



# City of SeaTac

## Council Study Session Agenda

September 25, 2012  
4:00 PM

City Hall  
Council Chambers

### CALL TO ORDER:

1. **Agenda Bill #3452 – A Motion authorizing the City Manager to enter into an agreement between the Highline School District and the City of SeaTac for a School Resource Officer at Tyee High School and Chinook Middle School (10 minutes)**  
By: Police Chief Jim Graddon
2. **PRESENTATIONS:**
  - **Public Safety Statistics (10 minutes)**  
By: Police Chief Jim Graddon
  - **Comparable cities for non-represented salary comparisons (10 minutes)**  
By: Human Resources Director Anh Hoang
  - **High Deductible Health Plan with Health Savings Account (10 minutes)**  
By: Human Resources Director Anh Hoang

**EXECUTIVE SESSION: Pending Litigation (30 minutes) (RCW 42.30.110 [1] [i])**

**ADJOURN:**

THE COUNCIL CHAMBERS IS ACCESSIBLE TO PERSONS WITH DISABILITIES AND IS EQUIPPED WITH ASSISTIVE LISTENING DEVICES. PERSONS REQUIRING SPECIAL ACCOMMODATIONS SHOULD CONTACT THE CITY CLERK'S OFFICE BEFORE 5:00 PM THE FRIDAY PRECEDING THE COUNCIL MEETING.



# City of SeaTac

## Regular Council Meeting Agenda

September 25, 2012  
6:00 PM

City Hall  
Council Chambers

*(Note: The agenda numbering is continued from the Council Study Session.)*

**CALL TO ORDER:**

**ROLL CALL:**

**FLAG SALUTE:**

**PUBLIC COMMENTS:** (Speakers must sign up prior to the meeting. Individual comments shall be limited to three minutes. A representative speaking for a group of four or more persons in attendance shall be limited to ten minutes. When recognized by the Mayor or his designee, walk to the podium, state and spell your name, and give your address [optional] for the record.)

**3. PRESENTATION:**

- **Introduction of Highline School District Superintendent Susan Enfield (10 minutes)**

By: Highline School District Superintendent Susan Enfield

**4. CONSENT AGENDA:**

- **Approval of claims vouchers** (check nos. 99882 – 100067) in the amount of \$2,624,450.95 for the period ended September 20, 2012.
- **Approval of payroll vouchers** (check nos. 50927 – 50958) in the amount of \$224,865.43 for the period ended September 15, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 74064 – 74246) in the amount of \$460,629.67 for the period ended September 15, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$105,633.37 for the period ended September 15, 2012.
- **Pre-approval or final approval of City Council and City Manager travel related expenses** for the period ended September 14, 2012.

**Approval of Council Meeting Minutes:**

- **Council Study Session** held September 11, 2012
- **Regular Council Meeting** held September 11, 2012

**Agenda Items reviewed at the September 11, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3455; An Ordinance creating 2.5 full time equivalent positions for the purpose of providing expedited Sound Transit project review and amending the City's 2012 Annual Budget**

**Agenda Bill #3444; A Motion approving the completion and acceptance of the Resource Conservation Plan**

**PUBLIC COMMENTS (related to the Consent Agenda):** (Individual comments shall be limited to one minute and group comments shall be limited to three minutes.)

**ACTION ITEM:**

- 5. Agenda Bill #3439; A Motion authorizing the City Manager to execute a contract with T.F. Sahli Construction for construction of the Skate Park at the SeaTac Community Center neighborhood park (10 minutes)**

By: Assistant Parks & Recreation Director Lawrence Ellis

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**CITY MANAGER'S COMMENTS:**

**COUNCIL COMMENTS:**

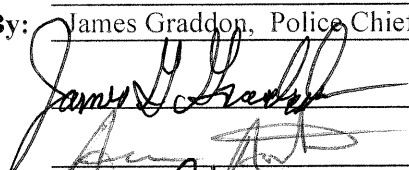


**ADJOURN:**

**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**

Department Prepared by: POLICE

Agenda Bill #: 3452

**TITLE:** A Motion authorizing the City Manager to enter into an Agreement between the Highline School District and City of SeaTac for a School Resource Officer at Tye High School and Chinook Middle School.

<i>September 18, 2012</i>	
___ Ordinance ___ Resolution <u>X</u> Motion ___ Info. Only ___ Other	
Date Council Action Requested: <u>RCM 10/09/2012</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>09/25/2012 CSS</u>	
Prepared By: <u>James Graddon, Police Chief</u>	
Director: <u></u>	City Attorney: <u>Mary Miriam Bartolo</u>
Finance: <u></u>	BARS #: <u>001.000.08.521.20.51.006</u>
City Manager: <u></u>	Applicable Fund Name: <u>GENERAL FUND</u>

*ISA*  
*MVC*

**SUMMARY:**

This Motion authorizes the City Manager to enter into an Agreement between the Highline School District and the City of SeaTac for a School Resource Officer at the Tye Educational Complex and Chinook Middle School.

**DISCUSSION / ANALYSIS / ISSUES:**

This proposed Agreement would continue the long-standing partnership between the Highline School District (District) and the City of SeaTac in providing a fully commissioned Police Officer (School Resource Officer) at the Tye Educational Complex and Chinook Middle School. For some years the District has contributed \$50,000 to offset a portion of the cost for a School Resource Officer. This year the District has agreed to a 5% increase in their share, bringing their contribution to \$52,500.

The attached Agreement is similar to that used last year but does contain some language changes to bring it more in line with the Collective Bargaining Agreement between the King County Sheriff's Office and the King County Police Officers' Guild. The Agreement has been reviewed by and is acceptable to Police Chief Jim Graddon, who is the City's designated contact person for the Agreement.

The Agreement documents cost sharing, indemnification, the employment status of the officer, how a replacement would be selected, the work schedule and duties of the SRO and the facilities to be provided by the School District. It requires the District to pay to the City the full \$52,500 within 60 days of invoice. It is consistent with and documents our current practices regarding our School Resource Officer at Tye Educational Complex and Chinook Middle School. This Agreement does not commit the City to any additional staffing or enhancement of services at the schools. The term of the Agreement is through June 30, 2013 and allows for early termination of the contract with 60 days written notice. In the event of early termination, the City must return to the School District \$5,250 (1/10 of \$52,500) for each full month remaining in the 2012-2013 school year.

**RECOMMENDATION(S):**

It is recommended that the City Council pass this Motion.

**FISCAL IMPACT:**

This Agreement would result in compensation of \$52,500 by the School District to the general fund. The City's 2013-2014 biennial budget is being prepared with the City bearing the remainder of the full cost of a SRO for the 2012-2013 fiscal year, as has been the practice.

**ALTERNATIVE(S):**

1. Do not pass this Motion, forego the additional revenue and continue providing a School Resource Officer, fully funded by the City.
2. Do not pass this Motion and consider removing or limiting the services of the School Resource Officer for Tyee High School and Chinook Middle School.

**ATTACHMENTS:**

1. Proposed Agreement Between Highline School District and City of SeaTac for a School Resource Officer.

**AGREEMENT BETWEEN  
HIGHLINE PUBLIC SCHOOLS  
AND  
CITY OF SEATAC  
FOR A SCHOOL RESOURCE OFFICER**

This AGREEMENT, made and entered into this \_\_ of \_\_\_\_\_, 2012 by and between Highline Public Schools (hereinafter referred to as School District) and the City of SeaTac (hereinafter referred to as City).

WHEREAS, the School District and the City agree that it is in the best interest of both parties to assign one School Resource Officer to the Tye Educational Complex and Chinook Middle School Campus; and

WHEREAS, the City contracts with the King County Sheriff's Office for police services and for a School Resource Officer in its contract; and

WHEREAS, the School District and the City have agreed to jointly fund the cost of a School Resource Officer;

NOW, THEREFORE, on the basis of the foregoing premises and in consideration of the mutual undertakings of the parties herein, it is mutually agreed as follows:

1. Scope of Services. The City of SeaTac Police Department (hereinafter referred to as Department) will assign one regularly employed SeaTac police officer to serve as a School Resource Officer (hereinafter referred to as SRO). This SRO will provide a uniformed presence on the Tye Education Complex and the Chinook Middle School Campus to promote safety and serve as a positive resource to the schools and surrounding neighborhoods. The SRO will patrol his/her assigned campus and surrounding areas in order to identify, investigate, deter, and prevent crime, especially those incidences involving weapons, youth violence, harassment, gang involvement, drugs, or other similar activities. In addition, the SRO will provide students, parents, teachers, administrators and neighborhood residents with information, support, and problem-solving mediation and facilitation.
2. Duration. This Agreement shall be in full force and effect for a period commencing the date of this agreement and ending June 30, 2013 unless sooner terminated under the provisions hereinafter specified. This Agreement covers the 2012-2013 School Year.
3. Compensation. The City currently contracts with the King County Sheriff's Office for a SRO on an annual basis. The City will invoice the School District for their full \$52,500 share sometime after October 1, 2012 and before December 31, 2012. The School District agrees to pay the \$52,500 within sixty (60) days of invoice and to provide facilities, as set forth in Section 11 of this

Agreement, for the SRO. The City agrees to pay the balance of the full cost of the SRO. The following chart indicates the cost sharing between the City and the School District for the SRO:

	Annual Cost
City of SeaTac Share	\$119,945
Highline Public Schools Share	\$52,500
Total for SRO	\$172,445

4. Employee Status. The SRO shall at all times remain an employee of the King County Sheriff's Office, as contracted by the City, and shall not be an employee of the School District. The SRO shall remain responsive to the supervision and chain of command of the Sheriff's Office, which shall be responsible for their hiring, training, discipline, and dismissal. Any allegations of improper conduct by a SRO will be referred to the SRO's immediate supervisor or directly to the SeaTac Chief of Police.

