

City of SeaTac

Regular Council Meeting Minutes

September 9, 2008
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Shape at 6:20 p.m.

COUNCIL PRESENT: Mayor Ralph Shape, Deputy Mayor (DM) Gene Fisher (*left at 7:00 p.m.*), Councilmembers (CMs) Chris Wythe, Terry Anderson, Anthony (Tony) Anderson, Joe Brennan and Mia Gregerson.

FLAG SALUTE: CM Brennan led the Council, audience and staff in the Pledge of Allegiance.

ADMINISTRATIVE STAFF: City Manager Craig Ward, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Senior Assistant City Attorney Mark Johnsen, Assistant City Manager (ACM) Todd Cutts, Economic Development (ED) Manager Jeff Robinson, Finance Director Mike McCarty, Parks & Recreation (P&R) Director Kit Ledbetter, Facilities Director Pat Patterson, Human Services (HS) Coordinator Colleen Brandt-Schluter, Public Works (PW) Director Tom Gut, Fire Chief Bob Meyer, and Chief of Police Services Jim Graddon.

PUBLIC COMMENTS (at the beginning of the meeting):

Dawn Shoopman, SeaTac BMX Track Operator, invited everyone to attend the Jill Kintner Homecoming Saturday, September 27, 2008 at noon at the North SeaTac BMX Park. Ms. Kintner is the 2008 Beijing Olympic Women's BMX Racing Bronze Medalist. She is a SeaTac BMX Track alumni.

Diane Smith, on behalf of Edward Smith, Marilyn Sears, Polly McIntyre, and Jesus and Sally Mejia, requested the Council reconsider annexing a portion of the unincorporated area generally located east of 8th Avenue South, north of South 128th Street, west of Highway 99, and South of South 96th Street into SeaTac.

CM T. Anderson questioned whether the Hill Top Elementary School is included in this area. Ms. Smith stated yes. CM T. Anderson stated many of those students already live in SeaTac.

Allal Amrani stated he is half owner of a property discussed at the July 22 meeting considered for A Comprehensive Plan (CP) amendment, which was denied. He had the following comments: (1) he purchased the July 22 Council meeting DVD and feels that the \$20 cost for the average person, or a student who wants to learn about government, is too much; (2) in the past, he has offered his educational services for free because he wants to give back to the community, however, he has not had a response from City staff; and (3) requested Council reconsider his CP amendment.

PRESENTATIONS:

•Introduction of new employee: Economic Development (ED) Manager Jeff Robinson

City Manager Ward introduced Mr. Robinson.

•Council consideration of Mayoral appointment of members to the Hotel/Motel (H/M) Tax Advisory Committee

Mayor Shape stated his selection of Tom Dantzler and Carl Anderson to serve terms ending September 23, 2009, Roger McCracken and Jeff Hart to serve terms ending September 23, 2010, and Cathy Boysen-Heiberg, Nancy Damon, Jerry Stotler and Frank Welton to serve terms ending September 23, 2011.

Council consensus: Referred to the 09/23/08 RCM for Confirmation

•Somali Community Services Coalition

Executive Director Ahmed Jama described the services provided by this coalition. The funding from SeaTac enables the hiring of a part-time case worker to assist with the services.

Community Education Coordinator Mohamed Hassan thanked the Council for their support. He also thanked Police Chief Graddon and his department, for helping them develop a plan to reach out to business owners and police departments to come together and educate young men on how they can contribute to the community.

•Telephone Survey for the Parks, Recreation and Open Space Plan

P&R Director Ledbetter introduced Hebert Research Inc. President and CEO Jim Hebert.

Mr. Hebert briefed on his background. He detailed the results and statistics based on surveys from 200 SeaTac residents.

DM Fisher left the meeting at this point.

PRESENTATIONS (Continued):

Telephone Survey for the Parks, Recreation and Open Space Plan (Continued):

- The top three parks used are: Angle Lake Park, Valley Ridge Park, and McMicken Heights Park.
- Activities considered important were swings or big toy and picnic shelters.
- Fliers and park brochures are the best approach for getting information to the SeaTac residents.

