

# City of SeaTac

## Council Study Session Minutes Synopsis

April 14, 2015  
4:30 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Deputy Mayor (DM) Tony Anderson at 4:31 p.m.

**COUNCIL PRESENT:** Mayor Mia Gregerson (*participated by phone*), DM Anthony (Tony) Anderson, Councilmembers (CMs) Barry Ladenburg (*arrived at 4:37 p.m.*), Kathryn Campbell, Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Assistant City Manager (ACM) Gwen Voelpel, Assistant Parks & Recreation (P&R) Director Lawrence Ellis, Facilities Manager Pat Patterson, Public Works (PW) Director Tom Gut, Civil Engineer II Toli Khlevnoy, Community and Economic Development (CED) Director Joe Scorcio, Planning Manager Steve Pilcher, Senior Planner Kate Kaehny, Economic Development (ED) Manager Jeff Robinson, Executive Assistant Lesa Ellis, and Police Chief Lisa Mulligan.

**PUBLIC COMMENTS (related to the agenda items listed below):** Martin J. Durkan Jr., representing the Shamsheldin family which owns the Alaska Gold Coast building, O'Reilly Auto Parts, and some vacant land commented on the Federal Way Link Extension—Draft Environmental Impact Statement (DEIS) Summary. He urged Council to take a strong position on the preferred route and chose the SR509 right-of-way (ROW) option.

### **Agenda Bill #3686; A Motion approving the lease for Key Insurance, LLC, and the lease renewal for SASH Senior Home Sale Services for space on the second floor of City Hall**

**Summary:** Key Insurance is interested in leasing the remaining 2,649 square feet (sq. ft.) of space available in City Hall. Key Insurance brokers several types of insurance such as commercial, personal, bonds, and employee benefits.

SASH Senior Home Sale Services currently leases 3,989 sq. ft. They have been in the building for three years. SASH provides senior clients and their families with specialized support and assistance through the sale of their home.

The lease term for Key Insurance is three years starting out at \$3,973.50 per month the first year and escalating \$.35 per square foot each year thereafter. For the three year term it will generate \$145,816.54. The cost of tenant improvements is estimated to be \$18,350. The commission due Andover is \$5,832.66. The amount paid in lease hold excise tax will be \$18,722.84. Utilities and custodial care is estimated to be \$36,463. The net amount over the term of the lease is estimated to be \$66,448.

The lease term for SASH is also three years starting at \$6,203.61 per month. The amount of revenue generated from the three year lease renewal for SASH will be \$228,755.04. The commission due Andover will be \$8,833.44. Leasehold excise tax is estimated to be \$29,372.14. Utilities and custodial care is estimated to be \$48,498. Net gain over the lease term is estimated to be \$142,052.

Facilities Manager Patterson reviewed the agenda bill summary.

*CM Ladenburg arrived at this point in the meeting.*

Council discussion ensued regarding the parking impact, how long the space has been empty, and how the new tenant was acquired. Mr. Patterson responded to the questions.

**Council consensus:** Refer to the 04/28/15 Consent Agenda

### **Agenda Bill #3689; An Ordinance amending the 2015-2016 Biennial City Budget to fund scanning of documents by the City Clerk**

**Summary:** Currently, the City Clerk's Office stores paper records on the second floor of City Hall. Should the City Council authorize the lease of space on the second floor of City Hall, these records will need to be moved. These records include approximately 126 containers with a lifetime retention period. The record center currently does not have the capacity to store such large volume on site. Therefore, the City Clerk proposes authorizing an expenditure of \$17,000 to scan these records since a majority of the records consist of large construction site plans and will require large specialized scanners to process. Transferring these records into an electronic format is preferable to keeping them as paper as they would be more secure and safe from physical degradation as they are housed indefinitely. Second, the electronic files would take up significantly less space and in a better position for disaster recovery. Finally, having these records in an electronic format would make it easier to retrieve should they be needed.

**Agenda Bill #3689 (Continued):** This Ordinance authorizes an increase in expenditures from the General Fund (GF) in the amount of \$17,000 to pay for the cost of scanning records. In order to provide the funds to pay for this expense, the Ordinance also transfers \$17,000 from the Building Management Fund to the GF. Lease payments for the second floor of City Hall are deposited into the Building Management Fund, and since the leasing of space to a tenant on the second floor is necessitating this expense, the proposed transfer is recommended.

City Clerk Gregg reviewed the agenda bill summary.

Council discussion ensued regarding the costs and equipment needs.

**Council consensus:** Refer to the 04/28/15 Consent Agenda

**Agenda Bill #3682; A Motion authorizing staff to apply for the 2016 Community Development Block Grant (CDBG) for design and construction of a neighborhood park at the Riverton Heights site**

**Summary:** The proposed project will design and construct a neighborhood park within the eight acre parcel of land at the Riverton Heights site (the area of the park would be three acres). In 2007, the City purchased the Riverton Heights Elementary School site from the Highline School District (HSD) and the community adopted the site as an informal park. After acquiring the site, the City cleared the buildings and completed the necessary environmental cleanup.

Over six months and three community meetings, members of the community developed a vision that would be an amenity for the whole community and a space that serves its immediate neighbors. The creation of a neighborhood park would accommodate multiple activities and provide a combination between active and passive uses. Some of the amenities that were presented at the community meetings will be identified in the grant application. The scope of work will focus on a children's play area, basketball court, shelters, art gateways at entry points of the park, installation of irrigation, benches and pathways.