Both parties understand and agree that the School District retains its legal responsibility for the safety and security of the school district, its employees, students, and property; and this Agreement does not alter that responsibility.

5. Scheduling. Each SRO will be assigned to a school on a full-time, forty (40) hours work week, minus any scheduled vacation time, sick time, training time, court time, or any other police-related activity, including any emergencies such as civil disasters.

Scheduling for SRO's while school is in session will be determined by mutual agreement of the School District administration, the SRO, and the SRO's Department supervisor.

Overtime hours for the SRO that relate to regular law enforcement duties or that reasonably relate to SRO duties must be authorized and approved by their Department supervisor prior to the performance of overtime work and will be paid in accordance with established Department procedures.

Nothing in this Agreement prevents the School District from continuing its practice of hiring off-duty police officers to provide security at sporting events or other special events. The terms of this Agreement do not cover off-duty police officers hired for these purposes.

6. Reporting. The Department shall furnish a monthly report to the School District detailing activities performed by the SRO's at their respective schools.
7. SRO currently at the Tyee Educational Complex and Chinook Middle School Campus. At the time of execution of this Agreement, there is a SRO funded by the City assigned to the Tyee Educational Complex and Chinook Middle School Campus who shall remain in that assignment unless replaced in accordance with Section 9 of this Agreement. In the event that the officer

currently serving as the SRO is reassigned, replaced, or otherwise is unable to serve as the SRO, the selection of a replacement SRO will be in accordance with Section 8 of this Agreement.

8. Selection of SRO. Selection and appointment of a replacement SRO will be made in cooperation with the School District and the Department. Requirements for the SRO assignment include:

- The SRO must volunteer for the assignment. The SRO must have a minimum of two years of police service and have an Associate (or higher) Degree or the equivalent in credit hours.
- The SRO must have an expressed desire and ability to engage in direct daily activity with students, school staff, parents, and the public. The SRO must convey a positive police presence on the school campus and community.
- The SRO must be highly motivated, productive, demonstrate high levels of self-initiative and innovation, and be able to work well with minimum supervision. The SRO must be in good physical condition and present and maintain an excellent uniform appearance.
- The SRO must have the ability to be a positive resource to the school staff, students, parents, and residence in the surrounding neighborhoods.
- The SRO's education, background, experience, interest level, and communication skills must be of such a caliber that the SRO can effectively and accurately be a resource, liaison, and mentor at the schools he/she serves.
- The SRO must agree to attend any necessary training schools or classes that are needed to increase his/her skills for the position.

The School District and the City may jointly interview, evaluate, and recommend the nominees for the SRO position, with the final selection of the SRO to be made by the SeaTac Chief of Police.

In the event of the resignations, dismissal, or long-term absence (more than 30 days) of the SRO, the Department shall provide a replacement within thirty (30) school days of the notification of the absence. In the interim, existing resources will be scheduled to provide partial coverage to all sites.

9. Replacement of SRO. In the event the Principal of the school to which the SRO is assigned has cause to believe that the particular SRO is not effectively performing in accordance with this Agreement, the Principal may recommend to the School District and the Department that the SRO be removed from the program.

To initiate the replacement of the SRO, the Principal will recommend to the School District Superintendent that the SRO be replaced, stating the reason in writing. Within a reasonable



period of time after receiving the recommendation, the School District Superintendent or his/her designee will meet with the SeaTac Chief of Police or his/her designee, to mediate or resolve the problem that may exist. If the problem cannot be resolved or mediated, and just cause exists, in the opinion of both the School District Superintendent and the SeaTac Chief of Police, or their designees, the SRO will be removed from the program at the school and a replacement SRO will be selected within thirty (30) days in accordance with this Agreement. In the event of the removal of an SRO, replacement shall occur in accordance with Section 8 of this Agreement.

10. SRO Duties. The duties and responsibilities of the SRO while on duty include, but are not limited to, the following:

- Regularly wear the official police uniform, including firearm, with civilian attire being worn on such occasions as may be mutually agreed upon by the Principal and the SRO.
- Establish and maintain a working rapport with the school administrator and school staff.
- Act as a resource person in the area of law enforcement education at the request of the staff, speaking to classes on the law, search and seizure, drugs, motor vehicle law, etc.
- Assist in providing school-based security during the regular school day; assist in the promotion of a safe and orderly environment as the assigned schools. The SRO shall not act as a disciplinarian; however, the SRO may assist the school with discipline problems and, if the problem or incident is a violation of law, will determine whether law enforcement action is appropriate.
- Investigate crimes or other school-related incidences on campus and in the surrounding neighborhoods, making arrests when appropriate, and making the necessary notifications to parents, school staff, and social service agencies.
- Assist in mediating disputes on campus, including working with students to help them resolve disputes in a non-violent manner.
- Participate in school staff meetings, PTA presentations, and other parent involvement programs.
- Maintain an activity log, to include all SRO activities such as meetings, conferences, extracurricular events, arrests, investigations, training, and any other items or occurrences which are required by the school or Department supervisor.
- Provide a monthly report to the Department supervisor and Principal.
- Perform other duties as mutually agreed upon by the Principal and the SRO provided the duty is legitimately and reasonably related to the SRO program as described in this

Agreement and is consistent with Federal and State law, local ordinances, Department and School District policies, procedures, rules, and regulations.

11. Facilities to be provided by the School District. The School District will provide the following facilities for the SRO:

- A private office within the assigned school that is properly lighted, with a telephone, to be used by the SRO for general office purposes.
- A 4-drawer locking cabinet, desk, chair, and reasonable office supplies.
- A police parking space at the designed school.

12. Notices.

The point of contact for the City is:

Chief James Graddon

SeaTac Police Department

4800 South 188<sup>th</sup> Street

SeaTac, WA 98188

Telephone: (206) 973-4901

The point of contact for the School District is:

Assistant Superintendent

Highline Public Schools

15675 Ambaum Boulevard Southwest

Burien, WA 98166

Telephone: (206) 433-2505

13. Indemnity. The City will protect, defend, indemnify, and hold harmless the School District, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from negligent acts or omissions of the City, its officers, employees, or agents. The School District will protect, defend, indemnify, and hold harmless the City, its officers, employees, and agents from any and all costs, claims, judgments, or awards of damages arising out of or in any way resulting from negligent acts or omissions of the School District, its officers, employees, or agents.

14. Amendments. This Agreement expresses the entire agreement of the parties and may not be altered or modified in any way unless such modifications are reduced to writing, signed by both parties, and affixed to the original Agreement.
15. Termination. Either party may terminate this Agreement upon sixty (60) calendar days written notice to the other party. In the event of termination of this Agreement prior to June 30, 2013, the City will refund the School District an amount of \$5,250 (1/10 of \$52,500) for each full calendar month remaining in the 2012-2013 school year at the time of termination of this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2012

HIGHLINE PUBLIC SCHOOLS

CITY OF SEATAC

By: \_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_

City Attorney

## **2. PRESENTATIONS:**

- **Public Safety Statistics (10 minutes)**

By: Police Chief Jim Graddon

- **Comparable cities for non-represented salary comparisons (10 minutes)**

By: Human Resources Director Anh Hoang

- **High Deductible Health Plan with Health Savings Account (10 minutes)**

By: Human Resources Director Anh Hoang



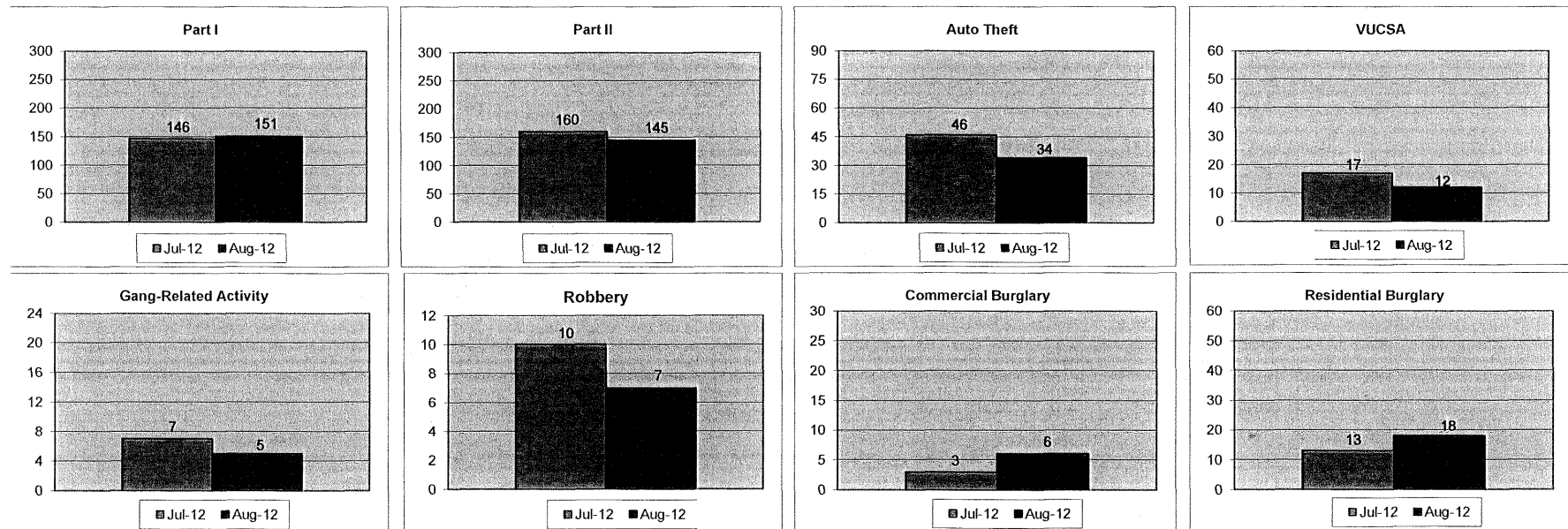
**King County Sheriff's Office  
Selected Activity Counts for SeaTac  
Jul 2012 vs. Aug 2012\***



	Part I			Part II			Auto Theft			VUCSA			Gang-Related Activity		
	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg
SeaTac	146	151	3.4%	160	145	-9.4%	46	34	-26.1%	17	12	-29.4%	7	5	-28.6%

	Robbery			Comm. Burglary			Res. Burglary		
	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg	Jul-12	Aug-12	% Chg
SeaTac	10	7	-30.0%	3	6	100.0%	13	18	38.5%

\*Numbers are estimates based on CAD data.



