



City of SeaTac

Council Study Session Agenda

July 9, 2013
4:00 PM

City Hall
Council Chambers

CALL TO ORDER:

PUBLIC COMMENTS (related to the agenda items listed below): (Speakers must sign up prior to the meeting. Public Comments shall be limited to a total of ten minutes with individual comments limited to three minutes and a representative speaking for a group of four or more persons in attendance shall be limited to ten 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. 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.)

1. **Agenda Bill #3523; A Motion accepting the City of SeaTac Surface Water Plan prepared by Herrera Environmental Consultants (45 minutes)**
By: Stormwater Compliance Manager Don Robinett / Herrera Environmental Project Engineer Rebecca Dugopolski
 2. **Agenda Bill #3526; An Ordinance setting minimum employment standards for hospitality and transportation industry workers (30 minutes)**
By: Senior Assistant City Attorney Mark Johnsen
 3. **Agenda Bill #3527; A Resolution calling for a special municipal election to be held on November 5, 2013 on the Ordinance proposed by an initiative petition entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" and appointing committee members to prepare the statements for and against the measure for the Local Voters' Pamphlet (15 minutes)**
By: Senior Assistant City Attorney Mark Johnsen
4. **PRESENTATIONS:**
- **Term Sheet between the City of SeaTac and Sound Transit in anticipation of a second amendment to the South Link Development and Transit Way Agreement (20 minutes)**
By: Program Manager Soraya Lowry / Various City Staff
 - **Non-Represented Job Audits (10 minutes)**
By: Human Resources Director Anh Hoang / Senior Human Resources Analyst Stephanie Johnson
 - **Public Safety Statistics (10 minutes)**
By: Fire Chief Jim Schneider

ADJOURN:



City of SeaTac

Regular Council Meeting Agenda

July 9, 2013
6:30 PM

City Hall
Council Chambers

(Note: The agenda numbering is continued from the Council Study Session [CSS].)

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.)

4. PRESENTATIONS (Continued):

- **Council Consideration of Mayoral Appointments of Victoria Lockwood as a member and F. Dennis Anderson as an alternate member to the Senior Citizen Advisory Committee (5 minutes)**

By: Mayor Tony Anderson

- **Acknowledgement of Southwest King County Chamber of Commerce Success Foundation Scholarship Winner Andrea Sanchez (5 minutes)**

By: Mayor Tony Anderson

- **South King Council of Human Services (5 minutes)**

By: Director Nathan Phillips

5. CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 103516 - 103719) in the amount of \$1,046,811.01 for the period ended July 5, 2013.

- **Approval of payroll vouchers** (check nos. 51532 – 51571) in the amount of \$566,248.83 for the period ended June 30, 2013.

- **Approval of payroll electronic fund transfers** (check nos. 77523 – 77720) in the amount of \$408,051.28 for the period ended June 30, 2013.

- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$82,448.19 for the period ended June 30, 2013.

- **Pre-approval or final approval of City Council and City Manager travel related expenses** for the period ended July 1, 2013.

PUBLIC COMMENTS (related to Action Items and Unfinished Business): (Individual comments shall be limited to one minute and group comments shall be limited to two minutes.)

UNFINISHED BUSINESS:

NEW BUSINESS:

CITY MANAGER'S COMMENTS:

COUNCIL COMMENTS:

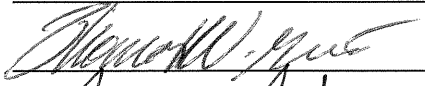
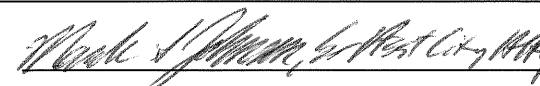

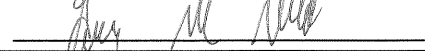
EXECUTIVE SESSION:

ADJOURN:

SeaTac City Council
REQUEST FOR COUNCIL ACTION
Department Prepared by: PUBLIC WORKS

Agenda Bill #: 3523

TITLE: A MOTION accepting the City of SeaTac Surface Water Plan prepared by Herrera Environmental Consultants.

July 5, 2013	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested: <u>RCM 7/23/2013</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>PC Briefing 6/18/13, CSS 6/11/13, 6/25/13 & 7/9/2013</u>	
Prepared By: <u>Don Robinett, Stormwater Compliance Manager</u>	
Director: <u></u>	City Attorney: <u></u>
Finance: <u></u>	BARS #: <u>403.000.11.531.32.41.000</u>
City Manager: <u></u>	Applicable Fund Name: <u>Surface Water Management Utility</u>

34
194

SUMMARY: The City of SeaTac Surface Water Plan is a detailed evaluation of the City’s existing surface water programs and future needs. This programmatic document replaces and provides a needed update to the City’s 1997 Surface Water Plan. This Plan, and the recommendations made within it, will assist in effective and efficient management of the utility, while providing a strategy for meeting regulatory requirements and community service levels. Furthermore, the Plan serves as a basis for evaluating the Utility’s finances.

DISCUSSION / ANALYSIS / ISSUES: The City entered into a contract with Herrera Environmental in 2012 to develop a new Surface Water Plan for the City. Since the last Surface Water Utility Plan was published in 1997, significant regulatory and programmatic changes have taken place making the existing plan out of date. The Plan includes:

- an evaluation of existing Surface Water programs,
- identification of future program needs, and
- recommendations to address utility services, new regulations, and maintenance, repair and replacement of existing infrastructure.

Some of the key issues that are addressed in the utility plan include:

Evaluation of Regulatory Impacts

The 2013 – 2018 NPDES Phase II Municipal Stormwater permit includes new program requirements such as mandating the use of LID where feasible, as well as expansion of water quality and stormwater maintenance programs. The Plan provides an assessment to identify program gaps, which need to be addressed, and makes recommendations to meet the new permit requirements.

Asset Management

The City's existing stormwater infrastructure is aging. In some areas the system is 40 years old or more and is reaching the end of its life expectancy. The Plan describes scope and breadth of the City’s essential stormwater infrastructure. It also makes recommendations on how to avoid system failure and potential damage to public and private property through the creation of an asset management program designed to thoroughly inspect and assess City stormwater assets and develop a proactive repair and replacement program.

Stormwater Capital Improvement Project (CIP) Program

The Plan identifies and evaluates existing drainage issues within the City's municipal stormwater system. The Plan then proposes solutions to these issues and ranks these improvement projects. The Plan also makes a recommendation that the City develop a formal Stormwater CIP program and update the program annually, or as necessary to respond to new stormwater issues with projects and funding plans.

Stormwater Projects Identified

- 204th Pond – \$270,000
- Des Moines Memorial Drive Manhole - \$270,000
- S 182nd Catch Basins – \$13,000
- S 138th Street Pipe - \$140,000
- Military 150th -152nd Drainage Improvements - \$750,000

Private Property Policy

The City does not have a clear, written policy in regards to drainage problems on private property and there is a need for a policy so staff can fairly and consistently respond to requests from private property owners. The Plan identifies the factors limiting the utility's ability to spend public funds on private property and recommends a policy to clarify under what conditions the City may spend public funds to address stormwater issues on private property.

In summary, this plan is a programmatic document for the Surface Water Utility, which does not establish new policies or create new laws. The program evaluations and recommendations contained within it are intended to serve as a strategic guide for the utility into the future.

RECOMMENDATION(S): It is recommended that Council carry this Motion.

FISCAL IMPACT: The Plan will be completed within the \$205,334 authorized by City Council. Costs used to fund this project are from BARS account # 403.000.11.531.32.41.000. The acceptance of the Plan, by itself, does not commit the City to any further financial expenditures. The surface water rate study will be used to evaluate the costs for implementing the recommendations identified in the plan.

ALTERNATIVE(S): 1) Do not carry this Motion. 2) Delay passing this Motion. However, the delay will impact rate study timelines and staff's ability to bring final products to Council prior to King County rate change deadlines.

ATTACHMENTS: The Surface Water Plan is available for review at:
<http://www.ci.seatac.wa.us/index.aspx?page=189>. Chapters 4 and 5 of the Plan include the program evaluations and recommendations mentioned above.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Legal

Agenda Bill #: 3526

TITLE: An Ordinance setting minimum employment standards for hospitality and transportation industry workers.

July 2, 2013	
<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: <u>RCM 07/23/2013</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>CSS: 07/09/2013</u>	
Prepared By: <u>Mary E. Mirante Bartolo, City Attorney</u>	
Director: <u>Mary Mirante Bartolo</u>	City Attorney: <u>Mary Mirante Bartolo</u>
Finance: <u>[Signature]</u>	BARS #: <u>N/A</u>
City Manager: <u>[Signature]</u>	Applicable Fund Name: <u>N/A</u>

MM
MSA

SUMMARY: The proposed Ordinance is being brought forward for Council consideration through an Initiative petition which was written and is sponsored by the SeaTac Committee for Good Jobs.

DISCUSSION / ANALYSIS / ISSUES: An Ordinance proposed by Initiative petition entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" was received by the City on June 5, 2013. The Director of King County Department of Elections issued a certificate of sufficiency dated June 20, 2013. (See attached). On June 28, 2013, City Clerk Kristina Gregg also issued a Certificate of Sufficiency. (See attached). Therefore, this initiative is required to be placed on the Council agenda for consideration by the Council.

The City Council has two options with regard to this proposed Ordinance. The first option is to adopt the Ordinance as written. The second option is to refer the Ordinance to the voters at the November general election. Any action related to this Ordinance must be completed by August 6, 2013. Since the last Regular Council Meeting before this date is July 23, this Ordinance will be placed on the July 23 agenda for Council action. Should the Council decline to adopt this Ordinance as written, a second agenda item (Agenda Bill #3527) related to placing this Ordinance on the ballot will also be addressed that same evening.

The proposed Ordinance imposes wage, benefit, and hiring restrictions upon hospitality and transportation employers. Some of the provisions of the proposed Ordinance are highlighted below:

7.45.020 Paid Leave for Safe and Sick time. The proposed Ordinance requires that employees of a hospitality or transportation employer accrue 1 hour of sick and safe time for every 40 hours worked. This sick and safe time can be used by the employee once earned.

7.45.050 Establish a Living Wage for Hospitality Workers and Transportation Workers. The proposed Ordinance requires that employees of a hospitality or transportation employer must receive a minimum wage of \$15.00 per hour, adjusted annually for inflation.

7.45.040 Require that Service Charges and Tips go to those Performing the Service. The proposed Ordinance requires that tips or service charges must be distributed to the employees who actually perform the services for customers from whom the tips are received or the service charges are collected.

7.45.030 Promoting Full-Time Employment. The proposed Ordinance requires that hospitality or transportation employers must offer additional hours to existing part-time employees before hiring additional part-time employees or subcontractors.

7.45.060 Setting Additional Labor Standards for City Hospitality Workers and Transportation Workers. The proposed Ordinance requires that successor employers, as defined, hire employees of predecessor employers before hiring workers off the street or transferring workers from elsewhere.

7.45.070 Employee Work Environment Reporting. The proposed Ordinance requires hospitality and transportation employers to retain records documenting hours worked, paid sick and safe time, and wages and benefits to employees, for a period of two years. The City Manager or designee is allowed access to such records for a period of two years to monitor compliance.

7.45.080 Waivers. The provisions of the Ordinance cannot be waived in a collective bargaining agreement unless such a waiver is explicitly set forth in a bona fide collective bargaining agreement in clear and unambiguous terms. The requirements cannot be waived by workers who are not included in a collective bargaining agreement.

7.45.090 Prohibiting Retaliation Against Covered Workers for Exercising Their Lawful Rights. The proposed Ordinance states that it shall be a violation for hospitality or transportation Employers or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any rights of the employees. Also, taking adverse action or discriminating against a hospitality or transportation worker who has exercised in good faith the rights protected under the Ordinance is a violation of the Ordinance.

7.45.100 Enforcement of Chapter. The proposed Ordinance provides that an employee may file a private cause of action against an employer to enforce the provisions of the Ordinance, and that they would be entitled to remedies available at law or in equity, including lost compensation, reinstatement, or injunctive relief. A plaintiff who prevails in an action against an employer would be entitled to attorney's fees.

