

City of SeaTac

Regular Council Meeting Minutes

March 27, 2012
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Anthony (Tony) Anderson at 6:07 p.m.

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

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance Director Aaron Antin, Program Manager Soraya Lowry, Judge Elizabeth Cordi-Bejarano, Court Administrator Paulette Revoir, Public Works (PW) Director Tom Gut, Stormwater Compliance Manager Don Robinett, Community and Economic Development (CED) Director Cindy Baker, Building Services Manager Gary Schenk, Police Chief Jim Graddon, and Fire Chief Jim Schneider.

FLAG SALUTE: Mayor A. Anderson led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Earl Gipson spoke against Agenda Bill #3418 (purchasing authority).

PRESENTATIONS:

●Introduction of New Employee: Finance Director Aaron Antin

City Manager Cutts introduced Mr. Antin.

This presentation was moved from the Council Study Session (CSS) agenda to this agenda:

●Code Compliance Program Manager

CED Director Baker stated that at the February 25 Council Retreat, staff made a presentation about the Code Compliance Officer versus Program Manager. There is currently enough money in the budget to hire a Program Manager. She proposed hiring a Program Manager with the existing budget as a permanent position. Staff will request additional funding next year if necessary.

She clarified that the Program Manager position will also do Code Compliance. This position will hopefully create a program that will have neighborhoods and businesses participating to clean up an area of the City. This will shift the City's focus from reactive to proactive in the specified area.

Council directed an agenda bill on this issue be brought forward to a future CSS.

●Animal Services

Police Chief Graddon introduced King County (KC) Executive's Office Regional Initiatives Director Diane Carlson, RASKC (Regional Animal Services, KC) Operations Manager Eric Swansen, RASKC Interim Director Glynis Frederiksen, and RASKC Animal Control Officer Pam McLaren.

Ms. Carlson provided background information on RASKC.

Benefits of the regional model: 24/7/365 on-call field response for incidents that affect the immediate life, health and safety of a person or animal, consistent level of service, humane animal care, and regulatory approach countywide, euthanasia rate continues to be reduced, uniform, regional licensing system and central location for citizens to license their pets, find lost pets and track health related animal issues, and economies of scale for marketing/licensing, field services and shelter operations; and Pet Adoption Shelter open 7 days a week.

The current contract ends in 2012. The City of Auburn will withdraw at the end of 2012 which will create unsustainable cost shifts for remaining parties. City-County workgroup formed in November 2011. New cost model has been developed to show system without all three cities. SeaTac still below projected 2012 cost.

Cost issues: For the 2013-2015 draft Interlocal Agreement (ILA), KC has significantly reduced costs and shifted cost allocation (80% usage / 20 % population).

Revenue Issues: Increased focus on revenue generation: "bridge to sustainability", aggressively pursue numerous revenue generating ideas (enhanced marketing, donations, new regional revenue streams, and increase support for licensing – better tools for marketing and ongoing canvassing support).

Service Issues: service levels retained while costs reduced, Joint City-County Committee collaborate on issues – including response protocols, efficiency ideas, revenue ideas, and new district boundaries – combine four districts into two and reduce one Animal Control Officer.

PRESENTATIONS (Continued):

Animal Services (Continued):

Timeline: April 6 – finalize amendments to the agreement and cost model based on initial statements of interest, May 1 – cities provide KC second nonbinding statement of interest, May 10 – final cost estimates circulated, July 1 – formal adoption and execution of agreement, if approved, the successor ILA will take effect January 1, 2013 and run for three years through December 31, 2015, with option to extend an additional 2 years.

Council discussion ensued regarding KC's program, "No Kill" Policy, and cost and credit.

Mr. Swansen stated that SeaTac only has about 15 – 16% of animals licensed. More work needs to be done to increase those numbers. KC is working on a tool kit that will help get the message out.

Program Manager Lowry stated that staff is proposing to come to the April 24 Council meeting with a briefing on the draft contract. At the same time, staff will ask Council for the 2nd nonbinding statement of interest.

•Municipal Stormwater Permit Annual Presentation

Stormwater Compliance Manager Robinett stated that the NPDES (National Pollutant Discharge Elimination System) is a component of the Federal Clean Water Act. He provided background on the NPDES permit, including benefits of compliance.