**Current Trends or Series:**

Part I crime increased 3%; however, Part II crime decreased 9%.

Auto theft decreased 26% & is below the 7-year average (37).

Residential burglary up from 13 to 18 & remains below the 7-year average (21).

**3. PRESENTATION:**

**•Introduction of Highline School District Superintendent Susan Enfield (*10 minutes*)**

By: Highline School District Superintendent Susan Enfield

**PAYROLL/CLAIMS VOUCHERS WERE SENT  
ELECTRONICALLY TO THE CITY COUNCIL**

**A HARD COPY OF THE VOUCHERS  
CAN BE VIEWED IN THE CITY CLERK'S OFFICE**

**PAYROLL/CLAIMS VOUCHERS ARE ALSO  
AVAILABLE ON OUR CITY WEBSITE**

**[www.ci.seatac.wa.us](http://www.ci.seatac.wa.us)**

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

**Consent Agenda Date: 9.25.12**

*Pre-approved: 7.10.12*

*Todd Cutts*

*Washington City Managers Association Conference*

*Winthrop, August 21-24, 2012*

*\$1,159 requested*

<b>Name: Todd Cutts</b>	<b>City-issued check</b>	<b>Personal Reimbursement</b>
<b>Lodging</b>	397.12	
<b>Meals</b>	32.39	7.30
<b>Transportation</b>		
<b>Registration</b>		
<b>Total</b>	<b>\$429.51</b>	<b>\$7.30</b>



# City of SeaTac

## Council Study Session Minutes Synopsis

September 11, 2012  
4:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Anthony (Tony) Anderson at 4:00 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg (*arrived at 4:02 p.m.*), Rick Forschler, Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Assistant City Manager (ACM) Gwen Voelpel, Finance Director Aaron Antin, Public Works (PW) Director Tom Gut, Engineering Development Review Manager Ali Shasti, Resource Conservation – Neighborhood Programs Coordinator Trudy Olson, Stormwater Compliance Manager Don Robinett, Parks Operation Supervisor Roger Chouinard, PW Maintenance Supervisor Sean Clark, Acting Community & Economic Development (CED) Director Gary Schenk, Parks and Recreation (P&R) Director Kit Ledbetter, Facilities Manager Pat Patterson, Human Resources (HR) Director Anh Hoang, and Fire Chief Jim Schneider.

### PRESENTATIONS:

#### ●Council discussion about returning to the Council Committee structure

CM Fernald reviewed her reasons for requesting this change.

*CM Ladenburg arrived at this point in the meeting.*

Council discussion ensued regarding CM Fernald's proposal.

Mayor A. Anderson provided background on the past committee structure and the current process.

**Council consensus:** Council Workshops may be held as needed to discuss issues that need more time. Council will provide the City Manager with times, dates, and subjects to be addressed.

#### ●State Auditor's Entrance Conference

Finance Director Antin introduced Assistant State Auditor Lorraine Nitta and Assistant Audit Manager Evans Anglin.

Mr. Evans provided a brief overview of the audit being conducted by the State Auditor's Office (SAO). SAO is required by law to perform an annual audit. SAO will be performing the following audits: accountability, financial statement and federal grant compliance. There are three reporting levels – findings, management letter items, and exit items. The cost for the audit will be approximately \$45,144 plus travel expenses.

#### ●EnviroStars 5-Star Certification to the City

PW Director Gut explained that the City is the first to achieve certification across all facilities. He acknowledged staff responsible for making this happen: Parks Operation Supervisor Roger Chouinard, PW Maintenance Supervisor Sean Clark, Assistant Fire Chief Brian Wiwel, Facilities Manager Pat Patterson, and Resource Conservation – Neighborhood Programs Coordinator Trudy Olson.

Ms. Olson stated that there was cooperation across all departments to apply. She introduced EnviroStars Program Manager Laurel Tomchick and Business Field Services Consultant Trevor Fernandes.

Ms. Tomchick stated that EnviroStars is an environmental certification program that was designed to both inspire and recognize environmentally sustainable practices. She stated that this presentation is to acknowledge the City's commitment to creating a cleaner and healthier community. SeaTac has earned the highest five star rating. She recognized the efforts of several programs: SeaTac City Hall, Parks Maintenance, PW Maintenance, Facilities Maintenance, SeaTac Fire Department and Fire Stations, and SeaTac Community Center.

PW Director Gut acknowledged the efforts of City Manager Cutts in this process.

### Agenda Bill #3455 – An Ordinance creating 2.5 Full-time Employees (FTEs) to expedite Sound Transit project reviews

**Summary:** This Ordinance creates the full time positions of Civil Engineer 2 and Senior Planner, and part-time position of Administrative Assistant 2 to fulfill the City's obligations for expedited review included in the Sound Transit Development Agreement (DA). The salary ranges are as follows: Civil Engineer 2 at a range of 59A, Senior Planner at a range of 56, and Administrative Assistant 2 at a range of 39.

**Agenda Bill #3455 (Continued):** As discussed during the South Link DA review process, Sound Transit has requested that the City of SeaTac provide expedited review and approval of the South Link Light Rail Extension Project. To ensure that the City is adequately staffed, Sound Transit has committed to reimburse the City for additional staff needed to meet this level of service. Specifically, the DA states that Sound Transit will reimburse the City for 2.5 to 3.8 FTEs dedicated to the project during the balance of 2012 and no less than 3.0 FTEs dedicated to the project for the remainder of the project through the start of the operations in September 2016.

Sound Transit is in support and encourages the City to proceed for immediate recruitment to meet this expedite capacity need. These individuals will work with Sound Transit immediately in 2012 and will work with the design build team to address technical issues and project coordination prior to submission of building permits for review in early 2013. The City anticipates phasing in of these new FTEs as demand increases and the absorption of work with existing staff is no longer needed. Sound Transit will reimburse for internal staff time not covered by the fees collected for building permits in lieu of hiring the aforementioned FTEs for the term prescribed in the DA.

There is no net financial impact as the funding for the entire 2.5 FTEs is to be reimbursed by Sound Transit per the DA that was signed earlier this year. The authorization and initial funding for these positions (in the estimated amount of \$62,500 for the 3 months remaining in 2012 based on \$250,000 per year) is needed so that recruitment may begin immediately to ensure expedite capacity is available to meet this agreement. Since the agreement spans to 2016, these 2.5 FTEs would also be needed and requested as part of the 2013-2014 budget.

Acting CED Director Schenk reviewed the agenda bill summary.

Mr. Schenk also reviewed a couple of amendments that will be made prior to action at the September 25 Regular Council Meeting (RCM).

Council discussion ensued regarding the 2.5 FTEs.

HR Director Hoang stated that "limited term position" language is currently being drafted for the American Federation of State, County and Municipal Employees (AFSCME) agreement and will be available prior to Council action at the September 25 RCM.

City Manager Cutts clarified that while the people filling these positions will be hired as City employees, the costs will be reimbursed by Sound Transit.

Mr. Cutts stated that when the Sound Transit project is done, the positions will be sunsetted.

**Council consensus:** Refer to the 09/25/12 RCM Consent Agenda

**Agenda Bill #3444 – A Motion approving the completion and acceptance of the Resource Conservation Plan**

**Summary:** In November of 2011 the City Manager directed staff to implement the Environmental Strategic Initiative (ESI) which entailed completion of a Resource Conservation Plan in order to guide the future City resource conservation planning, education, and policies. City Manager Cutts directed the PW and P&R Departments to manage the Resource Conservation Plan that was to be completed in 2012 and formally approved by the City Council.

Resource conservation is an important strategy to reduce consumption of natural resources, educate staff, and save money on utility bills. The City is setting a positive example for the community and businesses to reduce costs through resource conservation. SeaTac is faced with less revenue to operate City budgets and needs to be leaner and greener in its operations in order to reduce costs. Reducing energy use is the least expensive way to reduce and preserve natural resources. The Resource Conservation Plan describes how the City of SeaTac will achieve energy conservation. The plan addresses practices that use water and generate garbage in conjunction with existing City programs. The plan will focus on behavioral and operational opportunities to reduce energy and water consumption, rather than capital projects. However, capital projects are essential components to the City's overall reduction goals.

The City is committed to the reduction in use of natural resources and lower utility bills. The initial team was comprised of Co-Chairpersons PW Director Gut, Facilities Manager Patterson and P&R Director Ledbetter, with representatives from Parks (Roger Chouinard), PW (Trudy Olson), Fire (Brian Wiwel), and Finance (Bart Perman).

