



City of SeaTac

Special Council Meeting Agenda

March 22, 2011
5:00 PM

City Hall
Council Chambers

CALL TO ORDER:

ROLL CALL:

PRESENTATION:

- **Further consolidation of the proposed Community and Economic Development Department (60 minutes)**
By: Community and Economic Development Director Cindy Baker

ADJOURN:



City of SeaTac

Regular Council Meeting Agenda

March 22, 2011
6:00 PM

City Hall
Council Chambers

CALL TO ORDER:
ROLL CALL:
FLAG SALUTE:

PUBLIC COMMENTS (at the beginning of the meeting): (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.)

1. PRESENTATIONS:

- **State of the County Address (15 minutes)**

By: King County Councilmember Julia Patterson

- **YMCA (5 minutes)**

By: Regional Director June Wiley / Director of Emergency and Transitional Housing Gina Custer

2. DISCUSSION ITEM:

- **Summary of \$5,000 - \$35,000 Purchase Requests for the period ended March 18, 2011 (5 minutes)**

By: Interim City Manager Todd Cutts

AGENDA BILL PRESENTATIONS:

3. Agenda Bill #3308 – An Ordinance amending the SeaTac Municipal Code related to animal control regulations (5 minutes)

By: Assistant City Attorney Julia Yoon

4. Agenda Bill #3301 – A Motion accepting the work for the City Hall cooling tower (5 minutes)

By: Facilities Director Pat Patterson

5. Agenda Bill #3312 – A Motion accepting the work for the City Hall re-roof (5 minutes)

By: Facilities Director Pat Patterson

6. CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 93148 – 93295) in the amount of \$327,804.21 for the period ended March 18, 2011.

- **Approval of claims voucher** (check no. 93296 – 93296) in the amount of \$375.00 for the period ended March 18, 2011.

- **Approval of payroll vouchers** (check nos. 49583 – 49615) in the amount of \$162,797.86 for the period ended March 15, 2011.

- **Approval of payroll electronic fund transfers** (check nos. 67614 - 67779) in the amount of \$327,551.94 for the period ended March 15, 2011.

- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$64,291.72 for the period ended March 15, 2011.

- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended March 18, 2011.

Approval of Council Meeting Minutes:

- **Council Retreat** held February 11 and 12, 2011.

- **Regular Council Meeting** held February 22, 2011.

- **Administration and Finance Committee Meeting** held March 8, 2011.

- **Public Safety and Justice Committee Meeting** held March 8, 2011.

- **Special Council Meeting** held March 8, 2011.

6. CONSENT AGENDA (Continued):

Agenda Items reviewed under Agenda Bill Presentations will be considered for placement on this Consent Agenda. Please refer to the items in the Council packet, if necessary.

PUBLIC COMMENTS (related to the Consent Agenda): (Individual comments shall be limited to one minute and group comments shall be limited to three minutes.)

PUBLIC COMMENTS (related to the following Unfinished Business): (Individual comments shall be limited to two minutes. Group comments shall be limited to five minutes.)

UNFINISHED BUSINESS:

NEW BUSINESS:

CITY MANAGER'S COMMENTS:

COUNCIL COMMENTS:

EXECUTIVE SESSION:

ADJOURN:

1. PRESENTATIONS:

- **State of the County Address (*15 minutes*)**

By: King County Councilmember Julia Patterson

- **YMCA (*5 minutes*)**

By: Regional Director June Wiley / Director of Emergency and Transitional Housing Gina Custer

SUMMARY OF PURCHASE REQUESTS \$5,000-\$35,000
For March 22, 2011 - Regular Council Meeting
Period ended March 18, 2011

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Angle Lake July 4th Fireworks Show	Parks & Recreation	001.000.10.574.24.41.000	\$10,000	\$10,000	\$10,000	Payment to Angle Lake Shore Club. \$5,000 will be paid in April and July.
Mobile Routers for Fire Apparatus	Fire	001.000.09.522.20.35.000 **will absorb with savings in other line items**	\$0	\$0	\$25,303	These routers are used to connect Fire's mobile data computers to dispatch. Currently, we are utilizing vehicle radio modems which can no longer be used because they are not supported by the manufacturer and are not compliant with current standards. We will be adding onto the Kent purchase for these routers, and they will be installed by the Kent RDA Fire Shop. This hardware was not included in the 2011 Budget because the air cards that were believed to be capable of providing this service were available at no cost. In addition, \$24,130 was included in the Fire Department 2011 budget to cover the increased costs in wireless service from Verizon and Netmotion service. Because we will not be switching this change on until June, we will realize an estimated \$14,890 savings that will be applied to the \$25,303 cost of the mobile routers, leaving approximately \$10,413 to be funded from savings in other line items within the Fire Department budget.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Legal

Agenda Bill #: 3308

TITLE: An Ordinance amending sections 6.05.020 and 6.05.030 of the SeaTac Municipal Code related to animal control regulations.

<i>March 11, 2011</i>	
<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 03/22/1011</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>03/08/2011 A&F</u>	
Prepared By: <u>Julia Yoon, Assistant City Attorney</u>	
Director: <u>Mary Mirante Bartolo</u>	City Attorney: <u>Mary Mirante Bartolo</u>
Finance: <u>Micki M...</u>	BARS #: _____
City Manager: <u>Mary M. Bartolo for</u>	Applicable Fund Name: _____

*myr
#4*

SUMMARY: This proposed Ordinance amends sections 6.05.020 and 6.05.030 of the SeaTac Municipal Code related to animal control regulations. Specifically, it adopts by reference King County's animal license fees and penalties and repeals King County Code (hereinafter referred to as KCC) 11.04.040 and KCC 11.04.340 which were previously adopted by reference.

DISCUSSION / ANALYSIS / ISSUES: In June 2010, the City Council carried a Motion authorizing the City Manager to enter into an Interlocal Agreement with King County for animal services. In accordance with that Interlocal Agreement, SeaTac is required to enact an Ordinance that includes license and late penalty provisions that are substantially the same as those in Title 11 of the King County Code. King County has requested SeaTac to either adopt their animal license fees and penalties provision under KCC 11.04.035 or in the alternative, adopt an Ordinance that is substantially the same. Additionally, KCC 11.04.040 and KCC 11.04.340, which were previously adopted by reference, are proposed to be repealed because King County has also repealed those specific provisions from their code.

RECOMMENDATION(S): It is recommended that the proposed Ordinance be adopted.

FISCAL IMPACT: None.

ALTERNATIVE(S): Do not adopt the Ordinance.

ATTACHMENTS: None.

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending sections 6.05.020 and 6.05.030 of the SeaTac Municipal Code related to animal control regulations.

WHEREAS, pursuant to the Interlocal Cooperation Act (RCW Chapter 39.34) the City has contracted with King County Animal Control (KCAC) for animal control services; and

WHEREAS, these services are valuable to the citizens of SeaTac, and are being performed in a responsive manner by personnel experienced and equipped to handle animal care and control issues; and

WHEREAS, the following sections of the SeaTac Municipal code related to animal control regulations have not been updated since 2005 and 1993; and

WHEREAS, the Interlocal Agreement with King County for animal services requires SeaTac to enact an ordinance or resolution that includes license and late penalty provisions that are substantially the same as those in Title 11 King County Code; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:

Section 1. Section 6.05.020 of the SeaTac Municipal Code is hereby amended to read as follows:

SMC 6.05.020 General provisions and licensing.

The following sections of Chapter 11.04 King County Code as now in effect, and as may be subsequently amended, are hereby adopted by reference, except that, unless the context indicates otherwise, the word “county” and the words “King County” shall refer to the City and references to violations of the county code or county ordinances shall be deemed to be references to violations of City ordinances:

11.04.010 Purpose.

11.04.020 Definitions, and in addition thereto, the definitions set forth in Section 6.05.110 are adopted.

11.04.030 Pet licenses required.

11.04.035 License fees and penalties.

~~11.04.040 Animal shelter, kennel, grooming service, cattery and pet shop license required.~~

11.04.060 Hobby kennel or hobby cattery license – Required.*

11.04.070 Animal shelters, kennels and pet shops – Reporting required.

11.04.080 Animal shelters, kennels and pet shops – Inspections.

11.04.090 Animal shelters, kennels and pet shops – Conditions.

11.04.100 Animal shelters, kennels and pet shops – Indoor facilities.

11.04.110 Animal shelters, kennels and pet shops – Outdoor facilities.

11.04.120 Grooming parlors – License required.

11.04.130 Grooming parlors – Conditions.

11.04.140 Animal shelters, hobby kennels, kennels, pet shops, grooming parlors, guard dog purveyors, guard dog trainers and guard dog owners – Additional conditions.

11.04.150 Licenses, registrations – Revocation, suspension or refusal to renew.

11.04.160 Licenses, registration – Revocation or refusal waiting period.

* The number of animals triggering the requirement for a hobby kennel or hobby cattery license, and the total number of allowed animals, shall be as specified in SMC 15.12.015.

Section 2. Section 6.05.030 of the SeaTac Municipal Code is hereby amended to read as follows:

SMC 6.05.030 Enforcement and procedures.

The following sections of Chapter 11.04 King County Code as now in effect, and as may be subsequently amended, are hereby adopted by reference, except that, unless the context indicates otherwise, the word “county” and the words “King County” shall refer to the City and references to violations of the county code or county ordinances shall be deemed to be reference to violations of City ordinances:

11.04.170 Enforcement power.

11.04.180 Violations – Deemed nuisance – Abatement.

11.04.190 Violations – Misdemeanor – Penalty.

11.04.200 Violations – Civil penalty.

11.04.210 Impounding.

11.04.220 Additional enforcement.

11.04.230 Nuisances defined.

11.04.240 Unlawful acts against police department dogs.

11.04.250 Cruelty to animals – Unlawful acts designated.

11.04.260 Violations – Notice and order.

11.04.270 Appeals.

11.04.280 Redemption procedures.

11.04.290 Corrective action – Vicious animals.

11.04.300 Civil penalty and abatement costs – Liability of owner.

- 11.04.310 Costs of additional enforcement.
- 11.04.320 Miscellaneous service charges.
- 11.04.330 Additional rules and regulations.
- 11.04.335 Waiver of fees and penalties.
- ~~11.04.340 Severability.~~

Section 3. This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this _____ day of _____, 2011, and signed in authentication thereof on this _____ day of _____, 2011.

