



City of SeaTac

Joint City Council / Planning Commission

Workshop Agenda

November 15, 2011
5:00 PM

City Hall
Council Chambers

CALL TO ORDER:

DISCUSSION ITEM:

● **Safe & Complete Streets (45 minutes)**

By: Community & Economic Development Director Cindy Baker / Senior Planner Kate Kaehny / SvR Design
Civil Engineer/Planner Amalia Leighton / SvR Design Landscape Architect Brice Maryman

PUBLIC COMMENTS:

ADJOURN:



City of SeaTac

Special Council Meeting Agenda

November 15, 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:

- **Council confirmation of Mayoral re-appointment of Cheryl Forbes to the Human Services Advisory Committee (5 minutes)**

By: Mayor Terry Anderson

- **2012 Preliminary Budget (20 minutes)**

By: Interim Finance Director Joyce Papke

2. DISCUSSION ITEM:

- **Summary of \$5,000 - \$35,000 Purchase Requests for the period ended November 2, 2011 (5 minutes)**

By: City Manager Todd Cutts

AGENDA BILL PRESENTATIONS:

3. Agenda Bill #3375 – A Motion accepting the work for the SeaTac Community Center re-roof (5 minutes)

By: Facilities Manager Pat Patterson

4. Agenda Bill #3376 – A Motion accepting the work for the Direct Digital Controls for the HVAC system at the SeaTac Community Center (5 minutes)

By: Facilities Manager Pat Patterson

5. Agenda Bill #3378 – A Motion authorizing final acceptance of the 2011 Annual Overlay Project (5 minutes)

By: Public Works Director Tom Gut

6. Agenda Bill #3368 – A Motion amending authorized construction expenditures and authorizing final acceptance of the South 138th Street Neighborhood Pedestrian Improvements Project (10 minutes)

By: Public Works Director Tom Gut

7. Agenda Bill # 3881 – A Motion authorizing the City Manager to amend the scope and cost of an agreement with King County related to the restoration of Des Moines Creek (5 minutes)

By: Public Works Director Tom Gut

8. CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 95838 and 95840 – 96044) in the amount of \$618,531.26 for the period ended October 21, 2011.

- **Approval of claims vouchers** (check nos. 96045 – 96238) in the amount of \$1,148,547.42 for the period ended November 4, 2011.

- **Approval of payroll vouchers** (check nos. 50188 – 50222) in the amount of \$401,746.16 for the period ended October 31, 2011.

- **Approval of payroll electronic fund transfers** (check nos. 70282 - 70463) in the amount of \$349,527.07 for the period ended October 31, 2011.

- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,663.31 for the period ended October 31, 2011.

8. CONSENT AGENDA (Continued):

- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended November 2, 2011.

Approval of Council Meeting Minutes:

- **Regular Council Meeting** held October 11, 2011.
- **Council Budget Workshop 3** held October 15, 2011.
- **Transportation & Public Works Committee Meeting** held October 25, 2011.
- **Land Use & Parks Committee Meeting** held October 25, 2011.
- **Regular Council Meeting** held October 25, 2011.

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:**

● **Council confirmation of Mayoral re-appointment of Cheryl Forbes to the Human Services Advisory Committee (5 minutes)**

By: Mayor Terry Anderson

● **2012 Preliminary Budget (20 minutes)**

By: Interim Finance Director Joyce Papke



MEMORANDUM

Date: November 10, 2011
To: City of SeaTac Mayor and Council
From: Kristina Gregg, City Clerk *KGG*
Subject: Confirmation of Re-Appointment

Please be advised that the following individual's application went before the Mayor and Council at the October 25, 2011 Regular Council Meeting for consideration of re-appointment and will go before the Council at the November 15, 2011 Special Council Meeting for confirmation of re-appointment.

Re-Appointment:

Human Services Advisory Committee:

- Cheryl Forbes to fill a term ending November 25, 2014

Cc: Human Services Program Manager Colleen Brandt-Schluter

SUMMARY OF PURCHASE REQUESTS \$5,000-\$35,000
For November 15, 2011 - Regular Council Meeting
Period ended November 2, 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>
GPS Field Equipment and Software	Public Works	403.000.11.594.38.64.093		\$9,600	\$10,247	\$9,600 will be reimbursed from stormwater grant. The balance will be absorbed with other line item savings.
DMMD Tree Removal	Public Works	102.000.11.543.30.48.001		\$38,000	\$12,264	Several bids were obtained, ranging from \$12,264 - \$36,683
Explore Purchase of WSDOT City Hall Parking Property	Parks	001.000.10.518.30.41.000		\$10,000	\$7,500	Up to \$7,500 will be charged by WSDOT, in order to facilitate their review of our possible purchase of this strip of City Hall parking lot . This specific item was not budgeted, but will be absorbed within the Parks Facilities budget.
Phone System Upgrade and Ongoing Maintenance	Finance/Systems	001.000.99.519.90.48.000 301.000.04.518.88.35.000 001.000.04.518.88.41.000		\$4,463 \$1,801 \$10,611	\$4,463 \$1,801 \$10,611	This need was unknown when the 2011 Budget was passed, but has surfaced during the year as a priority need and will be absorbed by other 2011 line item savings.

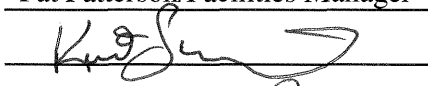
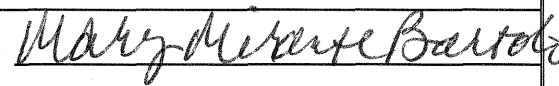


Note: Any expenditures over budgeted amount will be absorbed by reductions in other line items.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Parks

Agenda Bill #: 3375

TITLE: A Motion to accept the work for the SeaTac Community Center re-roof.

<i>November 8, 2011</i>	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested: <u>SCM: 11/15/11</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>LUP 10/25/11</u>	
Prepared By: <u>Pat Patterson/Facilities Manager</u>	
Director: <u></u>	City Attorney: <u></u>
Finance: <u></u>	BARS #: <u>301.000.04.594.73.62.002</u>
City Manager: <u></u>	Applicable Fund Name: <u>301 Municipal Capital Fund</u>

SUMMARY:

This motion would accept the work performed by Wright Roofing Inc. for the replacement of the roofing membrane on the flat roof, the 3-tab on the sloped roof, and metal siding at the SeaTac Community Center.

DISCUSSION / ANALYSIS / ISSUES:

In May of this year, the City Council authorized the hiring of a contractor to replace the roofing and add metal siding to the Community Center. Wright Roofing, Inc., was the low bidder. They have successfully completed the project. Accepting the work will allow for the closing out of the contract and the release of the retainage.

RECOMMENDATION(S):

It is recommended that the City Council accept the work.

FISCAL IMPACT:

The City Council authorized \$158,934.73 for completion of this work. There were no change orders. The total amount of this contract is \$144,486.13. There is \$168,260.00 in the approved CIP budget for this work.

ALTERNATIVE(S):

1) Do not accept the work.

ATTACHMENT(S):

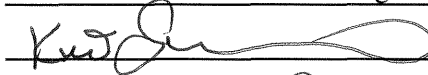

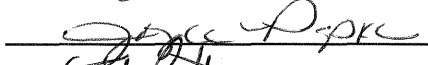

None.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Parks

Agenda Bill #: 3376

TITLE: A Motion to accept the work for the DDC controls on the HVAC system at the SeaTac Community Center

November 8, 2011	
__ Ordinance __ Resolution <u>X</u> Motion __ Info. Only __ Other	
Date Council Action Requested: <u>SCM 11/15/11</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>LUP 10/25/11</u>	
Prepared By: <u>Pat Patterson/Facilities Manager</u>	
Director: <u></u>	City Attorney: <u></u>
Finance: <u></u>	BARS #: <u>301.000.04.594.73.62.002</u> KAX
City Manager: <u></u>	Applicable Fund Name: <u>301 Municipal Capital Fund</u>

SUMMARY:

This motion would accept the work performed by Trane US, Inc to install direct digital controls on the existing HVAC system in the SeaTac Community Center.

DISCUSSION / ANALYSIS / ISSUES:

In April of this year, the City Council authorized the hiring of a contractor to install DDC controls in the Community Center. Trane US, Inc. was the low bidder. Accepting the work will allow for the closing out of the contract and the release of the retainage.

RECOMMENDATION(S):

It is recommended that the City Council accept the work.

FISCAL IMPACT:

The City Council authorized \$41,916.60 to complete this work. There were no change orders. The total amount of this contract is \$38,106.00. Seattle City Light will be giving the City a rebate in the amount of \$15,204.00. Total cost of the project is \$22,902.00.

ALTERNATIVE(S):

1) Do not accept the work.

ATTACHMENT(S):

None.

SeaTac City Council

REQUEST FOR COUNCIL ACTION

Department Prepared by: Public Works

Agenda Bill #: 3378

TITLE: A Motion authorizing final acceptance of the 2011 Annual Overlay Project.

October 28, 2011	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested:	<u>SCM 11/15/11</u>
Ord/Res Exhibits:	
Review Dates:	<u>T&PW 10/25/11</u>
Prepared By:	<u>Toli Khlevnoy, Civil Engineer II</u>
Director:	<u>Shawn W. Gub</u> City Attorney: <u>Marilyn Miranda Barreto</u>
Finance:	BARS #: 102.000.11.542.30.48.060
	403.000.11.538.38.48.059
City Manager:	<u>Tom Pette</u> Applicable Fund Name: <u>Street Fund, SWM Fund</u>

SUMMARY: This Motion formally accepts the construction of the 2011 Annual Overlay Project.

DISCUSSION / ANALYSIS / ISSUES: The construction contract was awarded on July 12, 2011 to Puget Paving and Construction Inc. in the amount of \$395,646.92. The total construction budget, including a 10% contingency, materials inspection, and overtime was approved by Council in the amount of \$441,211.61. Construction began on August 03, 2011 and was substantially complete on September 2, 2011. The project removed and replaced the pavement surface and storm pipes on South 188th Street, South 182nd St. and 51st Ave South. New pavement markings were installed throughout the project and sidewalk ramps were retrofitted in compliance with American with Disabilities Act (ADA) standards.

RECOMMENDATION(S): It is recommended the motion be carried.

FISCAL IMPACT: The construction was completed for a total of \$370,810.16, which is \$70,401.45, or 16% below the original authorized amount. The actual construction costs were lower due to lower asphalt quantities, savings in temporary traffic control work, and minor changes to avoid conflicts with existing utilities.