The proposed Ordinance also provides that the City adopt auditing procedures sufficient to monitor and ensure compliance with the Ordinance. Complaints that the Ordinance has been violated may be brought to the City Attorney, who is authorized to investigate and if deemed appropriate, initiate legal or other action to remedy the violation. The City Attorney is not obligated to expend funds or resources in the pursuit of any remedy.

7.45.110 Exceptions. The proposed Ordinance provides that to the extent that state or federal law or regulations require the consent of another legal entity, such as a municipality, port district, or county, prior to becoming effective, the City Manager is directed to formally and publicly request that such consent be given.

During the May 14, 2014 Regular Council Meeting, Councilmember Forschler requested that staff conduct an analysis of how administration of the ordinance would impact the City, if adopted. The following is a list of some potential impacts:

- The City would be responsible for determining the adjusted rates of inflation and distributing this information to impacted employers and other interested parties. **(7.45.050(c)).**
- The City is responsible for investigating potential violations and to monitor compliance with the requirements of the Ordinance. **(7.45.070).** The City may need additional resources and expertise to investigate the potential violations and to conduct the performance audits.

- The City would be required to adopt auditing procedures. **(7.45.100)**. Development of these procedures would likely be undertaken by collaboration between the City Manager's Office, the Legal Department and the Finance & Systems Department. It is possible that outside consulting assistance could be sought in development of these procedures. In terms of investigation and initiation of legal action to remedy any violation, the City Attorney would determine the course of action, if any. Should the City Attorney deem this course of action appropriate, outside resources may be necessary.

RECOMMENDATION(S): None.

FISCAL IMPACT: The direct fiscal impact is unknown. While there will likely be direct costs associated with monitoring compliance of this Ordinance, it is not possible to calculate the precise cost until a plan has been developed with regard to how the Ordinance will be enforced and administered.

ALTERNATIVE(S): Do not adopt the Ordinance. If the City Council does not adopt the Ordinance proposed by the Initiative petition, the Ordinance must be referred to King County Elections for inclusion on the November general election ballot.

ATTACHMENTS: 1) Certificate of Sufficiency issued by the Director of King County Elections dated June, 20, 2013.
2) Certificate of Sufficiency issued by City Clerk Kristina Gregg dated June 28, 2013.

ORDINANCE SETTING MINIMUM EMPLOYMENT STANDARDS FOR HOSPITALITY
AND TRANSPORTATION INDUSTRY EMPLOYERS

Section 1. Findings. The following measures are necessary in order to ensure that, to the extent reasonably practicable, all people employed in the hospitality and transportation industries in SeaTac have good wages, job security and paid sick and safe time.

Section 2. That a new Chapter, 7.45, be added to the SeaTac Municipal Code to read as follows:

**7.45 MINIMUM EMPLOYMENT STANDARDS FOR HOSPITALITY AND
TRANSPORTATION INDUSTRY EMPLOYERS**

7.45.010 Definitions

As used in this Chapter, the following terms shall have the following meaning:

- A. “*City*” means the City of SeaTac.
- B. “*Compensation*” includes any wages, tips, bonuses, and other payments reported as taxable income from the employment by or for a Covered Worker.
- C. “*Covered Worker*” means any individual who is either a Hospitality Worker or a Transportation Worker.
- D. “*Hospitality Employer*” means a person who operates within the City any Hotel that has one hundred (100) or more guest rooms and thirty (30) or more workers or who operates any institutional foodservice or retail operation employing ten (10) or more nonmanagerial, nonsupervisory employees. This shall include any person who employs others providing services for customers on the aforementioned premises, such as a temporary agency or subcontractor.
- E. “*Hospitality Worker*” means any nonmanagerial, nonsupervisory individual employed by a Hospitality Employer.
- F. “*Hotel*” means a building that is used for temporary lodging and other related services for the public, and also includes any contracted, leased, or sublet premises connected to or operated in conjunction with such building’s purpose (such as a restaurant, bar or spa) or providing services at such building.
- G. “*Institutional foodservice or retail*” is defined as foodservice or retail provided in public facilities, corporate cafeterias, conference centers and meeting facilities, but does not include preparation of food or beverage to be served in-flight by an airline. Restaurants or retail

operations that are not located within a hotel, public facility, corporate cafeteria, conference facility or meeting facility are not considered a hospitality employer for the purpose of this Chapter.

H. “*Person*” means an individual, corporation, partnership, limited partnership, limited liability partnership, limited liability company, business trust, estate, trust, association, joint venture, or any other legal or commercial entity, whether domestic or foreign, other than a government agency.

I. “*Predecessor Employer*” means the Hospitality or Transportation Employer that provided substantially similar services within the City prior to the Successor Employer.

J. “*Retention Employee*” means any Covered Worker who:

1) was employed by a Predecessor Employer for at least 30 workdays; and

2) was either:

a) laid off or discharged for lack of work due to the closure or reduction of a Hospitality or Transportation Employer’s operation during the preceding two years; or

b) is reasonably identifiable as a worker who is going to lose his/her job due to the closure or reduction of the Hospitality or Transportation Employer’s operation within the next 6 months.

K. “*Service charge*” is defined as set forth in RCW 49.46.160(2)(c).

L. “*Successor Employer*” means the new Hospitality or Transportation Employer that succeeds the Predecessor Employer in the provision of substantially similar services within the City.

M. “*Transportation Employer*” means:

1) A person, excluding a certificated air carrier performing services for itself, who:

a) operates or provides within the City any of the following: any curbside passenger check-in services; baggage check services; wheelchair escort services; baggage handling; cargo handling; rental luggage cart services; aircraft interior cleaning; aircraft carpet cleaning; aircraft washing and cleaning; aviation ground support equipment washing and cleaning; aircraft water or lavatory services; aircraft fueling; ground transportation management; or any janitorial and custodial services, facility maintenance services, security services, or customer service

performed in any facility where any of the services listed in this paragraph are also performed; and

b) employs twenty-five (25) or more nonmanagerial, nonsupervisory employees in the performance of that service.

2) A transportation employer also includes any person who:

a) operates or provides rental car services utilizing or operating a fleet of more than one hundred (100) cars; shuttle transportation utilizing or operating a fleet of more than ten (10) vans or buses; or parking lot management controlling more than one hundred (100) parking spaces; and

b) employs twenty-five (25) or more nonmanagerial, nonsupervisory employees in the performance of that operation.

N. “*Transportation Worker*” means any nonmanagerial, nonsupervisory individual employed by a Transportation Employer.

O. “*Tips*” mean any tip, gratuity, money, or part of any tip, gratuity, or money that has been paid or given to or left for a Covered Worker by customers over and above the actual amount due for services rendered or for goods, food, drink, or articles sold or served to the customer.

7.45.020 Paid Leave For Sick and Safe Time

Each Hospitality or Transportation Employer shall pay every Covered Worker paid leave for sick and safe time out of the employer's general assets as follows:

A. A Covered Worker shall accrue at least one hour of paid sick and safe time for every 40 hours worked as an employee of a Hospitality Employer or Transportation Employer. The Covered Worker is entitled to use any accrued hours of compensated time as soon as those hours have accrued.

B. The Covered Worker need not present certification of illness to claim compensated sick and safe time, provided that such Covered Worker has accrued the requested hours of compensated time at the time of the request. A Covered Worker shall be paid his or her normal hourly compensation for each compensated hour off.

C. The Covered Worker shall not be disciplined or retaliated against for use of accrued paid sick and safe time. This includes a prohibition on any absence control policy that counts earned sick and safe time as an absence that may lead to or result in discipline against the Covered Worker.

D. If any Covered Worker has not utilized all of his or her accrued compensated time by the end of any calendar year, the Hospitality Employer or Transportation Employer shall pay this worker a lump sum payment at the end of the calendar year equivalent to the compensation due for any unused compensated time.

E. Accrued paid sick time shall be provided to a Covered Worker by a Hospitality Employer or Transportation Employer for the following reasons:

- 1) An absence resulting from a Covered Worker's mental or physical illness, injury or health condition; to accommodate the Covered Worker's need for medical diagnosis care, or treatment of a mental or physical illness, injury or health condition; or a Covered Worker's need for preventive medical care;
- 2) To allow the Covered Worker to provide care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care.

F. Accrued paid safe time shall be provided to a Covered Worker by a Hospitality Employer or Transportation Employer for the following reasons:

- 1) When the Covered Worker's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;
- 2) To accommodate the Covered Worker's need to care for a child whose school or place of care has been closed by order of a public official for such a reason;
- 3) For any of the following reasons related to domestic violence, sexual assault, or stalking, as set forth in RCW 49.76.030:
 - a) To enable the Covered Worker to seek legal or law enforcement assistance or remedies to ensure the health and safety of the Covered Worker or the Covered Worker's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - b) To enable the Covered Worker to seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the Covered Worker's family member;

c) To enable the Covered Worker to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;

d) To enable the Covered Worker to obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the Covered Worker or the Covered Worker's family member was a victim of domestic violence, sexual assault, or stalking; or

e) To enable the Covered Worker to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the Covered Worker or Covered Worker's family members from future domestic violence, sexual assault, or stalking.

7.45.030 Promoting Full-Time Employment

If a Hospitality or Transportation Employer has additional hours of work to provide in job positions held by Covered Workers, then it shall offer those hours of work first to existing qualified part-time employees before hiring additional part-time employees or subcontractors.

7.45.040 Require That Service Charges and Tips Go To Those Performing The Service

A. Any service charge imposed on customers of, or tips received by employees of, a Hospitality Employer shall be retained by or paid to the nonmanagerial, nonsupervisory Hospitality or Transportation Workers who perform services for the customers from whom the tips are received or the service charges are collected.

B. The amounts received from tips or service charges shall be allocated among the workers who performed these services equitably; and specifically:

1) Amounts collected for banquets or catered meetings shall be paid to the worker(s) who actually work with the guests at the banquet or catered meeting; and

2) Amounts collected for room service shall be paid to the worker(s) who actually deliver food and beverage associated with the charge; and

3) Amounts collected for portage service shall be paid to the worker(s) who actually carry the baggage associated with the charge.

7.45.050 Establishing A Living Wage For Hospitality Workers and Transportation Workers

A. Each Hospitality Employer and Transportation Employer shall pay Covered Workers a living wage of not less than the hourly rates set forth in this section. The rate upon enactment shall be fifteen dollars (\$15.00) per hour worked.

B. On January 1, 2015, and on each following January 1, this living wage shall be adjusted to maintain employee purchasing power by increasing the current year's wage rate by the rate of inflation. The increase in the living wage rate shall be calculated to the nearest cent using the consumer price index for urban wage earners and clerical workers, CPI-W, or a successor index, for the twelve months prior to each September 1st as calculated by the United States department of labor. The declaration of the Washington State Department of Labor and Industries each September 30 regarding the rate by which Washington State's minimum wage rate is to be increased effective the following January 1, pursuant to RCW 49.46.020(4)(b), shall be the authoritative determination of the rate of increase to be applied for purposes of this provision.

C. The City Manager shall publish a bulletin by October 15 of each year announcing the adjusted rates. Such bulletin will be made available to all Hospitality Employers and Transportation Employers and to any other person who has filed with the City Manager a request to receive such notice but lack of notice shall not excuse noncompliance with this section.

D. Each Hospitality Employer and Transportation Employer shall provide written notification of the rate adjustments to each of its workers and make the necessary payroll adjustments by January 1 following the publication of the bulletin. Tips, gratuities, service charges and commissions shall not be credited as being any part of or be offset against the wage rates required by this Chapter.

7.45.060 Setting Additional Labor Standards for City Hospitality Workers and Transportation Workers

A. Notice to Employees. No less than 60 days prior to the termination of a Predecessor Employer's contract, the Predecessor Employer shall notify all Retention Employees in writing that they have been placed on a qualified displaced worker list and that the Successor Employer may be required to offer him/her continued employment. The notice shall include, if known, the name, address, and contact information of the Successor Employer. A copy of this notice, along with a copy of the qualified displaced worker list, shall also be sent to the City Manager.

