



Parks & Recreation Committee Agenda

March 12, 2026, 4:00 p.m.
SeaTac City Hall – City Council Chambers
Hybrid Meeting

Councilmembers:
Caitlin Konya, Chair
Mohamed Egal
Bedria Abdullahi

A quorum of the Council may be present.

Staff Coordinator: Mary Tuttle, Parks & Recreation Director

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City's website <https://seatacwa.gov/seatvlive> and click the "live" channel 1 grey box.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	4:00
2	Roll Call of Committee Members	Take Attendance	Chair	2 min. 4:00-4:02
3	Minutes of February 3, 2026	Approval of minutes.	Committee	3 min. 4:02-4:05
4	PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record. <ul style="list-style-type: none">• Instructions for providing remote oral public comments are located at the following link: Council Committee and Citizen Advisory Committee Virtual Meetings.• Submit email/text public comments to PRpubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.		Chair	10 min. 4:05-4:15
5	Senior Recreation Program	Information Only	Linda Croasdill, Senior Program Supervisor; Amy Oliverson, Senior Program Specialist; Vicki Lockwood, Senior Advisory Council,	15 min 4:15-4:30

			Chair	
6	Special Park Use Permitting at Angle Lake Park (2026 Pilot) – Park Ordinance Amendment	Review/Recommendation for Consent Agenda	Aaron Wiseman, Parks Operations Supervisor; Michael Fitzpatrick, Deputy Parks & Recreation Director	25 min 4:30-4:55
7	Directors Update	Information Only	Mary Tuttle, Parks & Recreation Director	5 min 4:55-5:00
	Adjourn			5:05



Parks and Recreation Committee Minutes

Tuesday, February 3, 2026

3:30 PM

Special Hybrid Meeting
City Council Chambers

Commence: 3:30 PM
Adjourn: 4:10 PM

Members:	Present	Excused	Unexcused
Caitlin Konya, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mohamed Egal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedria Abdullahi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other City Council Members Present:

Staff Present: Michael Fitzpatrick, Deputy Parks & Recreation Director; Larissa Arroyo, Administrative Assistant III

1. Call to Order	Meeting was called to order at 3:30 PM by Chair Konya.
2. Roll Call	Roll call was taken. See above.
3. Approval of Minutes	Minutes from the December 11 meeting were approved.
4. Public Comment	None.
5. Angle Lake Park Project Update	<i>*Items 5 and 6 are one topic and were inadvertently separated on the agenda. They were presented, discussed, and recommended as one item.</i>
6. Professional Services Contract Amendment	<p>Michael Fitzpatrick, Deputy Parks & Recreation Director, provided an update on the Angle Lake Fishing Pier & Boat Ramp Replacement project.</p> <p>Michael gave an overview of the existing site conditions, the 90% design drawings, and the design contract amendment. He referred to the Angle Lake Improvement Project Amendment #5 Scope of Work</p>

	<p>included in the packet that shows the additional work and budget for Mott MacDonald LLC to provide construction management support through the completion of construction.</p> <p>The current project timeline shows we will be out to bid in March or April. Offsite fabrication to begin in May, allowing access to the beach area, and onsite construction to start in September with completion by the end of 2026.</p> <p>Staff are requesting Committee approval for Agenda Bill #6829 to be placed on the Consent Agenda for February 24, 2026, RCM, authorizing the City Manager to execute a professional services contract amendment in the amount \$153,300 with Mott MacDonald LLC.</p> <p>The Committee approved the placement of AB #6829 on the Consent Agenda for February 24, 2026, RCM.</p>
7. Director's Update	<p>Deputy Parks & Recreation Director Michael Fitzpatrick gave the following updates:</p> <ul style="list-style-type: none">• Ribbon cutting for SeaTac Des Moines Trailhead will be Saturday, March 14th at 10am.• City's Urban Forester Elby Jones has provided a letter of interest to the grantor of "Regreen the Green" Grant from the Water Resources Inventory Area (WRIA-9) that provides funding of up to \$150,000 for revegetation planting and restoration along the Green Duwamish Rivers and their tributaries. Elby will be working through a full application due February 27th. The intent is to request funding to begin restoration work within SeaTac Des Moines Creek Park in which Des Moines Creek runs through the property.• As a part of a budget Decision Card approved at the mid-biennium to move a portion of Court clerk staff from their current location to the Riverton Room. Facilities Manager Brian Ruda anticipates an executed contract this week with furniture contractor (PEEK Office Interiors) to order furniture the week of 2/9. Due to lead time on furniture order, Facilities staff anticipate Court clerk move complete by mid-April. Currently, 10 Court clerk staff are working out of 8 workstations.
	<p>The meeting was adjourned at 4:10PM.</p>