<u>Expenditure</u>	<u>Authorized</u>	<u>Actual</u>
Construction Contract	\$395,646.92	\$367,559.97
Contingency (10%)	\$39,564.69	\$0.00
Materials Testing	\$3,000.00	\$861.87
Inspection Overtime	<u>\$3,000.00</u>	<u>\$2,388.32</u>
Total Expenditure	\$441,211.61	\$370,810.16

ALTERNATIVE(S): Do not accept the contract as complete; however, Washington State law requires eventual acceptance.

ATTACHMENTS: None.

SeaTac City Council

REQUEST FOR COUNCIL ACTION

Department Prepared by: PUBLIC WORKS

Agenda Bill #: 3368

TITLE: A Motion amending authorized construction expenditures and authorizing final acceptance of the South 138th Street Neighborhood Pedestrian Improvements Project.

October 28, 2011	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested:	<u>SCM 11/15/11</u>
Ord/Res Exhibits:	_____
Review Dates:	<u>T&PW 10/25/11</u>
Prepared By:	<u>Eric Proctor, Project Engineer</u>
Director:	<u><i>Thom W. Guit</i></u> City Attorney: <u><i>Mary M. Wadant Barolo</i></u> <i>MSA</i>
Finance:	<u><i>John P. Dick</i></u> BARS #: <u>307.000.11.595.61.63.183</u>
City Manager:	<u><i>T. O. C. D.</i></u> Applicable Fund Name: <u>Transportation CIP</u>

SUMMARY: This Motion increases authorized expenditures for the construction of the South 138th Street Neighborhood Pedestrian Improvements Project and approves final acceptance of the project.

DISCUSSION / ANALYSIS / ISSUES: The construction contract was awarded April 26, 2011 to Tri-State Construction, Inc., in the amount of \$942,569.30. The total construction budget, including an approved contingency, materials testing, and overtime was approved by Council in the amount of \$1,044,826.23. Construction began May 16, 2011 and was substantially complete August 25, 2011. The project constructed approximately 0.7 miles of new sidewalk, curb and gutter and retaining walls. The storm drainage system was improved, the street resurfaced, and updates necessary to comply with the Americans with Disabilities Act were included. Pedestrian safety was improved by the installation of rapid flashing warning lights at the crosswalk to the SeaTac Community Center at 24th Ave South.

RECOMMENDATION(S): It is recommended that the Motion be carried.

FISCAL IMPACT: The construction was completed for a total of \$1,053,805.56, which is \$8,979.33, or 0.9% over the original authorized amount. The total actual cost of construction contract is \$1,045,711.84, or 15.2% below the Engineer's Estimate of \$1,233,656.00

<u>Expenditure</u>	<u>Original Authorization</u>	<u>Actual Cost</u>
Construction Contract	\$942,569.30	\$942,569.30
Contingency (10%)	\$94,256.93	\$103,142.54
Materials testing	\$5,000.00	\$5,672.72
Construction Inspector Overtime	\$3,000.00	\$2,421.00
Total	\$1,044,826.23	\$1,053,805.56

The actual costs for construction are well within the budget appropriation of \$1,390,000 for this project. Unforeseen utility conflicts were the most significant component of the additional cost.

ALTERNATIVE(S): Do not accept the contract as complete; however, Washington State Law requires eventual acceptance.

ATTACHMENTS: None.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: Public Works

Agenda Bill #: **3381**

TITLE: A Motion authorizing the City Manager to amend the scope and cost of an agreement with King County related to the restoration of Des Moines Creek.

<i>October 28, 2011</i>	
___ Ordinance ___ Resolution <u>X</u> Motion ___ Info. Only ___ Other	
Date Council Action Requested:	<u>SCM 11/15/11</u>
Ord/Res Exhibits: _____	
Review Dates:	<u>T&PW 10/25/11</u>
Prepared By:	<u>Tom Gut, Public Works Director</u>
Director: <u><i>James W. Gut</i></u>	City Attorney: <u><i>Mary Micaela Barolo</i></u>
Finance:	BARS #: <u>111.11.531.90.48.057</u>
	<u>111.11.595.39.63.146</u>
City Manager: <u><i>Tom Gut</i></u>	Applicable Fund Name: <u>Des Moines Ck Basin ILA Fund</u>

SUMMARY: This Motion authorizes the City Manager to amend a Technical Services Agreement (TSA), substantially in the form attached hereto, with King County for work related to restoration of Des Moines Creek on behalf of the Des Moines Creek Basin Committee. The Basin Committee, composed of the Cities of Des Moines and SeaTac and the Port of Seattle, will reimburse the City for the costs incurred by this agreement.

DISCUSSION / ANALYSIS / ISSUES: The City functions as the treasurer for the Des Moines Creek Basin Committee. The treasurer administers all contracts on behalf of the Committee and therefore Council approval is requested.

A Technical Services Agreement was approved by the Council at the October 12, 2010 Regular Council Meeting. The habitat restoration work in that agreement includes invasive plant management, creek habitat monitoring and evaluation, design and construction for additional habitat improvement. The original agreement also includes operation, monitoring and maintenance work necessary for the constructed Regional Detention Facility (RDF). The work covered under the TSA began January 2011 and is to be completed by December 2014.

During the course of the agreement work, certain additional work item costs have been reviewed and approved by the Basin Committee as necessary to ensure sufficient restoration. The additional work includes habitat plant management, control structure modifications and stream bank stabilization.

RECOMMENDATION(S): It is recommended the Motion be carried.

FISCAL IMPACT: The original agreement cost was \$652,000. The additional work is estimated to cost an additional \$191,000.

Phase IV-A (Habitat Monitoring and Maintenance)

BARS#: 111.000.11.595.39.63.146

2. Invasive Species Control and Native Re-vegetation

\$19,000

This work was initially estimated in mid-2010 and included the area adjacent to both sides of the Creek from South 200th Street to the Puget Sound outfall. When the detailed work plan was prepared earlier this year, it was determined that more weeding and invasive plant control was needed than could be accomplished in the initial estimate.

Regional Detention Facility M&O, Monitoring

BARS#: 111.000.11.531.90.48.057

Task 8.A Modification to Pond Structures

\$110,000

After the completion of the Basin Improvement Projects, the Basin Committee had the hydraulic design model compared to actual constructed conditions. This analysis identified certain modifications that would improve the operational effectiveness and safety of the improvements. These improvements include a larger intake pipe with trash rack, a control plate on the diversion pipeline and installation of an isolation valve for emergency spill containment.

Stream Bank Stabilization

BARS#: 111.000.11.531.90.48.057

New Task 9

\$62,000

The large woody debris installed in the creek as part of the habitat improvements changed the flow in the creek in two locations which resulted in some erosion of the creek bank. The erosion is directly adjacent to the trail and therefore needs to be repaired and stabilized to prevent damage to the trail.

Subtotal Additional Work \$191,000

The Basin Committee reviewed and approved the above additional work and costs. Council approval is requested to increase the authorized cost to a total not to exceed \$843,000.

The agreement cost is funded by the Des Moines Creek Basin Committee whereby contributions by the Port, SeaTac and Des Moines are 41%, 41% and 18%, respectively.

ALTERNATIVE(S): 1) Do not approve the agreement. However, this would cause substantial delay and increased costs to continue the restoration efforts. 2) Delay approval. A delay past January 2012 would negatively impact restoration efforts.

ATTACHMENTS: Proposed Technical Services Agreement Amendment.

Amended Technical Services Agreement Scope of Services December, 2011

Des Moines Creek Basin Restoration Projects

BACKGROUND

Since 1995, the Des Moines Creek Basin Committee (Basin Committee), comprised of the Port of Seattle, the cities of Des Moines and SeaTac, Washington State Department of Transportation (WSDOT), and King County, has been working cooperatively to plan and implement a series of Des Moines Creek watershed improvements, including the following significant Capital Improvement Projects (“Projects”):

- a regional retention/detention facility (RDF) at Tyee Golf Course;
- a surface water high-flow bypass system to Puget Sound;
- low-flow augmentation by well water withdrawal; and
- habitat restoration by in-channel improvements.

Via an interlocal agreement (ILA) between the jurisdictions, King County provided technical support with the project planning, environmental studies, analysis, design, permitting, construction, monitoring, and oversight compliance. By agreement of the jurisdictions, King County withdrew as a participant in the ILA, but will continue to provide a range of technical services to support the implementation of Projects. The mechanism for provision of these services is the pre-existing ILA between King County and the City of SeaTac for provision of surface water management-related services, executed in 1992 and effective in perpetuity unless terminated by either party. SeaTac will recover its expenses through terms of the continuing interlocal agreement between SeaTac, WSDOT, Des Moines, and the Port.

Through an existing Technical Services Agreement (TSA) under the ILA with the City of SeaTac, King County designed and constructed phase-II and phase-III of habitat restoration projects. Since the TSA will expire on December 31, 2010, the Basin Committee would like the King County Design Team (KCDT) to complete all the remaining works associated with habitat restoration and RDF projects. Provided below are descriptions of the habitat restoration phase-IV projects and operation, monitoring, and maintenance (OM&M) tasks anticipated to be completed by the KCDT through this TSA.

Habitat Restoration Phase-IV Projects

During the planning phase of the habitat restoration projects, Des Moines Creek between South 200th Street and its mouth on Puget Sound was divided into eight sub reaches as Reaches A through H (Figure 1). In 2007, King County constructed phase-I of the Habitat Restoration project, which included placement of large woody debris (LWD) in Des Moines Creek between the Midway Sewage Treatment Plant and the upstream end of the Marine View Drive Bridge. Invasive plants were removed and native vegetation was planted along the stream buffer.

In Phase-II, the reach just downstream of Marine View Drive was enhanced with woody debris and further planting of the riparian areas. Invasive species control and replanting continued throughout the rest of the creek's corridor as well. Phase-III of the habitat restoration process enhances the wetland area just downstream of South 200th Street and the reach just upstream of the Midway Sewage Treatment Plant by adding more LWD, and by continuing the invasive plant species control and replanting.

Phase-IV of the habitat restoration of Des Moines Creek should begin with active monitoring and adaptive management of the preceding projects. These projects should be monitored to assess their effectiveness and transferability to other reaches of the creek. Of particular interest will be the success of the treatment to be applied this year as part of phase-III just upstream of Midway Sewage Treatment Plant. This reach is typical of other reaches further upstream that have been logistically difficult to reach and restore. If the treatment being applied during phase-III is successful, the strategy may be employed on other reaches further upstream.

In order to effectively design and implement additional in-stream habitat structures as indicated below, previously constructed habitat projects should be monitored for a couple of years or more. Based on the adaptive management approach, phase-IV work will be divided into: IV-A (Monitoring and Maintenance) and IV-B (Capital Projects).