B. Retention Offer. Except as otherwise provided herein, the Successor Employer shall offer employment to all qualified Retention Employees. A Successor Employer who is a Hospitality Employer shall, before hiring off the street or transferring workers from elsewhere, offer employment to all qualified retention employees of any predecessor employer that has

provided similar services at the same facility. If the Successor Employer does not have enough positions available for all qualified Retention Employees, the Successor Employer shall hire the Retention Employees by seniority within each job classification. For any additional positions which become available during the initial ninety-day period of the new contract, the Successor Employer will hire qualified Retention Employees by seniority within each job classification.

C. Retention Period. A Successor Employer shall not discharge a Retention Employee without just cause during the initial ninety-day period of his/her employment.

D. An employee is “qualified” within the meaning of this Section if he/she has performed similar work in the past (and was not discharged for incompetence) or can reasonably be trained for the duties of a position through an amount of training not in excess of the training that has been provided by the employer to workers hired off the street.

E. The requirements of this Chapter shall not be construed to require any Hospitality Employer or Transportation Employer to offer overtime work paid at a premium rate nor to constrain any Hospitality Employer or Transportation Employer from offering such work.

7.45.070 Employee Work Environment Reporting Requirement

A. Hospitality Employers and Transportation Employers shall retain records documenting hours worked, paid sick and safe time taken by Covered Workers, and wages and benefits provided to each such employee, for a period of two years, and shall allow the City Manager or designee access to such records, with appropriate notice and at a mutually agreeable time, to investigate potential violations and to monitor compliance with the requirements of this Chapter.

B. Hospitality Employers and Transportation Employers shall not be required to modify their recordkeeping policies to comply with this Chapter, as long as records reasonably indicate the hours worked by Covered Workers, accrued paid sick and safe time, paid sick and safe time taken, and the wages and benefits provided to each such Covered Worker. When an issue arises as to the amount of accrued paid sick time and/or paid safe time available to a Covered Worker under this chapter, if the Hospitality Employers and Transportation Employers does not maintain or retain adequate records documenting hours worked by the Covered Worker and paid sick and safe time taken by the Covered Worker, it shall be presumed that the Hospitality Employers and Transportation Employers has violated this chapter.

C. Records and documents relating to medical certifications, re-certifications or medical histories of Covered Worker or Covered Workers’ family members, created for purposes of this chapter, are required to be maintained as confidential medical records in separate files/records from the usual personnel files. If the Americans with Disabilities Act (ADA) and/or the Washington Law Against Discrimination (WLAD) apply, then these records must comply with the ADA and WLAD confidentiality requirements.

7.45.080 Waivers

The provisions of this Chapter may not be waived by agreement between an individual Covered Worker and a Hospitality or Transportation Employer. All of the provisions of this Chapter, or any part hereof, including the employee work environment reporting requirement set forth herein, may be waived in a bona fide collective bargaining agreement, but only if the waiver is explicitly set forth in such agreement in clear and unambiguous terms. Unilateral implementation of terms and conditions of employment by either party to a collective bargaining relationship shall not constitute, or be permitted, as a waiver of all or any part of the provisions of this chapter.

7.45.090 Prohibiting Retaliation Against Covered Workers For Exercising Their Lawful Rights

A. It shall be a violation for a Hospitality Employer or Transportation Employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this Chapter.

B. It shall be a violation for a Hospitality Employer or Transportation Employer to take adverse action or to discriminate against a Covered Worker because the Covered Worker has exercised in good faith the rights protected under this Chapter. Such rights include but are not limited to the right to file a complaint with any entity or agency about any Hospitality Employer's or Transportation Employer's alleged violation of this chapter; the right to inform his or her employer, union or other organization and/or legal counsel about a Hospitality Employer's or Transportation Employer's alleged violation of this section; the right to cooperate in any investigation of alleged violations of this chapter; the right to oppose any policy, practice, or act that is unlawful under this section; and the right to inform other Covered Workers of their rights under this section. No Covered Worker's compensation or benefits may be reduced in response to this Chapter or the pendency thereof.

C. The protections afforded under subsection B shall apply to any person who mistakenly but in good faith alleges violations of this Chapter.

7.45.100 Enforcement of Chapter

A. Any person claiming violation of this chapter may bring an action against the employer in King County Superior Court to enforce the provisions of this Chapter and shall be entitled to all remedies available at law or in equity appropriate to remedy any violation of this chapter, including but not limited to lost compensation for all Covered Workers impacted by the violation(s), damages, reinstatement and injunctive relief. A plaintiff who prevails in any action to enforce this Chapter shall be awarded his or her reasonable attorney's fees and expenses.

B. The City shall adopt auditing procedures sufficient to monitor and ensure compliance by Hospitality Employers and Transportation Employers with the requirements of this Chapter. Complaints that any provision of this Chapter has been violated may also be presented to the City Attorney, who is hereby authorized to investigate and, if it deems appropriate, initiate legal or other action to remedy any violation of this chapter; however, the City Attorney is not obligated to expend any funds or resources in the pursuit of such a remedy.

C. Nothing herein shall be construed to preclude existing remedies for enforcement of Municipal Code Chapters.

7.45.110 Exceptions

The requirements of this Chapter shall not apply where and to the extent that state or federal law or regulations preclude their applicability. To the extent that state or federal law or regulations require the consent of another legal entity, such as a municipality, port district, or county, prior to becoming effective, the City Manager is directed to formally and publicly request that such consent be given.

Section 3. That the effective date of this Ordinance shall be January 1, 2014.

Section 4. The Code Reviser is authorized to change the numbering and formatting this Ordinance to conform with the SeaTac Municipal Code codification in a manner that is consistent with the intent and language of this Ordinance.

Section 5. Severability. If any provision of this Ordinance is declared illegal, invalid or inoperative, in whole or in part, or as applied to any particular Hospitality or Transportation Employer and/or in any particular circumstance, by the final decision of any court of competent jurisdiction, then all portions and applications of this Ordinance not declared illegal, invalid or inoperative, shall remain in full force or effect to the maximum extent permissible under law.



**King County
Department of Elections**

CERTIFICATE OF SUFFICIENCY

THIS IS TO CERTIFY that the petition, originally submitted on June 10, 2013, to King County Elections Department, for City of SeaTac Initiative Petition for Minimum Employment Standards for Hospitality and Transportation Industry Employers, has been examined and the signatures thereon carefully compared with the registration records of the King County Elections Department, and as a result of such examination, found the signatures to be sufficient under the provisions of the Revised Code of Washington 35A.01.040.

Dated this 20th day of June 2013

Sherril Huff, Director



CITY OF SEATAC
RECEIVED

JUN 28 2013

TIME: 12:58 PM
CITY CLERK'S OFFICE

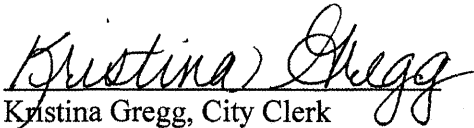
INITIATIVE PETITION CERTIFICATE OF SUFFICIENCY

I, Kristina Gregg, City Clerk of the City of SeaTac, County of King, State of Washington, hereby certify that the initiative petition proposing an Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers is sufficient under the provisions of Chapter 1.10 of the SeaTac Municipal Code.

The City Clerk and King County Department of Elections as ex officio supervisor of city elections determined the signatures submitted under the initiative petition proposing an ordinance setting minimum employment standards for hospitality and transportation industry employers to have a sufficient number of valid signatures.

In accordance with SeaTac Municipal Code 1.10.140(H), if the signatures be found sufficient, the City Clerk shall file a certificate of sufficiency and shall provide a copy thereof to the sponsor.

DATED this 28th day of June, 2013 in SeaTac, Washington.


Kristina Gregg, City Clerk

Attachments (1):

King County Department of Elections Certificate of Sufficiency

ATTACHMENT 2

SeaTac City Council

REQUEST FOR COUNCIL ACTION

Department Prepared by: Legal

Agenda Bill #: 3527

TITLE: A Resolution calling for a special municipal election to be held on November 5, 2013 on the Ordinance proposed by an initiative petition entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" and appointing committee members to prepare the statements for and against the measure for the Local Voters' Pamphlet.

July 2, 2013	
___ Ordinance <input checked="" type="checkbox"/> Resolution ___ Motion ___ Info. Only ___ Other	
Date Council Action Requested:	<u>RCM 07/23/2013</u>
Ord/Res Exhibits:	<u>Exhibit A - Ordinance setting Mimimum Employment Standards...</u>
Review Dates:	<u>CSS: 07/09/2013</u>
Prepared By:	<u>Mary E. Mirante Bartolo, City Attorney</u>
Director:	<u>Mary Mirante Bartolo</u> City Attorney: <u>Mary Mirante Bartolo</u>
Finance:	<u>[Signature]</u> BARS #: <u>001.000.05.514.40.51.004</u>
City Manager:	<u>[Signature]</u> Applicable Fund Name: <u>General Fund</u>

[Handwritten initials]

SUMMARY: The proposed Resolution calls for a special election, to be held concurrent with the November 5, 2013 general election, on the question of whether the Ordinance proposed by Initiative petition should be adopted by the voters. In addition, the proposed Resolution appoints committee members to prepare the statements for and against the measure for the Local Voters' Pamphlet, as authorized by RCW 29A.32.280.

DISCUSSION / ANALYSIS / ISSUES: An Ordinance proposed by Initiative petition entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" was received by the City and the Director of King County Department of Elections issued a Certificate of Sufficiency dated June 20, 2013. (See attached). On June 28, 2013, City Clerk Kristina Gregg also issued a Certificate of Sufficiency dated June 28, 2013. (See attached). If the City Council does not adopt the Ordinance as proposed, the proposed Ordinance must be placed on the ballot, and it will be referred to as "Ballot Proposition No. 1." The proposed Resolution is being brought forward for Council action only if the City Council does not adopt, as written, the proposed Ordinance.

First, the proposed Resolution calls for a special election to be held in conjunction with the November 5, 2013 general election, for voters to consider whether the proposed Ordinance should be adopted.

Since the call for the special election will be concurrent with the general election, it is presumed by King County Elections that the City will want to have this measure listed in the voters' pamphlet. Therefore, the proposed Resolution appoints members to serve on the committees who would write the pro and con statements for the voters' pamphlet. RCW 29A.32.280 provides that the legislative authority shall:

"...formally appoint a committee to prepare arguments advocating voters' approval of the measure and shall formally appoint a committee to prepare arguments advocating voters' rejection of the measure. The authority shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection. Each committee shall have not more than three members, however, a committee may seek the advice of any person or persons. If the legislative authority of a unit of local government fails to make such appointments by the

prescribed deadline, the county auditor shall whenever possible make the appointments.”

The City posted notice on the City website and outside City Hall, at the Community Center, at Fire Station 46, and at Valley View Library which solicited volunteers to serve on the committees. The City provided a deadline of July 16, 2013 for individuals to submit their name to the City Clerk’s Office, requesting to serve on one of the two committees. The City received ____ requests to be appointed to the committee advocating approval of Proposition No. 1 and _____ requests to be appointed to the committee advocating rejection of Proposition No. 1. A summary of the requests is outlined below, and copies of such requests are included as Attachment #3:

Persons wishing to advocate approval of Proposition No. 1:

Persons wishing to advocate rejection of Proposition No. 1:

If the City Council does not want to have this measure appear in the voters’ pamphlet, the proposed Resolution would need to be amended prior to adoption indicating the decision not to participate. The City Council races would still be included in the voters’ pamphlet regardless of the Council decision.

Following adoption of the Resolution, a certified copy shall be transmitted by the City Clerk to the King County Department of Elections. King County Elections will coordinate with the members of the two committees listed above to arrange for the statements to be prepared for the voters’ pamphlet.

RECOMMENDATION(S): If the City Council does not adopt the Ordinance proposed by the Initiative petition, it is recommended that this Resolution calling for a special election be adopted since placement on the November ballot is required. No recommendation is made regarding the participation in the voters pamphlet as that is a Council decision.

FISCAL IMPACT: The exact fiscal impact is unknown at this time. However, the cost to place this measure on the general election ballot in November, and the inclusion in the voters’ pamphlet, will be small since this will be voted on in conjunction with City Council elections. Any costs will be paid for through the BARS account listed above.

