

City of SeaTac

City Council Retreat Minutes Synopsis

February 23, 2013 (*Saturday*)
9 AM

City Hall
Council Chambers

CALL TO ORDER: Mayor Anthony (Tony) Anderson called the meeting to order at 9:02 a.m.

COUNCIL PRESENT: Mayor Tony Anderson, Deputy Mayor (DM) Mia Gregerson (*arrived at 9:05 a.m.*), Councilmembers (CMs) Barry Ladenburg, Rick Forschler (*arrived at 9:05 a.m.*), 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, Program Manager Soraya Lowry, Community & Economic Development (CED) Director Joe Scorcio, City Engineer Susan Sanderson, Executive Assistant Lesa Ellis, Human Resources (HR) Director Anh Hoang, Building Services Manager Gary Schenk, Economic Development (ED) Manager Robinson, Resource Conservation – Neighborhood Programs Coordinator Trudy Olson, Police Chief Jim Graddon and Fire Chief Jim Schneider.

City Manager Cutts introduced the new CED Director Joe Scorcio.

DM Gregerson and CM Forschler arrived at this point in the meeting.

UPDATE TO COUNCIL GOALS

Angle Lake Station Area

Program Manager Lowry reviewed the City's goal and detailed the project. She also reviewed Work Plan Item #1: Infrastructure – Sound Transit Improvements (1-3 years), and City Improvements (1-15 years).

ACM Voelpel reviewed Work Plan #2: Strategic Urban Planning – Future (1 year). This includes conducting an Urban Land Institute (ULI) Technical Assistance Panel (TAP) that will explore market realities for redevelopment of the Angle Lake Station area for likely uses and investments, incentives and strategies to spur redevelopment. It also includes developing a "Station Area Strategic Plan" that will be the vision for the area and provide clear and consistent redevelopment framework for potential developers, residents and other stakeholders.

Ms. Voelpel detailed current redevelopment projects for parties interested in station area redevelopment: Port of Seattle (POS), Sound Transit, and South 200th Street Station LLC.

Ms. Voelpel stated that as part of Work Plan #3: Stakeholder Input, the City has completed many outreach opportunities. An open house is scheduled for March 2013 and Station Area Plan community outreach will continue throughout 2013 and beyond.

Ms. Lowry stated that at the end of March staff will present to Council a first amendment to the Development Agreement (DA) to formalize Sound Transit's commitment to help fund the 28th/24th Extension and that Sound Transit has indicated a desire for another amendment for code departures for the garage and retail space.

Council discussion ensued regarding this details of this project and the technical assistance panel. Ms. Lowry, Ms. Voelpel, City Engineer Sanderson, ED Manager Robinson, and Mr. Cutts responded to specific questions.

Action: Continue moving forward with goal as presented.

South 154th Street Station Area

ACM Manager Voelpel reviewed the City's goal and detailed the project. She also reviewed Work Plan Item #1: Infrastructure – items completed.

Program Manager Lowry reviewed the following: Infrastructure - future items for 1-3 years, 3-6 years, and 6-10 years; Work Plan Item #2: Development – current/ongoing, and other supportive strategies completed; and Work Plan Item #3: Stakeholder input – completed (including Resident Satisfaction Survey), and future. A business forum is scheduled for March 23, 2013 at Punjabi Palace, and as the SeaTac Center moves toward redevelopment, the developer will facilitate the public input process for the area. The development for this area will be refined through the ULI TAP to determine the best market basis for this area.

Council discussion ensued regarding this goal.

ED Manager Robinson provided Council with a brief update on the Riverton Heights property. The Council will also receive a briefing on this topic at the March 26, 2013 Council Study Session (CSS).

Action: Continue moving forward with goal as presented.

UPDATE TO COUNCIL GOALS (Continued):

Code Compliance

Building Services Manager Schenk reviewed the City's goal.

The current program is complaint driven and staff continues to respond to all submitted complaints while working to implement a proactive program with focus on the South 154th Street Station area first.

He provided background on the City's code compliance issues, including the current workload.