Phase IV-A (Monitoring and Maintenance of Habitat Improvement Projects)

1. Monitoring and Adaptive Management

Monitor the reaches in which KCDT has constructed projects to evaluate their effectiveness and to identify any actions that may increase their effectiveness. This monitoring will take the form of substrate characterization, plan-view habitat mapping, and thalweg profile mapping, as well as observations of the integrity and function of structures that were placed. Observations will be made primarily during summer low-flow, but placed structures will also be observed during high flow events at least once per year if possible.

2. Invasive Species Control and Native Revegetation Project

Significant strides have been made in reducing the prevalence of invasive plant species within the stream corridor. However, abandoning the task could easily allow these species to regain their dominance. Continued eradication efforts and replanting with native species will allow this progress to continue.

Phase IV-B (Capital Habitat Improvement Projects)

Based on the aforementioned monitoring results, KCDT will provide recommendations to the Basin Committee on the need for implementation of the following potential projects. It is anticipated that the monitoring will be performed for two flood seasons (2010 to 2012) and the design of the Capital Projects may start in fall of 2012.

1. Reach B and C LWD Addition Project

Assuming that the phase-III projects upstream of the Midway Sewage Treatment Plant were successful, this treatment should be repeated in other reaches upstream. While treatment of these reaches may be somewhat more difficult due to their greater distance from convenient access and staging areas, these difficulties should be offset by the use of a repeatable design and construction process. These treatments would also be scalable.

2. Reach G Off-Channel Habitat Project

Off-channel fish habitat, which is almost totally lacking in the system and consistently identified as a limiting factor in coho salmon production and fry survival, could be created in the floodplain bench on the southeast bank of Reach G, downstream of Marine View Drive and upstream of the wooden footbridge/parking areas. This area has an independent source of water from seeps in the adjacent hillside that could be used to feed off-channel pools that drain into the main channel. While this project would be relatively simple to construct, it would likely require a permit from the United States Army Corps of Engineers (USACOE) and therefore a substantial lead time to acquire the necessary regulatory approval. Construction would probably not occur until 2014.

3. Native Revegetation of Stream Buffer Project

In order to maximize the benefits of invasive control efforts, native trees and shrubs should be planted to reduce the potential for infestation of invasive species. Three priority planting projects have been identified as follows:

- a) **South 200th Street downstream for approximately 2,000 feet.** In 2009, invasive Himalayan blackberry was thoroughly controlled in this area. Native trees should be planted in 2011 to replace the blackberry, to enhance the stream buffer while also beautifying the trail corridor.
- b) **Just upstream of the Midway Sewer District that includes public and six private properties that abut the stream buffer.** This is a rare opportunity to involve the community and plant a 600-foot "reach" of private properties that abut the stream buffer. Any Himalayan blackberry and English ivy left untreated from 2009 invasive control efforts should be treated in the summer of 2010. This area will be planted with native trees and shrubs in fall/winter 2011. In 2009, the six property owners showed interest, but they will need to be contacted again before a final plan is made. It is hopeful that the property owners will assist in planting and maintaining the plants.
- c) **South 200th Street downstream to 400 feet below Des Moines Memorial Drive.** Generally, the entire ravine and wetland lack conifers. Though planting has been done in various reaches of Des Moines Creek, this project focuses on conifer under-plantings within a 50-foot stream and wetland buffer. This buffer width may be extended to 100 feet if funds are available.

SCOPE OF WORK

This Scope of Work generally describes tasks to be completed by KCDT to implement the aforementioned projects and monitoring and maintenance activities by performing design, permitting, construction, monitoring, maintenance, and oversight compliance phases. The following tasks will be performed between January 1, 2011 and December 31, 2014.

Habitat Restoration Phase-IV Tasks

1. **General Project Administration.** This task includes a variety of ongoing efforts needed to ensure communication and coordination within the KCDT staff and with the Basin Committee members, consultants, permitting agencies and with other groups, necessary for successful completion of design, permitting, construction, monitoring, and oversight compliance. This task and the following sub-tasks apply to all the Projects.

1.1. Project Management. This task includes all work efforts associated with typical project management, including but not limited to management and direction of the design team; scheduling team meetings; and tracking the progress of the project, the project schedule, and the project budget.

Deliverables: *Quarterly updates on work progress, schedule, and budget.*

1.2. Scope/Schedule/Budget Preparation/Billings. This task includes preparation of and minor revisions if needed to of the scope, schedule, budget, and billings. The schedule will be created using Microsoft Project software. The budget will be presented as a spreadsheet using Excel software. Billings for completed tasks will be provided to the City of SeaTac quarterly.

Deliverables: *Printed and/or electronic copy of scope, schedule, budget, and billings documents.*

1.3. Coordination with and Support for the Basin Committee. This ongoing task provides time for the KCDT staff to respond to requests from the Basin Committee members or other staff of participating jurisdictions and their staff not covered by the other specific work tasks. It also provides time for the project manager to attend the Basin Committee meetings.

Deliverables: *Input at Basin Committee meetings; other deliverables variable, depending on requests from Basin Committee and budget available.*

2. Design and Permitting. Phase-IV of the habitat restoration projects will be designed to enhance fish habitat by placing logs, boulders, and other stream enhancement elements in areas of the stream identified as suitable for habitat improvement. The stream restoration projects will also be designed to stabilize the channel to mitigate in-stream erosion. Ecological studies, reports, and other supporting documents for obtaining permits will be prepared. Projects will be constructed according to the plans, specifications, and the permit conditions developed during final design. It is anticipated that the phase-IV will be completed by the end of December 2014. The following is a general summary of tasks that will need to be accomplished to implement the Habitat projects.

2.1. Engineering Design Plans. Prepare preliminary and final plans for up to three projects as indicated above. The plans will likely include the following sheets: cover sheet, legend, abbreviation list, vicinity map, site plan, erosion control plan, construction plan, planting plan, cross section sheets, detail sheets, and one note sheet. Preliminary plans will be used for submittal of permit applications and other approval as needed. Final plans will be used for the construction of the projects.

Deliverables: *Preliminary and final plan sets.*

2.2. Permit Applications and Coordination. Prepare and submit permit applications for all local and state permits. Time estimates assume limited permit complexity with only minor concerns raised by permitting authorities and the public. This effort will include applying for the permits and working with the permitting agencies to answer questions and address concerns about the project. Every reasonable effort will be made to secure permits, but there is no guarantee that permits will be issued or that no appeals will be filed.

Deliverables: HPA, local grading, USACOE permits (if needed).

- 3. Construction.** It is anticipated that the aforementioned three projects will be constructed. KCDT will provide construction planning, scheduling, and procurement support. During the construction, KCDT will perform inspection and construction management.

Deliverables: Constructed project elements as indicated above.

- 4. Habitat Restoration Projects Close-outs.** KCDT will provide technical assistance with the project close-outs of RDF and habitat restoration projects. The project close-outs may include lessons learned, budget reconciliation, as-built drawing preparation, and final inspections.

Deliverables: As-built drawings and other closing documents.

- 5. Monitoring and Adaptive Management of Habitat Restoration Projects.** KCDT will monitor habitat restoration projects that are implemented during the previous phases to assess their effectiveness, structural integrity, and transferability to other reaches of the creek. In-stream LWD habitat structures will be inspected after a significant storm event to observe mobility of wood or any damage to the anchoring mechanisms. In the event of any damage to LWD or log mobility, KCDT will provide adaptive management recommendations.

Deliverables: Field observation reports with photo documentations.

- 6. Invasive Species Control and Native Revegetation Project.** In 2007, KCDT developed a document titled "Prioritization of Planting Projects and Invasive Weed Control Plan along Des Moines Creek." The focus of this document was to provide a strategic approach on enhancement of the riparian corridor south of South 200th Street, specifically the management of invasive species and installation of native plants. Based on the aforementioned monitoring results, planting priorities, and the available funding, KCDT will prepare site-specific plans for invasive control and planting. Invasive control and planting efforts are anticipated to be performed by a combination of volunteer events and the Washington Conservation Corps crew.

Deliverables: Site-specific planting plans (implementation of planting and invasive removal per the plan in years 2012 and 2014).

- 7. Oversight Compliance for the Basin Committee Projects.** Provide oversight compliance for the habitat restoration projects during the construction phase to ascertain compliance with design goals, permit requirements, monitoring requirements, erosion control requirements, and appropriate guidelines.

Provide oversight of erosion control and monitoring to ascertain that construction of the Projects individually and collectively adheres to permit and reporting requirements and design goals.

Operation, Maintenance, and Monitoring Tasks for RDF

Based on the request from the O&M Coordinator of the Des Moines Creek Basin Committee, KCDT has identified the following tasks related to OM&M for the RDF.

- 1. Flow Monitoring.** Continue to maintain the following three post RDF construction flow gauges and two water level gauges on Des Moines Creek. Flow monitoring will be limited to a four year period. KCDT will review and analyze the flow monitoring data to assess the effectiveness of in-stream structures and to design phase-IV-B habitat improvement projects. Download flow data and save in electronic format.
 - Gage 11B Continuous WSL Tye Pond
 - Gage 11E Continuous WSL for Approach Light Road
 - Gage 11i Continuous WSL in ByPass Manhole
 - 2 Recording water level gages in Des Moines Creek below Marine View Drive

Deliverables: Annual flow monitoring data and a cover memo (electronic files).

2. Groundwater Fluctuation Monitoring

In 2002, King County installed a series of groundwater monitoring wells along the south side of the Northwest ponds. A total of 12 wells were installed along three transects beginning near the edge of the ponds and extending upslope perpendicular to the wetland boundary. The purpose of these wells was to establish baseline (pre-project) groundwater conditions within the native wetland communities south of the ponds. Post construction groundwater data will be collected at key times of the year to track seasonal changes and determine what effect, if any, the project has on groundwater conditions. From October 2010 through 2013, groundwater monitoring will be done twice a month at the onset of the rainy season (typically October – November) and in the early growing season (March and April), and once a month otherwise. Monitoring results will be used in conjunction with vegetation monitoring across to gauge the community response to the construction of the RDF. After completion of three year monitoring, KCDT will prepare a final report.

Deliverables: Groundwater monitoring data and a final report.

- 3. Vegetation Monitoring (Non-arsenic).** A detailed vegetation monitoring plan previously developed will be implemented to comply with the permit requirements. Monitoring vegetation at the RDF site and the stream buffer according to the permit conditions.

Deliverables: Monitoring Report - Years 2011 and 2013

- 4. Vegetation Monitoring (Arsenic).** A detailed vegetation monitoring plan for the RDF previously developed will be implemented to assess effects of arsenic on the vegetation to comply with the permit requirements. Monitoring the health of vegetation at the RDF site is required as a part of Long Term Monitoring for the Voluntary Cleanup Program.