ALTERNATIVE(S): If the City Council does not adopt the Ordinance proposed by the Initiative petition, the Ordinance must be referred to King County Elections for inclusion on the November general election ballot. The City Council may amend the Resolution to indicate the intent to not have this measure appear in the voters’ pamphlet.

- ATTACHMENTS:**
- 1) Certificate of Sufficiency issued by the Director of King County Elections dated June 20, 2013.
 - 2) Certificate of Sufficiency issued by City Clerk Kristina Gregg dated June 29, June 28, 2013.
 - 3) Requests to be appointed to the two committees.

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of SeaTac, Washington calling for a special election to be held concurrent with the general election of November 5, 2013, to place before the qualified electors of the City the proposition of whether an Ordinance entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" be adopted; submitting this call to the King County Department of Elections for a formal order calling for an election to be held at the November 5, 2010 General Election, and appointing committee members to prepare for and against statements for the Local Voters' Pamphlet.

WHEREAS, an Initiative petition, signed by the statutorily required number of registered voters of the City, has been submitted to the City, requesting that the City Council adopt an Ordinance entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" (See Ordinance which is attached as Exhibit "A"); and

WHEREAS, the King County Department of Elections verified the number and correctness of signatures on the petition and issued a Certificate of Sufficiency dated June 20, 2013; and

WHEREAS, City Clerk Kristina Gregg issued a Certificate of Sufficiency dated June 28, 2013; and

WHEREAS, the City Council has declined to adopt the proposed Ordinance as written, and thus is required to request an election on whether the proposed Ordinance be adopted; and

WHEREAS, the City Council has determined that this measure should appear in the Local Voters' Pamphlet, and thus it is appropriate to appoint committee members to prepare for and against statements for the Local Voters' Pamphlet;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,

WASHINGTON HEREBY RESOLVES as follows:

Section 1. The City Council finds it necessary to call a special election to be held in the City at the time of the General Election of November 5, 2013, on the proposition of whether an Ordinance entitled "Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers" should be adopted.

Section 2. A City election is hereby called for November 5, 2013, to place before the qualified electors of the City the following proposition:

PROPOSITION NO. 1

BALLOT TITLE

Proposition No. 1 concerns labor standards for certain employers.

This Ordinance requires certain hospitality and transportation employers to pay specified employees an hourly minimum wage of \$15.00, adjusted annually for inflation, and pay for safe and sick leave of 1 hour per 40 hours worked. Tips shall be retained by workers who performed the services. Employers must offer additional hours or employment to existing employees before hiring from outside. SeaTac must establish a monitoring process and other labor standards are established.

Should this Ordinance be enacted into law?

Yes

No

Section 3. King County Department of Elections is hereby requested to issue a formal order calling for an election to be held in the City of SeaTac on November 5, 2013 to place the foregoing proposition before the qualified electors of the City.

Section 4. The following people are appointed to prepare for and against statements for the Local Voters' Pamphlet.

FOR Proposition No. 1:

[insert names]

AGAINST Proposition No. 1:

[insert names]

Section 5. The City Clerk is authorized and directed to file a certified copy of this Resolution, together with contact information for all persons listed in Section 4 of this Resolution, and the Declaration of the City Attorney stating the ballot title and explanatory statement, with the King County Department of Elections upon passage of this Resolution.

PASSED this _____ day of _____, 2013 and signed in authentication thereof on this _____ day of _____, 2013.

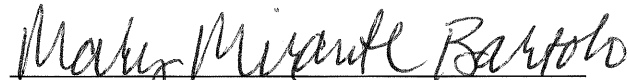
CITY OF SEATAC

Tony Anderson, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:



Mary Mirante Bartolo, City Attorney

[Initiative Setting Minimum Employment Standards]

ORDINANCE SETTING MINIMUM EMPLOYMENT STANDARDS FOR HOSPITALITY
AND TRANSPORTATION INDUSTRY EMPLOYERS

Section 1. Findings. The following measures are necessary in order to ensure that, to the extent reasonably practicable, all people employed in the hospitality and transportation industries in SeaTac have good wages, job security and paid sick and safe time.

Section 2. That a new Chapter, 7.45, be added to the SeaTac Municipal Code to read as follows:

**7.45 MINIMUM EMPLOYMENT STANDARDS FOR HOSPITALITY AND
TRANSPORTATION INDUSTRY EMPLOYERS**

7.45.010 Definitions

As used in this Chapter, the following terms shall have the following meaning:

- A. “*City*” means the City of SeaTac.
- B. “*Compensation*” includes any wages, tips, bonuses, and other payments reported as taxable income from the employment by or for a Covered Worker.
- C. “*Covered Worker*” means any individual who is either a Hospitality Worker or a Transportation Worker.
- D. “*Hospitality Employer*” means a person who operates within the City any Hotel that has one hundred (100) or more guest rooms and thirty (30) or more workers or who operates any institutional foodservice or retail operation employing ten (10) or more nonmanagerial, nonsupervisory employees. This shall include any person who employs others providing services for customers on the aforementioned premises, such as a temporary agency or subcontractor.
- E. “*Hospitality Worker*” means any nonmanagerial, nonsupervisory individual employed by a Hospitality Employer.
- F. “*Hotel*” means a building that is used for temporary lodging and other related services for the public, and also includes any contracted, leased, or sublet premises connected to or operated in conjunction with such building's purpose (such as a restaurant, bar or spa) or providing services at such building.
- G. “*Institutional foodservice or retail*” is defined as foodservice or retail provided in public facilities, corporate cafeterias, conference centers and meeting facilities, but does not include preparation of food or beverage to be served in-flight by an airline. Restaurants or retail

operations that are not located within a hotel, public facility, corporate cafeteria, conference facility or meeting facility are not considered a hospitality employer for the purpose of this Chapter.

H. “*Person*” means an individual, corporation, partnership, limited partnership, limited liability partnership, limited liability company, business trust, estate, trust, association, joint venture, or any other legal or commercial entity, whether domestic or foreign, other than a government agency.

I. “*Predecessor Employer*” means the Hospitality or Transportation Employer that provided substantially similar services within the City prior to the Successor Employer.

J. “*Retention Employee*” means any Covered Worker who:

1) was employed by a Predecessor Employer for at least 30 workdays; and

2) was either:

a) laid off or discharged for lack of work due to the closure or reduction of a Hospitality or Transportation Employer’s operation during the preceding two years; or

b) is reasonably identifiable as a worker who is going to lose his/her job due to the closure or reduction of the Hospitality or Transportation Employer’s operation within the next 6 months.

K. “*Service charge*” is defined as set forth in RCW 49.46.160(2)(c).

L. “*Successor Employer*” means the new Hospitality or Transportation Employer that succeeds the Predecessor Employer in the provision of substantially similar services within the City.

M. “*Transportation Employer*” means:

1) A person, excluding a certificated air carrier performing services for itself, who:

a) operates or provides within the City any of the following: any curbside passenger check-in services; baggage check services; wheelchair escort services; baggage handling; cargo handling; rental luggage cart services; aircraft interior cleaning; aircraft carpet cleaning; aircraft washing and cleaning; aviation ground support equipment washing and cleaning; aircraft water or lavatory services; aircraft fueling; ground transportation management; or any janitorial and custodial services, facility maintenance services, security services, or customer service

performed in any facility where any of the services listed in this paragraph are also performed; and

b) employs twenty-five (25) or more nonmanagerial, nonsupervisory employees in the performance of that service.

2) A transportation employer also includes any person who:

a) operates or provides rental car services utilizing or operating a fleet of more than one hundred (100) cars; shuttle transportation utilizing or operating a fleet of more than ten (10) vans or buses; or parking lot management controlling more than one hundred (100) parking spaces; and

b) employs twenty-five (25) or more nonmanagerial, nonsupervisory employees in the performance of that operation.

N. “*Transportation Worker*” means any nonmanagerial, nonsupervisory individual employed by a Transportation Employer.

O. “*Tips*” mean any tip, gratuity, money, or part of any tip, gratuity, or money that has been paid or given to or left for a Covered Worker by customers over and above the actual amount due for services rendered or for goods, food, drink, or articles sold or served to the customer.

7.45.020 Paid Leave For Sick and Safe Time

Each Hospitality or Transportation Employer shall pay every Covered Worker paid leave for sick and safe time out of the employer's general assets as follows:

A. A Covered Worker shall accrue at least one hour of paid sick and safe time for every 40 hours worked as an employee of a Hospitality Employer or Transportation Employer. The Covered Worker is entitled to use any accrued hours of compensated time as soon as those hours have accrued.

B. The Covered Worker need not present certification of illness to claim compensated sick and safe time, provided that such Covered Worker has accrued the requested hours of compensated time at the time of the request. A Covered Worker shall be paid his or her normal hourly compensation for each compensated hour off.

C. The Covered Worker shall not be disciplined or retaliated against for use of accrued paid sick and safe time. This includes a prohibition on any absence control policy that counts earned sick and safe time as an absence that may lead to or result in discipline against the Covered Worker.

D. If any Covered Worker has not utilized all of his or her accrued compensated time by the end of any calendar year, the Hospitality Employer or Transportation Employer shall pay this worker a lump sum payment at the end of the calendar year equivalent to the compensation due for any unused compensated time.

E. Accrued paid sick time shall be provided to a Covered Worker by a Hospitality Employer or Transportation Employer for the following reasons:

1) An absence resulting from a Covered Worker's mental or physical illness, injury or health condition; to accommodate the Covered Worker's need for medical diagnosis care, or treatment of a mental or physical illness, injury or health condition; or a Covered Worker's need for preventive medical care;

2) To allow the Covered Worker to provide care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care.

F. Accrued paid safe time shall be provided to a Covered Worker by a Hospitality Employer or Transportation Employer for the following reasons:

1) When the Covered Worker's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;

2) To accommodate the Covered Worker's need to care for a child whose school or place of care has been closed by order of a public official for such a reason;

3) For any of the following reasons related to domestic violence, sexual assault, or stalking, as set forth in RCW 49.76.030:

a) To enable the Covered Worker to seek legal or law enforcement assistance or remedies to ensure the health and safety of the Covered Worker or the Covered Worker's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;

b) To enable the Covered Worker to seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the Covered Worker's family member;

c) To enable the Covered Worker to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;

d) To enable the Covered Worker to obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the Covered Worker or the Covered Worker's family member was a victim of domestic violence, sexual assault, or stalking; or

e) To enable the Covered Worker to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the Covered Worker or Covered Worker's family members from future domestic violence, sexual assault, or stalking.

7.45.030 Promoting Full-Time Employment

If a Hospitality or Transportation Employer has additional hours of work to provide in job positions held by Covered Workers, then it shall offer those hours of work first to existing qualified part-time employees before hiring additional part-time employees or subcontractors.

7.45.040 Require That Service Charges and Tips Go To Those Performing The Service

A. Any service charge imposed on customers of, or tips received by employees of, a Hospitality Employer shall be retained by or paid to the nonmanagerial, nonsupervisory Hospitality or Transportation Workers who perform services for the customers from whom the tips are received or the service charges are collected.

B. The amounts received from tips or service charges shall be allocated among the workers who performed these services equitably; and specifically:

1) Amounts collected for banquets or catered meetings shall be paid to the worker(s) who actually work with the guests at the banquet or catered meeting; and

2) Amounts collected for room service shall be paid to the worker(s) who actually deliver food and beverage associated with the charge; and

3) Amounts collected for portage service shall be paid to the worker(s) who actually carry the baggage associated with the charge.

7.45.050 Establishing A Living Wage For Hospitality Workers and Transportation Workers

A. Each Hospitality Employer and Transportation Employer shall pay Covered Workers a living wage of not less than the hourly rates set forth in this section. The rate upon enactment shall be fifteen dollars (\$15.00) per hour worked.

B. On January 1, 2015, and on each following January 1, this living wage shall be adjusted to maintain employee purchasing power by increasing the current year's wage rate by the rate of inflation. The increase in the living wage rate shall be calculated to the nearest cent using the consumer price index for urban wage earners and clerical workers, CPI-W, or a successor index, for the twelve months prior to each September 1st as calculated by the United States department of labor. The declaration of the Washington State Department of Labor and Industries each September 30 regarding the rate by which Washington State's minimum wage rate is to be increased effective the following January 1, pursuant to RCW 49.46.020(4)(b), shall be the authoritative determination of the rate of increase to be applied for purposes of this provision.