Compliance includes providing an annual report to the Department of Ecology (DOE) along with a Stormwater Management Program (SWMP) update. Both must be submitted to DOE by March 31 of each year and covers the previous calendar year.

2011 accomplishments include: completed first permit cycle, maintained compliance with permit, implemented new database tracking system, and implemented Illicit Discharge Detection and Elimination (IDDE) Program.

Tasks for 2012 include, maintain ongoing program compliance, continue to find efficiencies in compliance, coordinate with other permittees, participate in regional forums, and review and respond to 2013 permit.

Council discussion ensued regarding education and the stormwater complaint process.

•ClickNRequest Web Service

PW Director Gut stated that a few years ago the City received a stormwater grant for tracking stormwater complaints. Cityworks was selected to provide a customized program for the City. ClickNRequest is an online public form to submit requests for service or public comments. He showed the ClickNRequest online process.

•State of Court Address

Judge Cordi-Bejarano stated that the focus this year was on improving access to justice. 2011 accomplishments include hired Court Administrator Paulette Revoir, built a clerk station at the counter, improved web page by increasing information available and allowing fees to be paid online, and provided a 1-800 number available to make payments during the week and weekends.

The feasibility of providing information on court hearings through the use of social media and the possibility of televised court hearings are being explored. The court continues to research ways to reduce costs.

In 2012, the court is going to formally celebrate Law Week during the first week of June with the theme of "No courts. No justice. No freedom." She reviewed the proposed schedule for Law Week.

The court began publishing a quarterly newsletter to educate people about the court and services offered.

•Fire Services Consolidation

City Manager Cutts stated that a similar presentation was made at the February Council retreat. At that time, Council indicated their comfort level with the direction staff was moving, but thought it would be a good idea to have a similar presentation made to the Council in front of the public and videotaped.

Fire Chief Schneider detailed the three options:

(1) Continue to operate as a separate Municipal Fire Department: SeaTac Fire Department operating budget for 2012 is approximately \$7.5 million. There are also soft costs, capital equipment and capital facilities costs. He reviewed future costs and added demands. The main reason for originally entering into an ILA with the Kent Regional Fire Authority (RFA) was due to safety standards not being met. He reviewed the Master Plan Recommendations – all items that could be cost prohibitive.

PRESENTATIONS (Continued):

Fire Services Consolidation (Continued):

(2) Join the Kent RFA: the exploratory process was suspended because the Fire Benefit Charge could not be placed on the personal property at the Port of Seattle (POS) so the City could not generate enough revenue.

(3) Contract for services with Kent RFA: Contract for Services, same idea as with Sheriff's Office. He explained the benefits of this option.

He reviewed the accomplishments through the existing partnership: entered into ILA for various services; implemented the training consortium that consists of SeaTac, Maple Valley, and Kent Fire Department; and SeaTac and Kent RFA created an observation and training agreement.

City administration is seeking Council direction for additional consolidation considerations in 2012 between the SeaTac Fire Department and Kent RFA. The consolidation consideration staff would like to explore is the option of SeaTac contracting for Fire/Emergency Medical Services (EMS) protective services with the Kent RFA.

Chief Schneider detailed the process: (1) exploratory process beginning in March 2012, including a citizen advisory committee, and presenting a white paper to SeaTac Council and Kent RFA in July or August 2012; (2) If Council gives direction to continue moving forward, create a plan; (3) create an ILA, and (4) contract for services and ILA implemented.

Council discussion ensued regarding the options with Council consensus for staff to begin the exploratory process.

Firefighter (FF) Dave Little stated that the training they have been receiving through the current ILA has been outstanding. The FF's feel this is an opportunity they would all like to further research.

Council consensus: Refer this to the 04/10/12 RCM Consent agenda

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 97583 – 97733) in the amount of \$370,511.97 for the period ended March 20, 2012.
- **Approval of payroll vouchers** (check nos. 50484 – 50514) in the amount of \$178,930.97 for the period ended March 15, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 71897 - 72067) in the amount of \$343,255.93 for the period ended March 15, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$68,514.04 for the period ended March 15, 2012.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended March 23, 2012.
- **Summary of Donations \$500 or Greater** for the period ended March 21, 2012.
- **Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests** for the period ended March 23, 2012.

Approval of Council Meeting Minutes:

- **Council Study Session** held February 14, 2012.
- **Regular Council Meeting** held February 14, 2012.