CITY OF SEATAC

Terry Anderson, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo

Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]

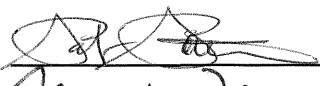
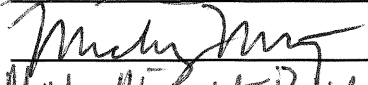
[Animal Control.KC.Fees]

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Facilities

Agenda Bill #: 3301

TITLE: A Motion to accept the work for the City Hall cooling tower.

<i>March 14, 2011</i>	
___ Ordinance ___ Resolution <u>X</u> Motion ___ Info. Only ___ Other	
Date Council Action Requested: <u>RCM 3/22/11</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>A&F 3/08/11</u>	
Prepared By: <u>Pat Patterson, Facilities Director</u>	
Director: <u></u>	City Attorney: <u>Mary Mirante Barolo</u>
Finance: <u></u>	BARS #: <u>301.000.04.594.19.62.001</u>
City Manager: <u>Mary Mirante Barolo</u>	Applicable Fund Name: <u>Municipal Capital Improvements</u>

MR
PKL

Saddi Cutler, Clubbim City Manager

SUMMARY: This motion will accept the work and close out the contract for the cooling tower replacement on the City Hall building.

DISCUSSION / ANALYSIS / ISSUES: A contract was issued on September 15, 2010 to MCS for cooling tower replacement. The project is completed and the permits are signed off. Acceptance of the work will allow the release of the 5% retainage held on the contract.

One change order for \$11,800.00 plus tax was added to the Mechanical & Control Services, Inc. (MCS) contract for installation of a 6 inch bypass "Y" valve at the cooling tower. This electronically controlled valve will keep the loop water from circulating through the cooling tower in the winter. This change order also included a controller upgrade, the cleaning of the exhaust air fan coil, and a \$2500 credit for work not needed for the installation. \$1,111.50 will be deducted from money owed MCS to cover repair costs to the roof incurred when the cooling tower was installed.

RECOMMENDATION(S): It is recommended that the work on this contract be accepted and the project be closed out.

FISCAL IMPACT:

Total cost of the cooling tower replacement contract is \$241,329.24. Puget Sound Energy is in the process of issuing rebate check in the amount of \$2500.00 and has already issued a check for \$35,664.00 making the total net cost of this project \$203,165.24. The 2010 CIP fund had \$350,452.00 budgeted for this work.

ALTERNATIVE(S): Do not accept the work at this time.

ATTACHMENTS:

MCS change order #01



AIA[®] Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> SeaTac City Hall Rooftop Mechanical Upgrades 4800 So. 188th St. SeaTac, WA 98188	CHANGE ORDER NUMBER: 001 DATE: October 18, 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Mechanical & Control Services, Inc. 301 Porter Way Milton, WA 98354	ARCHITECT'S PROJECT NUMBER: 0109 CONTRACT DATE: September 15, 2010 CONTRACT FOR: Mechanical	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Per attached summary sheet.

The original Contract Sum was	\$	208,592.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	208,592.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	11,800.00
The new Contract Sum including this Change Order will be	\$	220,392.00

The Contract Time will be increased by Fourteen (14) days.

The date of Substantial Completion as of the date of this Change Order therefore is increased by fourteen calendar days.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

David A. Clark Architects, PLLC ARCHITECT <i>(Firm name)</i>	Mechanical & Control Services, Inc. CONTRACTOR <i>(Firm name)</i>	City of SeaTac OWNER <i>(Firm name)</i>
33017 134 th Ave SE, Auburn, WA 98092 ADDRESS	301 Porter Way Milton, WA 98354 ADDRESS	4800 So. 188 th St. SeaTac, WA 98188 ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
David A. Clark <i>(Typed name)</i>	Teel Hunt <i>(Typed name)</i>	TODD CURTIS <i>(Typed name)</i>
10-25-10 DATE	Oct 19, 2010 DATE	11/17/10 DATE

Approved as to Form:

Change Order Summary

SeaTac City Hall Mechanical upgrades
Mechanical & Control Services

Change Order No.

1

Date

10/18/2010

1 Pressure wash & clean rooftop exhaust fan coil.	\$	561.00
2 Upgrade Jace panel from Jace 2 to Jace 6.	\$	1,857.00
3 Cooling tower 3 way diverting valve.	\$	11,882.00
4 Tower credit.	\$	(2,500.00)

Total of all items above \$ 11,800.00

Original Contract Sum \$ 208,592.00

Net Change by previous Change Orders \$ -

Contract prior to this change order was \$ 208,592.00

This Change Order \$ 11,800.00

New Contract Sum incl. this CO \$ 220,392.00

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Facilities

Agenda Bill #: 3312

TITLE: A Motion to accept the work for the City Hall re-roof.

March 14, 2011	
___Ordinance ___Resolution <u>X</u> Motion ___Info. Only ___Other	
Date Council Action Requested: <u>RCM 3/22/11</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>A&F 3/08/11</u>	
Prepared By: <u>Pat Patterson, Facilities Director</u>	
Director: <u>[Signature]</u>	City Attorney: <u>Mary Miranda Barolo</u>
Finance: <u>[Signature]</u>	BARS #: <u>301.000.04.594.19.62.001</u>
City Manager: <u>Mary Miranda Barolo for</u> <u>Jedol Cutts, Executive City Manager</u>	Applicable Fund Name: <u>Municipal Capital Improvements</u>

MK
[Signature]

SUMMARY: This motion will accept the work and close out the contract for the re-roofing of City Hall.

DISCUSSION / ANALYSIS / ISSUES: A contract was issued on July 19, 2010 to Access Services Inc. for the re-roofing of City Hall. The project is completed and the permits are signed off. Acceptance of the work will allow the release of the 5% retainage held on the contract.

There was one change order issued for \$8,911.28 plus tax to the Access Services Inc. contract for replacing the rusted galvanized flashings with stainless steel at each of the rooftop mechanical units and replacing the corroded roof drain rings. This change order also included a \$1,191.09 deduction for water damage caused by leaking during the replacement. In addition, \$1,111.50 of this change order was for repair to the membrane caused by MCS, the mechanical contractor, during the installation of the new cooling tower. This amount will be deducted from the monies owed to MCS.

The City has received a 15 year warranty certificate from the roofing manufacturer.

RECOMMENDATION(S): It is recommended that the work on both of this contract be accepted and the project be closed out.

FISCAL IMPACT: Total cost of the roofing contract is \$295,552.85. \$314,374.50 was authorized by Council through Agenda Bill 3250.

ALTERNATIVE(S): Do not accept the work at this time.

ATTACHMENTS:

Access Roof Services change order #01

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): SeaTac City Hall Re-roofing 4800 So. 188 th St. SeaTac, WA 98188	CHANGE ORDER NUMBER: 01 DATE: 02/04/11	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Access Roof Services, Inc. 918 So. Horton St., Suite 924 Seattle, WA 98134	ARCHITECT'S PROJECT NUMBER: 1210 CONTRACT DATE: 07/19/10 CONTRACT FOR: Re-roofing for SeaTac City Hall	

THE CONTRACT IS CHANGED AS FOLLOWS:
 (Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
 Per attached change order summary.

The original Contract Sum was	\$	261,000.00
The net change by previously authorized Change Orders	\$	0
The Contract Sum prior to this Change Order was	\$	261,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	8,911.28
The new Contract Sum including this Change Order will be	\$	269,911.28

The Contract Time will be increased by Ten (10) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 40 days from NTP.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Clark Architects	Access Roof Services, Inc.	City of SeaTac
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
33017 134 th Ave. SE	918 So. Horton St., Suite 924	4800 So. 188 th St.
Auburn, WA 98092	Seattle, WA 98134	SeaTac, WA 98188
ADDRESS	ADDRESS	ADDRESS
BY (Signature)	BY (Signature)	BY (Signature)
DAVID A. CLARK	Edward Schumway	Todd Cutts
(Typed name)	(Typed name)	(Typed name)
2/4/11	2/18/2011	2/10/11
DATE	DATE	DATE

Approved as to Form:

Change Order Summary

SeaTac City Hall Re-roofing
Access Roof Services, Inc.

Change Order No. 1

Date

2/3/2011

1 Additional services & materials per attached summary.	\$ 10,102.37
2 Deductions per attached summary.	\$ (1,191.09)

Total of all items above \$ 8,911.28

Original Contract Sum	\$ 261,000.00
Net Change by previous Change Orders	<u>\$ -</u>
Contract prior to this change order was	\$ 261,000.00
This Change Order	<u>\$ 8,911.28</u>
New Contract Sum incl. this CO	\$ 269,911.28

Access Services Seatac City Hall
Change Order Summary

	reg time	overtime
Drain Ring Pickup		
9/29/2010	1	
HVAC Flashing		
10/11/2010 Tom Sregzinski	10	0.25
10/11/2010 Pedro Avalos	10	0.25
10/11/2010 Juan Avalos	10	0.25
10/12/2010 Tom Sregzinski	10	
10/12/2010 Pedro Avalos	10	
10/12/2010 Juan Avalos	10	
10/13/2010 Tom Sregzinski	10	
10/13/2010 Pedro Avalos	10	
10/13/2010 Juan Avalos	10	
Etrnabond at cell tower screen		
11/29/2010 Tom Sregzinski	2	
11/29/2010 Pedro Avalos	2	
Repairs to roof to repair damage caused by HVAC install		
12/31/2010 Tom Sregzinski	7.25	
12/31/2010 Pedro Avalos	7.25	
1/11/2011 Tom Sregzinski	2.25	
1/11/2011 Pedro Avalos	2.25	
1/13/2011 Pedro Avalos	1.5	
1/14/2011 Pedro Avalos	2	

wage breakdown

		Reg	OT
WAGE		\$ 40.05	\$ 60.08
SOCIAL SECURITY	0.0620	\$ 2.48	\$ 3.72
MEDICARE	0.0145	\$ 0.58	\$ 0.87
LABOR & INDUSTRIES	3.8800 HR	\$ 3.88	\$ 3.88
UNEMPLOYMENT	0.0600	\$ 2.40	\$ 3.60
		<u>\$ 49.40</u>	<u>\$ 72.16</u>

Materials

Drain Rings		\$ 1,435.04
HVAC Flashing		\$ 1,491.39
reg time	117.5	\$ 49.40
overtime	0.75	\$ 72.16
subtotal		\$ 8,784.67
markup		\$ 1,317.70
total		<u>\$ 10,102.37</u> - Total