C. The City Manager shall publish a bulletin by October 15 of each year announcing the adjusted rates. Such bulletin will be made available to all Hospitality Employers and Transportation Employers and to any other person who has filed with the City Manager a request to receive such notice but lack of notice shall not excuse noncompliance with this section.

D. Each Hospitality Employer and Transportation Employer shall provide written notification of the rate adjustments to each of its workers and make the necessary payroll adjustments by January 1 following the publication of the bulletin. Tips, gratuities, service charges and commissions shall not be credited as being any part of or be offset against the wage rates required by this Chapter.

7.45.060 Setting Additional Labor Standards for City Hospitality Workers and Transportation Workers

A. Notice to Employees. No less than 60 days prior to the termination of a Predecessor Employer's contract, the Predecessor Employer shall notify all Retention Employees in writing that they have been placed on a qualified displaced worker list and that the Successor Employer may be required to offer him/her continued employment. The notice shall include, if known, the name, address, and contact information of the Successor Employer. A copy of this notice, along with a copy of the qualified displaced worker list, shall also be sent to the City Manager.

B. Retention Offer. Except as otherwise provided herein, the Successor Employer shall offer employment to all qualified Retention Employees. A Successor Employer who is a Hospitality Employer shall, before hiring off the street or transferring workers from elsewhere, offer employment to all qualified retention employees of any predecessor employer that has

provided similar services at the same facility. If the Successor Employer does not have enough positions available for all qualified Retention Employees, the Successor Employer shall hire the Retention Employees by seniority within each job classification. For any additional positions which become available during the initial ninety-day period of the new contract, the Successor Employer will hire qualified Retention Employees by seniority within each job classification.

C. Retention Period. A Successor Employer shall not discharge a Retention Employee without just cause during the initial ninety-day period of his/her employment.

D. An employee is “qualified” within the meaning of this Section if he/she has performed similar work in the past (and was not discharged for incompetence) or can reasonably be trained for the duties of a position through an amount of training not in excess of the training that has been provided by the employer to workers hired off the street.

E. The requirements of this Chapter shall not be construed to require any Hospitality Employer or Transportation Employer to offer overtime work paid at a premium rate nor to constrain any Hospitality Employer or Transportation Employer from offering such work.

7.45.070 Employee Work Environment Reporting Requirement

A. Hospitality Employers and Transportation Employers shall retain records documenting hours worked, paid sick and safe time taken by Covered Workers, and wages and benefits provided to each such employee, for a period of two years, and shall allow the City Manager or designee access to such records, with appropriate notice and at a mutually agreeable time, to investigate potential violations and to monitor compliance with the requirements of this Chapter.

B. Hospitality Employers and Transportation Employers shall not be required to modify their recordkeeping policies to comply with this Chapter, as long as records reasonably indicate the hours worked by Covered Workers, accrued paid sick and safe time, paid sick and safe time taken, and the wages and benefits provided to each such Covered Worker. When an issue arises as to the amount of accrued paid sick time and/or paid safe time available to a Covered Worker under this chapter, if the Hospitality Employers and Transportation Employers does not maintain or retain adequate records documenting hours worked by the Covered Worker and paid sick and safe time taken by the Covered Worker, it shall be presumed that the Hospitality Employers and Transportation Employers has violated this chapter.

C. Records and documents relating to medical certifications, re-certifications or medical histories of Covered Worker or Covered Workers’ family members, created for purposes of this chapter, are required to be maintained as confidential medical records in separate files/records from the usual personnel files. If the Americans with Disabilities Act (ADA) and/or the Washington Law Against Discrimination (WLAD) apply, then these records must comply with the ADA and WLAD confidentiality requirements.

7.45.080 Waivers

The provisions of this Chapter may not be waived by agreement between an individual Covered Worker and a Hospitality or Transportation Employer. All of the provisions of this Chapter, or any part hereof, including the employee work environment reporting requirement set forth herein, may be waived in a bona fide collective bargaining agreement, but only if the waiver is explicitly set forth in such agreement in clear and unambiguous terms. Unilateral implementation of terms and conditions of employment by either party to a collective bargaining relationship shall not constitute, or be permitted, as a waiver of all or any part of the provisions of this chapter.

7.45.090 Prohibiting Retaliation Against Covered Workers For Exercising Their Lawful Rights

A. It shall be a violation for a Hospitality Employer or Transportation Employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this Chapter.

B. It shall be a violation for a Hospitality Employer or Transportation Employer to take adverse action or to discriminate against a Covered Worker because the Covered Worker has exercised in good faith the rights protected under this Chapter. Such rights include but are not limited to the right to file a complaint with any entity or agency about any Hospitality Employer's or Transportation Employer's alleged violation of this chapter; the right to inform his or her employer, union or other organization and/or legal counsel about a Hospitality Employer's or Transportation Employer's alleged violation of this section; the right to cooperate in any investigation of alleged violations of this chapter; the right to oppose any policy, practice, or act that is unlawful under this section; and the right to inform other Covered Workers of their rights under this section. No Covered Worker's compensation or benefits may be reduced in response to this Chapter or the pendency thereof.

C. The protections afforded under subsection B shall apply to any person who mistakenly but in good faith alleges violations of this Chapter.

7.45.100 Enforcement of Chapter

A. Any person claiming violation of this chapter may bring an action against the employer in King County Superior Court to enforce the provisions of this Chapter and shall be entitled to all remedies available at law or in equity appropriate to remedy any violation of this chapter, including but not limited to lost compensation for all Covered Workers impacted by the violation(s), damages, reinstatement and injunctive relief. A plaintiff who prevails in any action to enforce this Chapter shall be awarded his or her reasonable attorney's fees and expenses.

B. The City shall adopt auditing procedures sufficient to monitor and ensure compliance by Hospitality Employers and Transportation Employers with the requirements of this Chapter. Complaints that any provision of this Chapter has been violated may also be presented to the City Attorney, who is hereby authorized to investigate and, if it deems appropriate, initiate legal or other action to remedy any violation of this chapter; however, the City Attorney is not obligated to expend any funds or resources in the pursuit of such a remedy.

C. Nothing herein shall be construed to preclude existing remedies for enforcement of Municipal Code Chapters.

7.45.110 Exceptions

The requirements of this Chapter shall not apply where and to the extent that state or federal law or regulations preclude their applicability. To the extent that state or federal law or regulations require the consent of another legal entity, such as a municipality, port district, or county, prior to becoming effective, the City Manager is directed to formally and publicly request that such consent be given.

Section 3. That the effective date of this Ordinance shall be January 1, 2014.

Section 4. The Code Reviser is authorized to change the numbering and formatting this Ordinance to conform with the SeaTac Municipal Code codification in a manner that is consistent with the intent and language of this Ordinance.

Section 5. Severability. If any provision of this Ordinance is declared illegal, invalid or inoperative, in whole or in part, or as applied to any particular Hospitality or Transportation Employer and/or in any particular circumstance, by the final decision of any court of competent jurisdiction, then all portions and applications of this Ordinance not declared illegal, invalid or inoperative, shall remain in full force or effect to the maximum extent permissible under law.



**King County
Department of Elections**

CERTIFICATE OF SUFFICIENCY

THIS IS TO CERTIFY that the petition, originally submitted on June 10, 2013, to King County Elections Department, for City of SeaTac Initiative Petition for Minimum Employment Standards for Hospitality and Transportation Industry Employers, has been examined and the signatures thereon carefully compared with the registration records of the King County Elections Department, and as a result of such examination, found the signatures to be sufficient under the provisions of the Revised Code of Washington 35A.01.040.

Dated this 20th day of June 2013



Sherril Huff, Director



CITY OF SEATAC
RECEIVED

JUN 28 2013

TIME: 12:58 PM
CITY CLERK'S OFFICE

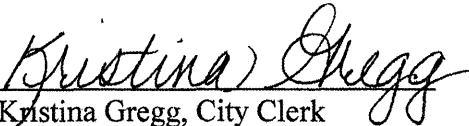
INITIATIVE PETITION CERTIFICATE OF SUFFICIENCY

I, Kristina Gregg, City Clerk of the City of SeaTac, County of King, State of Washington, hereby certify that the initiative petition proposing an Ordinance Setting Minimum Employment Standards for Hospitality and Transportation Industry Employers is sufficient under the provisions of Chapter 1.10 of the SeaTac Municipal Code.

The City Clerk and King County Department of Elections as ex officio supervisor of city elections determined the signatures submitted under the initiative petition proposing an ordinance setting minimum employment standards for hospitality and transportation industry employers to have a sufficient number of valid signatures.

In accordance with SeaTac Municipal Code 1.10.140(H), if the signatures be found sufficient, the City Clerk shall file a certificate of sufficiency and shall provide a copy thereof to the sponsor.

DATED this 28th day of June, 2013 in SeaTac, Washington.


Kristina Gregg, City Clerk

Attachments (1):

King County Department of Elections Certificate of Sufficiency

ATTACHMENT 2

4. CSS PRESENTATIONS:

- **Term Sheet between the City of SeaTac and Sound Transit in anticipation of a second amendment to the South Link Development and Transit Way Agreement (20 minutes)**

By: Program Manager Soraya Lowry / Various City Staff

- **Non-Represented Job Audits (10 minutes)**

By: Human Resources Director Anh Hoang / Senior Human Resources Analyst Stephanie Johnson

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

By: Fire Chief Jim Schneider

RCM PRESENTATIONS:

- **Council Consideration of Mayoral Appointments of Victoria Lockwood as a member and F. Dennis Anderson as an alternate member to the Senior Citizen Advisory Committee (5 minutes)**

By: Mayor Tony Anderson

- **Acknowledgement of Southwest King County Chamber of Commerce Success Foundation Scholarship Winner Andrea Sanchez (5 minutes)**

By: Mayor Tony Anderson

- **South King Council of Human Services (5 minutes)**

By: Director Nathan Phillips



MEMORANDUM

Date: July 9, 2013

To: Todd Cutts, City Manager
Council Study Session

From: Anh Hoang, Human Resources Director

CC: Roger Chouinard, Park Operations Supervisor
Kit Ledbetter, Parks & Recreation Director

Re: **Job Audit – Parks Operations Supervisor**

Council Ordinance allows the City Manager, with written justification, “...to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City’s defined commitments.” The SeaTac City Council has also directed that salary ranges for non-represented (NR) employees be set at the 50% level, which is the market average. In addition, the Employee Handbook, Page 12.1, states, “Occasionally, an employee will assume higher level duties over a period of years, even though he/she remains in the same position. If the department director concurs, the employee may submit a request for a reclassification of his/her position.” This process is generally known as a job audit.

The H.R. Department received a job audit request for the position of Parks Operations Supervisor on November 21, 2012. In conducting the job audit, the H.R. Department documented changes and revised the job description to capture significant changes in duties, responsibilities and qualification requirements of the position. When the changes are found to be significant, the H.R. Department conducts a salary survey to determine the appropriate allocation of the position in the City’s classification and compensation plan.

H.R.’s job audit analysis and recommendation are summarized as follows:

1. The most significant change to the duties and responsibilities of this position are strategic planning of parks maintenance and facilities operations, parks development and capital improvement projects, development and administration of policies and procedures within assigned areas of responsibilities, preparation and administration of the division’s annual budget, serving on various boards, making presentations to the City Council, completing RFP’s and bid openings and servings as a member of the Department’s management team.
2. A salary survey of the City’s 2012 comparable jurisdictions revealed that SeaTac’s Park Operations Supervisor position, currently allocated at NR salary

range 58, is approximately 7.1% below the market average, using the maximum of the pay range as the comparison point.

3. If the Park Operations Supervisor classification were to be reallocated to NR salary range 61, it would result in this position being approximately 0.09% above the market average, again, using the maximum of the salary range as the comparison point.