Mr. Hebert reviewed the survey conclusions:

- parks and recreational facilities are assets
- investing in community parks is an investment (within walking distance, proximity and just being able to see a park are major real estate considerations)
- parks add to the quality of life and are important to residents, employees and businesses
- walk-about community concepts are hot communities
- concept of mingling (parks are great at allowing different cultures to meet and talk)

Upon a question posed by CM T. Anderson in relation to security, Mr. Hebert stated there is a new concept called dark nights. This puts the lighting where it is needed without lighting up the sky. Surveillance cameras really work and the presence of police officers is a big deterrent.

Upon a question posed by Mayor Shape, Mr. Hebert stated the City needs to maintain the current level of parks and also expand the parks.

Mr. Ledbetter stated staff will present the completed Park and Open Space Plan to Council by the end of the year.

•Viaduct Replacement Program

Washington State Department of Transportation (WSDOT) Deputy Director Matt Preedy introduced King County Department of Transportation (KCDOT) Assistant Director Ron Posthuma and Seattle Department of Transportation (SDOT) Project Manager Bob Chandler. All three departments are working together to develop a solution. A lot of work is being done in advance of the 2012 replacement. He detailed some of the projects currently being worked on.

Mr. Posthuma emphasized the importance of the moving forward phase. He detailed the mitigation program (transit enhancements and other improvements to keep people and goods moving during SR 99 construction). The Governor, Seattle Mayor and King County (KC) Executive have directed that a solution be recommended by December 2008.

The three parties formed a Stakeholder Advisory Committee as a way to gather comments and ideas for potential central waterfront solutions. The committee is a group of 30 people representing various constituencies and community groups.

Mr. Chandler detailed the central waterfront scenarios to be evaluated: (1) Surface boulevard - demand management and low capital, (2) Surface boulevard - transit, (3) Alaskan Way/Western Avenue couplet, (4) four-lane elevated, (5) four-lane integrated elevated, (6) Four-lane bored tunnel, (7) Four-lane cut-and-cover tunnel, and (8) Four-lane lidded trench.

Mr. Chandler stated the group is currently evaluating the scenarios. The results will be presented in September, October, and November to evaluate how well the scenarios work together.

DISCUSSION ITEM:

•Summary of \$5,000 - \$25,000 Purchase Requests for the period ended September 5, 2008

City Manager Ward reviewed the following requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Yard Debris Collection Event – Fall 2008	PW	\$23,500	\$23,500	\$23,500
Three-party Wetland Biologist Consulting Contract	Planning	\$12,462	\$12,462	\$12,462
Fire Apparatus #118 Parts for Repair Work	Fire	\$83,136	\$83,136	\$6,681

****Budget amount is 2008 total for Fire vehicle repair and maintenance****

DISCUSSION ITEM:

Summary of \$5,000 - \$25,000 Purchase Requests for the period ended September 5, 2008 (Continued):

Museum of Flight (MOF) Student Field Trip Funding (2008 Budget Funded Decision Card)	Non- Department	\$5,000	\$5,000	\$6,700
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****will absorb within existing budget****

Council consensus: Referred to the 09/09/08 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #2987 – An Ordinance amending the 2008 Annual City Budget for miscellaneous items

Summary: This budget amendment Ordinance increases expenditures to provide additional 2008 appropriation authority in the P&R and Facilities budgets within the General Fund (Fund 001), and in the Municipal Capital Improvements Fund (Fund 301). Two increases in estimated revenue in the General Fund are also included in this budget amendment.

The four items included in this budget amendment are as follows:

