



City of Tukwila
**Finance and Governance
 Committee**

- ◆ De'Sean Quinn, Chair
- ◆ Kate Kruller
- ◆ Cynthia Delostrinos Johnson

Distribution:	
D. Quinn	Mayor Ekberg
K. Kruller	D. Cline
C. Delostrinos Johnson	R. Bianchi
T. McLeod	C. O'Flaherty
K. Hougardy	A. Youn
M. Abdi	L. Humphrey
T. Sharp	

AGENDA

MONDAY, MARCH 28, 2022 – 5:30 PM

THIS MEETING WILL BE CONDUCTED BOTH ON-SITE AT TUKWILA CITY HALL AND ALSO VIRTUALLY, BASED ON THE GOVERNOR'S PROCLAMATION 20-28.

ON-SITE PRESENCE WILL BE IN THE DUWAMISH CONFERENCE ROOM (2ND FLOOR, 6300 SOUTHCENTER BOULEVARD)

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS: 1-253-292-9750, Access Code 49933731#

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For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	
1. BUSINESS AGENDA		
a. An ordinance regarding the Juneteenth holiday. <i>Rachel Bianchi, Deputy City Administrator</i>	a. Forward to 4/11 C.O.W. and 4/18 Regular Mtg.	Pg.1
b. Approval of a GIS Technician position for 1 year to support completion of the Public Works As-Built Drawings Project. <i>Joel Bush, Chief Technology Officer; and Hari Ponnekanti, Public Works Director/City Engineer</i>	b. Forward to 3/28 C.O.W. and 3/28 Special Meeting Consent Agenda.	Pg.5
2. MISCELLANEOUS		

Next Scheduled Meeting: *April 11, 2022*



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INFORMATIONAL MEMORANDUM

TO: Finance and Governance Committee

FROM: Rachel Bianchi, Deputy City Administrator

CC: Mayor Ekberg

DATE: March 7, 2022

SUBJECT: Adding Juneteenth to the List of Legal Holidays

ISSUE

On June 15, 2020 the City Council adopted Resolution 1992, commemorating Juneteenth of each year as an annual celebration of African American emancipation. Since then, many jurisdictions including the Federal and State governments, King County, City of Seattle and other smaller jurisdictions in the State and around the country have added Juneteenth as a paid holiday. Collectively, these jurisdictions have designated Juneteenth as a way to commemorate the end of slavery in the United States and the profound impact of slavery and subsequent emancipation on generations of Americans.

BACKGROUND

Current City paid holidays are codified in the Tukwila Municipal Code (TMC) 2.52.030, which could be amended by ordinance. State law allows for local legislative bodies to determine local holiday schedules pursuant to RCW 1.16.050(6) which states, in pertinent part:

(6) Nothing in this section may be construed to have the effect of adding or deleting the number of paid holidays provided for in an agreement between employees and employers of political subdivisions of the state or as established by ordinance or resolution of the local government legislative authority.

DISCUSSION

Any changes to City paid holidays would need to be bargained with the City's labor partners. It is unlikely that any labor group would agree to replace Juneteenth with another holiday. The City conceded adding the Juneteenth holiday to the Commanders, Sergeants and United Steelworkers contracts at their request during this past bargaining cycle.

In drafting the proposed ordinance, staff noticed that the TMC is not current with the number of floating holidays provided to staff. The TMC indicates one floating holiday, but collective bargaining agreements and years of past practice afford staff two floating holidays. It is unclear why this change was not made when the second floating holiday was enacted, but staff recommends making this change to the TMC now.

FINANCIAL IMPACT

While there is a financial impact associated with adding another paid holiday to the City's offerings, it is difficult to determine the actual cost. There would be hard costs associated with the Police (largely the Patrol division, with minor impact on Records) and Fire (Suppression only) Departments as those departments collectively cannot take specific days off in the same way as other City employees. In addition, there would be a small increase in standby pay for Public Works staff. For the other unions there could be soft costs associated with the loss of those hours, and that is variable across departments and individuals. Staff estimates the financial cost to be under \$100,000 per year.

RECOMMENDATION

The Committee is being asked to approve the proposed ordinance and send the item for discussion at the Committee of the Whole on Monday, April 11, 2022. Should the Council agree, the item could be adopted at the April 18, 2022 Regular Meeting.