**Agenda Bill #3444 (Continued):** Approval of the Resource Conservation Plan has no direct fiscal impact; however energy costs were lowered in 2011 and expect to continue to lower natural resource uses and energy costs for the City of SeaTac. Additional energy costs will be reduced with funding of future capital projects.

P&R Director Ledbetter reviewed the agenda bill summary.

Facilities Manager Patterson and PW Director Gut reviewed ways the City has already made improvements, current practices and future improvements and objectives.

Council discussion ensued regarding the plan, practices and proposed improvements.

**Council consensus:** Refer to the 09/25/12 RCM Consent Agenda

**Agenda Bill #3446 – An Ordinance authorizing the execution of the 2012-2014 Collective Bargaining Agreement with the Washington State Council of County and City Employees American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local #3830 and amending the City’s 2012 Budget**

**Summary:** The current labor agreement between the City and the AFSCME, Local #3830, representing non-exempt professional, technical and administrative employees of the City of SeaTac, expired on December 31, 2011. City and Union representatives have been negotiating a successor agreement since October 2011. The parties reached a tentative agreement during the negotiation process on August 14, 2012. The Union membership has ratified the tentative agreement. The City Manager is seeking the City Council’s approval of the collective bargaining agreement as negotiated and tentatively agreed with the Union. In addition, this Ordinance amends the City’s 2012 budget to appropriate the additional funds necessary to execute the collective bargaining agreement as adopted.

For 2012, the total fiscal impact for the tentative agreement is estimated at \$176,292 for wage related increases and \$113,163 for health insurance premium increases, totaling \$289,455. During the 2012 budget development process, the Council factored into the adopted budget the full health insurance premium cost increase and a 2% cost of living adjustment (COLA) for employees of this bargaining unit. Therefore, it is necessary to appropriate additional funds, equivalent to \$78,354, to reflect the additional wage related costs of the Agreement.

By adopting this Ordinance, the City Council is also authorizing City Administration to include the anticipated personnel costs of the Agreement into the 2013-2014 Biennial Budget development process for Council’s approval. In each of the 2013-2014 years, the proposed labor agreement will provide members of the bargaining unit with 95% of the CPI-W (Seattle/Tacoma/Bremerton, June index) for COLA and a longevity pay plan. In return, bargaining unit members have agreed to increase their own contribution towards medical insurance premiums for themselves and their family member(s) enrolled in the City’s Regence medical insurance program by approximately 1% per year. The 2013 COLA is anticipated to be 2.57% (95% of the June CPI-W).

HR Director Hoang acknowledged City negotiating team: City Attorney Mary Mirante Bartolo, Municipal Court Administrator Paulette Revoir, PW Maintenance Supervisor Sean Clark, and HR Senior Analyst Stephanie Johnson. She reviewed the agenda bill summary. She reviewed the agenda bill summary.

**Council consensus:** Refer to the 09/11/12 RCM Action Item

**Agenda Bill #3447 – An Ordinance authorizing the City’s personnel policies and non-represented Classification and Compensation Plan be amended and amending the City’s 2012 Budget**

**Summary:** This Ordinance authorizes the changes to the City’s Classification and Compensation Plan for non-represented employees to provide a 3% cost of living adjustment (COLA) effective January 1, 2012. In addition, this Ordinance amends the City’s 2012 budget to reflect the full COLA.

Since 1993, the City Council has expressed a desire to provide a similar COLA to non-represented employees of the City to that of the general employees bargaining unit. The Council has recently approved a new contract for AFSCME employees which provides for a 3% COLA for 2012. Council’s approval of this Ordinance would provide for the same 3% COLA to non-represented employees of the City, and allow for the 2012 adopted budget to be amended as necessary to reflect the full anticipated cost of this COLA amount.

If this Ordinance is approved, any future changes to non-represented employees’ salaries and/or benefits shall be reviewed during the City’s budget development process. Proposed changes shall be presented to Council for amendment and/or adoption during the budget process.

**Agenda Bill #3447 (Continued):** For 2012, the total fiscal impact for the proposed 3% COLA for non-represented employees is \$143,382. During the 2012 budget development process, the City Council factored into the adopted budget a 2% COLA, which was equivalent to \$95,588. By approving this Ordinance, the Council is authorizing non-represented employees a 3% COLA, and is authorizing the additional budget appropriation of \$47,794 to the various funds from which non-represented employees' salaries are paid in order to accommodate the full cost of the 3% COLA.

HR Director Hoang reviewed the agenda bill summary.

**Council consensus:** Refer to the 09/11/12 RCM Action Item

**PRESENTATIONS (Continued):**

● **Public Safety Statistics**

Fire Chief Schneider presented July and August statistics. He also reviewed public education events starting in October.

**ADJOURNED:** Mayor A. Anderson adjourned the CSS at 5:51 p.m.

# City of SeaTac

## Regular Council Meeting Minutes

September 11, 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 6:05 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, Assistant City Manager (ACM) Gwen Voelpel, Senior Planner Al Torrico, Senior Planner Mike Scarey, and Police Chief Jim Graddon.

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

Mayor A. Anderson took a moment to acknowledge the 11<sup>th</sup> anniversary of 9/11.

**PUBLIC COMMENTS:** Barbara McMichael, South King County Cultural Coalition (SoCoCulture) Administrator, announced that in conjunction with the 150-year anniversary of the Civil War, the SoCoCulture is coordinating the efforts of local historical societies and other entities to commemorate Military Road's history. She also encouraged the City to consider developing a historic preservation proviso to help people who are interested in preserving historically significant landmarks.

John Thompson spoke in favor of CM Fernald's proposal made at the Council Study Session (CSS) to return the Council meetings to the Council committee structure.

Earl Gipson spoke regarding a pending lawsuit and actions taken by the City. He again requested the City enact a code of ethics for all.

City Attorney Mirante Bartolo stated that she can't speak regarding the pending lawsuit at this time. The case was heard in summary judgment and the City is awaiting a decision.

Vicki Lockwood spoke against Agenda Bill #3447 (City's Compensation Plan for non-represented employees).

### **PRESENTATION:**

#### **•Key to the City to Reserve Police Detective Joe Peluso for 50 years of Law Enforcement service to the citizens of King County (KC) and the City of SeaTac**

Police Chief Graddon introduced Detective Peluso. He detailed Detective Peluso's years of service.

Detective Peluso stated that serving SeaTac was an honor. He introduced his family in attendance.

Mayor A. Anderson presented the Key to the City to Detective Peluso.

#### **•Mayor's Day of Concern for the Hungry Proclamation** *(see attached)*

Seattle/KC Emergency Feeding Program Executive Director Author R. Lee thanked the City for its continued support. He explained the purpose for the Day of Concern.

Mayor A. Anderson read and presented the proclamation to Mr. Lee.

#### **•Council confirmation of Mayoral appointment of Wendy Morgan and re-appointment of Vickie Molzer to the Hotel/Motel (H/M) Tax Advisory Committee**

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO APPROVE THE APPOINTMENT OF WENDY MORGAN AND RE-APPOINTMENT OF VICKIE MOLZER TO THE HOTEL/MOTEL TAX ADVISORY COMMITTEE.\*

Council discussion ensued as to the qualifications of H/M applicants.

\*MOTION CARRIED UNANIMOUSLY.

Ms. Morgan provided a Highline Botanical Garden update.

Mayor A. Anderson read and presented the certificate to Ms. Morgan. Ms. Molzer was unable to attend the meeting. Her certificate will be mailed to her.

**CONSENT AGENDA:**

- **Approval of claims vouchers** (check nos. 99509 – 99510) in the amount of \$88.00 for the period ended August 6, 2012.
- **Approval of claims vouchers** (check nos. 99511 – 99743) in the amount of \$433,270.44 for the period ended August 20, 2012.
- **Approval of claims vouchers** (check nos. 99744 – 99881) in the amount of \$684,745.45 for the period ended September 7, 2012.
- **Approval of payroll vouchers** (check nos. 50843 – 50882) in the amount of \$183,985.42 for the period ended August 15, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 73693 – 73874) in the amount of \$346,938.99 for the period ended August 15, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$68,942.92 for the period ended August 15, 2012.
- **Approval of payroll vouchers** (check nos. 50883 – 50925) in the amount of \$421,479.69 for the period ended August 31, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 73875 – 74063) in the amount of \$351,292.05 for the period ended August 31, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$67,961.09 for the period ended August 31, 2012.
- **Pre-approval or final approval of City Council and City Manager travel related expenses** for the period ended August 28, 2012.

**Approval of Council Meeting Minutes:**

- **Council Study Session** held August 14, 2012
- **Regular Council Meeting** held August 14, 2012

**Agenda Items reviewed at the August 14, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3448; Motion approving final acceptance of the sealcoating and striping work at various sites**

**Agenda Bill #3443; Motion authorizing the City Manager to execute a Design Agreement for the connecting 28<sup>th</sup>/24<sup>th</sup> Avenue South Project**

**Agenda Bill #3445; Motion authorizing the City Manager to execute a professional services agreement to update the City's Surface Water Utility Plan**

MOVED BY GREGERSON, SECONDED BY T. ANDERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED.\*

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

\*MOTION CARRIED UNANIMOUSLY.

**ACTION ITEMS:**

**Agenda Bill #3446; Ordinance #12-1012 authorizing the execution of the 2012-2014 Collective Bargaining Agreement with the Washington State Council of County and City Employees American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local #3830, and amending the City's 2012 Budget**

MOVED BY GREGERSON, SECONDED BY LADENBURG TO ADOPT ORDINANCE #12-1012.\*

Council discussion ensued regarding the AFSCME contract with comments made for and against the proposed contract, specifically related to the Cost of Living Allowance (COLA) provisions.