The existing program includes responding to all complaints, proactively addressing situations that concern safety, using the abatement process where possible, pursuing foreclosure owners to maintain properties, and staying tough on graffiti. Staff will continue with the existing program while working to implement proactive strategies for code compliance: (1) community meetings, (2) adopt a neighborhood program, (3) Joint Interagency Action Team, (4) educational program, (5) flexible City code, and (6) abatements.

Implementation steps for the proactive focus include establishing an Interdepartmental Action Team and an Administrative Support Team. The City is now at the point to hire the Code Compliance Coordinator (CCC) who will create the Code Compliance Joint Task Force with multiple agencies/entities, staff, and regular meetings to discuss strategies or problems.

Mr. Schenk reviewed the CCC Roles and responsibilities.

The purpose of the Interdepartmental Action Team will be to coordinate and resolve overlapping issues. He reviewed common and area specific code issues and gave examples of solutions.

Council discussion ensued regarding the proactive strategies.

Action: Continue moving forward with goal as presented.

Economic Development (ED)

ED Manager Robinson reviewed the current ED strategies: (1) Real Estate Development, (2) Business Retention and Expansion, (3) Business Recruitment, (4) Images and Communications, and (5) Tourism Promotion. Mr. Robinson gave examples of businesses he has assisted or is currently working with for each strategy.

The establishment of the CED Department has resulted in a significant increase in coordination amongst and between the Planning, Building, Engineering, Permitting and ED Divisions.

Action: Continue moving forward with goal as presented.

Healthy Community

ACM Gwen Voelpel stated that the intent of this discussion is to determine if the way the goal was defined makes sense to the Council. The goal will be finalized through the Align and Improve efforts. She reviewed the City's goal.

Ms. Voelpel refined the goal to mean: (1) A clean, safe, high-quality physical environment; (2) An ecosystem that is currently stable and sustainable long term; (3) A strong, mutually supportive community; (4) A citizenry that has adequate shelter and food; (5) A diverse, vital, and innovative economy; and (6) High health status and appropriate, accessible food and health options.

She reviewed samples of ways to measure achievement of the refined areas and activities currently being done: (1) built environment, (2) natural environment, (3) community involvement, (4) basic needs, (5) economic vitality, and (6) health options.

Next steps include creating an inventory of existing efforts, generating possible enhanced or new efforts through strategic planning effort, and bringing any funding impacts to Council during the biennial budget adjustment discussion. Staff will also present some of the implementation steps and new ideas at the Council's June retreat.

A suggestion was made to remove the measure of children receiving free and reduced lunch from the healthy community goal.

Action: Continue moving forward with goal as presented and present some of the implementation steps and new ideas at the Council's June retreat.

Recessed: Council recessed from 11:09 a.m. to 11:22 a.m.

UPDATE TO COUNCIL GOALS (Continued):

SR 509

City Manager Cutts stated that DM Gregerson brought up the potential to add SR 509 to the list of Council priorities at the February 12 Regular Council Meeting (RCM). He presented an update of what staff has done to date related to SR 509. He also provided the marketing publication that is distributed to anyone throughout the state that will listen. He stated that staff is continually working on SR 509.

Council discussed whether this should be added as a new goal or if it could be included with one of the other goals. Mr. Cutts stated that SR 509 is already included as part of a couple of the existing goals.

Council concurred to add SR 509 as a separate goal.

Mr. Cutts provided an update on SR 509 in the legislature. The revenue package isn't complete. There is a need for advocacy for SR 509 from all types of entities (municipalities, labor interests, and industry interests). A discussion is planned at the next Highline Forum scheduled for March 27. There will also be communication opportunities for Council in the near future to ensure that SeaTac's voice is heard on SR 509.

Action: ACM Voelpel to draft a goal for SR 509 and bring language to a future CSS

ALIGN AND IMPROVE

City Manager Cutts stated that this presentation is to provide an update on the align and improve efforts.

The critical path includes (1) Alignment – What do we want to achieve? Organizational Alignment (March – April), (2) How do we measure success? Strategic Management System (SMS) (May – June), and (3) How do we improve our results? Process Improvements (July – December).

ACM Voelpel reviewed the People Equity model the City used for the employee survey. The tabulation of the results will be shared in March. Then, department heads will discuss results with their departments. The survey will provide: a baseline of current employee alignment, capabilities, and engagement; a strategy from each department on how to improve; and inputs for the SMS.