SeaTac City Hall

Roof Leak clean up	Hrs	Rate	Amount
Contain leak			
Pat Patterson (Sunday/ overtime)	4	\$115.79	\$463.16
Cleanup			
Clean carpet and cubicle fabric	6	\$42.50	\$255.00
Replace water damaged chair			\$250.00
Replace water damaged ceiling tiles	2	\$53.30	\$106.60
Ceiling tiles			\$116.33
Total		—	\$1,191.09 <i>(Deduct)</i>

**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**

SUMMARY OF PURCHASE REQUESTS \$5,000-\$35,000
For March 22, 2011 - Regular Council Meeting
Period ended March 18, 2011

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Angle Lake July 4th Fireworks Show	Parks & Recreation	001.000.10.574.24.41.000	\$10,000	\$10,000	\$10,000	Payment to Angle Lake Shore Club. \$5,000 will be paid in April and July.
Mobile Routers for Fire Apparatus	Fire	001.000.09.522.20.35.000 **will absorb with savings in other line items**	\$0	\$0	\$25,303	These routers are used to connect Fire's mobile data computers to dispatch. Currently, we are utilizing vehicle radio modems which can no longer be used because they are not supported by the manufacturer and are not compliant with current standards. We will be adding onto the Kent purchase for these routers, and they will be installed by the Kent RDA Fire Shop. This hardware was not included in the 2011 Budget because the air cards that were believed to be capable of providing this service were available at no cost. In addition, \$24,130 was included in the Fire Department 2011 budget to cover the increased costs in wireless service from Verizon and Netmotion service. Because we will not be switching this change on until June, we will realize an estimated \$14,890 savings that will be applied to the \$25,303 cost of the mobile routers, leaving approximately \$10,413 to be funded from savings in other line items within the Fire Department budget.

City of SeaTac

City Council Retreat Minutes Synopsis

February 11, 2011 – 9 AM–5 PM
February 12, 2011 – 9 AM–5 PM

City Hall
Council Chambers

Council Present: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler (*left at 5 p.m.*), Anthony (Tony) Anderson (*left at 11:14 a.m., returned at 11:35 a.m.*), Ralph Shape, Pam Fernald, and Mia Gregerson.

Administrative Staff Present: Interim City Manager (ICM) Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Interim Assistant City Manager (IACM) Jeff Robinson, Interim Planning Director Cindy Baker, Program Manager Soraya Lowry, Police Chief Jim Graddon, Fire Chief Jim Schneider, Judge Elizabeth Bejarano, Assistant Fire Chief Brian Wiwel, Public Works (PW) Director Tom Gut, City Engineer Susan Sanderson, and Finance Director Mike McCarty.

Friday, February 11, 2011

Success Signals: ICM Cutts introduced Agreement Dynamics, Inc. President Rhonda Hilyer. Council participated in the Success Signals – Colors Training to learn different communication styles.

Recessed: Council recessed for a break from 10:28 a.m. to 10:52 a.m.

Success Signals (Continued): The training continued after the break.

CM A. Anderson left the meeting at 11:14 a.m. and returned at 11:35 a.m.

Recessed: Council recessed for lunch from 12:20 p.m. to 1:21 p.m.

Discussion regarding Community Engagement: ICM Cutts stated that this presentation is to discuss community engagement methods. At the June 2010 Council Retreat, Council went through a goal setting exercise and one of the top five goals was community engagement. During the 2011 Budget process, a couple of decision cards were presented regarding community engagement, but due to budget constraints, they were not funded.

Staff met internally to discuss this topic, and one of the primary questions was “What are the objectives of community engagement?”

IACM Robinson stated that staff has continued to explore alternative means of engaging the community by researching a variety of options. Council needs to determine the direction for staff to take regarding community engagement. The availability of resources needs to be considered and identified prior to initiating any public engagement process or program.

There are three dimensions of community engagement/participation: (1) participants and how they are selected; (2) how participants communicate with one another (as spectators, to express preferences, in a deliberate dialogue, aggregation and bargaining, or deliberation and negotiation); and (3) the link between discussion and policy or public action.

Mr. Robinson detailed the engagement options, including strengths and weaknesses: community café, focus groups, town hall style meeting, trusted advocates, stakeholder dialogues, City blog, Facebook/Twitter, Survey Monkey, and SeaTac Report Questionnaire.

He stated that issues for discussion are: Why does the Council want (need) community engagement? For what purposes? How often? In what form?

Mr. Robinson reviewed a draft report from Riverton Heights Engagement process which included participants opinions as to the process.

Mr. Cutts stated that staff needs to hear from the Council what their objective is. Community engagement is a goal of the Council.

Council discussion ensued with CMs providing their input, including:

- community engagement is needed because the process is long and then Council takes action without hearing from the community
- the City already has leaders on committees who can provide feedback; instead of funding consultants, the money should be given to the committees (a version of the trusted advocate method, using committees); set goals for the committees; and provide a committee corner section in the SeaTac Report

Discussion regarding Community Engagement (Continued):

- need a system so that the wheel isn't reinvented every time, including how staff initiates communication with Council (a decision tree)
- Council be included in the process as it happens, not when it has been completed and expect Council action
- need to find a way to reach out to get the community involved, not just on committees
- utilize a phone tree to allow those without internet or the ability to get out of their homes the opportunity to voice their opinion; publish a list of upcoming issues and allow people to call and comment (phone poll)
- notices in the mail with a return form for questions and contact information
- engage younger groups

ICM Cutts stated that staff received good input from the Council.

Action: Staff to develop a concept and bring it to a future Council committee or Council meeting for additional direction.

Update on Station Area Planning/Implementation: ICM Cutts stated that CMs requested an update on the Station Area Plans and Implementation. This presentation will address implementation at the South 154th Street, South 176th Street, and South 200th Street Station Areas.

IACM Robinson reviewed the South 154th Street Station Area Vision and Concept Plans as adopted in 2006.

To date staff has engaged five private sector developers with experience in mixed-use and transit oriented development (TOD) projects to tour the area. The goal of the tours was to elicit input on how best to prepare and position the South 154th Street Station Area for future development. He reviewed the developer participants, developer questions, and developer input (design, timing, and City investment).

The recommended actions staff are looking at include: gain additional developer input (conduct a developer panel, Urban Land Institute facilitated regional developer panel, and Urban Land Institute facilitated national developer panel); and developer selection (request for qualifications [RFQ] process, select developer, and grant an 18-month exclusive right to negotiate with the City). Given the developer input, the RFQ process is only recommended if the City Council wishes to pursue apartment development now as part of a first phase redevelopment on the rear portion of the SeaTac Center property that the City purchased in 2009.

Council discussion ensued regarding the station area, including the empty parking garage at SeaTac Center, the bridge from the South 154th Street Station to the SeaTac Center property, and lowering the speed limit on International Boulevard (IB).

Action: Staff to look into options for utilizing the SeaTac Center Property parking garage.

Action: Staff to talk with the City of Tukwila regarding potential lowering of the speed limit on IB to help determine whether it would also benefit SeaTac making similar changes.

Interim Planning Director Baker reviewed the South 176th Street Station Area. The City Center Plan was approved in 1999 with boundaries inclusive of the SeaTac/Airport Station Area. The Station Area Plan was created in 2006 with principals similar to the City Center Plan but in a tighter focus with more specific design policies. There was a desire to amend the Station Area Plan and it was reduced to five key provisions in 2010: (1) require new park & fly in structures, (2) require adequate vehicle and pedestrian access and circulation, (3) create parking management practices to discourage "hide&ride", (4) reduce mitigation fees to encourage desired developments, and (5) description/background regarding light rail information.

During the Comprehensive Plan (CP) Public Hearings (PH) in October 2010, the Planning Commission (PC) recommended rescinding the Station Area Plan, incorporating the Station Area Plan key provisions into the City Center Plan, and removing the prescribed locations for collector streets from the City Center Plan.

On November 29, the City Council adopted Ordinances rescinding the Station Area Plan, amending the City Center Plan and amending the City Center regulations (Zoning Code).

Ms. Baker stated that a major Zoning Code update is currently underway regarding park & fly regulations.

Action: Zoning Code Update Ad Hoc Committee (AHC) to continue reviewing the code and recommending changes.

Update on Station Area Planning/Implementation (Continued): Program Manager Lowry briefed on the background of the South 200th Street station. The political will is there to advance the South 200th Street station, as well as the technical feasibility. What is really in question is whether Sound Transit can get enough funding to fill the gap created by accelerating the project. Sound Transit currently has \$7 million of the \$40 million to fund the gap and build the extension.

She stated that the key issues are: (1) parking management strategy; (2) mitigate traffic impacts; (3) multi-modal access; (4) encourage redevelopment; (5) public restrooms; (6) police storefront; (7) architectural theme; and (8) public outreach.

Ms. Lowry reviewed the key issues with Council discussion ensuing.

1. Sound Transit Parking Demand Study:

Goal: to ensure local riders can access light rail and minimize hide and ride.

Options: full parking build out or diversified approach.

Council discussion ensued with suggested options: build parking garage so that it can later be turned into retail; SeaTac has Rapid Ride which serves this site onto the park & rides in Federal Way, possible to expand park & rides in Federal Way for overflow; and underground parking.

ICM Cutts stated that underground parking is very expensive, especially when the project is already short on funding.

He stated that with Council direction staff will explore diversified options. Council concurred.

Action: Staff to explore diversified options for parking.

2. Mitigate Traffic Impacts

Goal: to mitigate for traffic impacts resulting from South Link extension.

Options: improve existing infrastructure – add left turn lanes; or build new infrastructure – extend 28th/24th Avenue South.

PW Director Gut explained why extending environmental vesting for SR 509 is important. He also discussed the pros of extending 28th/24th Avenue South.

Council concurred that there is interest to extend 28th/24th Avenue South.

Action: Staff to move forward with Sound Transit the idea of extending 28th/24th Avenue South to potentially mitigate parking, access and circulation impacts.

Mayor T. Anderson requested the remainder of the South 200th Street Station Area be postponed until after the Public Disclosure Commission (PDC) presentation.

Recessed: Council recessed for a break from 3:40 p.m. to 3:47 p.m.

Public Disclosure Commission (PDC) Presentation

City Attorney Mirante Bartolo introduced PDC Communication and Training Officer Lori Anderson who briefed Council on Guidelines for Local Government Agencies in Election Campaigns

Revised Code of Washington (RCW) 42.17.130 – Use of public office or agency facilities in campaigns – Prohibition – Exceptions.