\*UPON A ROLL CALL VOTE, MOTION CARRIED WITH LADENBURG, A. ANDERSON, GREGERSON AND BUSH VOTING YES AND FORSCHLER, T. ANDERSON, AND FERNALD VOTING NO.

**Agenda Bill #3447; Ordinance #12-1013 approving a revision in the City's Compensation Plan for non-represented employees of the City**

MOVED BY GREGERSON, SECONDED BY LADENBURG TO ADOPT ORDINANCE #12-1013.\*

Council discussion ensued regarding the proposed revision to the Compensation Plan with comments made for and against the proposal.

**ACTION ITEMS (Continued):**

**Agenda Bill 33447; Ordinance #12-1013 (Continued):**

\*UPON A ROLL CALL VOTE, MOTION CARRIED WITH LADENBURG, A. ANDERSON, GREGERSON AND BUSH VOTING YES AND FORSCHLER, T. ANDERSON, AND FERNALD VOTING NO.

**Agenda Bill #3453; Motion establishing a Fire Consolidation Exploratory Community Ad-Hoc Committee and appointing its members**

**Summary:** In 2011, the City and the Kent Regional Fire Authority (RFA) explored the option of merging fire services with the Kent RFA. During this exploration, it was discovered that this was not a financially viable proposition for either party. At the February 24, 2012 City Council retreat, the Council discussed other avenues for potential fire services consolidation with the Kent RFA. Council agreed that the City and RFA should undertake a process to analyze the viability of the City contracting for fire services with the Kent RFA.

A consolidation task force was subsequently assembled, comprised of elected officials and employees from both the City and RFA. Work groups were assembled to report back to the task force on issues germane to the potential consolidation (operations, support services, fire administration, union, governance, and information technology). These work groups have been studying other fire departments/districts/authorities which have been consolidated in order to understand the issues and challenges associated with these efforts. This fall, the work groups will report out to the consolidation task force with the information they have learned. This information will help the consolidation task force to formulate a white paper which will recommend next steps to the City Council.

As part of the discussion at the February 24, 2012 Council Retreat, the City Council expressed a desire to engage the community during this process. This Motion establishes a Fire Consolidation Exploratory Community Ad-Hoc Committee and appoints its members. Both the City's residential and business communities are represented on this Committee. Information gathered during the exploratory process by the work groups will be shared with this Committee. Committee members will have the chance to ask questions and provide insights as part of the process. The Committee will share these insights with the consolidation task force regarding potential next steps in the consolidation process. The task force will reflect these insights in their report.

The following is a list of proposed committee members, as approved by Mayor Anderson:

Citizen Representatives: Harry Higgins, Matthew York, and Manjit Singh

Business Representatives: Brett Weiler, Alaska Airlines; Mark Blumenthal, Blumenthal Uniforms; and Roger McCracken, McCracken & Associates

City Manager Cutts reviewed the agenda bill summary.

Fire Chief Schneider discussed how the Committee will be engaged during this process.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO PASS AGENDA BILL #3453.

MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS:** There was no Unfinished Business.

**NEW BUSINESS:** There was no New Business.

**CITY MANAGER'S COMMENTS:** City Manager Cutts commented on the following: (1) September 15 – 10 a.m., 5K Freedom Walk for the Genesis Project; and (2) October 3 – 11:00 a.m., South 154<sup>th</sup> Street ribbon cutting.

**COUNCIL COMMENTS:** CM Forschler commented on the following: (1) public comments during Council meetings; (2) Citizen Advisory Committees re-appointments – requested the subject of how re-appointments are handled be placed on a future CSS agenda. He also recommended that if a volunteer is filling an unexpired term, then they shouldn't have to reapply; and (3) recognized the 11<sup>th</sup> anniversary of 9/11.

CM T. Anderson stated her opinion about the way COLAs are figured.

CM Fernald stated that DM Gregerson wrote an article in the Seattle Times that spoke against Alaska Airlines. She stated that a policy needs to be written about individual CMs writing articles.

CM Bush commented on the August 16 Back to School Fair. He thanked resident Bo Lindstrom for spending the day picking up debris. He encouraged everyone to get involved. He also stated that he participated in the Domestic Violence Walk-a-thon and will be participating in the Genesis Walk.

**COUNCIL COMMENTS (Continued):** DM Gregerson thanked staff and Council for the Crime Prevention community meeting held in the Council Chambers.

Mayor A. Anderson commented on the following regarding Citizen Advisory Committees: (1) reason for recent change for re-appointments, (2) Planning Commission (PC) and Senior Citizen Advisory Committee have current openings. Applications are due September 24; and (3) Community Building Committee is moving forward. DM Gregerson, CM Ladenburg, and CM Bush will be meeting to develop recommendations for the committee membership. He encouraged Council to recruit applicants.

**RECESSED:** Mayor A. Anderson recessed the Regular Council Meeting to an Executive Session on Potential and Pending Litigation at 7:26 p.m.

**EXECUTIVE SESSION: Potential and Pending Litigation (15 minutes) (RCW 42.30.110 [1] [i])**

Senior Assistant City Attorney Mark Johnsen announced that Council requested 20 more minutes at 7:30 p.m. and 30 more minutes at 7:59 p.m.

**RECONVENED:** Mayor A. Anderson reconvened the meeting at 8:29 p.m.

**ADJOURNED:**

MOVED BY BUSH, SECONDED BY GREGERSON TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:30 P.M.

MOTION CARRIED UNANIMOUSLY.

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Tony Anderson, Mayor

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Kristina Gregg, City Clerk



*CITY OF SEATAC  
MAYORS' DAY OF CONCERN FOR THE HUNGRY  
PROCLAMATION*

*WHEREAS, the City of SeaTac recognizes adequate nutrition as a basic goal for each citizen; and*

*WHEREAS, no parent should have to send a child to school hungry, no baby should be without the comfort of the feedings needed for mental and physical growth, no elderly person's health should be jeopardized by lack of appropriate meals; and*

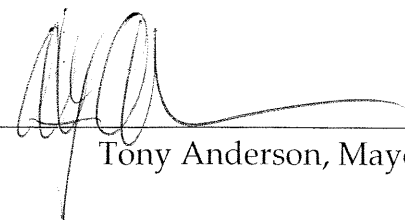
*WHEREAS, food banks, emergency and hot meal programs working with the City of SeaTac, local churches, social service agencies, and hundreds of volunteers are striving daily to meet the rising needs of the hungry; and*

*WHEREAS, the City believes that when the citizens who are not involved hear of the desperate needs of the hungry as winter approaches, an outpouring of community assistance will follow; and*

*WHEREAS, the Emergency Feeding Program coordinates an Annual Mayors' Day of Concern for the Hungry with a food drive to help support the efforts of this program and the local food banks in fighting hunger, which will be held at local grocery stores throughout King County on Saturday, September 22, 2012.*

*NOW, THEREFORE, I, Tony Anderson, Mayor of the City of SeaTac, Washington, do hereby proclaim September 22, 2012 as a Mayors' Day of Concern for the Hungry and strongly urge all citizens to join the Emergency Feeding Program and our local food banks to assist those who are in need.*



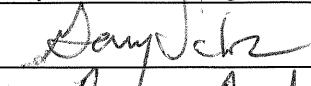
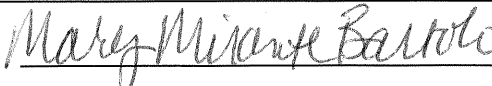
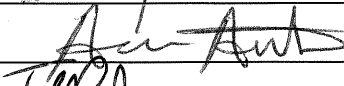
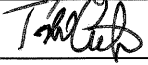
  
Tony Anderson, Mayor

**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**

Department Prepared by: Community and Economic Development

Agenda Bill #: **3455**

**TITLE:** An Ordinance creating 2.5 Full Time Equivalent positions for the purpose of providing expedited Sound Transit project review and amending the City's 2012 Annual Budget.

September 20, 2012	
<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested:	RCM 09/25/2012
Ord/Res Exhibits:	
Review Dates:	CSS 09/11/2012
Prepared By:	Gary Schenk, Acting CED Director
Director:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;">           City Attorney:  </div> </div>
Finance:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;">           BARS #: 106.000.03.547.10.11.000         </div> </div>
City Manager:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  </div> <div style="width: 45%;">           Applicable Fund Name: Transit Planning Fund (106)         </div> </div>

KSA  
MK

**SUMMARY:** The proposed Ordinance creates 2.5 Full Time Equivalent (FTE) positions to fulfill our obligations for expedited review included in the Sound Transit Development and Transit Way Agreement (DA). The proposed Ordinance also amends the City's 2012 Annual Budget.

**DISCUSSION / ANALYSIS / ISSUES:** As discussed and agreed within the DA, Sound Transit has requested, and the City has agreed, that the City provide expedited review and approval of the South Link Light Rail Extension Project. To ensure that the City is adequately staffed to meet the timelines of the project, Sound Transit has committed to reimburse the City for additional staff needed to meet this increased level of service. Specifically, the DA states that Sound Transit will reimburse the City for 2.5 to 3.8 FTE's dedicated to the project during the balance of 2012 and no less than 3.0 FTE's dedicated to the project for the remainder of the project through the start of the operations, which is currently scheduled for September, 2016.