ATTACHMENTS

Proposed ordinance adding Juneteenth to the list of City holidays

DRAFT

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, AMENDING ORDINANCE NO. 1663 §1, SUBPARAGRAPH A, "LEGAL HOLIDAYS," AS CODIFIED AT TUKWILA MUNICIPAL CODE SECTION 2.52.030.A, TO ADD THE NINETEENTH OF JUNE, RECOGNIZED AS JUNETEENTH, TO THE LIST OF LEGAL HOLIDAYS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Washington State Legislature recently passed House Bill 1016, effective July 25, 2021, and codified as RCW §1.16.050(f), establishing the Nineteenth of June, recognized as Juneteenth, or "Juneteenth Independence Day," as a state legal holiday. This holiday memorializes when news of the Emancipation Proclamation and the end of the Civil War reached Galveston, Texas and all enslaved persons were freed; and

WHEREAS, in furtherance of the sentiments expressed in City of Tukwila Resolution No. 1992, passed June 15, 2020, Juneteenth celebrates African American emancipation, provides an opportunity to celebrate freedom and liberty, and serves as a reminder of our collective history and our responsibility to never stop advocating for, and working towards, true racial equality; and

WHEREAS, to recognize this important day, the City Council desires to amend the Tukwila Municipal Code to establish Juneteenth as a legal holiday for the City; and

WHEREAS, clarifying language regarding floating holidays is needed to align with current City practice, policy, and agreements;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. TMC Section 2.52.030.A Amended. Ordinance No. 1663 §1, as codified at Tukwila Municipal Code Section 2.52.030, subparagraph A, "Legal Holidays," is hereby amended to read as follows:

A. Unless otherwise provided in applicable collective bargaining agreements, all employees shall receive the following holidays off with 8 hours' compensation at their regular straight-time hourly rate of pay:

New Year's Day January 1
 Martin Luther King, Jr. Day 3rd Monday of January
 President's Day 3rd Monday of February
 Memorial Day Last Monday of May
Juneteenth..... June 19
 Independence Day July 4
 Labor Day 1st Monday of September
 Veteran's Day November 11
 Thanksgiving Day 4th Thursday of November
 Day after Thanksgiving Day Friday
 Christmas Day December 25
~~One~~ Two (2) Floating Holidays At employee's choice

Section 2. Corrections by City Clerk or Code Reviser Authorized. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 4. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City and shall take effect and be in full force five days after passage and publication as provided by law. Consistent with Washington State House Bill 1016, Juneteenth shall be first recognized as a City holiday on June 19, 2022.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2022.

ATTEST/AUTHENTICATED:

 Christy O'Flaherty, MMC, City Clerk

 Allan Ekberg, Mayor

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the City Council: _____

Published: _____

Effective Date: _____

Ordinance Number: _____

 Office of the City Attorney



INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**
FROM: **Joel Bush, Chief Technology Officer and Hari Ponnekanti, PW Director**
BY: **Tami Eberle-Harris, TIS Project Analyst**
DATE: **March 28, 2022**
SUBJECT: **GIS Technician, 1 year position**

ISSUE

Requesting temporary 1-year GIS Technician to support completion of the As-built project and provide GIS assistance.

“As-built” refers to a drawing the designer, engineer or contractor of a construction project will create after successfully completing the project, that shows how the structure was built.

BACKGROUND

In 2021, Public Works approved funding from its existing departmental budget for a temporary 7-month position to begin the As-built project. The As-built project is a multi-phased project focused on bringing more visibility to As-builts and assets around the city. It includes incorporating As-builts and supporting documents into Laserfiche with pertinent meta data, and providing access to those documents via a map viewer. Having this information available electronically on a map is useful for staff both in the office and in the field, and reduces the time spent searching for files and understanding where the assets are geographically located. It also gives staff the ability to compare what is currently in GIS to what information is contained in the As-built, essentially providing a QC tool for existing data. The tool is currently available to staff, but in the future could be public facing and support public records requests.