“No elective official nor any employee of his [or her] office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution,

PDC Presentation (Continued): order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency.”

Ms. L. Anderson discussed the use of public facilities for campaigns. Prohibition of using facilities to support or oppose ballot measures and candidates stems from the United States and Washington State Constitutions that try to separate governments and elections.

Ms. L. Anderson answered some common questions related to RCW 42.17.130:

1. Individual CMs, not using any facility, may speak for or against an item while using their title as long as they clarify that they are speaking on their own behalf and not on behalf of the agency.
2. An elected legislative body may collectively vote to support or oppose a ballot measure at a properly noticed public meeting where opponents of the measure are given an equal opportunity to express views.
3. Ms. L. Anderson clarified that if the City has never used a measure before to discuss an item, then it shouldn't be used to deal with a ballot item.

Upon a question posed by Ms. Mirante Bartolo regarding citizens using public comment period to express opinions/information regarding candidates/ballot items, Ms. L. Anderson stated that a Council meeting is not the place for anyone to give opinions about ballot measures. An item is defined as being a ballot measure at the time it is filed in a preliminary form with a city, county or state in order to get on the ballot.

Ms. L. Anderson stated the definition of a candidate is when the person accepts a contribution, makes a public announcement, reserve spaces, or files a declaration. The same prohibition as with ballot measures would apply.

Action: N/A

Update on Station Area Planning/Implementation (Continued):

South 200th Street Station Area (Continued):

3. Multi-modal access

Goal: to provide opportunities for community to access transit by foot and bike

Options: Sidewalk and bike improvements on South 200th, 204th, 208th Streets, and 30th, 32nd, and/or 28th/24th Avenues South

Ms. Lowry reviewed the different options for sidewalk and bike improvements. She requested feedback from Council as to whether the proposed street options are ones Council would like to emphasize for improvements.

She stated that Sound Transit staff is going to present to their board what the general project is and what the revised cost is; to include required or negotiated improvements such as sidewalks and bike facilities. That presentation is scheduled for April, but might occur in May. Then the board will approve or disapprove whether they are really going to take this project on and do a Request for Proposal (RFP) and get a consultant.

ICM Cutts stated that the Conditional Use Permit (CUP) - Essential Public Facilities (EPF) Committee will be presented to Council at the February 22, 2011 RCM for confirmation.

PW Director Gut stated that additional discussion on this item can be added as a joint discussion item for the February 22 Transportation & Public Works (T&PW) and Land Use & Parks (LUP) committee meetings.

ICM Cutts suggested Council take the map and drive around the area to see if there is something missing.

Action: Staff to present non-motorized improvements for discussion at the February 22 T&PW and LUP meetings.

DM Fisher stated that the emphasis is on the South 200th Street Station Area, but at the South 154th Street Station Area the City has \$12.5 million of the citizens money tied up. He would like to see an underpass developed with retail all the way underneath; something different to connect SeaTac Center with the South 154th Street Station.

Action: Staff to assess feasibility/viability of pedestrian underpass at South 154th Street with underground retail.

Update on Station Area Planning/Implementation (Continued):

South 200th Street Station Area (Continued):

4. Encouraging Redevelopment

Goal: to identify opportunities to maximize redevelopment through site planning and mitigations.

Option: extend 28th/24th Avenue South to open up parcels to redevelopment; which minimizes capital improvements that take land from potentially redevelopable properties along IB and South 200th Street.

Ms. Lowry questioned whether there were other ways Council would like staff to look at supporting redevelopment in that station area.

Council discussion ensued regarding the options presented by Ms. Lowry. CM Forschler requested the utilities be kept in the right-of-way (ROW) as much as possible in a way that doesn't compromise the development value of the property there.

Ms. Lowry clarified that siting of the Sound Transit facility can't be precluded or dictated by the City.

Action: Request Sound Transit to respond to CM Forschler's question about use of the ROW.

5. Public Restrooms

Goal: provide amenity to travelling public and reduce abuse of public space

Options: (1) Sound Transit builds/operates/provide eyes on site; (2) Sound Transit builds and City operates; (3) Sound Transit builds and private party operates; and (4) Private party builds and operates.

Ms. Lowry stated that public restrooms are public space and are required by the City's code; however, Sound Transit's policy is to not provide restrooms. At the staff level, Sound Transit has indicated that they may be willing to build the restrooms and are looking for partnership in terms of operations or security.

Police Chief Graddon stated there is a public safety and policing issue that comes with public restrooms. If the restrooms are built, they need to be built with Crime Prevention Through Economic Development (CPTED) in mind. Once the decision to build has been made, there are many other questions that will need to be answered.

Council discussion ensued regarding options. Ms. Lowry reiterated that this is in the City's code and staff doesn't see any reason to depart from code, but are looking for direction from Council. Sound Transit needs a response within the next 6-8 weeks.

CM Forschler left at this point in the meeting.

Action: Staff to continue discussions at a future Council committee meeting.

The remaining discussion items regarding the South 200th Street Station Area were postponed.

The following items were removed from the agenda to be discussed at the Council Committee level:

Update on Regional Fire Exploratory Committee

By: Councilmember Tony Anderson / Fire Chief Jim Schneider

Update on Zoning Code Update Ad Hoc Committee

By: Interim Planning Director Cindy Baker

Recessed: At 5:05 p.m., Council recessed the Retreat until Saturday, February 12 at 9 a.m.

Saturday, February 12, 2011

Reconvened: Council reconvened the retreat at 9:04 a.m.

Council Present: Mayor Terry Anderson, DM Gene Fisher, CMs Rick Forschler, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald, and Mia Gregerson.

Administrative Staff Present: ICM Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Interim Planning Director Cindy Baker, IACM Jeff Robinson, PW Director Tom Gut, Police Chief Jim Graddon, Executive Assistant Lesa Ellis, and Judge Elizabeth Bejarano.

Organizational Vision

ICM Cutts introduced Michael Pendleton, Ph.D. with Pendleton Consulting, L.L.C. who facilitated this exercise.

Organizational Vision (Continued): Mr. Pendleton reviewed the Policy Leadership Model which locates both the leadership vision and organizational goals within the larger context of key processes found within corporations. He noted that organizational goals should be consistent with the organizational vision and mission while informing annual budgets.

The Council then reviewed and discussed the nature of an organizational mission, vision and values. After this discussion the participants reviewed and discussed key questions that would help them in formulating their vision for the City of SeaTac.

Recessed: Council recessed for a break from 10:01 a.m. to 10:16 a.m.

Organizational Vision (Continued):

Each CM was asked to write their vision for the City and then clarify it for the Council and staff. The CMs vision elements identified the following common themes:

1. A strong positive image and reputation in the region. This image has both an external nature, how people from outside the City view SeaTac as well as an internal nature that is defined by special characteristics and/or activities within the City.
2. Redevelopment of the South 154th Street Station Area.
3. Economic development (ED) is linked to community building resulting in a vibrant economic base in which the community members play a vital role.
4. Strong community that emphasizes diversity, strong schools, active infrastructure that encourages bike and pedestrian activities, and community partnerships. Examples may include “outlet shopping centers”, and special signage and banners.
5. A healthy City that has numerous amenities with an emphasis on a healthy environment, medical care, access to healthy food choices and exercise.
6. An effective transportation system that facilitates access both inside the City through bike and pedestrian paths, as well as around the City with a special emphasis on access to and from the airport.

Mr. Pendleton stated that he will write a report documenting Council’s ideas for staff to use to write a draft vision statement for Council adoption.

Recessed: Council recessed for lunch from 12:37 p.m. to 1:33 p.m.

Set and Affirm Goals

Michael Pendleton, Ph.D. with Pendleton Consulting, L.L.C. facilitated this exercise.

He discussed the nature of goals. The purpose of goals was reviewed along with the nature of goals and other key characteristics of effective policy board goals. After goals have been set, staff will then analyze the goals to determine what it will take for them to be accomplished. This information will then be discussed at a future budget workshop.

ICM Cutts reviewed the goals developed at the 2010 retreat:

1. To promote ED to attract and retain businesses and jobs while maintaining reasonable laws and regulations - ongoing.
2. To move forward with the South 154th Street Light Rail Station development to establish a clear focus and attract ideas from developers – bought SeaTac Center, holding property until market revitalizes.
3. To promote a greater understanding and utilization of the public safety services (fire and police) through effective education and outreach – presented ideas at a Public Safety & Justice (PS&J) Committee meeting; presently establishing Police Explorers. This goal is being accomplished and is ongoing.
4. To enhance code enforcement effectiveness within all neighborhoods and areas in the City – Council approved a \$10,000 decision card for 2011 to create a marketing emphasis for code enforcement programs. The City will maintain a reactive approach. This goal is ongoing.
5. To create and utilize more public engagement strategies – staff provided a presentation to Council on February 11, 2011 and based on the discussion, will move forward with a plan to present to Council.

Mr. Pendleton clarified that goals 3 and 5 would be removed from the current list, allowing for two more to be added.

Each CM was asked to nominate two goals and then clarify them. Council discussion ensued regarding each goal.

Recessed: Council recessed for a break from 3:10 p.m. to 3:18 p.m.

Set and Affirm Goals (Continued): Using the Paired Comparison Method, Council ranked the order of the goals with the top two being identified.

Council's top five goals for 2012 are:

- To promote ED to attract and retain businesses and jobs while maintaining reasonable laws and regulations.
- Move forward with the South 154th light rail station development to establish a clear focus and attract ideas from developers.
- To enhance code enforcement effectiveness within all neighborhoods and areas in the City.
- To establish a plan for infrastructure costs relating to the vision of both South 154th and 200th Streets stations. Tie both to transportation SR 509-lightrail-airport.
- To assist, expedite, and facilitate the design and continuance of light rail south to South 200th Street.

In addition to the Council's top five goals, the following goals were also discussed:

- To establish a plan for infrastructure costs relating to the vision of both South 154th and 200th Streets stations. Tie both to transportation SR 509-lightrail-airport.
- To assist, expedite, and facilitate the design and continuance of light rail south to South 200th Street.
- To prepare to operate the City's own animal control.
- To bring business to South 200th Street and IB and South 150th Street and 24th Avenue South areas. Make better use of underutilized properties.
- To evaluate land use areas though out the City to promote ED and TOD's.
- To improve the reputation and image of SeaTac.
- To develop services and programs to acculturate newly naturalized citizens to SeaTac.
- To create greater access to the airport.
- To increase sidewalk development.
- To promote a healthier City by utilizing amenities relating to environment and reputation.