Deliverables: Vegetation Monitoring Annual Report - Years 2011 and 2013

- 5. RDF Berm Settlement Monitoring Data Review.** The Port of Seattle is expected to perform a berm settlement monitoring survey. The survey data should be promptly sent to the King County Materials Laboratory for analysis. The King County geotechnical engineer will perform survey data review, analysis, and report preparation.

Deliverables: A technical memorandum summarizing the findings of the geotechnical assessment at the completion of monitoring including Graphic results of Biannual Settlement. Electronic files of graphic results of settlement progress - Biannual

- 6. **DOE Dam Safety Inspection.** Dam Safety inspections will be performed per the RDF O&M manual.

Deliverables: Inspection reports – Years 2011 and 2013.

- 7. **RDF Flow Control Structure Inspection.** Flow Control Structure inspections will be performed to determine performance of the control structure.

Deliverables: Inspection reports – Years 2011 and 2013.

- 8. **Miscellaneous On-call Support.** At the request of the Basin Committee, King County will provide technical assistance or facility operations and maintenance support as needed. Once a written work request is submitted to King County, KCDNRP staff will provide an estimate to the Basin Committee for their approval. In order to minimize delay, King County should be allowed to provide support for up to \$50,000 at the O&M Coordinator's e-mail request.

A. Modification of RDF Flow Intake and Tye Pond Outlet Structures. In order to optimize the hydraulic performance of the RDF, the outlet pipe (inlet of the diversion pipe to Northwest Ponds) and the outlet structure of Tye Pond (which provides base flow to Des Moines Creek) needs to be modified. An analysis was conducted and identified certain modifications that would improve the operational effectiveness and safety of the improvements. These improvements include a larger intake pipe with trash rack, a control plate on the diversion pipeline and installation of an isolation valve for emergency spill containment.

- 9. **Stream Bank Stabilization.** The large woody debris installed in the creek as part of the habitat improvements changed the flow in the creek in two locations which resulted in some erosion of the creek bank. The erosion is directly adjacent to the trail and therefore needs to be repaired and stabilized to prevent damage to the trail.

Planning Level Budget

Phase-IV-B: Capital Habitat Improvement Projects (2012-2014)

Since the following projects will be designed in 2012 and the scope is unknown at this time, the following section provides a planning level budget. The level of accuracy for the planning level budget will be refined after the development of preliminary design.

1. Reach B and C LWD Addition Project	\$150,000
2. Reach G Off-Channel Habitat Project	\$175,000
3. Native Revegetation of Stream Buffer Project	\$75,000

Subtotal	\$400,000
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Phase IV-A: Monitoring & Maintenance of Habitat Improvement (2011-2012)

1. Monitoring and Adaptive Management (2011 & 2012)	\$30,000
2. Invasive Species Control and Native Revegetation	\$69,000

Subtotal **\$99,000**

RDF Operation, Maintenance, and Monitoring Program Tasks (2011-2014)

Task 1: Flow Monitoring	\$20,000
Task 2: Wetland Groundwater Fluctuation Data Analysis	\$30,000
Task 3: Vegetation Monitoring (Non-arsenic)	\$10,000
Task 4: Vegetation Monitoring (Arsenic)	\$10,000
Task 5: RDF Berm Settlement Monitoring Data Review	\$8,000
Task 6: DOE Dam Safety Inspection	\$5,000
Task 7: RDF Flow Control Structure Inspection	\$7,000
Task 8: Miscellaneous On-call Support (If needed)	\$50,000
Task8A: Modification of RDF Flow Intake and Tyee Pond Outlet Structures	\$110,000
Task 9: Stream Bank Stabilization	\$62,000

Subtotal: **\$312,000**

Basin Committee Coordination @ 8,000/yr for four years \$32,000

Grand Total **\$843,000**

Approval Process

After completion of phase IV-A monitoring, the KCDT will meet with the Basin Committee to discuss the findings and the recommendations. The Basin Committee will review the KCDT recommendations and will provide directions for phase-IV-B project implementation.

The Basin Committee will review the modeling results and recommendations for the RDF functional improvement to decide on future actions. The Basin Committee may authorize the KCDT to proceed with task 8A or any additional tasks through an amendment to this scope of work.

Key Assumptions

The following key assumptions are made to develop the aforementioned scope of work:

- A detailed scope of work and cost estimate for phase-IV-B will be developed after completion of the monitoring in phase-IV-A.
- Planning level budget for phase-IV-B is assigned by the Basin Committee and is not based on an actual cost estimate.
- No contingency is included in the planning level budget to address any unforeseen circumstances.
- Planning level budget is based on 2010 dollars and does not include inflation.

- Basin Committee may authorize any additional tasks and funding through an amendment to this scope of work.

Authorized by the City of SeaTac:

Todd Cutts, City Manager

Date

APPROVED AS TO FORM:

City of SeaTac Legal Department

**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 November 15, 2011 - Regular Council Meeting
Period ended November 2, 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>
GPS Field Equipment and Software	Public Works	403.000.11.594.38.64.093		\$9,600	\$10,247	\$9,600 will be reimbursed from stormwater grant. The balance will be absorbed with other line item savings.
DMMD Tree Removal	Public Works	102.000.11.543.30.48.001		\$38,000	\$12,264	Several bids were obtained, ranging from \$12,264 - \$36,683
Explore Purchase of WSDOT City Hall Parking Property	Parks	001.000.10.518.30.41.000		\$10,000	\$7,500	Up to \$7,500 will be charged by WSDOT, in order to facilitate their review of our possible purchase of this strip of City Hall parking lot . This specific item was not budgeted, but will be absorbed within the Parks Facilities budget.
Phone System Upgrade and Ongoing Maintenance	Finance/Systems	001.000.99.519.90.48.000 301.000.04.518.88.35.000 001.000.04.518.88.41.000		\$4,463 \$1,801 \$10,611	\$4,463 \$1,801 \$10,611	This need was unknown when the 2011 Budget was passed, but has surfaced during the year as a priority need and will be absorbed by other 2011 line item savings.

Note: Any expenditures over budgeted amount will be absorbed by reductions in other line items.

City of SeaTac

Regular Council Meeting Minutes

October 11, 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 6:01 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.

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, Assistant City Attorney Mark Johnsen, Deputy City Clerk Marcia Rugg, Economic Development (ED) Manager Jeff Robinson, Systems Administrator Bart Perman, Assistant Parks and Recreation (P&R) Director Lawrence Ellis, Human Services (HS) Manager Colleen Brandt-Schluter, Facilities Manager Pat Patterson, Executive Assistant Lesa Ellis, Interim Finance Director Joyce Papke, Community & Economic Development (CED) Director Cindy Baker, Planning Manager Barbara Nelson, Police Chief Jim Graddon, Fire Chief Jim Schneider and Police Captain Annette Louie.

FLAG SALUTE: City Manager Cutts led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Leonard Luna, representing citizens of McMicken Heights, stated he has only once submitted a Public Disclosure Request (PDR). It was for a list of the HS funding sources. He reiterated previous comments regarding an email incident that occurred in 2010. It appears that CM Gregerson as well as some City staff have violated the Revised Code of Washington (RCW) and Washington Administrative Code (WAC). He requested the involved staff be reprimanded and provide an apology and that the involved CM resign.

Othman Heibe requested the City to be put back to the sense of responsibility for those who serve in behalf of the citizens. He stated his support of Agenda Bill #3373.

Doris Cassan questioned whether the current form of government is accountable to the citizens. She detailed an eminent domain situation that occurred regarding her property.

Karen Baker, reminded the Council of RCW 42.30.010 which states the people of this state do not yield their sovereignty to agencies which serve them. She stated that the results of the PDR made last year are available at www.seataccoverup.com.

Wendy Morgan spoke in support of Agenda Bill #3373. This type of committee has been useful in the City of Tukwila and its community. Tukwila's CM Joan Hernandez stated she would be glad to speak to the SeaTac City Council regarding this topic.

PRESENTATIONS:

•Council consideration of re-appointments of Jon Ancell and Fred Geraldson to the Senior Citizen Advisory Committee (Scheduled for Council confirmation at the October 25, 2011 RCM)

Mayor T. Anderson announced her selection of Mr. Ancell and Mr. Geraldson to be re-appointed to the Senior Citizen Advisory Committee.

Council consensus: Referred to the 10/25/11 RCM for confirmation

•Literacy Source - A Community Learning Center

Community Literacy Coordinator Janet Arbogast detailed the background of this non-profit organization that provides adult literacy to students. They also provide citizenship classes, tutoring, computer services, job finding, and English language classes. They also have a partnership with the Village at Angle Lake Family Resource Center.

The main element that makes the classes unique is that they provide child care. The classes are offered in three quarters from September to June.

•Website Demonstration

Systems Administrator Perman overviewed the City's Website by demonstrating several features such as Code Red, the citizen contact form, latest news, City calendar, and how the video library displays council meetings.

He described how CityWorks, a recent asset management software will eventually tie into maintenance work orders.

SUSPENSION OF THE RULES:

MOVED BY SHAPE, SECONDED BY FISHER TO SUSPEND THE RULES TO BRING FORWARD PUBLIC COMMENTS AND COUNCIL ACTION RELATED TO AGENDA BILL #3372.

MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

Agenda Bill #3372 – A Resolution regarding the City Council’s collective position on Initiative 1183, to be presented to the electorate on November 8, 2011

Summary: Initiative 1183 will be presented to the electorate on November 8, 2011. Staff was requested to place this item on the Council agenda for Council consideration of passing a Resolution either supporting or opposing Initiative 1183. Should the Council wish to take a collective position related to the Initiative, Resolutions in support of and in opposition to Initiative 1183 have been prepared. Initiative 1183 concerns liquor: beer, wine, and spirits (hard liquor). The official ballot summary states: “This measure would close state liquor stores and sell their assets; license private parties to sell and distribute spirits; set license fees based on sales; regulate licensees; and change regulation of wine distribution.”

In sum, it appears that the Initiative will do the following:

- Close state liquor stores and require the sale of their assets including the liquor distribution center.
- The state would license private parties to distribute spirits and to sell spirits in retail stores meeting certain criteria (generally stores of more than 10,000 square feet), subject to specified training and compliance requirements. In addition, local communities will have input before a liquor license can be issued to a retailer, and 1183 specifically maintains all local zoning requirements and authority related to the location of liquor stores.
- The measure establishes licensing fees for sale and distribution of spirits based on the licensee’s sales revenues. The Initiative specifies that local governments are to continue to receive, in the aggregate, no less liquor revenue than comparable periods plus an additional \$10 million per year for public safety.
- It would change some wine distribution laws and allow non-uniform wholesale pricing for wine and spirits.

