July 4th Proposal and Funding Request

Summary: A group of SeaTac citizens have been meeting to develop positive ideas to help unite the community. To that end, this group of citizens is proposing a “Celebrate America” event on the 4th of July. As proposed, this event would hold “Celebrate America” functions in parks across the City, making it accessible to all City neighborhoods. The following is an excerpt from the cover letter of the event proposal distributed to City CMs by the Celebrate America group:

“This is one day that all SeaTac residents can come together to celebrate being Americans and have some fun too. We want to include all of our recent immigrants and especially those who have become new United States (US) citizens. This celebration is about patriotism and about including our children. We have put together the proposal for the 4th of July 2012 focusing on a wide range of activities so that as many of our kids as possible can participate. We know this is an ambitious proposal, but we have identified stakeholders for each activity who have proven track records for organizing these kinds of events and can do them on very short notice. We are asking the Council to voice support and to provide initial first year funding of \$45,905.55 as outlined in the detailed budget proposal. As you will see, most of the money will be going for gifts, prizes, trophies, and mementos for kids.”

The Celebrate America group has met with the Hotel/Motel (H/M) Committee, the City Council Festival Committee and City staff regarding their funding request. The H/M Committee will meet on March 14, 2012, with a decision on the Celebrate America group’s request for funding for this year’s event. The City Council Festival Committee, including CMs Ladenburg, Bush and Fernald, have met twice with the Celebrate America group. Subsequent to meeting with the Celebrate America group on February 21, the City Council Festival Committee developed a counter proposal and this proposal was shared with the Celebrate America group. The proposal was discussed at the March 6 Festival Meeting. The proposal is:

Agenda Bill #3409 (Continued):

Celebrate America Funding (using savings from International Festival Budget):	\$5,000
<u>Celebrate America Matching Funding (using lodging tax dollars):</u>	<u>\$5,000*</u>
Total Potential City Contribution:	\$10,000

*This amount would be contingent upon the Celebrate America generating matching funds up to \$5,000 (if \$1,000 cash in matching funds is generated, the City would match this cash with \$1,000).

The Angle Lake Shore Club \$10,000 fireworks funding request is not part of this request and will be brought back to the City Council at a later date.

The City Council Festival Committee has recommended the funding package, with a total potential City contribution of \$10,000, outlined above.

The request for the funds of \$45,905.55 is not included in the 2012 City Budget. Any funds that are not in the 2012 Budget will be required to have a budget amendment. If funded, numerous details (such as the City will be billed directly by the vendors providing services for the event) would need to be worked out.

Parks and Recreation (P&R) Director Kit Ledbetter and Celebrate America Chairperson Steve Beck reviewed the agenda bill summary.

Mr. Beck detailed the proposed celebration: (1) Wounded Warrior Memorial, (2) Sports Games and Exhibitions, and (3) Old Fashion Picnic.

CMs Ladenburg and Fernald stated that the City Council Festival Committee's biggest concerns were the budget and setting precedence. The committee recommended a \$5,000 funding match.

Celebrate America Committee Member Clyde (Fuzz) Hill stated that this event has been vetted with the Police Chief and police services and parking issues have been addressed. In response to a comment made regarding involving other nationalities, Mr. Beck has made several visits with the Somali community, and a ceremony for new naturalized citizens is proposed as part of the Celebrate America event.

Council discussion ensued regarding the request, specifically parking and budget.

Council consensus: Not move this item forward

Agenda Bill #3402 – A Motion authorizing the City Manager to sign an Interlocal Agreement (ILA) between the City of Tukwila and the SeaTac Municipal Court for Probation Services

Summary: For the past 10 years, SeaTac Municipal Court has contracted with Probation Officer Jay Gorham to provide probation monitoring services. Mr. Gorham works one day per week. Currently, SeaTac Municipal Court has approximately 102 offenders who report to probation for monitoring. A caseload of this size requires the attention of a full-time probation officer. Increasing the level of probation supervision protects the community by reducing the risk that persons under probation supervision will commit future crimes. In addition, probation as an alternative to incarceration allows individuals to live with their families, hold jobs, and be productive members of society. Tukwila Municipal Court has an established Probation Department employing one full-time Probation Officer, one full-time support staff, and one part-time Jail Alternatives Coordinator. By contracting with Tukwila Municipal Court for probation services, SeaTac defendants requiring supervision would be offered a variety of programs that otherwise could not be offered by SeaTac at this time. Such programs include the following: more frequent pre-sentence investigations, full time case management, Probation Officer testimony in court during review hearings, administration of portable breath tests to defendants ordered not to consume alcohol, proper maintenance of probation files ensuring confidentiality, in-depth interviews with defendants both in and out of custody and jail alternative programs such as electronic home monitoring, day reporting and community service. The courts have agreed to pilot this program throughout 2012.