Action: Staff to analyze the goals to determine what it will take to accomplish the goals and whether another project may need to be set aside in order to accomplish the goals. This information will then be brought to a future budget workshop.

Public Comments: There were no public comments.

Adjourned: The SeaTac City Council Retreat adjourned at 3:56 p.m.

City of SeaTac

Regular Council Meeting Minutes

February 22, 2011
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Terry Anderson at 6:03 p.m.

COUNCIL PRESENT: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald and Mia Gregerson.

STAFF PRESENT: Interim City Manager (ICM) Todd Cutts, Senior Assistant City Attorney Mark Johnsen, City Clerk Kristina Gregg, Interim Assistant City Manager (IACM) Jeff Robinson, Finance Director Mike McCarty, Systems Administrator Bart Perman, City Engineer Susan Sanderson, Parks & Recreation (P&R) Director Kit Ledbetter, Municipal Court Administrator Mary Pederson, Community & Economic Development (CED) Director Cindy Baker, Senior Planner Al Torrico, Human Resources (HR) Director Anh Hoang, Fire Chief Jim Schneider, and Police Chief Jim Graddon.

FLAG SALUTE: Resident Doris Cassan led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Amina Ahmed questioned why parking on both sides of the street on 32nd Avenue South from South 188th to 190th Streets and foreclosed homes are not being handled. Both are dangerous situations for people living in the area and children walking to and from school.

CM Forschler requested the issue of how the City is handling foreclosed homes be presented at a future Transportation & Public Works (T&PW) Committee meeting.

John Thompson urged Council to closely review Agenda Bill #3305 (South 154th Street improvements) before approving.

DISCUSSION ITEM:

•Summary of \$5,000 - \$35,000 Purchase Requests for the period ended February 18, 2011

ICM Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
enterpriseSeattle	Non-Department	\$5,000	\$5,000	\$5,000
UniTrends Computer Network Data Backup Appliance	Finance & Systems	\$20,000	\$20,000	\$13,272

Upon questions posed by CM Forschler, Systems Administrator Bart Perman detailed the UniTrends Computer Network Data Backup Appliance. This system will backup emails at individual mailbox levels, allowing for easier searching to respond to records requests.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #3293 – An Ordinance amending the 2011 Annual City Budget for 2010 Carryovers

Summary: Each year, the City Council receives requests to carry over appropriations from the prior year's budget that were not completed due to a variety of reasons. Some carryovers are legally required due to a contractual obligation or grant funding requirement. Following is a detailed explanation of each carryover request:

General Fund (GF) #001

Employee Recognition Program - \$1,000; for enhancement of Employee Recognition Program for 2011.

HR Professional Services - \$2,000; for investigation costs incurred in 2010 for which the consultant didn't bill for until 2011.

HR Advertising - \$3,000; for the cost of recruiting for several mid-management positions.

Employee Training Programs - \$6,000; for training classes in the HR Department moved from 2010 to 2011 due to scheduling conflicts.

Justice Assistance Grant (JAG) Program Expenditures - \$26,411; \$15,124 for equipment purchases and \$11,287 for overtime and training costs.

AGENDA BILL PRESENTATIONS:

Agenda Bill #3293 (Continued):

GF #001 (Continued):

Criminal Justice Area #1-3 and Auto Theft Initiative Funds - \$67,421; the City is required to carry over unspent funds received and unspent, or return the funds to the state.

Fire Safety Uniforms – Bunker Gear - \$14,425; for the purchase of bunker gear ordered in 2010, but is on backorder due to manufacturer delay and won't be received until 2011.

Street Fund #102

Uniforms & Safety Clothing - \$1,500; for purchases moved from 2010 to 2011 due to waiting to fill vacant positions in 2011.

Transit Planning Fund #106

Professional Services - \$49,777; to fund ongoing station area planning and implementation in the South 154th Street and South 200th Street Station Areas. Funding for this work is provided by Sound Transit.

Hotel/Motel (H/M) Tax Fund #107

Redevelopment Coordination Program - \$60,000; to accommodate future redevelopment planning and analysis in the City Center Area.

Market Data Research - \$2,000; to assemble additional, more detailed market data for economic development (ED) marketing materials and for the purpose of recruiting new development and business activity.

Printing and Binding - \$1,500; related to promotional and marketing materials and potential ED studies.

Facility Repair & Replacement Fund #110

Japanese Garden Rockery and Botanical Garden Seating Wall - \$35,907; for the final payment for the Japanese Garden rockery. Work was completed in 2010 but 50% will be retained for a period of 30 days after date of final acceptance. The carried over funds will also be used for a second phase of rockery located below the Japanese Garden. A large portion of the carryover amount will be used to build the seating wall in the rose garden at the Botanical Garden.

Municipal Capital Improvement Program (CIP) Fund #301

City Hall Improvements - \$35,000; for final payments to the contractors on the roof and cooling tower projects.

City Hall Council Chambers Robotic Cameras - \$30,000; to purchase and install robotic cameras to record the proceedings at Council Meetings.

North SeaTac Park (NSTP) Playground Equipment - \$8,774; to complete the NSTP playground equipment project. The play equipment was purchased from this account in 2010. The remaining amount is being carried forward to cover the cost of installation, wood chips, and any minor items needed to complete the installation.

Fire Equipment Capital Reserve Fund #303

Self-Contained Breathing Apparatus (SCBA) Gear - \$334,025; to move the purchase of self-contained breathing apparatus SCBA gear from 2010 to 2011.

Surface Water Management (SWM) Fund #403

Uniforms & Safety Clothing - \$1,000; for uniforms and safety clothing purchases moved from 2010 to 2011 due to waiting to fill vacant positions in 2011.

Cityworks Software Project - \$50,928; to complete the Cityworks installation project.

Equipment Rental Fund #501

Small Tools and Minor Equipment – \$3,000; to purchase a rollaway tool box for shop tools for vehicles.

Vehicles/Heavy Equipment - \$22,291; for a 2010 pickup truck purchase moved to 2011.

This Ordinance will increase the appropriations in the applicable funds, but will have no effect on year-end fund balance for 2011. These expenditures were anticipated to occur in 2010, and the January 1, 2011 fund balance projections were reduced accordingly. Therefore, these amendments simply allow the expenditures to occur in the current fiscal year instead of 2010.

Finance Director McCarty reviewed the agenda bill summary.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3293 (Continued): DM Fisher stated that the Administration & Finance (A&F) Committee recommended this item for approval.

Upon a question posed by CM Shape, Assistant Fire Chief Wiwel stated that the breathing apparatus is required to be replaced every 7 years.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

This item was removed from the agenda prior to the meeting.

Agenda Bill #3303 – A Motion authorizing the City Manager to enter into agreements with BMX, Disc Golf and Mountain Bike park user groups for the use of North SeaTac Park (NSTP)

Agenda Bill #3285 – A Motion establishing a Conditional Use Permit (CUP) – Essential Public Facility (EPF) Ad Hoc Committee (AHC), confirming Council appointees to the Committee, and establishing an initial time frame of 180 days for the Committee to complete its work

Summary: Sound Transit plans on constructing a light rail station at South 200th Street and 28th Avenue South. The CED Director has determined that the proposed facility is an EPF pursuant to SeaTac Municipal Code (SMC) 15.22.035(C). Therefore, SMC 15.22.035(E)(3) requires City Council to establish an AHC as part of the application review process. The AHC will “make recommendations to the designated hearing body, regarding the appropriate conditions to mitigate the impacts of the proposed EPF under the authority of the City’s SEPA regulations, Comprehensive Plan (CP) and development regulations.” The Committee meetings will begin in late March.

This Motion creates the required AHC. The Mayor has selected six proposed members and the Planning Commission (PC) has selected one proposed member to serve on this committee subject to Council approval and the appointee’s completion of a successful background check.

In addition, SMC 15.22.035(3)(a) provides that the City Council “establish a time frame of not more than sixty days, unless a longer time frame is necessary due to an EPF timeline, in which the AHC must review, consult and issue recommended conditions for the EPF. This time frame may be extended only by authority of the City Council, and shall not be extended more than a maximum of three such time periods, unless the applicant agrees that more time is needed.”

Staff and Sound Transit believe that a timeframe longer than 60 days is necessary for the CUP-EPF to be reviewed by the AHC. Therefore, this Motion establishes an initial time period of the 180 days for the Committee to complete its work. If additional time will be needed for the Committee to complete its work, the Council will be asked to approve extensions as authorized by the SMC.

CED Director Baker reviewed the agenda bill summary. The proposed committee members are: Doris Cassan, Daryl Tapio, (Fuzz) Clyde Hill, Judith G. Kalfon, Luanne Schreibe, Danette Thomas, and Justin So.

Council discussion ensued as to the proposed members and how they were chosen.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

Agenda Bill #3304 - A Motion designating the Hearing Examiner (HE) as the hearing body for the South 200th Street Light Rail Conditional Use Permit (CUP) – Essential Public Facilities (EPF) application from Sound Transit

Summary: Sound Transit proposes to construct a light rail station at South 200th Street and 28th Avenue South. The proposed project will extend from the existing Light Rail Station at South 176th Street to South 200th Street. Sound Transit anticipates submitting a CUP-EPF application in March/April 2011. Staff and the AHC will review this application to determine what conditions may be needed to mitigate any potential impacts of the proposed station. Based on a March/April 2011 submittal a public hearing would be held in July/August 2011.

SMC 15.22.035 (E) (5), provides that the “Hearing Examiner shall hear an essential public facility application.” However, “the City Council may determine that the application should be heard by the City Council, and in that case, the City Council will be the designated hearing body.” The Municipal Code provides that the City Council’s determination should be based on the following criteria: (a) size of the project; (b) area of City affected by proposed project; (c) environmental impact on sensitive areas; and (d) timing of project.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3304 (Continued): Staff proposes that the CUP-EPF application be heard by the HE, because the City Council would hear the Development Agreement (DA) requested by Sound Transit, thus establishing a regulatory policy for the HE to hear the CUP. Having the HE decide the CUP-EPF application will eliminate any potential conflicts between the CUP-EPF process and the DA process.

CED Director Baker reviewed the agenda bill summary.

