

# 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.