She reviewed the steps and expected outcomes for the critical path elements: alignment, SMS, and process improvement. The process improvement element will include three to five projects specific for process improvement tools.

Mr. Cutts reminded Council of the strengths, weaknesses, opportunities, and threats (SWOT) analysis that Council did during a 2012 retreat. The SWOT analysis work will be reflected throughout this process.

Council discussion ensued regarding the survey. Ms. Voelpel stated that 87% of the employees responded. A follow-up survey will be conducted in one year.

Action: Continue with the process as presented.

UPCOMING COUNCIL ITEMS

•Compensation and Classification

City Manager Cutts stated that during a recent meeting, Council requested this presentation in order to address Job Audits at the February 26, 2013 CSS.

HR Director Hoang reviewed the Job Classification and Compensation Systems used by the City. Council sets the salary range at which a position classification is allocated in the City's Pay Plan. The City Manager determines the step in the established range at which an employee is allocated.

Job audits may be requested by the current American Federation of State, County, and Municipal Employees (AFSCME) Contract by an employee requesting the audit, or non-represented employees may request the job audit if their director concurs. Ms. Hoang reviewed the job audit process.

The City Manager approves/denies job audit recommendations. If approved, union employee audits are implemented per the Collective Bargaining Agreement (CBA), and non-represented employee audits are presented at a CSS for ratification.

Both the AFSCME Contract and the Employee Handbook have language that dictates the salary adjustment amount as well as the effective date of that job audit if approved. There is a 5% pay increase associated with a job audit if the employee has been reclassified to a higher position.

UPCOMING COUNCIL ITEMS (Continued):

Compensation and Classification (Continued):

Ms. Hoang reviewed the compensation methodology used, as directed by the City Council. The same methodology is used for salary surveys.

Mr. Cutts stated that Council direction was reconfirmed at the last Classification and Compensation Workshop that employees be compensated at market average.

SeaTac's comparable market, as approved by the City Council, is Bonney Lake, Bothell, Burien, Edmonds, Issaquah, Lynnwood, Marysville, Puyallup, Tukwila, and University Place. Council previously approved these comparables for AFSCME and non-represented employees.

Council discussion ensued regarding the process

Action: None. Three job audits and one salary survey are scheduled to be discussed and ratified by the City Council at the February 26, 2013 CSS.

●Fee Schedule

City Manager Cutts stated that SeaTac fees have not been updated in some time. Council previously discussed updates to City fees in 2009. At that time, Council decided that given the economic downturn, they were not interested in pursuing fee adjustments but asked this be revisited at a later date. Generally, SeaTac's fees are less than neighboring cities. Many cities review fees on an annual basis to ensure they are recovering an appropriate percentage of costs.

He reviewed the impacts of having an out-of-date fee structure: fees likely recovering lower percentage of cost to the City of completing work, and the lower the percentage of costs being recovered by fees, the higher the percentage of the costs that must be subsidized by overall SeaTac tax base.

He proposed that the City use the following recommended guiding principles: remain competitive with neighboring cities in terms of fees, and consider both cost recovery and level of public subsidy.

Next steps would include staff researching fees in neighboring cities, applying the guiding principles to a proposed fee structure, and presenting a recommended fee update to Council in June.

Council discussion ensued regarding the recommended guiding principles and next steps. It was suggested that the City remain comparable instead of competitive.

Action: Staff to move forward with the next steps and present findings at the Council's June retreat

●Solid Waste Franchise

Resource Conservation – Neighborhood Programs Coordinator Olson introduced Epicenter Services Consultant Jeff Brown. Ms. Olson stated that the City's current solid waste agreement expires May 31, 2014.

Mr. Brown recommended that the City not have a detailed discussion now on mandatory collections, but instead request prices for implementing mandatory collection as part of the request for proposals (RFP). The City Council could then implement mandatory collection at any point during the contract term without needing to renegotiate contract elements.

He presented advantages and disadvantages of mandatory collections.

Mr. Brown stated that SeaTac's current contract was actually a transition meant to get the City away from state regulated garbage collections so the number of services that were negotiated roughly reflected the services provided through the state regulated collections. The City now has the opportunity to upgrade services. He presented a listing comparing the existing service package versus a range of alternatives.