Upon a question posed by CM Forschler, Ms. Baker stated that the only two options would be City Council or HE.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

Agenda Bill #3289 - A Motion authorizing final acceptance of the 42nd Avenue South Sidewalk Improvement Project

Summary: This construction contract was awarded on April 27, 2010 to Precision Earthworks Inc., in the amount of \$1,232,849. The total construction budget, including an approved 10% contingency, materials inspection, and overtime was approved by Council in the amount of \$1,366,134. Construction began on May 17, 2010 and was substantially complete on November 5, 2010. The project constructed approximately 0.7 miles of new sidewalk, curb and gutter, and retaining walls on the east side of 42nd Avenue South. Improvements to the storm drainage system and curb ramps were constructed throughout the project. Associated with the project was the replacement of an aging water main and complete resurfacing of the street. Improvements were made at the intersection of 24th Avenue South and South 136th Street as a part of this construction contract. Pedestrian safety has been improved by reconfiguring the curb and the addition of curb ramps and marked crosswalks.

The contract work was completed for a total amount of \$1,209,788 which is 11% under the authorized amount. Savings were realized, in part, because the soil conditions were better than anticipated and favorable weather was experienced during construction.

<u>Expenditure</u>	<u>Budget</u>	<u>Actual</u>
Construction Contract	\$ 1,232,849	\$ 1,203,881
Contingency (10%)	123,285	0
Materials Testing	5,000	3,137
Inspection Overtime	<u>5,000</u>	<u>2,770</u>
Total Expenditure	\$ 1,366,134	\$ 1,209,788
<u>Funding</u>	<u>Budget</u>	<u>Actual</u>
City Street Fund 102	\$ 946,916	\$ 800,684
Highline Water District (HWD) Reimbursement	390,284	381,695
Puget Sound Energy (PSE) Reimbursement	<u>28,934</u>	<u>27,409</u>
Total Revenue	\$ 1,366,134	\$ 1,209,788

City Engineer Sanderson reviewed the agenda bill summary.

Ms. Sanderson stated that the ribbon cutting ceremony is scheduled for April 12.

Upon a question posed by Mayor T. Anderson regarding the mailboxes, Ms. Sanderson stated that for future projects, staff will work with the developers to have mailboxes parallel to the road. Mayor T. Anderson stated that this is safer for the homeowners.

CM Gregerson stated that the date for the ribbon cutting ceremony was chosen so it can happen at the Bow Lake Elementary School.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

Agenda Bill #3305 – A Motion relieving the apparent low bid contractor, authorizing the City Manager to execute a construction contract with the lowest responsible bidder and authorizing expenditures for the South 154th Street Improvements Project

Summary: The South 154th Street Improvements Project includes new sidewalks and bicycle lanes, adds new left-turn lanes at key intersections, street trees, new street lighting, undergrounding of overhead electrical lines and storm water facilities improvements. The project limits are between 24th Avenue South and 32nd Avenue South. This project completes a missing link in sidewalks and bicycle lanes in this corridor and provides key public investment in the S. 154th Street Station Area for access, mobility, safety and enhancements.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3305 (Continued): The South 154th Street Improvement project was advertised in January 2011 and twelve bids were received. Ceccanti, Inc. was the apparent low bidder with a bid 26% below the Engineer's Estimate and about 17% below the next two bids. Ceccanti submitted an affidavit claiming errors in their bid and requested relief from the responsibilities of contract award. Ceccanti provided certified bid work sheets which supports their request for relief.

The lowest responsible bidder, R.W. Scott, submitted a bid 11.4% below the Engineer's Estimate. R.W. Scott is experienced and qualified to perform the work and has previously contracted with the City on successful projects.

The total construction cost is anticipated to be \$5,273,378.50. The project is to be funded by a Federal Aid Grant, State Transportation Improvement Board (TIB) grant, utility reimbursements, and City funds (parking tax). The requested expenditure authorization is 6% less than the construction cost identified in the 2011-2016 CIP.

The project construction expenditure authorization and funding are as follows:

Expenditure Authorization:

Construction Contract	\$4,216,707.50
Contingency (10%)	\$ 421,671
Materials Testing (estimate)	\$ 20,000
Construction Inspection Overtime (estimate)	\$ 15,000
Seattle City Light Conversion Project (estimate)	<u>\$ 600,000</u>
Total	\$5,273,378.50

Revenue Estimate:

Federal Aid Grant	\$1,500,000
TIB Grant	\$2,170,800
Water District 125 Reimbursement	\$ 48,508
Comcast Reimbursement	\$ 14,080
City Fund 307 (Parking Tax)	<u>\$1,539,990.50</u>
Total	\$5,273,378.50

City Engineer Sanderson reviewed the agenda bill summary.

DM Fisher stated that companies should be fined for asking to be relieved from their bid to make sure they don't get out for no reason.

CM Shape stated that the T&PW Committee recommended this item for approval.

Upon a question posed by CM Forschler, Ms. Sanderson explained the bid bond and the significant errors. The only way the City can make a claim against the bond is if Ceccanti is awarded the bid and they refuse to sign the contract. That process takes two to three months. If Ceccanti is awarded the bid and they sign the contract and then go bankrupt, it will really delay the project.

CM Gregerson stated that at the February retreat, the Council made South 154th Street one of its top goals.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

Agenda Bill #3299 – A Motion authorizing the City Manager to execute a contract with GreenRubino to implement the Economic Development (ED) Marketing Action and Public Relations Plan for 2011

Summary: This Motion facilitates the execution of the marketing action plan that was jointly created by the City's ED staff and GreenRubino to further the City's ED branding strategy – "everywhere's possible". This plan will primarily target the recruitment of new business and industry, development and new private sector investment in the community. The plan has been endorsed by the H/M Tax Advisory Committee as part of the 2011 budget process. The following components are included in the 2011 scope of services: Public Relations, Management of annual advertising calendar, Media Placement / Vendor costs, Creative Services, Photographic Services, Media Relations as Needed, and Development and Dissemination of Media Releases and Photo Opportunities.

It is anticipated the majority of the funding will come from the H/M Tax Fund (Fund 107). However, GreenRubino may also provide minimal public relations services that are not related to tourism promotion, which is a requirement for the use of H/M funds. Therefore, any expenses in which H/M funds cannot be used will come from the GF. Total Contract: \$110,000 (\$105,000 from H/M Tax Fund and \$5,000 from Non-Departmental GF.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3299 (Continued): IACM Robinson reviewed the agenda bill summary.

Upon a question posed by CM Fernald, Mr. Robinson stated that the City does not have a public relations firm for bringing people to the community outside of the business community. CM Fernald questioned why this agreement doesn't encompass all public relations for the City. Mr. Robinson explained that it's a funding issue.

ICM Cutts clarified that the goal for this agreement is business recruitment, but there is some crossover. If the goal was to do more community based image enhancement outside of business recruitment, Council would need to approve the funding for that.

DM Fisher questioned how the City measures GreenRubino's success. Mr. Robinson stated that it is not easy to measure the success, however, 22 new businesses located in the area with 5 from out of state.

Council consensus: Referred to the 2/22/11 RCM Consent Agenda

Agenda Bill #3298 - A Motion adopting the Reorganization Implementation Plan as recommended by the Interim City Manager (ICM), and authorizing the ICM to implement the Plan

Summary: Council Resolution #10-008 directed the City Manager to investigate, research and provide options to the Council for consideration regarding combining the Planning, Facilities, and PW Departments and ED Division. The ICM engaged Prothman Company to conduct an organizational study and provide its recommendations. On July 27, 2010, the Prothman Company presented their findings and recommendations during a Council Workshop, at which time the Council directed City Administration to develop an implementation strategy for Prothman's recommendations.

The proposed Reorganization Implementation Plan is divided into three parts:

- A. Creation of a CED Department, with all associated changes to departmental organization, positions and salaries as recommended in the Plan.
- B. Redefining the Facilities Department to the Facilities Division. The Facilities Division would report to the P&R Director.
- C. Reorganizing the City Manager's Office (CMO) after the transfer of the ED Division into the newly created CED Department. As a result, the City Clerk's Office and the Municipal Court would report to the Assistant City Manager (ACM) in lieu of reporting to the City Manager.

If the proposed Motion is carried, the ICM will start the process of implementing the Reorganization Implementation Plan. In addition, the City Council would need to adopt an Ordinance reflecting the changes in the Reorganization Plan (see Agenda Bill #3306).

In September 2010, the Administration and Finance (A&F) Committee approved the recruitment and hiring of the CED Director position at salary range 79 in lieu of the Planning and Community Development Director position at salary range 77. On February 8, 2011, the City Council adopted Ordinance #11-1002, which eliminated the Planning and Community Development Department and created the CED Department. The Ordinance also eliminated the Planning and Community Development Director position and created the CED Director position. The ICM has subsequently filled the new CED Director position.

Second, during the February 8, 2011 meeting, the A&F Committee approved for City Administration to commence the recruitment process to fill the vacant Planning Manager, Permit Center Manager, and Development Review Engineering (DRE) Manager positions. It is anticipated that these three positions will be filled no earlier than April 1, 2011.

Third, the Planning, Building, Permit Center and ED divisions will be formed within the CED Department, and personnel transfers to the new Department will occur effective March 1, 2011, i.e. the Building Services Manager and the ED Manager will begin reporting to the CED Director on March 1, 2011.

Fourth, once the position of DRE Manager is filled, the DRE division and its personnel will be transferred to the CED Department.

Finally, the ICM will transfer the Facilities Department, City Clerk, and Municipal Court as outlined in the Plan.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3298 (Continued):

The fiscal impact for implementation of the Plan is as follows:

Part A – Potential Cost Impact (using maximum annual base salary*):

Create CED Director, salary range 79*	\$131,552	
Eliminate Planning and Community Development Director, salary range 77*	(\$130,858)	\$694
Create Planning Manager, salary range 68	\$104,782	
Eliminate Principal Planner, salary range 65	(\$97,300)	\$7,482
Create Permit Center Manager, salary range 58	\$81,855	
Eliminate Permit Technician 2, salary range 42	(\$56,243)	\$25,612
Change DRE Manager salary, range 65 to 64		<u>(\$2,373)</u>
TOTAL:		\$31,415

*The creation of the CED Director position was adopted by Council per Ordinance #11-1002 on February 8, 2011. The Interim City Manager has hired the CED Director at step D, which had an overall net financial impact of \$694 above 2011 budget for the Planning Director position.