According to the State Office of Financial Management (OFM) the fiscal impact cannot be precisely estimated because the private market will determine bottle cost and mark-up for spirits. Using a range of assumptions, total State General Fund are estimated to increase in a range of \$216 million to \$253 million and total local revenues are estimated to increase in a range of \$186 million to \$227 million, after Liquor Control Board one-time and ongoing expenses, over six fiscal years. In addition, the OFM estimates a one-time net state revenue gain of \$28.4 million from the sale of the state liquor distribution center and one-time debt service costs are \$5.3 million. Ongoing new state costs are estimated at \$158,600 over six fiscal years.

RCW 42.17.130 prohibits the use of city facilities to assist in promotion of or opposition to any ballot proposition. However, RCW 42.17.130(1) allows the Council to adopt a Resolution in support of or opposition to a ballot proposition if certain mandatory procedural steps are taken, including providing notice that the Council will discuss taking a collective position regarding the ballot measure, and providing an opportunity for public comment prior to Council action. Therefore, public comments have been solicited for this Council Meeting, by notice published on the City Council Agenda.

Senior Assistant City Attorney Johnsen reviewed the agenda bill.

Council discussion ensued regarding this agenda bill.

PUBLIC COMMENTS: Bruce Beckett spoke in support of, and Derek Baker spoke against, Initiative 1183.

COUNCIL CONCURRED NOT TO TAKE ANY ACTION ON THIS MOTION.

DISCUSSION ITEM:

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

City Manager Cutts reviewed the request:

<u>Item Description</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Estimate</u>
Outside Legal Services- Surface Water Fee	Legal	\$78,750	\$20,000

Council consensus: Referred to the 10/11/11 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #3369 – A Motion authorizing the City Manager to execute a Contract with Grindline Skateparks, Inc. for design of a skate park at the SeaTac Community Center (STCC)

Summary: Assistant P&R Director Ellis introduced Grandline Skateparks, Inc. Principal Michael Shapiro. The City was awarded \$278,900 from King County (KC) Community Development Block Grant (CDBG) to design and construct a Skate Park at STCC. The project will enhance the existing park by adding another free recreational activity. The design and engineering fees will not exceed \$27,890 which is 10% of the project budget.

Seven firms submitted proposals in response to the Request for Proposal (RFP) and the top three firms were chosen for interviews. P&R staff interviewed the top three firms on Wednesday, September 14 to select the most qualified firm for the project and Grindline Skateparks, Inc. was chosen. The design and construction plans are anticipated to go out to bid for construction in 2012 and the City Council will be asked to approve the construction contract at that time. The target date for completion of the project will be May 2012.

The amount will be reimbursed through the KC CDBG program that was accepted by the City on May 11, 2010.

Assistant P&R Assistant Director Ellis reviewed the agenda bill.

Council consensus: Referred to the 10/25/11 RCM

Agenda Bill #3366 – A Motion authorizing the City Manager to enter into an agreement between the Highline School District (HSD) and the City of SeaTac for a School Resource Officer (SRO) at Tye High School and Chinook Middle School

Summary: The proposed Agreement would continue the HSD annual contribution of \$50,000 to offset a portion of the cost for a SRO at the Tye Educational Complex and Chinook Middle School for the 2011-2012 school year. The District has provided partial funding at this level for the 2006-2007, 2007-2008, 2008-2009, 2009-2010 and 2010-2011 school years.

The Agreement documents cost sharing, indemnification, the employment status of the officer, how a replacement would be selected, the work schedule and duties of the SRO and the facilities to be provided by the School District. It requires the District to pay to the City the full \$50,000 within 60 days of invoice. It is consistent with and documents our current practices regarding our SRO at Tye Educational Complex and Chinook Middle School. This Agreement does not commit the City to any additional staffing or enhancement of services at the schools. The term of the Agreement is through June 30, 2012 and allows for early termination of the contract with 60 days written notice. In the event of early termination, the City must return to the School District \$5,000 (1/10 of \$50,000) for each full month remaining in the 2011-2012 school year.

This Agreement would result in \$50,000 from the HSD to the City's general fund. The City's 2012 annual budget is being prepared with the City bearing the full cost of a SRO for the remainder of the 2011-2012 fiscal year.

Police Chief Graddon reviewed the agenda bill summary.

Council consensus: Referred to the 10/11/11 RCM Consent Agenda

Agenda Bill #3373 – An Ordinance establishing a Community Building Committee as an advisory committee to the City Council

Summary: The mission of this Committee would be to engender a feeling of belonging and shared community, where there is equal opportunity and access to information and resources for all.

At the September 13th joint Administration & Finance (A&F) and Public Safety & Justice (PS&J) Committee meeting, CM Gregerson introduced the idea of a new committee to the CMs present. The joint committee provided direction to the City Administration to research this committee and return to Council with alternatives. Since that time, staff has worked with CM Gregerson to understand and refine the proposed objectives, mission, and structure of the committee. As such, the concept has evolved into a Community Building Committee.

Since incorporation in 1990, the City of SeaTac has experienced growth on many fronts. The population has grown, the number of visitors to the City has increased, the number of jobs in the City has increased, vehicular traffic has increased, and the diversity of cultures and languages has also grown. Much of this growth has benefitted the City through new jobs, improved roads, parks, and transit and a rich cultural tapestry. As communities grow, it can be a challenge to retain a shared sense of community. Increased transiency within the population can lead to lack of familiarity with neighbors, which can contribute to the challenge of retaining a sense

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3373 (Continued): of community. Community outreach is one technique used to strengthen the community. The byproduct of this outreach is often a community where citizens have a feeling of belonging and shared community and where there is equal opportunity and access for all.

The purpose of this Committee is to make recommendations to City Council to ensure that decisions are made to support community building. Recommendations will be developed through the Committee's workplan. The workplan will include tasks such as:

- Researching best practices of other jurisdictions and vetting those ideas within the community.
- Fostering communication and building trust with all City departments and within the community.
- Acting as a sounding board for projects and programs under development by the City.
- Seeking innovative, community-based ideas through sustainable, two-way communication within the community.
- Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

The Committee will consist of seven members representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special needs and skills relevant to the workplan. Members will be appointed by the Mayor and confirmed by the City Council to serve staggered two year terms. The Committee will elect a Chair and Vice Chair to provide leadership. The Committee will meet monthly and provide progress reports to the community twice annually and to the City Council on an as-needed basis.

Staff support for this committee exceeds current staffing levels. It is estimated that a 0.25 Full Time Employee (FTE) would be needed to provide on-going support to the Committee's workplan implementation activities, including: conducting research, facilitating meetings and events, reviewing projects and programs, and supporting on-going community engagement. This staff support could be provided through continued funding of the currently vacant Assistant City Manager (ACM) position or funding of a comparable position.

Alternately, the Committee could be staffed at a lower level, such as 0.1 FTE. Staff involvement in workplan implementation would be significantly reduced. Staff would be available to provide administrative functions such as distributing meeting agendas and taking meeting minutes, with minimal additional time available to support the Committee's research, facilitation, review and engagement functions. Greater reliance would be put on Committee members for workplan implementation.

City Manager Cutts reviewed the agenda bill summary.

Council discussion ensued regarding this agenda bill.

Council consensus: Referred to the 10/25/11 RCM

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 95602 – 95837) in the amount of \$1,365,434.60 for the period ended October 5, 2011.
- **Approval of payroll vouchers** (check nos. 50116 – 50154) in the amount of \$498,635.24 for the period ended September 30, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 69925 - 70105) in the amount of \$344,667.94 for the period ended September 30, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$70,247.04 for the period ended September 30, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended October 5, 2011.

Approval of Council Meeting Minutes:

- **Transportation and Public Works Committee Meeting** held September 27, 2011.
- **Council Workshop** held September 27, 2011.
- **Regular Council Meeting** held September 27, 2011.

CONSENT AGENDA (Continued):

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

Agenda Bill #3366; A Motion authorizing the City Manager to enter into an agreement between the Highline School District and the City of SeaTac for a School Resource Officer at Tyee High School and Chinook Middle School

MOVED BY A. ANDERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED. *(No second was made; however, the absence of a second does not affect the validity of the motion's adoption.)**

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

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS: Earl Gipson stated that due to the economic times, this was not the time to create another City committee.

UNFINISHED BUSINESS:

Agenda Bill #3373; Ordinance establishing a Community Building Committee as an advisory committee to the City Council

MOVED BY A. ANDERSON, SECONDED BY GREGERSON TO PASS AGENDA BILL #3373.*

Council discussion ensued regarding the purpose and costs of this committee.

CM A. Anderson requested this item be postponed to the October 25, 2011 Land Use & Parks (LUP) and Regular Council Meetings for further discussion.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: City Manager Cutts commented on the following: (1) October 14, 2011- 9 a.m. Budget Workshop; (2) October 14 - 12 noon ribbon cutting for the new electric car charging station; (3) October 15 - 9 a.m. Budget Workshop 3; (4) October 29 - 10 a.m. National Prescription Drug Take Back Program at City Hall; (5) clarified from an earlier comment that he does encourage staff to have conversations with CMs on key issues; and (6) issued a Request for Proposal (RFP) to further refine the planning efforts on the Riverton Heights project and the City has received four proposals.

COUNCIL COMMENTS: CM Gregerson stated on January 19, 2012 - 6:30 p.m. the Puget Sound Skills Center will hold a Cities and Schools Coalition annual summit inviting all the elected officials from the cities in the Highline School District (HSD).

CM Fernald commented on the following: (1) attended the South 138th Street sidewalk ribbon cutting attended by staff, neighbors and members of the Faith Deliverance Church; and (2) reiterated the timeline of the events that occurred from the May 2010 RCM to present regarding an email incident, discussions, events and the PDR for emails between the Human Services Coordinator and a CM.

CM Fisher stated he has never requested a PDR.

CM A. Anderson stated that it is important to move forward as a Council. PDRs submitted with the intent of digging up dirt on a CM is a waste of City time and money.

CM Shape commended staff for the South 138th Street sidewalk improvement project.

EXECUTIVE SESSION: There was no Executive Session.

ADJOURNED:

MOVED BY FISHER, SECONDED BY SHAPE TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:47 P.M.

MOTION CARRIED UNANIMOUSLY.