1. The P&R Department requested and received Council approval to construct a walking path at Madrona Elementary School at the August 12, 2008, Regular Council Meeting (RCM). This budget amendment provides appropriation for the full cost of the project (\$21,792) in the P&R Department's 2008 budget. It also adds \$15,000 additional estimated revenue for 2008 in the General Fund for funding from KC (\$10,000) and the SeaTac Rotary (\$5,000) for the walking path project.
2. The Summary of Purchases Requests \$5,000-\$25,000 approved at the August 12, 2008, RCM included a \$5,000 estimated expenditure for the City Hall Display Case historical displays. \$3,232 of this amount was appropriated with a 2007 carryover in the H/M Tax Fund (Fund 107). This budget amendment appropriates the remaining \$1,768 balance in the Facilities Department's 2008 budget in the General Fund.
3. An agreement between the Highline School District (HSD) and the City of SeaTac was authorized at the August 12, 2008 RCM, providing \$50,000 funding from the HSD for the School Resource Officer (SRO) at the Tye Educational Complex and Chinook Middle School. The City's 2008 Annual Budget was approved with the City bearing the full cost of the SRO for the 2008 fiscal year, and this agreement provides an unanticipated \$50,000 additional revenue to the General Fund. This budget amendment adds this additional amount to estimated revenue for 2008 in the General Fund.
4. The purchase of a mobile emergency generator capable of servicing the SeaTac Community Center (STCC) was approved by Council at the August 12, 2008 RCM in the amount of \$66,647. This expenditure was not included in the adopted 2008 Annual Budget. This budget amendment appropriates \$66,647 in the 2008 budget for the Municipal Capital Improvements Fund (Fund 301) for this purchase.

Finance Director McCarty reviewed the above summary.

CM Gregerson stated it is important that the Council develop a vision/mission statement to be used as a tool in making decisions on how money is spent on capital projects. She also stated she feels the Council needs to be diligent about having bids challenged to ensure money is being spent wisely.

Council consensus: Referred to the 09/9/08 RCM Consent Agenda

Agenda Bill #2988 – An Ordinance creating a new Section 3.40.005 of the SeaTac Municipal Code (SMC) and amending Sections 3.40.100 and 3.40.104 of the SMC related to Petty Cash Funds

Summary: The City of SeaTac currently maintains three petty cash funds. The purpose of these funds is to provide an effective and efficient manner in which employees can be reimbursed for repetitive, small dollar item cash purchases. These three funds are maintained in the Finance Department, at the STCC, and at Fire Station #45, and each contain a \$300 balance. As petty cash is disbursed for appropriate expenditures, the custodian of each petty cash fund requests replenishment by submitting the appropriate forms and original receipts presented to them for petty cash reimbursements to the Finance Department as often as necessary to maintain the fund.

The balances of the Finance, Fire and STCC Petty Cash Funds have been \$300 each for many years. The \$300 amount is an adequate balance for the Fire Department Petty Cash Fund, but is no longer adequate to fully meet the ongoing needs of the Finance and STCC Petty Cash Funds. Staff recommends increasing the balance of these two funds to \$500. State law requires authorization by the governing body to create petty cash funds, as well as any subsequent increases or decreases in the imprest amount to those funds.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #2988 (Continued): In addition to the \$200 increase in the balance of the aforementioned two petty cash funds, staff also recommends increasing the maximum \$25 limit per reimbursement request in this manner to \$35. The current \$25 limit is outdated and lower than the maximum limit imposed by most cities in the area. Any employee reimbursement requests greater than \$35 will be processed and paid by reimbursement check through accounts payable in the same manner that requests greater than \$25 are done currently. Staff believes that it is appropriate to codify the maximum disbursement from the Petty Cash Funds, and thus a new Section 3.40.005 would be created.

This action has no financial impact on the City. It only re-categorizes the additional \$400 from the regular cash account in the General Fund to the two petty cash accounts included in this agenda bill.

Finance Director McCarty reviewed the above summary.

Upon a question posed by CM A. Anderson, Mr. McCarty stated these funds balance out every month.

Council consensus: Referred to the 09/09/08 RCM Consent Agenda

Agenda Bill #2983 – A Motion approving low bidder for window supplier, generator, and fire alarm system for Fire Station 46

Summary: Bids for windows for the new Fire Station 46 were solicited by advertisement in the Seattle Times the weeks of July 6 and 13. One bid was received from Classic Window Products in the amount of \$58,950. The estimate for windows is \$60,530. Bids for the generator were solicited also via the Seattle Times the weeks of August 7 and 13. Five bids were returned in response. Low bid from N C Power Systems is \$81,602.44. The estimate for the generator was \$65,000. Advertisement for the fire alarm bids were posted the weeks of May 12 and 19. Three bids were received. Absco Alarms was low bid at \$47,798.61 but was ruled non responsive for not including the conduit necessary for installation. The next lowest bidder was Superior Electric who is already under contract to do the electrical work. Their bid is \$51,600. Estimate for the fire alarm system was \$55,125. These prices do not include sales tax or contingency which are 9% and 10% respectively.