During the 2011 budget process, \$32,000 was included in the GF budget in anticipation of this reorganization's implementation. However, it is not anticipated that the full effect of implementing the plan will occur until at least April, 2011. As such, the minimum of a three-month delay in filling the Permit Center Manager, the Planning Manager and the DRE Manager positions is estimated to save \$46,066 in salaries alone in the 2011 budget. Therefore, the net effect of implementing the reorganization as proposed is at least \$14,651 less than what has been budgeted for the current organizational structure in the 2011 budget.

There is no fiscal impact to implement Parts B and C of the reorganization as positions are simply being transferred from one department to another.

ICM Cutts stated that this item was presented at the February 8, 2011 Regular Council Meeting (RCM). Council then decided to move this item forward two weeks for additional consideration. During the last two weeks, staff has attempted to reach out to CMs to address any outstanding issues.

DM Fisher stated that it is wrong to hire six managers at well over \$600,000 a year to manage 16 people. He suggested more consolidation to save money.

SUSPENSION OF THE RULES:

MOVED BY A. ANDERSON, SECONDED BY GREGERSON TO SUSPEND THE RULES FOR PUBLIC COMMENT AND COUNCIL ACTION RELATED TO AGENDA BILL #3298.

MOTION CARRIED UNANIMOUSLY.

MOVED BY A. ANDERSON, SECONDED BY FORSCHLER TO POSTPONE AGENDA BILL #3298 TO NO LATER THAN APRIL 12 FOR COUNCIL CONSIDERATION TO GIVE THE COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR A CHANCE TO DEVELOP A CONSOLIDATION PLAN WITH A SAVINGS EQUAL TO ONE DIVISION MANAGER WITHIN THE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT.*

Upon a question posed by CM A. Anderson, CED Director Baker stated that if she is ready to present at four weeks she will bring it forward for Council review.

PUBLIC COMMENT: Earl Gipson welcomed CED Director Baker to the City. He agreed that it is good to have her involved in the reorganization process.

Ron Bensley applauded Council for postponing action on this item.

*MOTION CARRIED UNANIMOUSLY.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3306 – An Ordinance amending the City’s Classification and Compensation Plan

Summary: This Ordinance is a companion to Agenda Bill #3298. If the City Council adopts the Reorganization Implementation Plan, this Ordinance is necessary in order to implement the Plan.

On February 8, 2011, the City Council adopted Ordinance #11-1002, which eliminated the Department of Planning and Community Development and created a new CED Department, including the creation of the new CED Director position. This Ordinance amends the City Classification and Compensation Plan to reflect the creation and elimination of the remaining positions as outlined in the Reorganization Plan.

The fiscal impact is the same as outlined in Agenda Bill #3298.

SUSPENSION OF THE RULES:

MOVED BY A. ANDERSON, SECONDED BY GREGERSON TO SUSPEND THE RULES FOR COUNCIL ACTION RELATED TO AGENDA BILL #3306.

MOTION CARRIED UNANIMOUSLY.

MOVED BY A. ANDERSON, SECONDED BY FISHER TO POSTPONE AGENDA BILL #3306 TO APRIL 12, 2011.

MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 92838 – 93029) in the amount of \$713,295.57 for the period ended February 18, 2011.
- **Approval of payroll vouchers** (check nos. 49510 – 49543) in the amount of \$161,842.12 for the period ended February 15, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 67275 - 67441) in the amount of \$328,014.69 for the period ended February 15, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$66,242.15 for the period ended February 15, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended February 18, 2011.

Approval of Council Meeting Minutes:

- **Council Budget Workshop 1** held September 24, 2010.
- **Council Budget Workshop 2** held September 25, 2010.
- **Council Budget Workshop 3** held October 8, 2010.
- **Council Budget Workshop 4** held November 15, 2010.
- **Special Council Meeting/Budget Workshop 5** held December 6, 2010.
- **Land Use and Parks Committee Meeting** held January 25, 2011.
- **Regular Council Meeting** held January 25, 2011.
- **Administration and Finance Committee Meeting** held February 8, 2011.
- **Public Safety and Justice Committee Meeting** held February 8, 2011.
- **Special Council Meeting** held February 8, 2011.

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

Agenda Bill #3293; Ordinance #11-1003 amending the 2011 Annual City Budget for 2010 Carryovers

Agenda Bill #3285; Motion establishing a Conditional Use Permit – Essential Public Facility Ad Hoc Committee, confirming Council appointees to the Committee, and establishing an initial time frame of 180 days for the Committee to complete its work

Agenda Bill #3304; Motion designating the Hearing Examiner as the hearing body for the South 200th Street Light Rail Conditional Use Permit – Essential Public Facilities application from Sound Transit

Agenda Bill #3289; Motion authorizing final acceptance of the 42nd Avenue South Sidewalk Improvement Project

CONSENT AGENDA (Continued):

Agenda Bill #3305; Motion relieving the apparent low bid contractor, authorizing the City Manager to execute a construction contract with the lowest responsible bidder and authorizing expenditures for the South 154th Street Improvements Project

Agenda Bill #3299; Motion authorizing the City Manager to execute a contract with GreenRubino to implement the Economic Development Marketing Action and Public Relations Plan for 2011

MOVED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED.*

PUBLIC COMMENTS (related to the Consent Agenda): Sandra Bensley, regarding Agenda Bill #3289, requested signs be posted giving directions on how to use the roundabout.

*MOTION CARRIED UNANIMOUSLY.

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

UNFINISHED BUSINESS: There was no Unfinished Business.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: ICM Cutts commented on the following: (1) February 25 – 2:30 p.m., Classification and Compensation Council Workshop; (2) March 1 – 5 p.m., 2011 CP Amendment Process Open House; (3) March 2 – 5 p.m.; Sound Transit Open House on South 200th Street Station, and (4) March 25 – CP Amendment application submittal deadline.

COUNCIL COMMENTS: CM Forschler requested staff present items to Council at the committee level prior to the night they are presenting at the RCM to allow for Council to research.

CM A. Anderson apologized to staff for taking so much time on the reorganization, but he feels something good will come of it.

CM Shape stated that Council does receive Council packets the Friday before a meeting allowing for time to review.

CM Gregerson commented on the following: (1) March 9 – 6 p.m., Suburban Cities Association (SCA) will have a Study Session for a briefing from Metro staff regarding the Regional Transit Task Force (RTTF) proposal made last year; (2) February 24 - attending the annual enterpriseSeattle meeting; and (3) thanked Council for a successful retreat.

CM Fernald commented on the following: (1) enjoyable Council Retreat; (2) Ms. Ahmed's concerns –cars parking on shoulder which leaves nowhere for children to walk except in street; and (3) Riverton Heights Post Office hours - email Congressman Adam Smith to keep hours open longer.

DM Fisher agreed with CM A. Anderson's comments.

Mayor T. Anderson stated that there is a new business in Tukwila called Seattle Indoor Skydiving.

ADJOURNED:

MOVED BY FISHER TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:38 P.M.

MOTION CARRIED UNANIMOUSLY.

Terry Anderson, Mayor

Kristina Gregg, City Clerk



Administration and Finance Committee Minutes

Tuesday, March 8, 2011
3:00 PM
Council Chambers

Members:	Present:	Absent:	Commence: 3:00 p.m.
			Adjourn: 4:00 p.m.
Gene Fisher, Chair	X		
Tony Anderson	X		
Rick Forschler	X		

Other Councilmembers Present: Ralph Shape and Pam Fernald

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. Agreement with BMX User Group for Use of North SeaTac Park - Kit Ledbetter</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>3/8/11 RCM.</u> <i>Parks and Recreation Director Kit Ledbetter reported this Park User Agreement grants the user group the exclusive use of the specified portion of North SeaTac Park to conduct sanctioned events, races and clinics. Sanctioned events mean only the events listed on a written schedule the park user will provide to the City by March 15 of each year preceding the start date to any event. The remainder of the time the improved park area (BMX track) can be used by anyone. In lieu of being charged a fee or lease amount, the Park User agrees to maintain the park area as detailed in the Agreement. The term of the Agreement is one year with an option to extend for additional one year terms if approved by the City. This Agreement does not obligate the City to contribute any money or resources for any of the events, races or clinics. Because the City leases North SeaTac Park from the Port of Seattle, the City has received approval from the Port for the proposed use of this land.</i></p>
<p>2. Agreement with Disc Golf Park User Group for Use of North SeaTac Park - Kit Ledbetter</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>3/8/11 RCM.</u> <i>Mr. Ledbetter reviewed a map showing the existing eighteen hole disc golf</i></p>

	<p>course layout at North SeaTac Park and a potential additional nine holes that would expand the area of the disc golf course. It was noted that the configuration of both the existing holes, as well as the potential additional nine holes, are such that they do not cross the existing paths within the park. Mr. Ledbetter reported this Park User Agreement grants the user group exclusive use of the specified portion of the park to conduct sanctioned events and clinics. Sanctioned events mean only the events listed on a written schedule the park user will provide to the City by March 15 of each year preceding the start date to any event. The remainder of the time the improved park area (Disc Golf Course) can be used by anyone. In lieu of being charged a fee or lease amount, the Park User agrees to maintain the park area as detailed in the Agreement. The term of the Agreement is one year with an option to extend for additional one year terms if approved by the City. This Agreement does not obligate the City to contribute any money or resources for any of the events or clinics. Because the City leases North SeaTac Park from the Port of Seattle, the City has received approval from the Port for the proposed use of this land.</p>
<p>3. Agreement with Mountain Bike Park User Group for Use of North SeaTac Park – Kit Ledbetter</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>3/8/11 RCM.</u> <i>Mr. Ledbetter reported this Park User Agreement grants the user group exclusive use of the specified portion of the park to conduct sanctioned races. Sanctioned events mean only the events listed on a written schedule the park user will provide to the City by March 15 of each year preceding the start date to any event. The remainder of the time the improved park area can be used by anyone. In lieu of being charged a fee or lease amount, the Park User agrees to maintain the park area as detailed in the Agreement. The term of the Agreement is one year with an option to extend for additional one year terms if approved by the City. This Agreement does not obligate the City to contribute any money or resources for any of the races. Because the City leases North SeaTac Park from the Port of Seattle, the City has received approval from the Port for the proposed use of this land. The Committee instructed staff to present this item at the 3/8/11 RCM, noting that the Council would not be taking action at that time.</i></p>
<p>4. PVRB Request for Finance Director – Todd Cutts/ Anh Hoang</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____. <i>Interim City Manager Todd Cutts reported that the Position Vacancy Review Board met recently and is presenting one recommendation to the A&F Committee. He is requesting permission to fill the Finance and Systems</i></p>