Per Council's policy direction, the job audit analysis and the attached salary survey, I am recommending that the single incumbent position of Park Operations Supervisor be reclassified to Park Operations Manager while incorporating the recent changes in duties, responsibilities and requirements into its job description. I am also recommending that the position be reallocated to NR salary range 61 effective December 21, 2012, which is thirty (30) days after the H.R. Department's receipt of the job audit request. This effective date is in compliance with the Employee Handbook.

The above recommendations have the following fiscal impact:

<u>Number of Employees</u>	<u>Current Sal Range/Step</u>	<u>2013 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>2013 Salary/Mo</u>	<u>Effective Date</u>
One in P&R Dept	58F	\$7,263	61F	\$7,821	12/21/12

The above adjustment is a 7.7%, or \$558 per month base wage, increase for the one employee. The fiscal impact will be absorbed within the Parks and Recreation Department's current budget. With approval of the City Manager and ratification by the City Council, the above salary adjustment will be provided to the Human Resources and Finance departments to make the necessary budget and payroll adjustments.

Please sign below to indicate your approval to implement the above recommendations. Please feel free to contact me directly if you have questions or need additional information.

Approved as recommended:

Todd Cutts
City Manager

Date

Ratified:

Tony Anderson
Mayor

Date

City of SeaTac Salary Survey

2012

Position: Park Operations Supervisor

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake			No Match
Bothell			No Match
Burien	\$ 5,608	\$ 6,816	Parks Development & Operations Manager
Edmonds	\$ 5,876	\$ 7,849	Parks Maintenance Manager
Issaquah			No Match
Lynnwood	\$ 6,447	\$ 8,157	Parks Maintenance Superintendent
Marysville	\$ 5,698	\$ 7,447	Park Maintenance Manager
Puyallup	\$ 5,758	\$ 7,485	Parks & Facilities Manager
Tukwila	\$ 6,252	\$ 7,600	Maintenance & Operations Superintendent - Parks
University Place			No Match
Average	\$ 5,940	\$ 7,559	
SEATAC	\$5,489	\$7,026	Park Operations Supervisor Range 58
% SeaTac below market	-7.6%	-7.1%	
Recommended Salary	\$5,911	\$7,566	Recommended Range 61
% SeaTac above market	-0.48%	0.09%	Recommended Range 61

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Parks Development & Operations Manager
FLSA Status: Exempt
Salary Range: 631

Dept.: Parks, Recreation, & Cultural Svcs
Reports to: Parks Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Parks Development & Operations Manager is responsible for the planning, design, development, construction, operations and maintenance of current and future parks and recreation resources throughout the City.

Essential Functions

- Manages the design, planning, funding, land acquisition, coordination and construction of major capital improvement projects.
- Oversees the ongoing short and long term maintenance of parks and associated structures and facilities.
- Assists in the development and updating of City plans, including but not limited to the Parks, Recreation and Open Space Plan; the City's Comprehensive Plan and park master plan.
- Participates in, coordinates and conducts public meetings.
- Assists with the planning and preparation of the Department's Capital Improvement Program (CIP) budget;
- Monitors CIP budget according to established procedures.
- Maintains project and maintenance records.
- Prepares and directs the preparation of complex reports including but not limited to grant reports.
- Supervises and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development.
- Plans and organizes staff workloads and assignments.
- Prepares and monitors annual division budget.
- Provides staff support to City Council Committees and citizen advisory bodies as assigned, including lead staff support to Parks & Recreation Department Advisory Board. Serves as a member of the Department's management team.
- Prepares, writes, and administers grants for park and open space acquisitions and facility developments.
- Develops scope and fee estimates for proposals on projects requiring outside consulting assistance; participates in the selection of consultants; negotiates and monitors contracts and services of consultants to ensure compliance with specifications, timelines, and City ordinances and policies; and recommends payments to contractors on projects as appropriate.
- Performs other duties as assigned.

Secondary Functions

- May serve as Acting Director in the absence of the Park, Recreation, and Cultural Arts Department Director.

Job Scope

Position involves frequent new and varied work situations with a high degree of complexity. The incumbent operates independently with minimal supervision and determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility

Directly and indirectly supervises assigned staff; recommends personnel actions; arranges and provides training and assistance; assigns and prioritizes work; reviews performance; approves, takes or recommends disciplinary actions, conducts staff meetings.

Interpersonal Contacts

Incumbent has extensive and frequent internal and external contacts.

Knowledge, Skills, and Abilities

Knowledge of:

- Principles, practices, materials, and techniques used in park planning, design, development practices, engineering and construction techniques.
- Contract, project and construction management.
- Comprehensive Capital Improvement project planning, scheduling and management.
- Basic modern principles and practices of park and recreation management, land and urban planning, economics and park/recreation facility development.
- Contracts and complex bid specification requirements and processing. City practices, standards, codes and procedures for design and construction projects.
- Land acquisition practices.
- Materials, equipment, methods and practices essential to the construction, maintenance and repair of parks and related facilities.
- The practice and principles of park maintenance management.
- Principles and practices of governmental accounting including project budget management. Municipal budgeting practices.

Skilled in:

- Application of principles and practices of parks and recreation administration, project management and grant writing and administration.
- Planning and managing Capital Improvements projects.
- Preparing requests for proposals, establishing selection criteria, and selecting consultants and contractors.
- Creatively eliminating barriers to Park development.
- Analyzing proposed park construction projects and generating effective recommendations regarding their feasibility.
- Establishing priorities and schedules for staff and projects.
- Gaining funding commitments through advocacy and persuasion.

Ability to:

- Manage multiple projects concurrently and maintain project schedules; plan and organize work to complete work within schedules and timelines.
- Plan, organize, and manage the activities and operations of a Capital Improvement Program.
- Develop and maintain Division and project budgets.

- Design, plan, and oversee short and long range construction, maintenance and repair projects.
- Interpret information or concepts to effectively resolve problems and make appropriate decisions.
- Communicate with co-workers, staff, managers and the general public in a clear, concise manner.
- Compose an array of information in a manner that effectively informs, instructs, diagrams, trains and/or solicits input.
- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.

Mental Abilities

Continuous independent judgment and/or action, public service, training and supervising and the ability to understand and speak English; frequent decision making, interpersonal skills, teamwork, creativity, customer service, and ability to write and read English; occasional mentoring, use of discretion, problem analysis, negotiation, and performance of basic math; and rare presentations/teaching.

Physical Abilities

Frequent standing, walking, sitting, talking, and hearing; occasional stooping, reaching, kneeling, handling, bending, and repetitive motions of hands and wrists; and rare crawling, fingering, feeling, climbing, and repetitive motions of feet. Incumbent must be able to lift, push, and pull 50 pounds and carry 20 pounds.

Education and/or Experience:

Bachelors degree in Parks Administration, Park Planning, Urban or Regional Planning, Landscape Architecture, or related field plus five (5) years experience in park planning with a full range of project development and management experience, including grant preparation; OR any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities of the position. A minimum of one (1) year of public sector experience is desirable.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR certification within six months of appointment.

Job Conditions:

Work is primarily performed in an office environment with frequent field visits, which could involve walking in rugged terrain and/or exposure to outside weather conditions. Work may include exposure to chemical fumes, dust and odors. May occasionally be required to work irregular hours including some evenings and weekends. Driving to conduct work is required.

Adopted 07/07/08

City of
EDMONDS
 Washington

PARKS MANAGER

Department:	Parks, Recreation & Cultural Services		
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Parks, Recreation & Cultural Services Director

POSITION PURPOSE: Under general direction, plans, organizes, coordinates and supervises the park maintenance operations for City owned and select school district owned parks, grounds, and facilities; plans, develops and implements long and short-range goals; purchases equipment and materials required for the operation of the parks department; plans, organizes and schedules projects throughout the year; manages staff including training and evaluation and assigned budgets.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff, assigns work activities and coordinates schedules, projects and programs.
- Provides advice and counsel to staff, develops or assists with development work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Assists the Director in the development and implementation of department goals, objectives, work plans and long-range plans; establishes division goals, objectives and priorities and assists with department project presentations.
- Supervises, coaches, trains and motivates staff and coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects; takes appropriate corrective action when necessary and provides advice and counsel to staff
- Develops or assists with developmental work plans for staff and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget
- Monitors expenditures, identifies needs, reviews and approves reports, purchases and payments according to established policies and practices.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies; develops cost effective maintenance procedures.
- Plans, organizes coordinates and supervises the renovation, maintenance and improvements of City owned parks, selected School District-owned parks, grounds and related facilities.
- Plans, develops and implements long and short-range goals; discusses and informs staff of City issues and progress of long and short-range goals and projects.

JOB DESCRIPTION

Parks Manager

DRAFT

- Meets with parks maintenance staff daily to discuss maintenance issues, status and completion of projects.
- Meets with various City departments, residents, and merchants regarding park related issues and projects.
- Plans, organizes and schedules projects.
- Writes bid specifications and selects contractors for various types of projects; monitors progress; manages schedules and costs; manages project budgets and financial reporting/records and purchases equipment and materials required for the operation of the parks department.
- Performs safety inspections and other risk management duties and recommends operating procedures and policies; investigates and responds to accidents.
- Prepares various reports, records and files and implements assigned activities and schedules personnel.
- Performs risk management duties and investigates and responds to accidents and issues as they arise.
- Communicates with city directors, managers and city personnel along with contractors and residents to provide information and to resolve issues and conflicts.
- Meets with and coordinates volunteer projects and activities with various volunteer groups including: the Boy Scouts and Girl Scouts, church and school groups along with other concerned citizens who want to perform volunteer projects to enhance our parks community.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and assures compliance with Federal, State and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.

Required Knowledge of:

- Operational characteristics and services related to parks maintenance including industry principles and practices related to work assigned.
- Practices, principles, procedures and regulations of park maintenance and operations activities.
- Health and safety regulations and pesticide application.
- Landscaping design and construction.
- Risk management and specific park rules and regulations.
- Procurement and purchasing principles and practices within a public sector environment.
- Federal, state and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, methods and techniques.

JOB DESCRIPTION

Parks Manager

DRAFT

Required Skill in:

- Planning, organizing, coordinating and supervising various phases of maintenance and park improvements of City-owned and selected School District-owned park lands and facilities.
- Administering contracts for services.
- Operating tools and equipment utilizing them properly and safely.
- Observing and monitoring facilities, equipment and staff to determine compliance with prescribed operating and safety standards including pesticide application.
- Analyzing situations accurately and adopting an effective course of action.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying program/project management techniques and principles.
- Preparing and maintaining accurate records and reports.
- Developing and monitoring program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Landscape Architecture, Horticulture, Engineering or related field and five years of experience in parks/grounds maintenance, landscape design and maintenance, parks and maintenance operations, or similar related services including responsibility for writing bid specifications, landscape design and implementation, and parks maintenance activities, preferably within a municipal or public sector environment, that includes two years of staff supervisory and budgetary responsibility for a major division or program; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.
CPR/First aid within 1 year of employment.

Other Requirements:

Must be able to successfully complete and pass a background check.
Ability to pass a mandatory drug test upon conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes dust and odors.
- Noise from equipment operation.

JOB DESCRIPTION
Parks Manager

DRAFT

Physical Abilities:

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Ability to wear proper personal protective equipment as required by department or City policy.

Hazards:

- Contact with angry and/or dissatisfied members of the public.
- Working around and with sometimes noisy machinery having moving parts.
- Working in and around moving traffic.
- Chemical fumes.
- Working at heights.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____

CITY OF LYNNWOOD

JOB DESCRIPTION

Title: Parks Maintenance Superintendent
Lynnwood Status: Non-Exempt
Reports To: Director of Parks and Recreation
GSO: 20

Final Draft: 8/97

Summary

Individuals assigned to this position manage and supervise the operation and maintenance of parks and associated buildings in the City. Responsibilities include planning, directing and scheduling park crews. Incumbents in this position are expected to apply the knowledge required to insure effective maintenance of city parks

Job Location and Equipment Utilized

Work is normally performed in an indoor, outdoor and shop environment, and is subject to seasonal heat, cold and extreme weather conditions, and noise from equipment operation. Equipment utilized includes standard office equipment and park maintenance equipment.