It is recommended that the City Council authorize the purchase of the windows from Classic Window Products, the generator from N C Power Systems, and accept Superior Electric as the lowest responsive bidder for the fire alarm system.

The 2008 Budget for New Fire Station 46 has \$4,488,036 for construction of the new fire station.

Facilities Director Patterson reviewed the above summary.

Council consensus: Referred to the 09/09/08 RCM Consent Agenda

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 81527 – 81681) in the amount of \$1,545,139.60 for the period ended August 20, 2008.
- **Approval of claims vouchers** (check no. 81682) in the amount of \$80.00 for the period ended August 25, 2008.
- **Approval of claims vouchers** (check nos. 81683 – 81859) in the amount of \$986,703.98 for the period ended September 5, 2008.
- **Approval of payroll vouchers** (check nos. 46992 – 47038) in the amount of \$191,318.94 for the period ended August 15, 2008.
- **Approval of payroll electronic fund transfers** (check nos. 56295 - 56477) in the amount of \$326,015.22 for the period ended August 15, 2008.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$64,356.34 for the period ended August 15, 2008.
- **Approval of payroll vouchers** (check nos. 47039 – 47085) in the amount of \$385,903.38 for the period ended August 31, 2008.
- **Approval of payroll electronic fund transfers** (check nos. 56478 - 56668) in the amount of \$334,333.10 for the period ended August 31, 2008.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,309.39 for the period ended August 31, 2008.
- **Summary of \$5,000 - \$25,000 Purchase Requests** for the period ended September 5, 2008.

CONSENT AGENDA (Continued):

Approval of Council Meeting Minutes:

- **Administration and Finance Committee Meeting** held August 12, 2008.
- **Public Safety and Justice Committee Meeting** held August 12, 2008.
- **Special Council Meeting** held August 12, 2008.
- **Regular Council Meeting** held August 12, 2008.

Agenda Items reviewed under Agenda Bill Presentations recommended for placement on this Consent Agenda:

Agenda Bill #2987; Ordinance #08-1028 amending the 2008 Annual City Budget for miscellaneous items

Agenda Bill #2988; Ordinance #08-1029 creating a new Section 3.40.005 of the SeaTac Municipal Code and amending Sections 3.40.100 and 3.40.104 of the SeaTac Municipal Code related to Petty Cash Funds

Agenda Bill #2983; Motion approving low bidder for window supplier, generator, and fire alarm system for Fire Station 46

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

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

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS (related to the following Unfinished and New Business): There were no public comments.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS: There was no new business.

CITY MANAGER'S COMMENTS: City Manager Ward commented on the following: (1) Deputy City Clerk Marcia Rugg has received her Certified Municipal Clerk (CMC) designation; (2) September 10 - Employee Appreciation Picnic; (3) September 10 – 4 p.m., YMCA site groundbreaking; (4) September 15 – 1 p.m., 15 year anniversary of the senior program; (5) September 17 – Mayor Shape and he will travel to Washington, D.C. to lobby regarding funding requests for 2009 and 2010. He will then continue to an International City Manager's Association conference, followed by a few vacation days; (6) September 22 – 12 noon, Budget Workshop 1; (7) September 27 – Homecoming for Jill Kintner; and (8) October 4 – 9 a.m., Budget Workshop 2.

COUNCIL COMMENTS:

CM Gregerson stated she volunteered with the Family Resource Center for the back to school fair which served 300+ families.

Mayor Shape stated he hopes to see everyone at the YMCA groundbreaking, and he congratulated the Police Department for their response to a serious incident that occurred within the City.

EXECUTIVE SESSION: There was no Executive Session.

ADJOURNMENT:

MOVED BY BRENNAN, SECONDED BY A. ANDERSON TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:21 P.M.

MOTION CARRIED UNANIMOUSLY.

Ralph Shape, Mayor

Kristina Gregg, City Clerk