	<p><i>Director position which will be vacant as of July 7, 2011, due to the retirement of the incumbent, Mike McCarty. Mr. Cutts noted this is a key management position in the City and should be filled as soon as possible to ensure the continuity of financial and fiscal programs. Mr. Cutts reviewed the duties and responsibilities of the position and noted that it is not possible to accomplish the required duties on a part-time basis, assign to other staff members or delay filling the position without incurring significant risk to the City. The PVRB recommends filling the Finance and Systems Director position, and the A&F Committee concurs with the recommendation as presented.</i></p>
<p>5. Acceptance of the Work for the City Hall Cooling Tower – Pat Patterson</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>3/22/11 RCM.</u> <i>Facilities Director Pat Patterson reported that the City Hall cooling tower project is completed and permits are signed off. Acceptance of the work will allow the release of the 5% retainage held by the City on the contract. Mr. Patterson noted that the total cost of the cooling tower replacement contract is \$241,329.24. Puget Sound Energy is providing the City with energy rebates in the amount of \$38,164, making the total net cost of the project \$203,165.24. The 2010 Municipal CIP Fund had \$350,452 for this work.</i></p>
<p>6. Acceptance of the Work for the City Hall Re-Roof – Pat Patterson</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>3/22/11 RCM.</u> <i>Mr. Patterson reported that the City Hall re-roofing project is completed and permits are signed off. Acceptance of the work will allow the release of the 5% retainage held by the City on the contract. Mr. Patterson noted that the total cost of the roofing contract is \$295,552.85. \$314,374.50 was authorized for this project by Council on Agenda Bill 3250.</i></p>

<p>7. City Councilmembers and City Manager Future Travel Authorizations and Completed Travel Approval of City Credit Card Payments and Personal Reimbursements - Mike McCarty</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Finance and Systems Director Mike McCarty distributed copies of a personal reimbursement form containing the expenses incurred by Deputy Mayor Gene Fisher for City travel-related expenditures. The Committee approved expenses related to the National League of Cities (NLC) Conference in Washington, DC in March 2011. The total cost of the expenses approved is \$1,183.80. The pre-approval by the Committee to attend this conference occurred at the A&F Meeting on 2/8/11.</i></p>
<p>8. SeaTac Municipal Code Amendment Related to Animal Control Regulations - Julia Yoon</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>future RCM.</u></p> <p><i>Assistant City Attorney Julia Yoon distributed copies of a draft ordinance which would amend Sections 6.05.020 and 6.05.030 of the SeaTac Municipal Code (SMC) related to animal control regulations. Ms. Yoon reported that the Interlocal Agreement with King County for animal services requires the City to enact an ordinance or resolution that includes license and late penalty provisions that are substantially the same as those in Title 11 of the King County Code. Ms. Yoon also distributed and reviewed copies of a listing of proposed license fees and penalties, noting that Police Chief Jim Graddon agrees that the City should adopt this fee schedule for consistency with the County. Finally, Ms. Yoon distributed a handout containing King County animal control codes that the City currently doesn't have in its existing codes for the Council to review and consider. The proposed draft ordinance and fee schedule will be presented at a future RCM for Council consideration.</i></p>
<p>9. Next Meeting</p>	<p>April 12, 2011</p>



Public Safety and Justice Committee Minutes

Tuesday, March 8, 2011
4:00 PM
SeaTac Council Chambers

Members:	Present:	Absent:	Commence: 4:00 pm
			Adjourn: 4:37 pm
Tony Anderson, Chair	X		
Pam Fernald	X		
Gene Fisher	X		

Note: Item #1 reviewed jointly with the Administration & Finance Committee

Other Councilmembers Present: Mayor Terry Anderson, Rick Forschler

Staff Coordinator: Fire Chief Jim Schneider and Police Chief Jim Graddon

<p>1. SeaTac Municipal Code Amendment related to Animal Control Regulations - Julia Yoon</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____</p> <p><i>Item #1 removed from PS&J Agenda and referred to Administration & Finance Committee.</i></p>
<p>2. Regional Fire Authority (RFA) Timeline Update - Jim Schneider</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____</p> <p><i>Fire Chief Jim Schneider reported that SeaTac Fire and the Kent Regional Fire Authority continue to work on the exploratory process for a Regional Fire Authority. The next Exploratory Committee meeting is scheduled for March 10th at Fire Station 46. Two additional meetings are scheduled for April and May. Chief Schneider should then have a recommendation to bring back to the council for their consideration as to whether or not to proceed with just the</i></p>

	<p><i>planning phase for the RFA. The Exploratory Committee is also looking at what the fire benefit charge is for the RFA. A recommendation concerning the fire benefit charge would also be brought back to the council and to the RFA governing board for review. If the council and the RFA governing board recommend approval for the committee to proceed with the planning phase, the planning would take place beginning in July through October. Once the committee has formalized the RFA plan, it would be brought back to the council and the RFA governing board and at that point, it would be approved or rejected by a vote.</i></p> <p><i>Fire Chief Schneider reported that the City of Tukwila has also begun preparatory work on an RFA. Their first meeting to begin the exploratory process will be on March 24th. They will be using a template much like the City of SeaTac's for their exploratory process.</i></p>
<p>3. King County Emergency Medical Services Division Grant, King County Project Rampart – Jim Schneider</p>	<p><u> X </u> Informational Update <u> X </u> Recommended for: <u> X </u> Approval <u> </u> Approval with modifications <u> </u> Denial <u> </u> Referred to _____.</p> <p><i>Fire Chief Jim Schneider reported that SeaTac Fire is seeking approval to apply for a funding opportunity for Public Access Defibrillation (PAD) through Public Health, Seattle & King County Emergency Medical Services Division. The funding application was due on February 25th and was submitted in order to meet the deadline. Project RAMPART is a Regional Approach to Municipal AED Registry and Training. It is part of the King County Emergency Medical Services 2008-2013 strategic initiative that was approved by the Medic 1 levy. The amount of funding that SeaTac Fire would receive under the grant would be determined by the total number of applications. In 2010, a pilot project was conducted with five municipalities in King County. Funding was increased in 2011 to \$80,000 for King County government and all participating municipalities. Based on the pilot project, it is estimated that SeaTac Fire would receive from \$4,000 to \$8,000 to be used for training and the purchase of additional AEDs. The exact amount would be determined by the number of applications that are submitted and approved under the project. The budget impact would be neutral. SeaTac Fire would be reimbursed for the cost of the equipment and training on a quarterly basis. If this is approved, SeaTac Fire would work to determine where the additional AEDs should be placed within the City.</i></p>

<p>4. SeaTac Fire Public Education Outreach Program – Jim Schneider</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Fire Chief Jim Schneider introduced Fire Marshall Jon Napier to report on the work that is being done by the Fire Department on community outreach programs at local schools. There are approximately 4,100 students in the SeaTac area that they can reach out to. Two presentations have recently been made; one at Seattle Christian School and another at Bow Lake Elementary. SeaTac Fire personnel are meeting with curriculum developers at the schools to determine where their programs will best fit into the school curriculum. Education and training will be tailored to meet the needs of high school, middle school and elementary school audiences. Programs such as First Aid-CPR training and Kitchen Safety 101 will be offered to high school and middle school students. Elementary students will receive Safety Zone Newsletters that could be discussed in the classroom and with their parents, along with fire and life safety presentations. Fire personnel are also trying to arrange special interactive assemblies at elementary schools to take place in October during Fire Prevention Week. Other outreach programs that are being developed at this time are a car seat safety inspection program and a juvenile fire starter intervention program. Fire personnel will also participate in various public safety events throughout the year such as the Angle Lake Festival that is scheduled for June 25th & 26th.</i></p>
<p>5. 2011 Drug Take Back Program – Annette Louie</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Police Captain Annette Louie reported that the 2011 National Drug Take Back Day is scheduled for Saturday, April 30th. SeaTac will participate in the program as a drop-off location in the lobby of City Hall from the hours of 10:00 am to 2:00 pm. Flyers announcing the event will be posted and distributed to local businesses, the library, community center, schools, etc. in SeaTac. The DEA is doing a public information release about the event to the media. They have also set up a website link that citizens may use to determine where they can drop off their unused or expired medications by entering their city or zip code. Information about this event will also be posted on the SeaTac website.</i></p>

<p>6. Crime Statistics - Jim Graddon</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Police Chief Graddon reported that during the months of January & February, residential burglaries in SeaTac decreased. Chief Graddon also mentioned a couple of interesting cases that occurred in the SeaTac area. One was a drive-by shooting that occurred in mid-February at a residence on South 154th. The case has been assigned to the Major Crime Unit and remains under investigation. There has been no repeat type of activity of this nature that has occurred since that time. The other case involved a pursuit of a motorcyclist that started in southeast King County. The pursuit was eventually terminated, however, the Guardian One helicopter tracked the suspect. The suspect was eventually found hiding in a restaurant restroom stall in Tukwila and was arrested. Police were also able to locate the handgun that the suspect had tossed into the waste receptacle.</i></p>
<p>7. Fire Statistics - Jim Schneider</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Committee members were provided copies of Fire Department statistics for the month of February, 2011 in advance of the meeting. The statistics reflected a large number of CPR and cardiac arrest calls for the month.</i></p>
<p>8. Next Meeting</p>	<p>April 12, 2011</p>

City of SeaTac

Special Council Meeting Minutes

March 8, 2011
5:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac Special Council Meeting was called to order by Mayor Terry Anderson at 5:01 p.m.

COUNCIL PRESENT: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald, and Mia Gregerson.

ADMINISTRATIVE STAFF: Interim City Manager (ICM) Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, and Human Resources (HR) Director Anh Hoang.

RECESSED: Mayor T. Anderson recessed the Special Council Meeting to an Executive Session to Review the Performance of a Public Employee at 5:01 p.m. for 60 minutes.

EXECUTIVE SESSION: *Review the Performance of a Public Employee (RCW 42.30.110[1][g]) (60 minutes)*

RECONVENED: Mayor T. Anderson reconvened the meeting at 6: 01 p.m.

ADJOURNED: Mayor T. Anderson adjourned the Special Council Meeting at 6:01 p.m.

Terry Anderson, Mayor

Kristina Gregg, City Clerk