Essential Job Functions

Includes but is not limited to such essential functions as listed below:

- ◆ Manage the maintenance and operations of the City park facilities and open spaces which includes parks, buildings, trails, flowerbeds and maintenance of equipment.
- ◆ Plan, direct and schedule full and part-time parks crews. Recommend promotions, reassignments, disciplinary actions, and personnel recruitment; plan and monitor safety training and equipment certification programs.
- ◆ Assist with planning, coordination and inspection of park capital improvement projects. Assist and advise in complex or technical work situations.
- ◆ Prepare annual parks maintenance budget with supporting documentation forecasting staffing, materials and equipment. Prepare specifications and requisitions for purchase of parks maintenance equipment and materials. Review cost and operating reports for accounting and invoicing of other agencies involved in joint usage and maintenance operations.
- ◆ Respond to citizen complaints, compliments and questions; provide reports on claims against the City.
- ◆ Maintain quality of construction in maintenance and repair operations; provide input and information to maintain and improve the maintenance management system.
- ◆ Communicate and coordinate with all other City departments, other cities, school district, State of Washington departments and the public.

Required Knowledge, Skills and Abilities

- ◆ Ability to effectively manage and supervise.
- ◆ Knowledge of maintenance, repair and operation of equipment.
- ◆ Knowledge of plumbing, carpentry and electricity principles and practices.
- ◆ Knowledge of turf management techniques, including chemicals and fertilizers required for successful turf maintenance.
- ◆ Ability to communicate both effectively orally and in writing.

Required Physical Traits

- ◆ Manual dexterity to utilize a computer, power tools and equipment.
- ◆ Visual acuity to observe and make needed repairs.
- ◆ Ability to speak and hear to exchange information and make presentations.
- ◆ Ability to sit or stand for extended periods of time.
- ◆ Ability to walk in order to conduct facility operation inspections.

Qualifications

Bachelor's degree in Horticulture, Landscape Architecture, or related field plus four (4) years directly-related experience, or an equivalent combination of related education and experience required. Must possess a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier; and a Washington State Department of Agriculture Pesticide License. Experience with Word and Excel is highly preferred.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

EMPLOYEE
ACKNOWLEDGMENT _____ DATE _____

SUPERVISOR APPROVAL _____ DATE _____

DEPARTMENT APPROVAL _____ DATE _____

HUMAN RESOURCES APPROVAL _____ DATE _____

EXECUTIVE APPROVAL _____ DATE _____

City of Marysville Job Description

Job Title: Park Maintenance Supervisor
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
FLSA Status: Exempt
Status: Management
Salary Level: M-4

SUMMARY

This is a professional management position responsible for the overall maintenance of city-owned parks, city building landscapes, supervision of the development of park construction projects, and maintenance management and capital improvement planning at Cedarcrest golf course. This position is charged with the direct supervision of the Parks Department maintenance personnel, and shall ensure maximum involvement and contribution from Parks Department personnel, volunteers, and the community. Additionally, this position will be responsible to administer all contractual agreements relating to the aforementioned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Plans, directs and manages all maintenance activities in the City of Marysville's 320 acre park system, and Cedarcrest Golf Course. This includes assisting the Director planning, organizing and coordinating design, development, scheduling and maintenance of City parks, Utility Department sites and properties, athletic fields, park and city buildings and those landscaped and or open space areas yet to be developed. The Manager will also assist in management of capital improvement projects related to parks and golf course facilities.
2. Assists in the development and administration of Parks, Golf and Recreation Facilities and Capital Budgets.
3. Continuously monitors and evaluates the efficiency and effectiveness of service delivery, work methods, and assigned workgroup. Train and motivate and evaluate Maintenance and operational staff, suggest training and recommend and implement discipline.
4. Administers new and existing contracts for maintenance of Parks facility improvement or capital projects.

5. Responds to and resolve citizen inquiries and complaints in a timely and effective manner. Keep senior management apprised of sensitive issues.
6. Insures proper inventory levels and appropriate maintenance records of all small tools maintenance equipment, operating supplies, parks operating systems and irrigation systems, and maintenance, repair, and improvement activities.
7. Conducts orientations of department facilities, policies and procedures. Compiles training materials and conducts monthly safety meetings for assigned Parks department staff.
8. Develops and presents reports to advisory committees, city administration and City Council regarding services provided by Parks Maintenance division.
9. Attends to all Park and Recreation Advisory Board monthly meetings.
10. Ensures proper implementation of City policies and collective bargaining agreements (CBA) as appropriate advises senior management officials on resolution of labor issues. Resolves employee CBA grievances as management representative.
11. Other such duties as may be assigned by the Parks and Recreation Director or other authorized authority.

Reporting Relationship

This position reports to the Director of Parks and Recreation and works in a management team along with the Recreation Manager, Athletic Supervisor, Facilities and Fleet Manager, Street and Utility Departments and Cedarcrest Golf Course Manager. This position supervises one (1) Parks Foreman, one (1) Assistant Golf Superintendent and ten (12) regular full time Parks Groundskeepers, of which all are union employees and up to 14 non-union seasonal employees. The Parks Maintenance Manager is also responsible for overseeing Parks Caretaker Contracts at several city park sites.

Subordinate Summary

This position directly trains and supervises individuals and volunteers engaged in the performance of developing and maintaining the City's Park and Recreation facilities, and special events managed by the City of Marysville.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and /or Experience

Any combination of education and experience which provides the applicant with the knowledge, skills, and abilities to perform the job. A typical way to obtain the knowledge, skills, and abilities would be to possess a bachelor's degree in business management or public administration or a related field and to have five or more years management experience in the parks and or golf maintenance field.

Knowledge of:

1. Principles and practices of business/public administration, municipal parks grounds and facilities management.
2. Specialization professional level training or coursework in public park grounds, facilities management or a related field preferred desirable.
3. Thorough knowledge of recreation and athletic programming is essential to effectively participate in the development and implementation of goals, objectives, policies and priorities for the Parks and Recreation Department.

Communication Skills

The Manager must possess excellent oral and written communication skills and must be able to work cooperatively with other managers, supervisors, various city departments and City Council. Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, proposed legislation, collective bargaining agreement, policies and procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public. Ability to communicate effectively, both orally, and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Ability to establish and maintain effective working relationships with employees and others who has contact with the position.

Reasoning Ability

Ability to solve problems and deal with a variety of variables in situation where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to analyze and diagnose problems as well as research and interpret local codes, regulations, standards, plans and specifications, legal descriptions and various government documents.

Planning ability

Ability to develop departmental goals and objectives, and develop and implement plans to achieve them. Ability to analyze and evaluate operations, and develop and implement corrective actions to resolve problems.

Mathematical skills

Ability to apply concepts of basic algebra, including calculating figures and amounts such as discounts, interest, commissions proportions, and percentages.

Computer Skills

This position requires the incumbent to proficient with computers and City software systems Microsoft Office 95/97 products which currently include; Word, Excel, Internet Access, Automated Irrigation software programs, etc. The employee must maintain such proficiency through subsequent upgrade, additions, and changes to computer hardware and software.

Additional Requirements

1. Commitment to a management team environment.
2. Ability to carry out responsibilities with minimal supervision.
3. Recognition of the need for continuous development of self and assigned personnel through professional education and training.
4. Knowledge and ability to monitor and control departmental expenditures.
5. Expertise in shift scheduling to maximize human resources and other variables is a must.
6. Extensive knowledge of technical requirements and techniques for management of soils, turfgrasses, pesticides, herbicides and their environmental effects. Apply applicable standards to dock, footbridge and park structure(s) maintenance and repair, street landscaping, greenbelt management, trail maintenance and boat launch management and applicable shoreline maintenance.
7. Must have the ability to motivate and lead employees and encourage decisions to be made within a team environment.
8. Must be oriented towards community service and be sensitive to the public process.
9. Record of good work attendance.
10. Ability to operate successfully in a dynamic environment, which may require rapid shifts in departmental priorities.

CERTIFICATIONS/LICENSES

1. Valid Washington State Drivers License
2. Certification in Pesticide Application, Flagging, First Aid/CPR required within six months of employment.

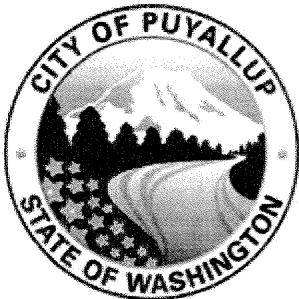
PYSICAL DEMANDS

The physical demands described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate to loud.

COMMENTS

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.



Parks and Facilities Manager

Class Code:
209

Bargaining Unit: NON-REPRESENTED

CITY OF PUYALLUP
Established Date: Sep 8, 1998
Revision Date: Feb 22, 2012

SALARY RANGE

\$33.22 - \$43.18 Hourly
\$5,758.00 - \$7,485.00 Monthly
\$69,096.00 - \$89,820.00 Annually

DEFINITION:

Employees in this classification provide administrative and supervisory work in directing the Parks, Cemetery and Facilities Division of the Parks and Recreation Department. Primary responsibility is for the overall management of the maintenance and operation of the parks and recreation, cemetery and municipal facilities, including associated planning activities. Work is conducted in an office setting and requires field inspections to evaluate the work of staff and construction and renovation projects.

ESSENTIAL FUNCTIONS:

- Develops and directs a comprehensive maintenance program for City landscaped areas, parks, buildings, and the cemetery.
- Schedules, assigns, coordinate and inspect the activities of maintenance personnel.
- Sets division's work priorities; oversees the training of employees; evaluates the performance of personnel; participates in the personnel processes and enforces provisions of labor contracts; assigns personnel and equipment to projects.
- Transfers personnel and equipment between projects to meet operational priorities.
- Develops a preliminary operating budget for approval for the three divisions; develops a preliminary capital improvement projects budget for the divisions; administers the approved budgets for the divisions.
- Prepares contracts for maintenance and renovation projects and oversees projects to ensure successful completion.
- Inspects work on projects to ensure conformance to standards; prepares records and reports on work progress; contacts individual citizens having problems associated with the area of responsibility.
- Attempts to resolve problems and maintain good public relations.
- Develops and directs the maintenance program for street trees and City forested areas.
- Requisitions materials; supplies and the use of equipment.
- Ensures the proper and safe operation of equipment.

QUALIFICATIONS:

Knowledge of:

- Parks, Cemetery and Facilities design process, construction methods and project administration.
- Materials, methods, procedures and techniques commonly used in the operation of equipment or maintenance and repair tasks related to the division assigned.
- Hazards and required safety precautions of the work.
- Modern supervisory principles and practices.

Ability to:

- Assign, schedule, direct, coordinate and evaluate the work of various skill level workers performing various operational and maintenance activities and to obtain results according to standards and schedules.
- Manage multiple construction and renovation projects simultaneously.
- Prepare technical specifications for bid documents and administer construction contracts.
- Develop sound fiscal programs for the three divisions.
- Administer and implement the approved budget for the three divisions.
- Read and interpret blueprints, plans, and specifications.
- Understand and execute written and oral instructions.
- Maintain accurate records and prepare operational or maintenance reports.
- Gauge project progress and make adjustments to meet deadlines.
- Establish and maintain effective working relationships with subordinates, director, other City personnel, and the public.
- Work outdoors in a variety of weather conditions.

Education and Experience

- Bachelor's degree in parks administration or related field and four years of experience in the either building or grounds maintenance, two of which must be in a supervisory capacity. Additional applicable education or experience may be substituted on a year-for-year basis to meet the educational or experience requirement.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Constant Demands: Talking, hearing, and seeing.

Frequent Demands: Sitting, standing, and fine finger manipulation.

Occasional Demands: Walking, driving lifting an average amount of 40 pounds., maximum of 40 pounds., carrying, climbing, pushing/pulling, climbing stairs and ladders, bending and twisting at the waist, crouching/kneeling/squatting, reaching below knees, knees to shoulder, above shoulder, repetitive hand and arm motion.

Environmental Factors: Work is primarily an office environment with low noise levels, and approximately 15 percent of the time is spent outdoors. This position is at potential risk of exposure to bloodborne pathogens.

SUPERVISION:

Work is performed under the general direction of the Parks and Recreation Director, but requires a high degree of initiative, independent judgment and professional expertise. Work is reviewed through periodic consultation with the director, comments from the general public and evaluation of program content and service. This position provides supervision and leadership to all division personnel.