City of SeaTac

2012 Budget Workshop 3

Minute Synopsis

October 15, 2011 (Saturday)
9:00 AM

City Hall
Council Chambers

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

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, Interim Finance Director Joyce Papke, Municipal Court Judge Elizabeth Cordi-Bejarano, Human Resources (HR) Director Anh Hoang, Public Works (PW) Director Tom Gut, Facilities Manager Pat Patterson, Parks & Recreation (P&R) Director Kit Ledbetter, Systems Administrator Bart Perman, Police Chief Jim Graddon, Police Administrative Captain Annette Louie, Department Economic Development (ED) Manager Jeff Robinson, Planning Manager Barbara Nelson, Senior Planner Al Torrico, Assistant Finance Director Brenda Rolph, Fire Chief Jim Schneider, and Assistant Fire Chief Brian Wiwel.

Presentation regarding Organizational Alignment, Performance Measures and Process Improvements

City Manager Cutts stated that at the October 7 Budget Workshop 1, Council expressed interest in the Organizational Alignment and Process Improvement decision card discussed as part of the City Manager's Office budget requests. However, Council requested additional information. Mr. Cutts introduced CEPTARA Founder Chris Lindstrom. Mr. Lindstrom presented Council with the proposal for SeaTac.

Discussion ensued regarding the proposal.

Mr. Cutts clarified that he reached out to Mr. Lindstrom to help build the scope for the purpose of a decision card. However, if the decision card is approved to use these tools, staff would use a Request for Proposals (RFP) process to solicit other proposals.

Decision Cards

Mr. Cutts presented a listing of decision cards, including his recommendations for funding. Council and staff discussion ensued regarding each decision card with the following tentative consensus reached:

General Fund (GF)

Department	Decision Card	Cost	Funded/Unfunded
Municipal Court	Electronic Document Software	\$60,000 (net)	one-time funded from the 301 Municipal Capital Improvement Fund
HR	Succession Planning	\$28,052	unfunded
HR	Citywide Employee Trip Reduction Program	\$23,059	\$13,950 ongoing funded \$9,109 unfunded .1 full-time employee
HR	Civil Service Professional Services Examinations	\$9,500	ongoing funded
Police	Joint Police and Fire Fireworks Emphasis Patrol and Community Notification	\$17,000	\$10,000 one-time pilot project funded
Fire	Community Assistance Referral and Education Services (CARES) Program	\$7,500	ongoing funded
P&R	Tub Lake Trail Master Plan	\$18,000	one-time funded from the Parks 2 Levy funding that is usually transferred to the 301 Fund
Community & Economic Development (CED)	Program Manager – Building Division	\$122,631	to be discussed at the 2012 Budget Workshop 4

Contingency Fund #103 (Note: no decision cards were funded directly out of this account.)

Department	Decision Card	Cost	Funded/Unfunded
City Council	Vision/Goal Setting Facilitation	\$6,500	one-time funded from the GF
City Manager	Citizen Satisfaction Assessment	\$16,000	one-time funded from the GF
City Manager	Organizational Alignment and Improvement	\$220,000	unfunded
HR	Facilitation and Leadership Training	\$5,000	one-time funded from the GF
CED	Major Comprehensive Plan (CP) Update	\$60,000	one-time funded from the GF
CED	Zoning Code Update Consultant	\$60,000	unfunded

Decision Cards (Continued):

Surface Water Management (SWM) Fund #403

Decision Card	Cost	Funded/Unfunded
National Pollutant Discharge Elimination System (NPDES) Permit Legal Fund	\$25,000	one-time funded
Stormwater Management CP Update	\$230,000	one-time funded

2012–2017 Citywide Capital Improvement Program (CIP):

Review of CIP, led by involved departments, and including all 2012 budgeted elements

Due to time constraints, the CIP was not discussed. It will be discussed at a future budget workshop.

Confirm and Plan 4th Budget Workshop

Budget Workshop 4 will be held Friday, October 21, 2011, at 1 p.m.

Public Comments:

Earl Gipson spoke against the following: (1) SeaTac Center revenues being used in the GF; (2) decision card for citizen satisfaction; and (3) decision card for a consultant for facilitation.

Council 2012 Budget Workshop 3 was closed at 3:58 p.m.



Transportation and Public Works Committee Meeting

October 25, 2011

2:30 PM/Airport Conference Room - 345

Present:

Ralph Shape, Chair
Mia Gregerson
Rick Forschler

Present:

X
X
X

Absent:

Commence:

2:32 PM

Adjourn:

3:12 PM

Other Councilmembers present:

Staff Coordinator: Tom Gut, Public Works Director

AB #	Topic	Disposition
	1. Military Road South Safety Grant Opportunity	<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 staff to apply for grant
	<i>Comments: The Washington State Department of Transportation (WSDOT) is administering a Federal Highway Safety Grant opportunity. The City was invited to apply for the Corridor Improvement Program. Staff is proposing to submit an application for Military Road South, South 166th to South 176th Streets. The grant would fund the safety improvements portion of the project. The amount applied for would be \$3 million. The project is currently at 30% design.</i>	
	2. City Safety Program Grant Opportunity	<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 staff to apply for grant
	<i>Comments: The City was also invited to apply for the Citywide Safety Improvement Program of the WSDOT administered Federal Highway Safety Grant. Staff is proposing to submit a grant application to fund replacing all the existing pedestrian heads at each of the City owned traffic signals with count down pedestrian heads. These heads are LED and show a count down of the time remaining to cross the intersection. This change would bring the pedestrian heads up to the current Manual of Uniform Transportation Control Devices (MUTCD) standards.</i>	

3368	3. Motion authorizing final acceptance and final costs of the South 138 th Street Neighborhood Pedestrian Improvements Project	<input checked="" type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval ___ Approval with modifications ___ Denial <input checked="" type="checkbox"/> Referred to 11/15/11 RCM
<p>Comments: <i>The South 138th Street Pedestrian Improvements Project was presented for final acceptance. The project constructed 0.7 of a mile of new sidewalks on South 138th Street from Military Road South to 24th Avenue South. The project provides the residents with sidewalk connections from the neighborhood to the North SeaTac Community Center. Actual costs slightly exceeded the authorized amount by less than one percent.</i></p>		
3378	4. Motion authorizing final acceptance of the 2011 Annual Street Overlay Project	<input checked="" type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval ___ Approval with modifications ___ Denial <input checked="" type="checkbox"/> Referred to 11/15/11 RCM
<p>Comments: <i>The 2011 Annual Overlay project was presented for final acceptance. The project overlaid the pavement and upgraded portions of the storm drainage system on South 188th Street, South 182nd Street, and 51st Avenue South.</i></p>		
3381	5. Motion authorizing the City Manager to amend the scope and cost of an agreement with King County related to the restoration of Des Moines Creek.	<input checked="" type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval ___ Approval with modifications ___ Denial <input checked="" type="checkbox"/> Referred to 12/13/11 RCM
<p>Comments: <i>An amendment to the current Des Moines Creek Basin Technical Services Agreement with King County is proposed to add necessary work tasks. The work would include invasive plant management, modifications to flow control devices, and stabilization of the creek bank along the trail.</i></p>		



City Council Committee Meeting Land Use and Parks Committee (LUP)

October 25, 2011

3:30 PM/Airport Conference Room - 345

Council Members

Mia Gregerson, Chair
Ralph Shape
Pam Fernald

Present:

X
X
X

Absent:

Commence: 3:30 pm Adjourn: 5:00 pm

Others Present:

Rick Forschler Cindy Baker Kit Ledbetter Barbara Nelson Roger Chouinard *See sign-in sheet for members
Todd Cutts Jeff Robinson Mark Johnsen Mike Scarey of the public in attendance

Staff Coordinator: Cindy Baker, Community & Economic Development Director

AB #	Topic	Disposition
	1. Review of Agenda Bill 3375 – Acceptance of the Work for the SeaTac Community Center Re-Roof.	<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
	Comments: A description of the roofing work, cost, etc. was provided. The project was completed under budget.	
	2. Review of Agenda Bill 3376 – Acceptance of the Work for DDC Controls for the HVAC System at the SeaTac Community Center.	<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
	Comments: DDC refers to “Direct Digital Controls,” a computerized system for automatically controlling a building’s heating and ventilations systems. A description of the work was provided, including information regarding cost savings through efficiency.	

	3. Update on CPPW Grant.	<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
Comments: The schedule was reviewed, including steps to February, 2012 endorsement as follows: (1) Recap policy goals for Safe & Complete Streets Plan; (2) Consider existing non-motorized policies in SeaTac; (3) Identify gaps in existing goals and policies. In addition, notice regarding Madrona School's PTA "walk-in movie night" was provided, where CPPW staff will talk to parents about the project. A draft questionnaire was also provided with a summary explanation.		
	4. Update on Ongoing Tree Inventory.	<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
Comments: An outline of Program goals and an explanation of the study to date was provided, including an inventory and assessment of trees in several areas including along International Boulevard and in Valley Ridge Park, regarding energy savings, air quality and storm water values. An outline of future phases of the project was also discussed.		
	5. Discussion about Environmental Stewardship Initiative.	<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
Comments: An overview was presented regarding efforts to find strategies to reduce energy costs and to develop a strategic plan for resource conservation (Resource Conservation Management) in city facilities: (1) Coordinate internal departments e.g., Facilities, Finance, City Clerk's Office, etc.; (2) The Parks Department will take the lead; (3) Plan to submit to the City Council for adoption at the end of 2012.		

	6. Discussion about Establishing a Community Building Committee.	<input 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>City Council</u>
Comments: Discussion was held about: (1) Outline of aspects in scope; (2) The makeup of the committee, including the number of members and their appointment by the Mayor, endorsement by the Council; and (3) Staffing level (proposed at either .25 or .1 Full Time Equivalent, depending upon expectations).		
	7. Update from CED Managers.	<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
Comments: Barbara Nelson outlined her experience, and indicated the types of projects she hoped to work on for the City. Jeff Robinson, Economic Development Manager is working more closely with Planning and Building which is a positive aspect of moving his office. Mr. Robinson reported: (1) Involved in CPPW efforts regarding healthy foods, King County grant example to help local businesses add a walk-in refrigerator; (2) IBEW taking over a building in SeaTac at South 194 th Street & International Boulevard as a new headquarters.		
	8. CED Director Comments.	<input 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
Comments: N/A.		

City of SeaTac

Regular Council Meeting Minutes

October 25, 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 6:02 p.m.

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

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Community and Economic Development (CED) Director Cindy Baker, Senior Planner Al Torrico, Economic Development (ED) Manager Jeff Robinson, Assistant Parks & Recreation (P&R) Director Lawrence Ellis, Recreation Services Coordinator Marlon Olson, Court Administrator Paulette Revoir, Human Resources (HR) Director Anh Hoang, Resource Conservation – Neighborhood Programs Coordinator Trudy Olson, Police Chief Jim Graddon, Fire Chief Jim Schneider, and Assistant Fire Chief Brian Wiwel.