The proposed Ordinance creates 2.5 FTE positions with the job classifications of Civil Engineer 2, Senior Planner and Administrative Assistant 2. It is anticipated that the Civil Engineer 2 and Senior Planner positions will be full time, while the Administrative Assistant 2 position will be half-time. However, the Ordinance provides the City Manager the flexibility to fill the positions as needed, so long as the positions do not exceed 2.5 FTE's and the costs are fully borne by Sound Transit. Sound Transit is in support of the proposed Ordinance and encourages the City to proceed for immediate recruitment to meet this expedite capacity need. Employees assigned to the South Link Project will work with Sound Transit immediately in 2012 and will work with the design build team to address technical issues and project coordination prior to submission of building permits for review in early 2013. The City anticipates phasing in the hiring of these new FTE's as demand builds and the absorption of work with existing staff is no longer feasible. The additional 2.5 FTE's will be phased out before the end of the project or as the financial reimbursement limits of the DA are met. The Ordinance provides that these FTE's will not continue beyond a) the time needed to facilitate the design and construction of the project and b) the funding for the 2.5 FTE's are fully reimbursed by Sound Transit.

**RECOMMENDATION(S):** It is recommended that the Council adopt the Ordinance.

**FISCAL IMPACT:** There is no net financial impact as the full cost of the 2.5 FTE's will be reimbursed by Sound Transit per the Development Agreement that was signed earlier this year. The authorization and initial funding for these positions (in the estimated amount of \$62,500 for the 3 months remaining in 2012, based on \$250,000 per year) is needed so that recruitment may begin immediately to ensure expedite

capacity is available to meet the City's obligation within the DA. Since the DA spans to 2016, the continued funding for the 2.5 FTE's would also be needed and requested as part of the 2013-2014 budget.

**ALTERNATIVE(S):**

- 1) Do not adopt this ordinance. However, the terms of the Development Agreement contemplates that additional staffing would be needed and such staffing costs would be fully reimbursed by Sound Transit in order to facilitate the design and construction of the South Link Project.

**ATTACHMENTS:** None.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington, creating 2.5 Full Time Equivalent (FTE) positions for the purpose of providing expedited Sound Transit project review and amending the City's 2012 Annual Budget.

**WHEREAS**, the City Council approved the South Link Light Rail Extension Project Development and Transit Way Agreement (DA) on July 13, 2012; and

**WHEREAS**, the DA states in Section 8.2 (c): "In order to facilitate expedited review and approval of the Project, to obtain a higher level of service than the City would otherwise be able to provide with its existing staff, and to mitigate the direct financial impact of the Project upon the City, Sound Transit shall reimburse the City for the direct costs incurred by the City in excess of the City's typically anticipated costs associated with reviewing plans and performing construction inspections as provided in adopted application and permit fees....."; and

**WHEREAS**, City Administration recommends that the positions of Civil Engineer 2, Senior Planner, and Administrative Assistant 2, equivalent to 2.5 FTE's, be created and maintained until the Sound Transit South Link Project is completed or when Sound Transit's reimbursements for these FTE's has ended; and

**WHEREAS**, while it is the intent to create the additional 2.5 FTE's so that there is a net-neutral impact to the City's budget, an amendment to the City's 2012 Annual Budget is necessary for accounting purposes;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** The City Council hereby creates an additional 2.5 FTE's in the following job classifications:

Civil Engineer 2  
Senior Planner  
Administrative Assistant 2

**Section 2.** The City Manager is hereby authorized to fill up to 2.5 FTE's as identified in Section 1 as appropriate in order to facilitate expedited review and approval of the Sound Transit Central Link Light Rail-South Link Project, as provided per a Development and Transit Way Agreement between the City of SeaTac and Sound Transit, dated July, 2012.

**Section 3.** It is the intent of this Ordinance that the positions created in Section 1 of this Ordinance are created solely for the purpose of facilitating the South Link Project, and that the cost of the newly created positions are being fully reimbursed to the City by Sound Transit as outlined by the terms of the Development and Transit Way Agreement. Therefore, the City Council expressly states that these newly created FTE's shall not continue beyond a) the time needed to facilitate the design and construction of the South Link Project and b) the funding for the FTE's are fully reimbursed by Sound Transit, as outlined and intended by the City and Sound Transit pursuant to the Development and Transit Way Agreement.

**Section 4.** The 2012 Annual City Budget shall be amended to increase the expenditures in Fund 106, the Transit Planning Fund, by \$62,500.

**Section 5.** This Ordinance shall not be codified and shall be in full force and effect five days after passage and publication as required by law.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2012, and signed in authentication thereof on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**CITY OF SEATAC**

\_\_\_\_\_  
Tony Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo

Mary E. Mirante Bartolo, City Attorney

[Effective Date: \_\_\_\_\_]

[Sound Transit FTE's]

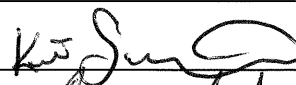
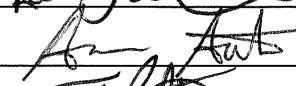

# SeaTac City Council

## REQUEST FOR COUNCIL ACTION

Department Prepared by: Parks & Recreation

Agenda Bill #: 3444

**TITLE:** A Motion approving the completion and acceptance of the Resource Conservation Plan.

September 4, 2012	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
<b>Date Council Action Requested:</b>	<u>RCM 9/25/12</u>
<b>Ord/Res Exhibits:</b>	
<b>Review Dates:</b>	<u>CSS 9/11/12</u>
<b>Prepared By:</b>	<u>Kit Ledbetter, Parks &amp; Recreation Director</u>
<b>Director:</b>	<u></u>
<b>City Attorney:</b>	<u>Mary Mirante Barrolo</u>
<b>Finance:</b>	<u></u>
<b>BARS #:</b>	<u>Various</u>
<b>City Manager:</b>	<u></u>
<b>Applicable Fund Name:</b>	

KSA  
me

**SUMMARY:**

This Motion approves the completion and acceptance of the Resource Conservation Plan.

**DISCUSSION / ANALYSIS / ISSUES:**

In November of 2011 the City Manager directed staff to implement the Environmental Strategic Initiative (ESI) which entailed completion of a Resource Conservation Plan in order to guide the future City resource conservation planning, education, and policies. City Manager, Todd Cutts, directed the Public Works and Parks and Recreation Departments to manage the Resource Conservation Plan that was to be completed in 2012 and formally approved by the City Council.

Resource conservation is an important strategy to reduce consumption of natural resources, educate staff, and save money on utility bills. We are setting a positive example for our community and businesses to reduce costs through resource conservation. We are faced with less revenue to operate our City budgets and we need to be leaner and greener in our operations in order to reduce costs. Reducing energy use is the least expensive way to reduce and preserve natural resources. The Resource Conservation Plan describes how the City of SeaTac will achieve energy conservation. The plan addresses practices that use water and generate garbage in conjunction with existing City programs. The plan will focus on behavioral and operational opportunities to reduce energy and water consumption, rather than capital projects. However, capital projects are essential components to the City's overall reduction goals.

The City is committed to the reduction in use of natural resources and lower utility bills. The initial team was comprised of Co-Chairpersons Tom Gut, Pat Patterson and Kit Ledbetter, with representatives from Parks (Roger Chouinard), Public Works (Trudy Olson), Fire (Brian Wiwel), and Finance (Bart Perman). The staff will present the final report and answer questions.

**RECOMMENDATION(S):**

It is recommended that the City Council approve the completion and acceptance of the Conservation Plan.

**FISCAL IMPACT:**

Approval of the Resource Conservation Plan has no direct fiscal impact; however we have lowered the energy costs in 2011 and expect to continue to lower natural resources use and energy costs for the City of SeaTac. Additional energy costs will be reduced with funding of future capital projects.

**ALTERNATIVE(S):**

- 1) Do not approve the completion of the Resource Conservation Plan at this time.
- 2) Change the recommendations and request the Resource Conservation Plan be brought back to the City Council at a later date.

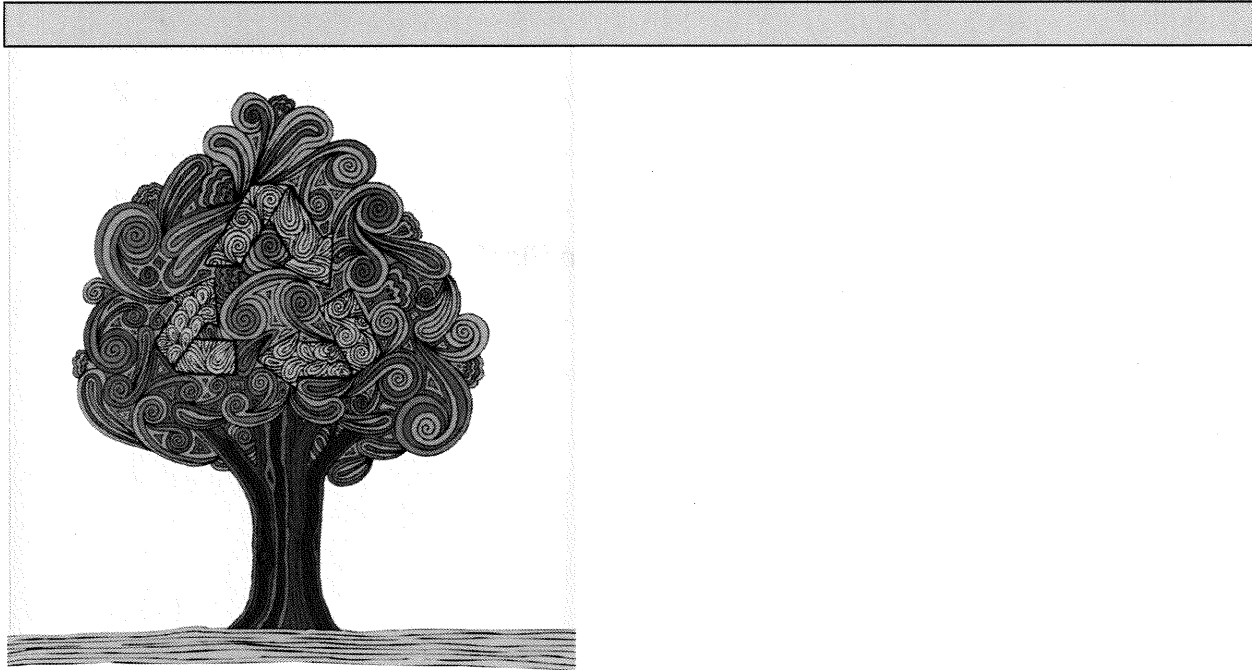
**ATTACHMENTS:**

Conservation Resource Plan



City of SeaTac

# Resource Conservation Plan



## **Co-Chairs:**

Kit Ledbetter, Parks and Recreation Director

Tom Gut, Public Works Director

Pat Patterson, Facilities Manager

## **Resource Conservation Team:**

Bart Perman

Brian Wiwel

Roger Chouinard

Trudy Olson

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Resource Conservation Guidelines ..... 8-11