SEATAC SENIOR PROGRAM

March 12, 2026



SENIOR PROGRAM OVERVIEW

PROGRAM PURPOSE

The mission of the SeaTac Senior Program is to foster connection and promote well-being among older adults by providing high-quality, culturally responsive recreation programs; opportunities for physical, intellectual, and social development; and connections to supportive social services.

- The SeaTac Senior Program serves all area seniors ages 55 and over
- Friday, May 7, 1993 – First Senior Lunch Service
- November 18, 2005 – Senior Center expansion dedicated
- Open Monday – Friday, 8:30 AM to 4:00 PM
- Senior Citizen Advisory Committee
- SeaTac Senior Program Fund at the Renton Regional Community Foundation



WHO WE ARE

- Linda Croasdill, Recreation Program Supervisor
- Amy Oliverson, Recreation Program Specialist
 - Programming: Senior trips, classes, special events, etc.
 - Data collection and reporting
 - Instructor
- Nina Zacharias & Lisa Hughes, Recreation Leader 3
 - Driver
 - Senior trip support
 - Kitchen support
 - Instructor
- Ellen Burns, Recreation Leader 2
 - Kitchen manager/cook



SEATAC SENIORS – A SNAPSHOT

- 13% of residents are 65+, another 11% are 55-64
- Median income \$56,000
- 13% below poverty level
- 60% identify as white
- 32% identify as disabled

Common Challenges:

- Transportation & mobility
- Loneliness & isolation
- Digital literacy
- Food access & financial insecurity



CURRENT PROGRAMS & OFFERINGS



- Fitness Classes
- Dancing
- Congregate Lunch
- Educational Classes
- Drop-in Games and Activities
- Arts & Crafts
- Coffee & Socializing
- Newcomers Social
- Senior Trips
- Special Events
- Appointments for services
- Volunteering



TRANSPORTATION

SENIOR LUNCH PICK-UPS

- SeaTac Residents
- 14 passenger van equipped with wheelchair lift
- Free Service
- Provided approximately 450 rides to the center in 2025.

SENIOR TRIPS

- 28 person capacity (2 vans)
- 50-60 day trips per year
- Variety of locations & activities



COMMUNITY PARTNERS



- Comfort Keepers of South King County
- Green Sprouts Foods
- King County Library Systems
- Puget Sound Fire
- SeaMar
- Senior Living Communities
- Serve Ethiopians Washington
- SHIBA: Statewide Health Insurance Benefits Advisors
- Volunteer Service Providers



VETERANS, SENIORS, AND HUMAN SERVICES LEVY GRANT

The VSHSL is a King County property tax levy that invests in Seniors, Veterans, and resilient communities.

The Senior Program receives significant funding from the VSHSL grant:

- \$45,000 in 2024
- \$90,000 in 2025
- \$94,500 in 2026

Funds are used to:

- Support Congregate Lunch program
- Increase fitness and recreational offerings



DATA COLLECTION & REPORTING

VSHSL DATA REPORTING

- Funding is contingent on robust data reporting
- Age, Race, Gender, Sexual Orientation, Disability
- Activities & Attendance

MYSENIORCENTER SOFTWARE

- Simple & Senior Friendly
- Data tracking & reporting
- In 2025, MySeniorCenter tracked:
 - 974 individuals served
 - 17585 visits to the center
 - 364 new attendees
 - 1166 activities



PARTICIPANT FEEDBACK

What guides our programming decisions?