FLAG SALUTE: John Thompson led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Jeff Wyckoff, representing the Highline Botanical Garden and Greg Butler, representing the Highline Botanical Garden Foundation, thanked Council for their support over the years and spoke in favor of the \$5,000 - \$35,000 purchase request for a seating wall.

Vicki Lockwood read a poem about common sense.

Cheryl Forbes, Human Services Advisory Committee member, read a statement received in the mail about Human Services funding. She stated that it is incorrect and exemplified some of the services funded by the City.

Jon Ancell commented on the negativity during the current election campaigning.

PRESENTATIONS:

•Council confirmation of Mayoral re-appointments of Jon Ancell and Fred Geraldson to the Senior Citizen Advisory Committee

MOVED BY SHAPE, SECONDED BY GREGERSON TO RE-APPOINT JON ANCELL AND FRED GERALDSEN TO THE SENIOR CITIZEN ADVISORY COMMITTEE.

MOTION CARRIED UNANIMOUSLY.

Mayor T. Anderson read the certificate and presented it to Mr. Ancell. Mr. Geraldson was unable to be in attendance. His certificate will be mailed to him.

•2011 Photography Winners

Recreation Services Coordinator Olson announced the winners: Frank Dobrushken - "At the Locks", Gary Hamburgh - "Metal and Guitars", Nancy Coleman - "Nursery Rhyme", and Duane Hansen - "The Stairs".

Mayor T. Anderson presented the monetary awards to the winners.

•Soldiers' Angels Day of the Deployed Proclamation

Mayor T. Anderson presented the proclamation to Soldiers' Angels Representatives Erin Sitterley, Jill Thomas, Diane Belanger and Sharon Chafin.

Ms. Sitterley read the proclamation and thanked the City for its support in 2011 and 2012.

•Port of Seattle's (POS) Air Cargo Study

Senior Planner Torrico introduced Air Cargo Operations and Development Senior Manager Tom Green.

Mr. Green briefed Council on the recently prepared Air Cargo Study. He stated that over \$1 trillion is spent annually on domestic US transportation and logistics services and the market size doubles every ten years.

Air Cargo is vital to the Pacific Northwest. Major economic benefits accrue from an efficient transportation logistics industry, boosting trade and increasing regional economic strength. More than 160,000 jobs in Washington State are related to air cargo at Sea-Tac and Sea-Tac Air Cargo is the 5th largest on the west coast.

To celebrate the POS 100-year anniversary, the Port Commission has been going through a process called the century agenda. Their preliminary goals include: positioning the Puget Sound region as a premier international

PRESENTATIONS (Continued):

POS Air Cargo Study (Continued): logistics hub, tripling air cargo volume, growing seaport annual container volume, and tripling the value of the Port's export cargo to over \$50 billion.

In 2010 and 2011 the POS did an Air Cargo Development Study which recommended the creation of a Sea-Tac Gateway Logistics Center. A Logistics Center is important because it ties together the airport's available separated properties. This creates a bigger package for marketing future development to the development community and the logistics industry, as well as to airlines.

He reviewed the North Airport Properties: L-Shaped Property, Northeast Redevelopment Area (NERA) 3, and Lora Lake / NERA 1.

Next steps are:

2011-2012: articulate the Port's development role and formulate overall development strategy, develop branding and conduct market research and begin conversation on jurisdictional development agreements

2012-2013: complete any needed planning or environmental review, sign development agreements with local cities, issue Request for Proposal (RFP) for developer(s), and developer selection

Council discussion ensued regarding the properties, south access to the airport, and a secure overpass from the L-shaped property to the Airport Operations Area (AOA).

Mr. Cutts stated that State Environmental Policy Act (SEPA) review will still be required and the City will have a chance to comment during that review.

Mr. Torrico clarified that as properties get closer to development, the developer will research impacts that might occur because of the development.

•Council consideration of Mayoral re-appointment of Cheryl Forbes to the Human Services Advisory Committee

Mayor T. Anderson announced her selection of Cheryl Forbes to be re-appointed to the Human Services Advisory Committee.

Council consensus: Referred to the next RCM for Confirmation of Appointment

DISCUSSION ITEM:

•Summary of \$5,000 - \$35,000 Purchase Requests for the period ended October 19, 2011

City Manager Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Estimate</u>
AR-15 Rifles & Optic Scopes	Police	\$56,800	\$5,300
Seating Walls	Parks	\$28,848	\$25,798
Parts for Apparatus 117	Fire	\$30,000	\$5,866

Council consensus: Referred to the 10/25/11 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #3377 – A Motion authorizing the City Manager to sign an Interagency Agreement between the Administrative Office of the Courts (AOC) and SeaTac Municipal Court for reimbursement of interpreter services

Summary: In order for the Court to receive reimbursement, it must utilize certified, registered or qualified interpreters under the conditions set forth in the agreement. Additionally, the Court must submit paper invoices and electronic interpreter data to AOC. Either party may terminate the agreement with 30 days written notice. AOC, in its discretion and upon notice to the Court, may initiate revenue sharing and reallocate funding among various courts. If it appears SeaTac Court may not expend the maximum agreement amount, AOC may reduce the amount. Conversely, AOC may increase the maximum agreement amount if additional funds become available through revenue sharing provisions.

AOC agrees through this agreement to reimburse SeaTac Municipal Court for up to a maximum of \$9,363 for interpreter costs incurred during the period of July 1, 2011 – June 30, 2012. The Court's annual interpreter budget is approximately \$38,000.

Court Administrator Revoir reviewed the agenda bill summary.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3377 (Continued): Ms. Revoir clarified that the City also contracts with the Language Line to provide interpreter services. Those fees may also be reimbursed by this agreement.

CM A. Anderson stated that the Public Safety & Justice (PS&J) Committee recommended this item for approval.

Council consensus: Referred to the 10/25/11 RCM Consent Agenda

Agenda Bill #3369 – A Motion authorizing the City Manager to execute a Contract with Grindline Skateparks, Inc. for design of a skate park at the SeaTac Community Center (STCC)

Summary: The City was awarded \$278,900 from King County (KC) Community Development Block Grant (CDBG) to design and construct a Skate Park at the STCC. The project will enhance the existing park by adding another free recreational activity. The design and engineering fees will not exceed \$27,890, which is 10% of the project budget.

Seven firms submitted proposals in response to the RFP and the top three firms were chosen for interviews. P&R staff interviewed the top three firms on Wednesday, September 14 to select the most qualified firm for the project and Grindline Skateparks, Inc. was chosen. The design and construction plans are anticipated to go out to bid for construction in 2012 and the City Council will be asked to approve the construction contract at that time. The target date for completion of the project will be May 2012.

The cost of the design will be reimbursed through the KC CDBG program that was accepted by the City on May 11, 2010.

Assistant P&R Director Ellis reviewed the agenda bill summary.

Council consensus: Referred to the 10/25/11 RCM Consent Agenda

Agenda Bill #3371 – A Motion authorizing the City Manager to sign an Interlocal Agreement (ILA) with the Kent Regional Fire Authority (RFA) for joint operations and administration of specific fire services

Summary: SeaTac currently has a signed ILA with the Kent Fire Department RFA for joint operations and administration of specific fire services in 2011. Staff is requesting to renew the ILA for 2012. Renewing the ILA for 2012 will allow SeaTac and the RFA to continue the discussion and considerations of consolidation options. Consolidation options are being considered for economy of scale and efficiencies gained by both jurisdictions if a consolidation was to occur in 2013. The SeaTac City Council has been updated quarterly on the current ILA, which has proven to be a very productive and positive partnership for both organizations.

The ILA for 2012 identified the following services performed by the RFA for the City:

- **Administrative Services:** SeaTac will continue to contract for Fire Chief Administrative Services with the Kent RFA, at a cost of \$52,100 for 2012, a cost much less than having a full-time SeaTac Fire Chief.
- **Emergency Management Services:** The Fire Chief will continue to serve as the City of SeaTac Emergency Manager and continue the current Emergency Management Training Programs that have been implemented in 2011. Cost of service for 2012 will be \$10,420.
- **Fire Prevention, Public Information Officer, and Public Education Program:** SeaTac will continue to receive the services of a Fire Marshal, who will administer a Building Code Enforcement Program, a Public Education Program; and a Public Information Officer. The cost for services in 2012 will be \$104,200; a cost much less than having a Fire Marshal, Public Education Officer and Public Information Officer for SeaTac.
- **Fire Investigation Services:** The City of SeaTac will continue to receive Fire Investigation Services from the South KC Fire Investigation Task Force, coordinated through the SeaTac Police Department. The services also include the Juvenile Fire Setter Program. Cost of services for 2012 will be \$20,747.
- **Training Consolidation Services:** A SeaTac Fire Department Captain will continue to work in the Consolidated Training Consortium with the Kent RFA. In addition, the current Firefighter from SeaTac will continue to work in the Planning Section that supports both departments. Both departments realize the Benefits of Economy of Scale and reduction in duplication of services with this partnership.

If the ILA is renewed for 2012, it will become effective on January 1, 2012. Entering into the ILA with the Kent RFA does not obligate the City of SeaTac to consolidate further services with the RFA at a later date.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3371 (Continued): The total cost of the 2012 ILA is \$187,467, which is included in the 2012 budget:

	Proposed Budgeted ILA Costs	Estimated Expenditures If the City of SeaTac Provided the Services
Fire Chief	\$52,100.00	\$146,259.00
Fire Prevention	104,200.00	98,585.00
Fire Investigation	20,747.00	39,272.00
Emergency Management	<u>10,420.00</u>	<u>10,370.00</u>
Total	\$187,467.00	\$294,486.00

The cost savings between the 2012 proposed ILA costs with the Kent RFA verses providing for these services through the City of SeaTac would be \$107,019. The training services received through the ILA will be paid for through the contribution of existing staff to the training consortium. The 2011 ILA cost for services was \$179,911 dollars. There is a 4.2% increase in the cost of services for the 2012 ILA (3.7% CPI, .5% CBA, total 4.2%).

Fire Chief Schneider reviewed the agenda bill summary.

DM Fisher and CM A. Anderson stated that the Administration & Finance (A&F) and PS&J Committees recommended this item for approval.

Council discussion ensued regarding the staffing levels and the 4% cost increase. Council concurred that this agreement is beneficial to the City and saves the City money.