The past seven years the P&R Department has been very successful in securing funds with King County (KC) CDBG program to design and construct a neighborhood park and a skate park at SeaTac Community Center (STCC), expand the Valley Ridge Community Center (VRCC) to accommodate the teen program and to renovate Sunset soccer field. We applied for this grant in 2014 for the same project but the application was pulled by the City because Housing and Urban Development (HUD) guidelines prohibit any construction being performed during the application review process. The City had already contracted T.F. Sahli to remove asphalt during this period.

The design and construction of the proposed project is not budgeted and this portion of the project will not proceed without CDBG grant funding. The estimated cost for design and construction is undetermined at this time. If the grant funding is approved, the City Council will be asked to formally accept the grant and award contracts for design and construction of the project.

To meet all grant requirements, a pre-application has been submitted (due April 2, 2015) and the formal grant application deadline is May 29, 2015. Approval of this Motion is required for the City to formally apply for this grant funding. If this Motion to apply is not approved, staff will withdraw the pre-application.

Applying for this grant has no fiscal impact. This is not a matching grant and this portion of this project will not move forward without this grant.

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

Council discussion ensued regarding other grants/funding available, basketball court, and work completed to date at that site.

**Council consensus:** Refer to the 04/28/15 Consent Agenda

**Agenda Bill #3676; A Motion authorizing the City Manager to execute a construction contract and authorizing expenditures for the 24<sup>th</sup> Avenue South Overlay Project**

**Summary:** The 24<sup>th</sup> Avenue South Overlay Project limits are between South 154<sup>th</sup> and 142<sup>nd</sup> Streets. The project involves repairing, paving and channelizing approximately 0.70 miles of roadway. Also, approximately 2,100 feet of storm drainage infrastructure will be replaced due to its current structural condition and life expectancy. Restoration from the storm drainage work will require replacing 0.30 miles of concrete curb, gutter, and sidewalk.

The 24<sup>th</sup> Avenue South Overlay Project was advertised for bids on March 11 with six bids were submitted and opened on March 27. Puget Paving and Construction, Inc. was the apparent low bidder with a bid 5% below the Engineer's Estimate and has previous experience working with the City.

**Agenda Bill #3676 (Continued):** The total construction cost is estimated to be \$1,164,257.95. The project is funded by the City 102 Street Fund and 403 SWM Fund. The current balance for this project's budget is \$960,000.00 from the 102 Street Fund and \$275,000.00 from the 403 SWM Fund.

Expenditure Authorization

Construction Contract	\$ 1,040,234.50
Contingency (10%)	\$ 104,023.45
Materials Testing (King County)	\$ 15,000.00
Inspection Overtime	<u>\$ 10,000.00</u>
Total	\$ 1,169,257.95

Funding

Street Fund 102	\$ 894,257.95
SWM Fund 403	<u>\$ 275,000.00</u>
Total	\$ 1,169,257.95

Civil Engineer II Khlevnoy reviewed the agenda bill summary.

Council discussion ensued regarding why the project doesn't go further, whether any other companies (water/sewer/cable) have scheduled improvements in the area, where the water flows to, timeline (May, June, and July), and potential for any road closures due to the project.

**Council consensus:** Refer to the 04/28/15 Consent Agenda

**PRESENTATIONS – COUNCIL DIRECTION:**

**•Federal Way Link Extension—Draft Environmental Impact Statement (DEIS) Summary**

CED Director Scorcio stated during the March 17 Joint City Council / Planning Commission (PC) Meeting, Council requested draft policy language be added to the Comprehensive Plan (CP) update dealing with the future extension of light rail through SeaTac. The draft policy language is "to actively engage with Sound Transit on the planning and construction of the extension of light rail service south of South 200<sup>th</sup> Street to the southern City limits and beyond."

Timeline: April 10 – May 26, staff – DEIS review; June - optional recommendation on preferred route; summer 2015 – Sound Transit selection of preferred route; 2016 – Final EIS, Sound Transit Board selects project to build, and Federal Transit Administration issues Record of Decision; 2017 – 2018 Final Design; 2019 – 2022 - construction to Kent/Des Moines; and 2023 - start of service to Kent/Des Moines.

Government and Community Relations Officer Chelsea Levy stated that Sound Transit has reached pinnacle step with the release of the DEIS.

South Corridor Development Manager Cathal Ridge provided an overview of the entire project. He highlighted outreach activities, key stakeholder concerns, and the four basic alternatives – SR99, I-5, SR99 to I-5, and I-5 to SR99.

Mr. Ridge reviewed the projected impacts in SeaTac: affected parcels, permanent footprint impacts, impacts by alternative, and commercially zoned land acquired.

Public Meetings have been scheduled for May 6, 4-7 p.m. at the Federal Way Community Center, and May 7, 4-7 p.m. at the Highline College Student Union Building.

Council discussion ensued regarding the extension, including the process to handle displacements, definition of residential units, calculations used for impacts, noise levels, eminent domain, and moving the water tower.

Mr. Ridge stated that some cities will choose to take a formal position on the preferred alignment while others won't. Mayors of the corridor are meeting to discuss this. The goal is to help the board members be aware of how jurisdictions feel.

Council concurred to have staff present a draft Resolution on the City's preferred alignment at the April 28 CSS for discussion.

*The following item was postponed to a future meeting due to time limitations.*

**•Review of draft Angle Lake District Station Area Plan**

**ADJOURNED:** DM A. Anderson adjourned the CSS at 6:18 p.m.