Currently, a new contract is being developed to be included with the RFP. Haulers will be asked to respond with pricing for the contract as well as providing their alternatives. He stated that there is an optional step for Council to authorize releasing the RFP. Some cities require this step and some do not. The RFP will be out for 60 days. During that time frame, the City can't have contact with haulers until the contract is brought back to Council for approval.

The proposed timeline has the finalized contract being presented to the City Council in August/September with the new contract effective June 1, 2014.

UPCOMING COUNCIL ITEMS (Continued):

Solid Waste Franchise (Continued):

Council discussion ensued regarding options for seniors, and proposed services.

It was suggested that the cities of SeaTac and Burien work together in the hopes that if both cities award the contract to the same hauler, there might be some savings.

Action: Present listing of services to the City Council prior to issuing the RFP

Recessed: Council recessed for lunch from 1:18 to 1:44 p.m.

COUNCIL ADMINISTRATION

•Holding some Council meetings off-site – perhaps at the Community Center

CM Ladenburg stated that while he was campaigning, he had some people ask that the Council host meetings in other areas of the City.

Mr. Cutts stated that the fiscal impact for hosting a CSS and RCM at the SeaTac Community Center (STCC) would be approximately an additional \$1,775.

Council discussion ensued regarding having a town hall meeting instead of a CSS or RCM off-site. Council concurred to only host CSSs and RCMs in the City Hall Council Chambers but that a town hall meeting could be hosted anywhere within the City limits. The Council can look for opportunities to conduct a town hall meeting, but did not provide staff with direction to schedule such a meeting.

Action: None

•Advisory Committee Re-appointments

CM Forschler stated that in the past, Citizen Advisory Committee member re-appointments were automatic. Recently, the practice was changed to require members up for re-appointment to re-apply and re-interview. He suggested that if a member is filling an unexpired term that they automatically fill a full-term too. He also stated that Council didn't discuss the change in practice.

Council discussion ensued regarding the current practice.

City Manager Cutts stated that the City Council Administrative Procedures does not address the process for appointments.

Action: Continue with current practice of requiring all members up for re-appointment to re-apply and re-interview

•Councilmembers submitting editorials to the media

Mr. Cutts stated that a conversation occurred at a Council meeting and Council agreed to discuss this topic at a future retreat.

Council discussion ensued about editorials written that appear to be from the entire Council versus an individual's point of view.

City Attorney Mirante Bartolo stated that the City doesn't have a guideline, but generally, if a CM is giving an editorial on a particular issue and speaking on their own behalf, that is their right to do so. However, if they are speaking for the entire Council, that needs to be noted.

Mr. Cutts suggested that the CMs make every attempt to communicate that the viewpoint being presented is their own individual opinion and that they do not represent the entire Council.

Action: None

•Format for Council names appearing on City documents and publications

CM Fernald stated that she submitted a Council Information Request (CIR) on this issue because when she was campaigning, it appeared that not many people understand that the Mayor's position in SeaTac is not an elected Mayor. The way the names appear on City documents adds to the perception that SeaTac is a strong Mayor form of government. She suggested that the names be listed together, with the title of Mayor and DM to the side.

Council discussion ensued regarding the options with comments made both in support of and against CM Fernald's proposal.

COUNCIL ADMINISTRATION (Continued):

Format for Council names appearing on City documents and publications (continued):

City Manager Cutts stated that there wouldn't be any additional cost if the change is not made until staff runs out of letterhead.

Action: No change will be made to the current format.

•Discuss Coffee Chats and set some parameters and guidelines

City Manager Cutts stated that the Council hasn't held a Coffee Chat since June 2011.

Mayor A. Anderson stated that the chats were started with the best of intentions but they became too burdensome.

Council discussion ensued regarding Coffee Chats and whether to hold them once again. Council concurred to not proactively schedule Coffee Chats. However, if the City receives a request from someone wanting to host a Coffee Chat, the City will informally coordinate one.

Action: None

•Live streaming of Council meetings on the website/SeaTV Channel 21

City Manager Cutts stated that when the City converted from portable to robotic cameras, this became an option. Council meetings can be streamed live on the City's website as well as on SeaTV. He explained the associated costs for live streaming: One-time costs - \$15,000, and two-year hosting plan - \$1,600.