## MEMORANDUM

To: All Concerned Staff Members  
From: Todd Cutts, City Manager  
Date: November 3, 2011  
Re: Environmental Strategic Initiative (ESI)

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Recently, Parks and Recreation Director Kit Ledbetter and Facilities Manager Pat Patterson shared with me the idea of creating an Environmental Strategic Initiative (ESI) at the City of SeaTac. The goal of the ESI will be to examine resource conservation within City facilities in order to reduce City costs as well as to have the City play its part in reducing the consumption of valuable natural resources. In these difficult economic times, we are faced with flat/declining revenues and steadily increasing expenditures. As such, we need to be leaner and greener in our operations in order to reduce costs. Reducing energy use is an inexpensive way to reduce costs and preserve natural resources. As such, I have asked that this effort be strategically advanced in cooperation with other relevant City departments

The first step of the ESI will be to complete a Resource Conservation Plan. This plan will serve to guide future operational functions of City facilities as well as planning, education of staff, and regulation of standards. The Resource Conservation Plan will describe how the City of SeaTac will achieve energy conservation and cost savings. The plan will define annual goals for cost savings and resource conservation. The plan will also address practices that use water and generate garbage in conjunction with existing City programs. The plan will focus on behavioral and operational opportunities to reduce energy and water consumption, rather than capital projects. However, future capital projects may also be considered, as they are essential components to the City's overall reduction goals. The plan will be a working document that will be revised as strategies are implemented.

I am directing the Parks and Recreation Department to manage the Resource Conservation Plan with the goal of completion and formal adoption in 2012. The initial team will be comprised of Co-Chairpersons Pat Patterson and Kit Ledbetter, with representatives from Parks, Public Works, Fire, and Finance Departments. This team will help with the writing of the Resource Conservation Plan and will assist with the implementation of this plan.

The City is committed to reducing costs and the conservation of resources. Thanks in advance for committing to participate in this endeavor.

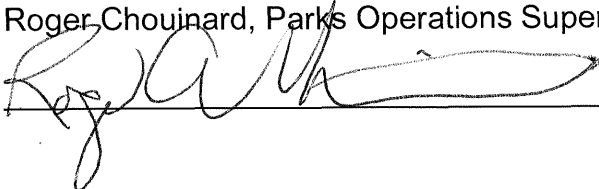
## Resource Conservation Plan Signatures

Facilities Division  
Pat Patterson, Facilities Manager



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Parks Division  
Roger Chouinard, Parks Operations Supervisor



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Recreation Division  
Kit Ledbetter, Parks & Recreation Director



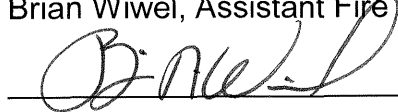
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Public Works Department  
Tom Gut, Public Works Director



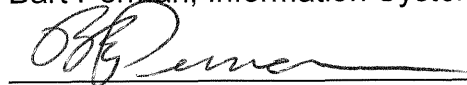
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Fire Department  
Brian Wiwel, Assistant Fire Chief



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I.S. Systems Division  
Bart Perman, Information Systems Manager



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## **Executive Summary**

The City of SeaTac is developing and expanding its municipal energy efficiency and water conservation efforts, in addition to continuing its commitment to proper waste management and pollution prevention, in order to save money and be environmentally responsible. SeaTac recognizes that City operations consume a significant amount of energy and water each year.

The Facilities Manager is responsible for reducing energy use at six City owned and operated buildings and the Parks Operations Supervisor is responsible for reducing water and energy at four outdoor restroom buildings and seven parks. Savings are expected with the approval for implementation of the Resource Conservation Plan.

The following Resource Conservation Plan describes energy reduction goals for the departments that operate in municipal facilities. By signing onto this plan, each department agrees to assist with facility audits, data analysis, and to reduce energy and water consumption, as well as solid waste generation.

This plan is a working document that will be revised as strategies are implemented. The plan describes what has already been completed and what is planned in the near future to be done.

### **Goals:**

#### 2012

- Complete and receive City Council approval on a Resource Conservation Plan.
- Expand EnviroStar certification to all City facilities.

#### 2013

- Develop an action plan for City buildings to include:
  - Energy Star certification for City Hall
  - Conduct energy audits at all city buildings
- Develop a City Resource Use Policy
- Identify projects for energy conservation to include but not limited to:
  - Replace some City Hall single pane windows with double pane windows
  - New water spray park should recycle water
- Resource Conservation Team to meet on at least bi-annual basis

### **Why are we completing a Resource Conservation Plan?**

The Resource Conservation Plan will describe to the SeaTac Community and the City Council what we are doing and plan to do to better manage our natural resources and reduce our costs for energy and water. We will show and celebrate the conservation efforts we have already achieved. In this report we will describe in detail the short and long term resources conservation plans. It is our hope to change staff's thinking to be more conservation orientated and set general guidelines for them to follow. The plan will be a working document that will be revised as needed.

### **Why does this matter?**

- Save City money in long term
- Reduce resource consumption
- Reduce City operations impact on environment
- Support employee environmental efforts in the work place
- Sets an example for community and businesses

### **Resource Conservation Plan Focus**

The following Resource Conservation Plan will describe how the City of SeaTac will achieve energy conservation. This plan will also address practices that use water and generate waste in conjunction with existing City programs. This plan will focus on behavioral and operational opportunities to reduce energy and water consumption, rather than capital projects. However capital projects are an essential component to the City's overall reduction goals. Additional City environmental initiatives related to resource conservation are also described in this document in order to show the greater context of the resource conservation activities.

### **Staff and Team Resources**

The City is committed to the reduced use of natural resources and lower utility bills. The initial team will be comprised of Co- Chairpersons Tom Gut, Pat Patterson and Kit Ledbetter, with representatives from Parks, Public Works, Fire, and Finance Departments. This team wrote the Resource Conservation Plan and will assist with the implementation of this plan.

### **SeaTac's Existing Environmental Initiatives and Guidelines**

The City of SeaTac has several existing initiatives and policies that will guide the conservation efforts proposed in this plan. These include plans or resolutions adopted by the City Manager, City Council, and by Departments. The Resource Conservation Plan is not a policy document, but rather a subset of the other practices that already exist. The plan is organized into five areas, each with separate objectives, strategies, and performance indicators:

1. General
2. Energy
3. Water
4. Agricultural/Landscaping
5. Hazardous Waste

The City Manager set up the original steering committee that will evolve as needed with the leads from the Public Works and Parks & Recreation Departments. The group has met approximately once to twice a month to develop this plan.

## Resource Use Baseline

The Resource Conservation Plan has established a base line use for electricity and natural gas use. Electricity is measured in kilo-watt hours (kWh), natural gas is measured in therms and water is measured in cubic feet. The baseline was developed for each City building based on averaging the 2009 and 2010 annual bills.

<u>Building Site</u>	<u>Electricity</u>	<u>Gas</u>	<u>Water</u>	<u>Total</u>
City Hall	\$118,328	\$0	\$9,482	\$127,810
Community Center	\$27,240	\$18,092	\$1,965	\$47,297
Maintenance Facility	\$9,514	\$4,354	\$997	\$14,865
Valley Ridge Center	\$8,333	\$3,260	\$1,061	\$12,654
Fire Station 45	\$22,041	\$14,639	\$1,463	\$38,143
Fire Station 46	\$23,493	\$8,370	\$4,255	\$36,118
Fire Station 47	\$2,663	\$1,274	\$786	\$4,723
Angle Lake Park Restroom	\$768			\$768
	<b>\$212,380</b>	<b>\$49,989</b>	<b>\$20,009</b>	<b>\$282,378</b>

<u>Irrigation Site</u>	<u>Water</u>
Valley Ridge Park	\$17,058
Angle Lake Park	\$7,599
North SeaTac Park	\$15,740
Community Center Park	\$6,199
Maintenance Facility grounds	\$2,708
Sunset Park	\$8,463
Botanical Garden	\$7,218
	<b>\$64,985</b>
	<b>\$64,985</b>
	<b>\$347,363</b>



## **Guidelines**

The City is striving toward overall resource conservation and an environmentally healthy sustainability strategy requires cross-departmental collaboration.