- Senior Survey (2023)
- Feedback from Participants (in person & comment cards)
- Senior Advisory Committee
 - Vicki Lockwood, Committee Chair

The image shows a stack of 'Senior Lunch Feedback' cards. The top card is filled out with handwritten information. The card has a blue header with the City of Seattle logo and the title 'Senior Lunch Feedback'. Below the header, there is a green heart icon and a date field with the handwritten date '12/9/25'. The meal field is filled with 'Becky Chiles w/10 Bread'. There are three rating questions, each with a 1-5 scale. The first question is 'How would you rate today's meal?' with a 5 circled. The second is 'How would you rate the overall menu?' with a 5 circled. The third is 'How would you rate our service?' with a 5 circled. Below the ratings is a 'COMMENTS' section with the handwritten text 'The chiles were really good'. At the bottom, there is a field for '(Optional) Name & Phone:' which is empty.



GOALS for 2026 and Beyond

- Increase van ridership
- Partner with local organizations to offer opportunities for health screening and education.
- Expand outreach through networking and off-site activities
- Expand offerings in the arts and lifelong learning



Questions?

- Linda Croasdill, Recreation Supervisor
- Amy Oliverson, Recreation Program Specialist
- Vicki Lockwood, Chair – Senior Citizen Advisory Committee





Special Park Use Permit Process

03/12/2026

Presenter: Aaron Wiseman,
Park Operations Supervisor



Presentation Overview

PURPOSE OF PRESENTATION

To review/discuss the proposed Special Park Use permitting process.

- **SeaTac Municipal Code Review**
- **Proposed Rental Classifications & Application Criteria**
- **Permit Approval Process**
- **Park Amenities Included/Excluded**
- **Authorized Activities/Equipment**
- **Proposed Fees & Revenue**
- **Question/Discussion**

WHY IS THIS ISSUE IMPORTANT?

Following Council direction, this outlines a permitting process for 2026 at Angle Lake Park for various groups to apply for special use of Angle Lake Park.

Examples groups could include:

- SeaTac Based Non-Profit Community Groups
- Highline Public Schools
- Businesses & Other Organizations



Permit Approval Process

SMC 2.45.040- Permits for Community Groups

- The Department may grant permits to community groups to meet or conduct activities in the Department's buildings or in the Department's other facilities without charge; provided that no charges, **for athletic activities** involving play by those exclusively eighteen years of age or under if all of the following conditions are satisfied: (1) the buildings or facilities are not otherwise required by the Department, and (2) the activities are:
 - A. Conducted in accordance with the Department's standards;
 - B. Held without admission charge;
 - C. Not conducted for financial gain;
 - D. Open to the general public without discrimination;
 - E. Scheduled during hours when the facility is regularly open.
- Facilities cannot be reserved more than ninety days in advance unless otherwise authorized by the Department. All such permits must be approved by the Department. (Ord. 94-1005 § 1)



Permit Approval Process

SMC 2.45.040- Proposed Amendment

- The Department may grant permits to **SeaTac non-profit community groups** to meet or conduct activities in the Department's buildings or in the Department's other facilities without charge; provided activities **exclusively serve the local SeaTac community** and if all of the following conditions are satisfied: (1) the buildings or facilities are not otherwise required by the Department, and (2) the activities are:
 - A. Conducted in accordance with the Department's standards;
 - B. Held without admission charge;
 - C. Not conducted for financial gain;
 - D. Open to the general public without discrimination;
 - E. Scheduled during hours when the facility is regularly open.
- Facilities cannot be reserved more than ninety days in advance unless otherwise authorized by the Department. All such permits must be approved by the Department. (Ord. 94-1005 § 1)



Permit Approval Process

SMC 2.45.050- Special Use Permits

- Groups which **do not meet all requirements** set forth in SMC 2.45.040 and groups which desire to use any facilities may be granted special use permits by the Department but will be charged a fee. Where appropriate, special conditions of use will be established by the Department and so noted on the special use permit. A schedule of the charges for special services in facilities will be established by the Department with the approval of the SeaTac City Council.
- B. No alcoholic beverages are allowed at any park facilities other than at the SeaTac Community Center, Highline SeaTac Botanical Garden, and Grandview Park, and then only with a special use permit. Groups applying for special use permits for activities at the SeaTac Community Center at which the consumption of alcoholic beverages is intended must meet the requirements of State law with respect to liquor permits as a precondition, including obtaining appropriate permits from the State of Washington Liquor and Cannabis Board. During the course of the activity, the State liquor permit must be displayed within the area. (Ord. 17-1004 § 1; Ord. 94-1005 § 1)