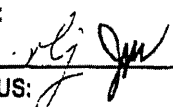
SPECIAL QUALIFICATIONS:

Possession of, or ability to obtain, a valid Washington State driver's license. Possession of a valid certificate as required by the particular position, state law and department regulations.

City of Tukwila
Class Specification

2012
pay range 6252-7600/month

CLASS TITLE: Maintenance and Operations Superintendent

BAND: C	GRADE: 4	SUBGRADE: 2	APPROVAL: 
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-Exempt	

JOB SUMMARY: The *Maintenance and Operations Superintendent* has accountability for coordinating and administering the overall operations of assigned division.

DISTINGUISHING CHARACTERISTICS:
The *Maintenance and Operations Superintendent* classification is a stand alone classification distinguished from other classifications by the *Maintenance and Operations Superintendent's* responsibility for the entire operations of assigned division.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample - position assignments may vary.)	FREQ.
1.	Plans and manages a comprehensive, City-wide maintenance and operations program for assigned division.	Daily 25%
2.	Prepares annual budget for assigned areas of responsibility including forecasting revenue, staffing, materials, and equipment needs; performs cost analyses; implements division budget; determines equipment specifications; purchases equipment and supplies; negotiates and administers service contracts; monitors and maintains inventory; and prepares and submits periodic budget updates.	Daily 15%
3.	Acts as liaison for assigned area with other agencies, to include other departments, divisions, consultants, contractors, vendors, and the general public. Represents the Division and/or City at meetings and prepares and presents briefings, staff reports, and other applicable correspondence.	Daily 15%
4.	Provides direction, counseling, training, performance evaluation, and discipline of subordinate employees.	Daily 10%
5.	Evaluates and develops goals, objectives, policies, procedures, and priorities for the division and implements changes as needed. Analyzes the effectiveness of division operations to include evaluating work products, methods, and procedures.	Daily 10%
6.	Researches, analyzes, and prepares correspondence, reports, papers, statistical summaries, and other material requiring judgment as to content, accuracy, and completeness.	Daily 5%
7.	Maintains reasonable, predictable, and regular attendance during the standard work week.	Daily 5%
8.	Participates in the design, estimating, vendor selection, plan review, construction, and inspection of projects in assigned area. May review plans and specifications for development; provide technical expertise; and recommend acceptance upon completion.	Weekly 5%
9.	Coordinates and administers repairs, rehabilitation, and/or small works construction by reviewing and awarding bids to contractors; providing technical expertise; and inspecting, monitoring, and final acceptance of work.	Weekly 5%
10.	May perform "callback" and "standby" duty on weekdays, weekends, and holidays; responds to emergency situations; and directs/and or performs emergency work.	Weekly 5%

CLASS TITLE: Maintenance and Operations Superintendent

KNOWLEDGE (Position requirements at entry):

Knowledge of:

Maintenance and repair methods and techniques in area of assignment;
Basic groundskeeping and equipment maintenance techniques;
Safety precautions applicable to area of assignment;
Material management techniques and calculations of weights and measurements;
Tools and equipment used in area of assignment;
Laws and regulations applicable to assigned area; and
Troubleshooting and diagnostic procedures related to systems maintained.

SKILLS (Position requirements at entry):

Skills in:

Revenue and expenditure forecasting;
Facilitating meetings and conducting presentations;
Performing skilled and highly specialized maintenance activities related to area of assignment;
Troubleshooting, diagnosing, and repairing equipment;
Using electronic equipment;
Using computers and related software applications applicable to field;
Assigning and monitoring the work of subordinates;
Reading and recording information from gauges and meters;
Interpreting drawings and sketches;
Inventorying and ordering materials and supplies;
Organizing staff, equipment, and materials;
Applying customer service techniques;
Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public; and
Communication, both oral and written, sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE (position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and five years of increasingly responsible skilled maintenance or operations experience in area of assignment, including three years of lead experience; or an equivalent combination of education and experience which provides the knowledge, skills, and ability sufficient to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS (position requirements at entry):

Valid State of Washington Driver's License.

Some positions may require additional licensing such as Washington State Department of Agriculture Pesticide Applicators License, Waste Water Certificate II, or Water Manager II Certificate; First Aid and CPR certification; and/or professional membership.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, mobility, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

CLASSIFICATION HISTORY:

New Class: 8/1/01

Revised:



MEMORANDUM

Date: July 5, 2013
To: City of SeaTac Mayor and Council
From: Kristina Gregg, City Clerk *KRG*
Subject: Consideration and Confirmation of Appointment

Please be advised that the Mayor has selected the following individuals who he feels are best qualified to serve as members of the Senior Citizen Advisory Committee. The appointments are being presented at the July 9, 2013 Regular Council Meeting for your consideration and confirmation.

Appointment:

Senior Citizen Advisory Committee:

- Vicki Lockwood to fill an unexpired term ending October 11, 2013
- F. Dennis Anderson as an alternate

Attachments: Applications

Cc: Kathleen Cummings



City of SeaTac Citizen Advisory Committee Application for Appointment

CITY OF SEATAC
RECEIVED

AUG 06 2012

TIME: _____
CITY CLERK'S OFFICE

Applications are retained in the City Clerk's Office for one year from the date they are received.

I wish to be considered for appointment to the following committee:

- Civil Service Commission
- Human Services Advisory Committee
- Library Advisory Committee
- Other: _____
- Planning Commission
- Senior Citizen Advisory Committee (ages 55 and over)
- Tree Board

If interested in more than one committee, please indicate your order of preference by numbering (i.e. 1, 2, 3).

Name: Victoria Lockwood

Address: 4235 S 164 St Phone: 206-244-5916

City: SeaTac State: Wa Zip: 98188

E-mail Address: LDLOCKWOOD@MSN.COM

Are you a SeaTac resident? Yes No

If student, please state grade: _____

Present Employer: Retired

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Date available for appointment to a committee: Immediately

Can you attend: Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to City business? _____

Attach an additional page, if needed for any of the following information:

Have you previously served or are you currently on one of the committees listed above? Yes No

If yes, please explain: _____

Professional and/or Community Activities: Volunteer @ USO, SeaTac Airport,
McMicken Elementary School & Secty-Treasurer for a senior bowling
league

Please share your experiences/qualifications that relate to this committee and why you would like to be involved: I am a senior citizen with both the interest and energy to
represent other seniors' needs / interests & concerns and enjoy
helping to make things happen to improve our seniors' quality
of life

(continued on back side)

Human Services Advisory Committee, Library Advisory Committee or Planning Commission Applicants:

Do you own or operate a business entity located within the City of SeaTac? Yes ___ No ___

Are you employed by a business entity located within the City of SeaTac? Yes ___ No ___

Business Name: _____

Business Address: _____

Civil Service Commission Applicants:

You must meet all of the following criteria: You must be a citizen of the United States, a SeaTac resident for at least three (3) years immediately preceding the appointment, and a registered voter of SeaTac and King County. Do you meet all of the criteria? Yes ___ No ___

Senior Citizen Advisory Committee Applicants:

Are you at least fifty-five (55) years of age? Yes No ___

Please list the days/evenings/times that would be most convenient for you to come to City Hall for an interview: flexible (except unavailable 8/8-8/13/2012)

If recommended, by whom: _____

Please return this form to:

City of SeaTac
City Clerk's Office
4800 South 188th Street
SeaTac, WA 98188-8605
206.973.4660

***Be advised, if you are selected for a committee you will be subject to a background investigation.**

Citizen Advisory Committee Applications are subject to public disclosure laws of the State of Washington (RCW.42.56), and if requested will be provided in its entirety.

I hereby certify that this application contains no willful misrepresentations and that the information is true and correct to the best of my knowledge.

Signature: [Signature] Date: 8/3/2012

The City of SeaTac is an Equal Opportunity Employer

For office use only:

Date Interviewed: 10-18-12 Committee: Senior Citizen

Date Appointed: 11-13-12

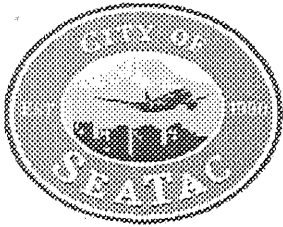
Date Interviewed: 6/13/13 Committee: Senior Citizen Adv

Date Appointed: 7/9/13

Date Interviewed: _____ Committee: _____

Date Appointed: _____

Background Check: 10/22/12 Passed _____ Failed



City of SeaTac

Citizen Advisory Committee

Application for Appointment

Applications are retained in the City Clerk's Office for one year from the date they are received.

I wish to be considered for appointment to the following committee:

- | | |
|--|--|
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Human Services Advisory Committee | <input checked="" type="checkbox"/> Senior Citizen Advisory Committee (ages 55 and over) |
| <input type="checkbox"/> Library Advisory Committee | <input type="checkbox"/> Tree Board |
| <input type="checkbox"/> Other: _____ | |

If interested in more than one committee, please indicate your order of preference by numbering (i.e. 1, 2, 3).

Name: F. DENNIS ANDERSON

Address: 16415 47TH PL.S Phone: 206-242-8462

City: SEATAC State: WA Zip: 98188

E-mail Address: _____

Are you a SeaTac resident? Yes No

If student, please state grade: _____

Present Employer: RETIRED

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Date available for appointment to a committee: 1 JUL 13

Can you attend: Evening meetings? Yes No Daytime meetings? Yes No

Approximately how many hours each month can you devote to City business? ≈ 10 HRS

Attach an additional page, if needed for any of the following information:

Have you previously served or are you currently on one of the committees listed above? Yes No

If yes, please explain: _____

Professional and/or Community Activities: DRIVE BUS FOR SEATAC COMMUNITY CENTER - WEEKLY FOR 17 YR

Please share your experiences/qualifications that relate to this committee and why you would like to be involved: BEING EXPERIENCE WITH PROGRAM PLANNING & SCHEDULING

Human Services Advisory Committee, Library Advisory Committee or Planning Commission Applicants:

Do you own or operate a business entity located within the City of SeaTac? Yes ___ No X

Are you employed by a business entity located within the City of SeaTac? Yes ___ No X

Business Name: RETIRED THE BOEING CO - 33 YRS.

Business Address: _____

Civil Service Commission Applicants:

You must meet all of the following criteria: You must be a citizen of the United States, a SeaTac resident for at least three (3) years immediately preceding the appointment, and a registered voter of SeaTac and King County. Do you meet all of the criteria? Yes X No ___

Senior Citizen Advisory Committee Applicants:

Are you at least fifty-five (55) years of age? Yes X No ___

Please list the days/evenings/times that would be most convenient for you to come to City Hall for an interview: NEGOTIABLE

If recommended, by whom: KATHLEEN CUNNINGHAM SEATAC COMMUNITY CENTER

Please return this form to:

City of SeaTac
City Clerk's Office
4800 South 188th Street
SeaTac, WA 98188-8605
206.973.4660

***Be advised, if you are selected for a committee you will be subject to a background investigation.**

Citizen Advisory Committee Applications are subject to public disclosure laws of the State of Washington (RCW.42.56), and if requested will be provided in its entirety.

I hereby certify that this application contains no willful misrepresentations and that the information is true and correct to the best of my knowledge.

Signature: Dennis Anderson Date: 5-23-13

The City of SeaTac is an Equal Opportunity Employer

For office use only:

Date Interviewed: 6/13/13 Committee: Senior Citizen Adv

Date Appointed: 7/9/13

Date Interviewed: _____ Committee: _____

Date Appointed: _____

Date Interviewed: _____ Committee: _____

Date Appointed: _____

Background Check: YES Passed _____ Failed _____
6/25/13

**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

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

Consent Agenda Date: 07.09.13

Travel Pre-Approval Requests:

NLC Conference, Seattle, Nov 13-16, 2014, budget: \$720/pp

Tony Anderson, Mia Gregerson

(Councilmember Fernald and City Manager approved 6.25.13 consent agenda)

Name: Tony Anderson	
Lodging	0
Meals	75
Transportation	50
Registration	595
Total	720

Name: Mia Gregerson	
Lodging	0
Meals	75
Transportation	50
Registration	595
Total	720