## **General**

### Current Practices

#### *Reuse/Reduction/Recycling:*

- ✓ Store all waste types by separating for reuse, recycle, and proper disposal
- ✓ Communicate electronically
- ✓ Reduce paper usage by printing one document and circulating for everyone on a list to view, rather than print individual copies for each person
- ✓ Recycle all ink toner/cartridges
- ✓ Use Industrial Materials Exchange (IMEX) to manage extra materials and/or purchase inexpensive raw materials
- ✓ Policy on Recycled Product Procurement – Ordinance No. 93-1015
- ✓ Provide for recycling and organic collection

#### *Environmental Stewardship:*

- ✓ Participate in the city facility food composting program. When purchasing for a meeting consider reusable or accepted compostable kitchen/meeting supplies
- ✓ Reduce business-related travel by increasing electronic meetings, conference calls, webinar trainings; carpool
- ✓ Addition of Leaf vehicle and electric charging station
- ✓ Protect water quality by preventing dirty wash water from entering the storm drain system when cleaning vehicle fleet on-site
- ✓ Educate and train employees about pollution prevention, conservation, recycling and reducing environmental footprint in routine meetings, trainings, in-house newsletters
- ✓ Encourage employee commute reduction activities, ride sharing, and telecommuting
- ✓ Maintain fleet on regular basis to reduce air/water pollution
- ✓ Replace older standard light bars on fleet trucks with LED light bars, and purchase new power equipment with noise reduction and lower emissions
- ✓ Reduce business-related travel by increasing electronic meetings, conference calls, webinar trainings)

#### *Leadership:*

- ✓ EnviroStars Certification
- ✓ Rainbird and Maxicom scheduled training in-house is open to other cities and landscapers
- ✓ Sponsor environmental projects in the community (tree-planting, community gardens, adopt-a-stream/park/road, and neighborhood cleanups)
- ✓ City's Small Business Assistance Recycling Program provides free waste audits and consultations from Corporate Recycling Services
- ✓ Collaborate with local schools, as with the Eco-Office Audit and Recycling Events

- ✓ Share information, strategies, educational materials on reducing waste/chemicals/hazards to employees, community businesses and residents; lead by example

### Future Objectives

- Consider emissions when purchasing vehicles and motorized equipment; purchase hybrid, electric, biodiesel vehicles when feasible
- Participate in utility conservation and retrofit programs
- Incorporate “greener” building materials and designs into facilities
- Continue to expand to sponsor environmental projects in the community (tree-planting, community gardens, adopt-a-stream/park/road, and neighborhood cleanups)
- Provide reusable or accepted compostable kitchen/meeting supplies
- Reduce vehicle idling
- Post our EnviroStars goal(s) and/or environmental responsibility policy
- Recognize or offer incentives to employees for their resource conservation, environmentally preferable innovations and “green” ideas
- Set up a materials reuse/exchange station or board
- Be a leader in environmental stewardship by providing on-site tours/classes to the commercial community to educate and share ideas and trainings
- Continue to educate and train employees about pollution prevention, conservation, recycling and reducing environmental footprint; encourage suggestions for improvement

## **Energy Conservation**

### Current Practices

#### *City Hall:*

- ✓ Motion sensors, LED and/or increased natural lighting
- ✓ Purchase energy efficient lighting and appliances as needed
- ✓ Non-business hours turn down a/c, lights, heat
- ✓ Exhaust heat recovery heat pump
- ✓ Direct digital controls for HVAC system
- ✓ Replacement of HVAC chiller with more efficient unit with variable speed drives

#### *Community Center:*

- ✓ Non-business hours turn down a/c, lights, heat
- ✓ Direct digital controls for HVAC system
- ✓ Installed energy efficient lighting in gymnasium
- ✓ Install energy efficient lighting on exterior of building
- ✓ Replacement of the gym rooftop HVAC units with more efficient units
- ✓ Digital control of gym economizers

#### *Fire Stations:*

- ✓ Replacement of Fire Station 46 with updated energy efficient building

## Recommended Temperature Settings for City Facilities

Area	Occupied Set Points		Unoccupied Set Points	
	Heating	Cooling	Heating	Cooling
Offices	70	74	60	85
Meeting Rooms & Council Chamber	70	74	60	85
Locker/Fitness Rooms	68	74	60	85
Work & Copy Rooms	70	74	60	85
Computer Labs	70	74	60	85
Maintenance Shops	67	74	60	85
Gyms	67	74	60	85
Kitchens	67	74	60	85
Restrooms	68	74	60	85
Hallways & Common Areas	68	74	60	85
Storage Rooms	65	74	60	85

### Future Objectives

- Energy Star Certification for City Hall
- City office equipment programmed by Information Systems to energy saving settings (double-sided printing, standby/sleep mode for monitors).
- Office computers programmed at energy saving settings (standby/sleep mode for monitors either individually or by Systems Administrator).
- Use Industrial Materials Exchange (IMEX) to manage extra materials and/or purchase inexpensive raw materials
- Replacement of single glazed windows (City Hall - in 2013 CIP)
- Replacement of Fire Stations 45 and 47 with new energy efficient buildings

## Water Conservation

*(Inside facility buildings – separate from agricultural practices)*

### Current Practices

- ✓ Program water heating to optimize energy savings and use on-demand water heating system
- ✓ Use low-flow timed water faucets and low-flow water aerators

### Future Objectives

- Perform water usage baseline and audit for facilities
- When replacing facility water use items, install low-flow toilets and WasterSense labeled fixtures
- Continue to work toward future water conservation techniques such as our current low-flow water faucet aerators
- Water spray park to use recirculation water system

## Agricultural/Landscaping

### Current Practices

- ✓ Composting of organic material
- ✓ Low impact landscaping.
- ✓ Water conservation is priority through good design, maintenance and scheduling in regard to irrigation/watering
- ✓ Crews practice integrated pest management (IPM), using least hazardous methods for pollution prevention

#### Future Objectives

- On site chipping of organic debris

## **Hazardous Waste**

#### Current Practices

- ✓ Earned 5-Star EnviroStars Certification
- ✓ Label, handle and store appropriately according to BMP
- ✓ Look into materials that are not hazardous and incorporate hazardous product reduction into purchasing agreements

#### Cleaning:

- ✓ Provide/maintain: spill kits, posted spill response plan, MSDSs
- ✓ Document all hazardous wastes handled off-site (receipts, manifests, bills of lading, DOT shipping papers, vendor certificates, and solid waste clearances)
- ✓ Request/use environmentally preferable cleaning products (e.g. nonchlorinated, butyl-free, pH between 5-12, low or no VOC). Use cleaning products such as those with a Green Seal or EcoLogo certification

#### Storage:

- ✓ Flammable materials kept in chemical safety storage units and/or directed by fire department
- ✓ Proper storage of fluorescent bulbs/tubes
- ✓ Follow stormwater BMP for outside storage of materials and activities
- ✓ Train employees, use labels and post signage to keep different waste types separated for reuse, recycle, and proper disposal, and monitor regularly

#### Purchasing:

- ✓ Purchase computers/electronics that use alternatives to halogenated flame retardants
- ✓ Use a centralized inventory system to minimize waste/expired products/duplicate orders

#### Future Objectives

- Incorporate hazardous product reduction into purchasing agreements. Ask suppliers if they offer less hazardous alternatives; request/use environmentally preferable cleaning items such as products with a Green Seal or EcoLogo certification.
- Agricultural/landscaping crews continue to practice integrated pest management (IPM), using least hazardous methods
- Maintain 5-Star EnviroStars Certification

**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**  
**Department Prepared by: Parks and Recreation**

Agenda Bill #: 3439

**TITLE:** A Motion authorizing the City Manager to execute a contract with T. F. Sahli Construction for construction of the Skate Park at the SeaTac Community Center neighborhood park.

September 19, 2012	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
<b>Date Council Action Requested:</b>	<u>RCM 09/25/2012</u>
<b>Ord/Res Exhibits:</b>	
<b>Review Dates:</b>	<u>CSS 06/26/2012</u>
<b>Prepared By:</b>	<u>Lawrence Ellis, Assistant Parks and Recreation Director</u> (E)
<b>Director:</b>	<u>[Signature]</u> City Attorney: <u>Mary Mirante Bonvolo</u>
<b>Finance:</b>	<u>[Signature]</u> BARS #: <u>301.000.04.594.76.63.194</u>
<b>City Manager:</b>	<u>[Signature]</u> Applicable Fund Name: <u>Capital Improvements Fund</u>

KSA  
MK

**SUMMARY:** This Motion authorizes the City Manager to execute a contract with T.F. Sahli Construction for the construction of the Skate Park at the SeaTac Community Center neighborhood park.

**DISCUSSION / ANALYSIS / ISSUES:** The City was awarded \$278,900 through a Community Development Block Grant to design and construct a skate park at the SeaTac Community Center neighborhood park. The size of the skate park will be approximately 6,200 square feet and is designed for beginners and younger aged children learning how to skate board. Construction will begin within the month of October with an estimated time of completion in early 2013. The total bid amount indicated below includes the cost of the additive alternate of adding color to the concrete.

The project bid opening was June 15, 2012 and bid results are as follows:

<u>Company Name</u>	<u>Base Bid</u>	<u>With 10% Contingency and Sales Tax</u>
T.F. Sahli Construction	\$184,840.00	\$222,640.00
Grindline Skateparks Inc.	\$195,824.00	\$235,870.00

This agenda bill was first presented at the Council Study Session on June 26, 2012 but due to compliance issues with the King County Community Development Block Grant and Housing of Urban Development programs, the agenda bill has been delayed until those issues have been resolved. With all compliances resolved, the City is ready to resume the project and start construction.

**RECOMMENDATION(S):** It is recommended that the City Council move to authorize the City Manager to execute a contract with T.F. Sahli Construction that will not exceed \$222,640.00.

**FISCAL IMPACT:** Funding for this project is 100% funded by the Community Development Block Grant, so there is no net fiscal impact to the City.

**ALTERNATIVE(S):**

1. Do not proceed with this project at this time.
2. Reject all bids and re-bid the project.