Probation Services revenue is part of SeaTac's General Fund (GF) Budget; however, State Statute is clear as to how Probation Services revenue shall be used. It is the Court's request, that in accordance with State law, these revenues be used to provide additional and enhanced Probation Services for SeaTac Municipal Court defendants.

Probation fees for the SeaTac Municipal Court are imposed for three different levels of probation: Active Supervision, Monitored Supervision, and Record Check. The table below compares annual probation fees assessed to the defendant by the SeaTac Municipal Court Judge to Tukwila Municipal Courts' proposed fees for services that will be invoiced to SeaTac. It is estimated that the annual probation service cost (invoices) to SeaTac Municipal Court will be \$30,000.

Agenda Bill #3402 (Continued):

Probation Level	Fees Imposed by SeaTac	Tukwila invoices SeaTac
Active Supervision	\$600 per case, per year	\$300 per case, per year
Monitored Supervision	\$150 per case, per year	\$200 per case, per year
Record Check	\$50 per case, per year	\$100 per case, per year

Tukwila Municipal Court would be assuming a current probation caseload of 644 cases; 102 Active Supervision cases, 139 Monitored Supervision cases, and 403 Record Check cases.

Currently, the Municipal Court has .65 FTE's (Full-time Equivalents) performing Probation Services related work as follows:

Judge Cordi-Bejarano	.10 FTE's	\$10,919
Administrator Paulette Revoir	.05 FTE's	\$ 6,258
One Judicial Process Specialist	.50 FTE's	\$39,929
Total	.65 FTE's	\$57,106

If the contract with Tukwila Municipal Court is approved, the Judicial Process Specialists' Probation Services work will be reduced to .35 FTE's and other Municipal Court duties equivalent to .15 FTE's will need to be assigned to the Judicial Process Specialist. Although total salary and benefit expenditures currently allocated to Probation Services (\$57,106) will decline by \$11,979 to \$45,127, GF revenues outside of Probation Services will be needed to cover this shift in duties.

2012 Estimated Revenues:

Adult Probation Services **\$101,137** Note: Average annual revenues for last four years were \$94,101.

2012 Proposed Expenditures:

Remaining three month contract with Current Probation Officer (\$2,400 month)	\$7,200
One-time fee to Tukwila MC to assume existing caseload	\$15,000
Monthly \$200 Administrative Fee to Tukwila Municipal Court (9 months)	\$1,800
Annual Estimated Probation Services Fee to Tukwila Municipal Court	\$30,000
SeaTac Municipal Court Staff Allocation (.50 FTE's)	\$45,127
Supplies/forms, etc related to Probation Services	\$707
Total 2012 Proposed Expenditures	\$99,834

Notes: (1) Expenditures after 2012 will be approximately \$21,600 lower; (2) The 2012 adopted "Probation Services" line item budget is currently \$28,800 so a budget amendment in the amount of \$25,200 will be required at a later date; (3) Actual year-to-date "Probation Services" expenditures total \$13,678 and includes salaries, benefits, supplies and professional services.

2012 Estimated Revenue Surplus: \$1,303

Judge Elizabeth Cordi-Bejarano and Court Administrator Paulette Revoir reviewed the agenda bill summary.

City Manager Cutts (*participating by Skype*) stated that GF Budget impacts weren't originally considered. Since then, he has worked with the Judge and the Court and the fiscal implication has been reduced from the original proposal of \$25,000-\$30,000 to \$11,000 which he is more comfortable with.

Council consensus: Refer this to the 03/27/12 RCM Action Item

PRESENTATIONS:

● **Animal Services**

Program Manager Soraya Lowry stated that this presentation is to provide a schedule and updates on the King County (KC) contract negotiations.

Administrative Captain Annette Louie provided the proposed schedule: March 27 - KC will provide a briefing at the Council meeting, April 10 - contract review #1, April 24 – 2nd non-binding Council statement of interest due, May 22 – contract review #2, and June 12 – contract approval.

Ms. Louie responded to questions asked at the previous meeting: (1) enhanced service is available through KC as needed on an overtime basis; and (2) costs did increase to \$110,000 because Shoreline and Kirkland have withdrawn.

ADJOURNED: DM Gregerson adjourned the CSS at 5:10 p.m.