Phase I: Incorporate currently available electronic As-builts into Laserfiche and GIS map viewer

- Review the existing log file, identify and confirm meta-data
- Provide the files to City Clerk’s office for importing into Laserfiche
- Integrate with GIS by drawing a polygon around the area and linking to Laserfiche

Phase 2: Organize and Incorporate paper As-builts

- Organize existing paper As-built records, log meta-data
- Prepare document for digitization by outside vendor
- Incorporate into Laserfiche and GIS

Phase 3: Develop process and procedures to continue to incorporate new As-builts into the systems as they are received

DISCUSSION

In collaboration with TIS and the City Clerk’s office, the temporary staff member was able to successfully complete approximately 70% of Phase I - integrating a large portion of the existing electronic as-builts into Laserfiche and GIS.

Additional resources of a GIS technician for a 1-year term is needed to continue on all phases of the As-built project. This employee would be responsible for organizing electronic files and integrating the data into existing systems, providing GIS collection and review of assets as needed, and collaborating on

the mapping, in order to improve the overall management of the City's assets. The employee would report to TIS in order to work closely with the existing city-wide GIS efforts, with oversight by Public Works.

FISCAL IMPACT

70% of the costs associated with this effort will be distributed between the 2 CIP projects funded by enterprise utility (water and sewer GIS inventory Project numbers 81640104 and 80540202) as 70% of the as-builts are in those divisions. The enterprise funds can absorb this cost within their existing budgets. The remaining 30%, or approximately \$30,000 , would be needed from the general fund. Public Works has salary savings in 2022 that can cover the 2022 General Fund allocation. Staff will evaluate in the 2023/2024 budget process opportunities to extend this work if possible.

Staff estimates the fully loaded cost of this position, including wages and benefits, to be approximately \$100,000, with a wage at \$30 per hour and benefits.

RECOMMENDATION

The Committee is being asked to consider creating a temporary 1-year GIS Technician position to complete the As-built project and provide GIS support for Public Works. If the Committee is in support, staff asks that this item go to the March 28, 2022 Committee of the Whole and Special meeting. The request to expedite is due to the fact that the allowable hours for the current person doing this work will expire 4/4/22.

ATTACHMENTS

GIS Technician Position Description

GIS Inventory Technician Job description

This position performs technical and field work to support Public Works records management and GIS efforts. The incumbent is responsible for organizing electronic files and integrating the data into existing systems, providing GIS collection and review of existing GIS inventory assets, and collaborating on the mapping of that inventory, to improve the overall management of the City's assets.

Salary Range: \$30.00 Hourly

Essential Duties and Responsibilities

- Assisting with interpreting as-built drawings, imagery, and related source documents.
- Identifying and documenting relevant meta data for as-builts.
- Assisting with preparing documents and digitized files for incorporation into digital records center.
- Assisting in the creation of GIS polygons representing project areas and linking to related documents.
- Perform routine data management tasks to ensure accuracy, integrity, and completeness.
- Identifying problems, establishing facts, and drawing valid conclusions.
- May conduct system inventories, assembles records, and coordinates updates to master geodatabase with correct information.
- Uses asset management software, ESRI products, Laserfiche, and Trakit software to enter, track, and retrieve data for the various systems; and prepare reports as assigned.
- Operates basic survey equipment including, but not limited to, a handheld GPS data collection unit
- Edits file geodatabases with corrected information obtained from field and office work.
- Maintains a basic knowledge and understanding of current civil engineering and design principles, theories, practices and techniques.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees.

Knowledge, Skills and Abilities

- Reading and understanding technical material.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Current principles, practices, terminology, and trends in Geographic Information Systems usage and modern land-based mapping application theory.
- Standard business applications including software required to accomplish the essential functions listed; ·Microsoft Office 365 ·Relational Database Management Systems (RDBMS) ·ESRI GIS ·Asset Management systems

Education, Experience

- High School diploma or GED equivalent
- One year of experience with databases and digitizing as-built drawings plans is preferred.

Preferred:

A candidate with experience in ESRI ArcGISPro software; editing geodatabases within a multiuser GIS (enterprise-level) environment; and/or GIS data maintenance and geoprocessing is highly desirable.

Some post-secondary education related to Information Technology, GIS, Geography, Civil Engineering, or related field AND some experience with utilizing geographic information systems including ESRI suite of products; OR an equivalent combination of education, training, and experience.

This position is a temporary 1-year position.