Permit Approval Process

SMC 2.45.050- Proposed Amendment (Section B)

- Groups which **do not meet all requirements** set forth in SMC 2.45.040 and groups which desire to use any facilities may be granted special use permits by the Department but will be charged a fee. Where appropriate, special conditions of use will be established by the Department and so noted on the special use permit. A schedule of the charges for special services in facilities will be established by the Department with the approval of the SeaTac City Council.
- B. No alcoholic beverages are allowed at any park facilities other than at the SeaTac Community Center, Highline SeaTac Botanical Garden, Grandview Park, **and Angle Lake Park** and then only with a special use permit. Groups applying for special use permits for activities at which the consumption of alcoholic beverages is intended must meet the requirements of State law with respect to liquor permits as a precondition, including obtaining appropriate permits from the State of Washington Liquor and Cannabis Board. During the course of the activity, the State liquor permit must be displayed within the area. (Ord. 17-1004 § 1: Ord. 94-1005 § 1)



Rental Classifications & Criteria

Highline Public Schools & SeaTac Based Community Group Activities (SMC 2.45.040)	All Other Requests (SMC 2.45.050)
<ul style="list-style-type: none">• Conducted in accordance with the Department's standards• Held without admission charge• Not conducted for financial gain• Open to the public without discrimination• Scheduled during hours facility is regularly open	<ul style="list-style-type: none">• Do not meet all criteria set forth in SMC 2.45.040



Permit Approval Process

1

Special Use Park Permit

Fill out the Special Use Park Permit form ([link form](#)) no less than 90 days in advance of event. Applications are accepted on a first-come, first-served basis. Special Use Park Permits will be reviewed by Parks and Recreation staff for approval.

2

Attend a Permit Review Meeting

After your completed application has been accepted, the Parks & Recreation Department will contact you to schedule a review meeting. At this meeting renter will provide a presentation about intended usage and answer questions from the Permit Review Team. Renter will be required to adjust usage to align with recommendations from the Permit Review Team.

3

Secure Required Permits and Additional Documents

The Permit Review Team will identify other required permits or documents based on scope of rental. Renter will also be provided with contact information and timelines to comply with associated requirements.

4

Sign Exclusive Parks Use Agreement

Upon all fees paid and permits approved, renter will receive an Exclusive Park Use Agreement to sign. A copy of this agreement must be available onsite



Included Park Amenities

Splash Pad	Limited Availability (Memorial Day Weekend through Labor Day Weekend)
Picnic Shelters	Shelters A, B, C & D
Stage Area	Stage with spider box plug ins
Playground	Ages 2-5, 5-12 and swing set
Parking Lot	100 parking stalls
Potable Water & Electricity	Electricity will be provided for Stage Area



Excluded Park Amenities

Park Restrooms	Portable restrooms will need to be acquired
Lake/Swimming Access	No lifeguards will be provided, and area will need to be fenced off to attendees
Dock/Fishing Pier	Access will need to be fenced off to attendees
Event Materials Storage	No event materials storage onsite



Allowable Equipment/Activities

The following equipment/activities authorized with permit approval:

- Bounce houses
- Tents, tables, chairs
- Food & non-food vendors
- Amplified music
- Serving alcohol (approved vendor for beer/wine only) ***Amending SMC 2.45.050 needed to add Angle Lake Park**
- Sporting events, festivals, concerts
- Commercial filming equipment