Council discussion ensued with Council concurring to not pursue this option at this time.

Action: None

COUNCIL ADMINISTRATIVE PROCEDURES

•Consideration of cancellation of certain upcoming Council Meetings

CM Fernald stated that she only brought this issue up because of the proposal to cancel the March 12, 2013 Council Meetings. Her concern was not with the summer and winter recess meeting cancellations, but more about the process of cancelling other Council meetings.

City Manager Cutts questioned whether Council was comfortable cancelling the fourth Tuesday meetings in August and December. Council concurred.

City Manager Cutts also questioned whether Council wanted to have the regularly scheduled meetings on March 12, 2013 while the Mayor, DM, one CM and the City Manager are at a conference in Washington D.C.

Council discussion ensued regarding options for the March 12, 2013 meetings. Council concurred to hold the regularly scheduled meetings with the members in D.C. participating by Skype.

Action: Cancel the 4th Tuesday meetings in August and December and prepare to have the members in D.C. Skype in during the March 12 Council meetings.

•Rules concerning Executive Sessions

City Manager Cutts stated that this topic was requested by a couple of CMs for discussion at this retreat.

City Attorney Mirante Bartolo briefed on a memo prepared by the Legal Department related to executive sessions, including the reasons for having an executive session, Open Public Meetings Act (OPMA) exempt meetings, items discussed in closed sessions are confidential, and penalties for violating the OPMA and Revised Code of Washington (RCW) 42.23.

Action: None

•Council committees versus Study Sessions

City Manager Cutts stated that Council meetings are addressed in the Council Administrative Procedures, Section 5. This is a standing issue that needs to be discussed.

City Manager Cutts clarified that if Council provides consensus today to make a change, staff will revise the City Council Administrative Procedures and bring them back with all changes from today for Council consideration at a Council meeting.

COUNCIL ADMINISTRATIVE PROCEDURES

Council committees versus Study Sessions (Continued):

Council discussion ensued as to the pros and cons of committee meetings and CSSs with CMs Fernald, Forschler and T. Anderson speaking in support of committee meetings and Mayor A. Anderson, DM Gregerson, and CMs Ladenburg and Bush speaking in support of CSSs.

A suggestion was made to provide more time during CSSs to discuss the agenda items.

Action: Retain CSS structure

•Adding public comment opportunities at Council Meetings

Mayor A. Anderson stated that several CMs requested this topic be discussed at today's retreat.

Council discussion ensued regarding public comment opportunities.

Council concurred to revise the City Council Administrative Procedures for the following:

- (1) provide a 10 minute public comment period at the beginning of the CSS agendas. Public comments shall be limited to a total of ten minutes and individual comments shall be limited to three minutes. However, the Mayor or designee may reduce equally the amount of time each speaker may comment so that the total public comment time does not exceed ten minutes,
- (2) change RCM start time from 6:00 p.m. to 6:30 p.m.,
- (3) remove public comment from Consent Agenda, and
- (4) add public comments for Action Items.

Action: Staff to revise the City Council Administrative Procedures as requested by Council and bring it forward at future Council meetings for review and action.

•Minor Modifications/Updates

City Manager Cutts stated that the proposed modifications were included in the Council Retreat packet. Those changes, in addition to the other revisions made today will be presented to Council for approval at a Council meeting.

Action: Staff to include all revisions to the City Council Administrative Procedures for Council review and action.

PUBLIC COMMENTS: Earl Gipson commented on the following: (1) citizens survey - appendix C and D which explains how the City compares to other cities; (2) salary system – questioned what assessed value has to do with the salary structure; (3) fee schedule – fees aren't the issue, the process is; (4) garbage – grid showing different services offered for different cities should be used for comparison; (5) committee appointments - should be something in writing that says commissioners are required to notify the City when they are no longer eligible to be on the commission; (6) dial-in number for listening to Council meetings – was a great service; and (7) Council Administrative Procedures – thanked Council for making changes today.

ADJOURNED: The SeaTac City Council Retreat adjourned at 4:19 p.m.

SCORE JAIL FACILITY TOUR: Five CMs participated in a tour of the SCORE Jail Facility immediately following the meeting.