Agenda Items reviewed at the March 13, 2012 Council Study Session and recommended for placement on this Consent Agenda:

Agenda Bill #3410; Ordinance repealing Ordinance 11-1016 and adopting a new policy related to City Council Reimbursement

CM Forschler requested the Summary of CM and City Manager travel be removed to be discussed under Unfinished Business.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE REMOVAL OF THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL.*

PUBLIC COMMENTS (related to the Consent Agenda): There were no public comments.

*MOTION CARRIED UNANIMOUSLY.

ACTION ITEM:

Agenda Bill #3402; 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. 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.

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, SeaTac Court has .65 FTE's (Full-time Equivalents) performing Probation Services related work:

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

ACTION ITEM (Continued):

Agenda Bill #3402 (Continued):

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 Cordi-Bejarano stated that this was previously reviewed by Council. At that time, it was pointed out that the ILA did not have a reciprocal liability paragraph. The indemnity clause was redrafted and is now included.

MOVED BY LADENBURG, SECONDED BY GREGERSON TO PASS AGENDA BILL #3402.

MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS:

•Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests for the period ended March 23, 2012.

MOVED BY A. ANDERSON, SECONDED BY LADENBURG TO PASS THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL CITY MASTERCARD EXPENSES AND/OR REIMBURSEMENT REQUESTS FOR THE PERIOD ENDED MARCH 23, 2012.*

CM Forschler stated that while he will vote to approve this item, he wanted Council to have an opportunity to discuss it. He heard concerns from residents, especially about five people attending from the City.

Mayor A. Anderson, DM Gregerson, and CMs Ladenburg and Bush briefed on the benefits of attending the National League of Cities (NLC) conference and specific training and meetings they attended.

DM Gregerson stated that she is also a steering committee member. This conference allows individual cities with the same message to become one voice.

CM Fernald stated that during her first year on the Council, she attended the NLC Conference which is a great experience and not a waste of money in general. She also stated that Council can meet with delegates when they are here in Washington State.

CM T. Anderson requested that attending conferences should be limited to three CMs at one time.

CM Ladenburg stated that the November 2013 NLC conference will be hosted in Seattle.

*MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: City Manager Cutts commented on the following: (1) April 7 – 9 a.m.-3:30 p.m., Recycle Event and Rain Barrel Sale at the Tyee Educational Complex; (2) April 7 – 9 a.m., egg hunt at Angle Lake Park; and (3) requested Council feedback on desire to videotape workshops from this point forward.

Council discussion ensued regarding videotaping workshops. Council consensus was to not videotape the April 2 Labor Relations Workshop. Future workshops will be discussed as needed.

COUNCIL COMMENTS: CM Ladenburg providing additional information related to his attendance at the NLC Conference.

CM Fernald commented on the following: (1) shared an example of an "Access to Corner Stores" that failed; and (2) received a letter from Officer Doug Reynolds stating the police are seeing more home invasions. She reminded everyone to call 911 to report suspicious activity.

CM Bush stated that the Global Connections High School received the 2011 Washington Achievement Award.


CM Gregerson commented on the following: (1) April 4 – regional contracting forum for small businesses at the Washington State Convention Center; (2) Bank of America in SeaTac hosted a two day meet and greet to discuss hardships with mortgages. She questioned if there is any way to have others who were not aware of the date to access this information; and (3) congratulated Mr. Ledbetter for being elected to the King Conservation District Board.

COUNCIL COMMENTS (Continued): Mayor A. Anderson commented on the following: (1) thanked Floyd and Doris Moe for their service to the City with picking up garbage around the City; (2) attended a day celebrating reading at Bow Lake Elementary School where he read Dr. Seuss Books to the kids; (3) appreciation of the SeaTac Judge and Officers and their outreach; and (4) requested the City prepare a proclamation for the Girl Scouts 100th Anniversary.

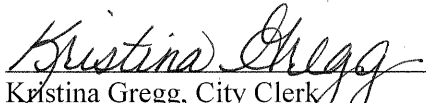
ADJOURNED:

MOVED BY T. ANDERSON, SECONDED BY LADENBURG TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 9:04 P.M.

MOTION CARRIED UNANIMOUSLY.



Tony Anderson, Mayor



Kristina Gregg, City Clerk