Council consensus: Referred to the 10/25/11 RCM Consent Agenda

Agenda Bill #3380 – An Ordinance relating to Councilmember (CM) Compensation and Benefits

Summary: This Ordinance amends CM compensation by eliminating the City's contribution to Health Reimbursement Arrangement (HRA) / Voluntary Employee Beneficiary Association (VEBA), and instead directs that same amount to fund a 457 Deferred Compensation Plan currently offered through the City. This Ordinance also re-adopts the CM compensation as set forth in Ordinance #06-1031 without change, so that all CM compensation provisions are contained in a single Ordinance. This Ordinance would be effective January 1, 2014 so that it can be applied to all CMs at the same time. If the change were to go into effect sooner, CMs whose seats are not up for election until November 2013 would not be able to receive any contributions until they were re-elected due to the prohibition of having compensation increase/diminish during the middle of a term in office.

Currently, each CM receives a City contribution to an HRA/VEBA plan in lieu of health insurance benefits. The City's contribution amount is adjusted annually to be equal the amount the City pays for premiums for a non-represented employee and spouse into the most frequently enrolled medical insurance plan together with the full family dental/orthodontia/vision coverage.

In 2011, changes in Medicare regulations require employees to use their HRA/VEBA funds as primary coverage prior to Medicare coverage. As a result of this change, the A&F Committee has recommended that the current amount being paid into the HRA/VEBA account be redirected into a deferred compensation plan. In doing so, the A&F Committee has expressed the following goals: (1) the change does not cost the City more money than staying with the HRA/VEBA plan; (2) the contributions are equally beneficial to all CMs regardless of their health insurance needs and resources; and (3) the change be uniformly applied to all CMs with the same effective date. This Ordinance accomplishes these goals.

If this Ordinance is adopted, the City will stop its contribution on behalf of CMs into their HRA/VEBA account upon the effective date of the Ordinance. In lieu of contributing to an HRA/VEBA plan, the City will make a contribution to the CMs' deferred compensation plan in the same amount. CMs may elect to participate in one of several deferred compensation plans offered by the City to its employees.

HR Director Hoang reviewed the agenda bill summary. She stated that Council needs to act on this prior to the November 8 election in order to make it effective for all seven CMs in 2014.

Council discussion ensued regarding this proposal.

CM Shape requested this item be discussed under Unfinished Business.

Council consensus: Referred to the 10/25/11 RCM Unfinished Business

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3373 – An Ordinance establishing a Community Building Committee as an advisory committee to the City Council

Summary: The mission of this Committee would be to engender a feeling of belonging and shared community, where there is equal opportunity and access to information and resources for all.

At the September 13th Joint A&F and PS&J Committee meeting, CM Gregerson introduced the idea of a new committee to the CMs present. The joint committee provided direction to the City Administration to research this committee and return to Council with alternatives. Since that time, staff has worked with CM Gregerson to understand and refine the proposed objectives, mission, and structure of the committee. As such, the concept has evolved into a Community Building Committee.

Since incorporation in 1990, the City of SeaTac has experienced growth on many fronts. The population has grown, the number of visitors to the City has increased, the number of jobs in the City has increased, vehicular traffic has increased, and the diversity of cultures and languages has also grown. Much of this growth has benefitted the City through new jobs, improved roads, parks, and transit and a rich cultural tapestry. As communities grow, it can be a challenge to retain a shared sense of community. Increased transiency within the population can lead to lack of familiarity with neighbors, which can contribute to the challenge of retaining a sense of community. Community outreach is one technique used to strengthen the community. The byproduct of this outreach is often a community where citizens have a feeling of belonging and shared community and where there is equal opportunity and access for all.

With the above in mind, the purpose of this Committee is to make recommendations to City Council to ensure that decisions are made to support community building. Recommendations will be developed through the Committee's workplan. The workplan will include tasks such as:

- Researching best practices of other jurisdictions and vetting those ideas within the community.
- Fostering communication and building trust with all City departments and within the community.
- Acting as a sounding board for projects and programs under development by the City.
- Seeking innovative, community-based ideas through sustainable, two-way communication within the community.
- Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

The Committee will consist of seven members representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special needs and skills relevant to the workplan. Members will be appointed by the Mayor and confirmed by the City Council to serve staggered two year terms. The Committee will elect a Chair and Vice Chair to provide leadership. The Committee will meet monthly and provide progress reports to the community twice annually and to the City Council on an as-needed basis.

Staff support for this committee exceeds current staffing levels. It is estimated that a 0.25 full-time employee (FTE) would be needed to provide on-going support to the Committee's workplan implementation activities, including: conducting research, facilitating meetings and events, reviewing projects and programs, and supporting on-going community engagement. This staff support could be provided through continued funding of the currently vacant Assistant City Manager (ACM) position or funding of a comparable position.

Alternately, the Committee could be staffed at a lower level, such as 0.1 FTE. Staff involvement in workplan implementation would be significantly reduced. Staff would be available to provide administrative functions such as distributing meeting agendas and taking meeting minutes, with minimal additional time available to support the Committee's research, facilitation, review and engagement functions. Greater reliance would be put on Committee members for workplan implementation.

City Manager Cutts reviewed the agenda bill summary.

Discussion ensued regarding associated costs, and other optional ways to meet this purpose without involving the City directly.

CM Forschler requested this item be discussed under Unfinished Business.

Council consensus: Referred to the 10/25/11 RCM Unfinished Business

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 95838 and 95840 – 96044) in the amount of \$618,531.26 for the period ended October 21, 2011.
- **Approval of payroll vouchers** (check nos. 50155 – 50187) in the amount of \$176,612.41 for the period ended October 15, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 70106 - 70281) in the amount of \$343,771.01 for the period ended October 15, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$67,368.38 for the period ended October 15, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended October 19, 2011.

Approval of Council Meeting Minutes:

- **Administration and Finance Committee Meeting** held October 11, 2011.
- **Public Safety and Justice Committee Meeting** held October 11, 2011.

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

Agenda Bill #3377; Motion authorizing the City Manager to sign an Interagency Agreement between the Administrative Office of the Courts and SeaTac Municipal Court for reimbursement of interpreter services

Agenda Bill #3369; Motion authorizing the City Manager to execute a Contract with Grindline Skateparks, Inc. for design of a skate park at the SeaTac Community Center

Agenda Bill #3371; Motion authorizing the City Manager to sign an Interlocal Agreement with the Kent Regional Fire Authority for joint operations and administration of specific fire services

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

PUBLIC COMMENTS (related to the Consent Agenda): Vicki Lockwood stated her concern with the 4.2% increase related to Agenda Bill #3371.

Fire Chief Schneider stated that even with the increase, the City is saving \$120,000. The increased costs are personnel related which are part of the Kent RFA Collective Bargaining Agreement.

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS (related to the Unfinished Business): Earl Gipson spoke against Agenda Bill #3373 and creating anymore committees.

UNFINISHED BUSINESS:

Agenda Bill #3380; Ordinance #11-1017 relating to Councilmember Compensation and Benefits

MOVED BY FORSCHLER, SECONDED BY A. ANDERSON TO APPROVE AGENDA BILL #3380.*

Council discussion ensued regarding the cost to the City, the benefits to the CMs, and the difference between health insurance and compensation.

*UPON A ROLL CALL VOTE, MOTION CARRIED WITH FORSCHLER, A. ANDERSON, T. ANDERSON, FISHER, AND FERNALD VOTING YES AND GREGERSON AND SHAPE VOTING NO.

Agenda Bill #3373; Ordinance establishing a Community Building Committee as an advisory committee to the City Council

MOVED BY FISHER, SECONDED BY GREGERSON TO PASS AGENDA BILL #3373.

Council discussion ensued regarding this committee. Some CMs expressed their concern that the timing is not right to vote on this committee.

MOVED BY FISHER, SECONDED BY FORSCHLER TO POSTPONE AGENDA BILL #3373 TO THE JANUARY 10, 2012 MEETING.

MOTION CARRIED WITH GREGERSON, SHAPE AND A. ANDERSON VOTING NO.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: City Manager Cutts commented on the following: (1) October 27 - 6:30 p.m., Joint City of SeaTac and Madrona Elementary School Safe and Complete Streets event; (2) October 29 – 10 a.m., National Prescription Drug Take Back Program; (3) November 5 – 9 a.m., Holiday Bazaar at the STCC; and (4) reminder that Executive Assistant Lesa Ellis provided a calendar survey to the Council to determine availability for a Special Council Meeting (SCM) on November 15.

COUNCIL COMMENTS: CM Gregerson commented on the following: (1) the Suburban Cities Association (SCA) Solid Waste Committee is requesting cities pass a Resolution supporting the SCA's Pharmaceutical Disposal Model Resolution; and (2) the Veteran's and Human Services Levy, which passed, has a service improvement plan. The SCA is asking cities to support action in November. She stated that she planned to support that action unless there were concerns from the Council.

CM Fernald commented on the following: (1) SeaTac Volunteer Luncheon held October 17. She thanked Erin Sitterley for her service to the City and stated that she is recognizing her now because she was inadvertently left off the invite; and (2) Mayor T. Anderson and she were invited to give a welcome address at the Western Region Diocese Ministerial Council. CM Forschler also attended. The Ministerial Council is hosting a Hunger for Humanity event on December 3 at 3 p.m.

DM Fisher commented on the following: (1) also thanked Ms. Sitterley for her service and invited her to ride with him in the Auburn Veteran's Parade with Mayor T. Anderson; and (2) suggested that non-profit organizations receiving funds from the City be required to sign a Memorandum of Understanding (MOU) related to everyone's rights.

DM Shape briefed Council on the recent South County Area Transportation Board (SCATBd) Meeting: Governors Connect Washington Task Force is charged with developing a sustainable ten-year funding plan for funding transportation projects throughout the state, and Sound Transit revenue forecast.

CM A. Anderson stated that the International Association of Chiefs of Police (IACP) have adopted human trafficking as a key issue.

CM Forschler commented on the following: (1) thanked Cheryl Forbes for her continued membership on the Human Services Advisory Committee; (2) agreed with DM Fisher that non-profits should sign an agreement with the City regarding the expectation that the agencies should stay out of politics; (3) agreed with CM Fernald that there was some potential illegal actions found in a recent public disclosure request (PDR) for emails. Citizen Earl Gipson has since filed a Public Disclosure Commission (PDC) complaint; (4) SeaTac Blog was critical of City Manager Cutts. CM Forschler stated that Mr. Cutts inherited some conditions he didn't create; (5) explained policies that make it difficult for leaders to get information; and (6) again recommended Council approve an ombudsman.

Mayor T. Anderson stated that she was proposing to cancel the November 8 Regular Council Meeting (RCM) and instead schedule a SCM on November 15.

ADJOURNED:

MOVED BY FISHER TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:37 P.M.

MOTION CARRIED UNANIMOUSLY.

Terry Anderson, Mayor

Kristina Gregg, City Clerk