Permit Application Requirements

- Minimum 90 days advanced notice (greater lead time might be necessary depending on type of event)
- Comply with 3,400 max occupancy by providing fencing and admission gate staff
- List of Vendors (must have SeaTac business endorsement)
- Event Site Map Submission
- Event Timeline Submission
- Parking Plan Submission
- Traffic Control Plan Submission (if applicable)
- Must Obtain Off Duty Police or Private Security (needs SeaTac police approval)
- Must Coordinate Rental of Portable Toilets (requirements depend on attendance)
- Must Coordinate Rental of Handwash Stations (requirements depend on attendance)
- Must Coordinate Public Notice prior to event with City (surrounding community) (minimum four weeks)
- Must Acquire Approved City Permits (Planning, Emergency Management, Police, ROW/PW, Special Use)
- Must provide certificate of Liability insurance of \$1,000,000 for each occurrence and \$2,000,000 general aggregate in US dollars. The City may require higher limits if deemed necessary based on event.
- Must provide park access prior to opening (dawn) the following day.



Weddings/Smaller Events

Weddings

- Currently the Botanical Garden located at the Community Center offers wedding packages through the Highline Botanical Garden Society.
- Weddings have occurred at other Parks, including Angle Lake with shelter rentals, however, usually on a small scale and do not disrupt other park use or amenities.

Other Events

- In past years we have had numerous community events requested at athletic complexes. These events were free to the public and provide services and outreach, as well as host a small soccer or sporting event. Events held at sport facilities require a tournament rental of the complex and sometimes a special use permit, depending on scope of event.



Proposed Fees

Highline Public Schools & SeaTac Based Community Groups	All Other Requests
Free No Deposit	*\$7,500/Day \$3,750/Deposit

Additional Fees:

Application/Permit Fee	\$200.00 (refundable if application not approved by committee)
Parks Staff Fee	\$100.00/hour (Overtime Rate) (Staffing requirement varies based on size of event)
Required Permit Fees	Varies based on size and type of event
Required Rental Fees	Varies based on size and type of event



2026 Proposed Rates

Potential Renters	Rate/Deposit
Highline Schools & SeaTac Community Groups w/ No Admission Fees	\$0
Highline Schools & SeaTac Community Groups w/ Admission Fees	\$3,750.00 / \$1,250.00
All Other Groups	\$7,500.00 / \$3,750.00

These fees were established by reviewing other municipalities that allow for large festival events. The fees ranged from \$6,000.00 - \$8,500.00. These events were open to the public and at locations with larger capacity limits. Most locations also charged a fee for alcohol sales and higher insurance limits when alcohol was present.



Estimated Expenditures- SeaTac Based Community Group

Service	Cost Estimate
Fencing	\$2,000
Lighting/Generator	\$1,080
Portable Restroom/Parking Lot Sweeper	\$2,500
Event Staffing/Ticketing	\$8,800
Parks Operations Labor	\$5,000
Contracted Security/Additional Staffing	\$30,000
Estimated Expenditure	\$49,380

*Model based on 3,400 maximum attendance



Estimated Expenditures- Admission Based Event

Service	Cost Estimate
Exclusive Use Permit	7,500
Fencing	\$2,000
Lighting/Generator	\$1,080
Portable Restroom/Parking Lot Sweeper	\$2,500
Event Staffing/Ticketing	\$8,800
Parks Operations Labor	\$5,000
Contracted Security/Additional PD Staffing	\$30,000
Estimated Expenditure	\$56,880

*Model based on 3,400 maximum attendance



Estimated SeaTac Revenue

Rental	Permit Fee	Percent of Ticket Sales	Estimated Tickets Price	Estimated Tickets Sold	Estimated Revenue
Highline Public Schools/ SeaTac Based Non-Profit	N/A	N/A	N/A	N/A	\$0.00
All Other Rentals	\$7,500.00	15%	\$25.00	3400	\$20,250.00
	\$7,500.00	15%	\$50.00	3400	\$33,000.00
	\$7,500.00	15%	\$75.00	3400	\$45,750.00

- Example based on maximum park capacity (3,400) x \$25.00/ticket= \$85,000
- 15% of ticket sales revenue
- $\$85,000 \times .15 = \$12,750$
- $\$12,750$ (15% ticket sales) + $\$7,500$ (Permit Fee) = $\$20,250.00$



Questions/Discussion

- Rates?
- Non-Profit vs For profit (number of offerings)?
- Risks?

