

# City of SeaTac

## Council Study Session Minutes Synopsis

July 14, 2015  
4:30PM

City Hall  
Council Chambers

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

**COUNCIL PRESENT:** Mayor Mia Gregerson, Deputy Mayor (DM) Anthony (Tony) Anderson, Councilmembers (CMs) Barry Ladenburg, Kathryn Campbell, Terry Anderson (*arrived at 4:48 p.m.*), Dave Bush, and Pam Fernald.

**STAFF PRESENT:** Assistant City Manager (ACM) Gwen Voelpel, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Public Works (PW) Director Tom Gut, Stormwater Compliance Manager Don Robinett, Asset Management Coordinator Jon Kulju, Community and Economic Development (CED) Director Joe Scorcio, Planning Manager Steve Pilcher, Senior Planner Kate Kaehny, Economic Development (ED) Manager Jeff Robinson, Parks & Recreation (P&R) Director Kit Ledbetter, Assistant P&R Director Lawrence Ellis, and Police Chief Lisa Mulligan.

**PUBLIC COMMENTS:** Earl Gipson spoke regarding Agenda Bill #4047 (Stormwater Asset Management Program vehicle and equipment) and requested the City share these services/costs with another city. In regards to Agenda Bill #4046 (reformat the SeaTac Zoning Code), he questioned the time for completion.

John Thompson commented on the following: (1) regarding mandatory garbage discussed at the last CSS, he questioned what constitutes a resident; and (2) Church authorized on South 148<sup>th</sup> Street was supposed to have no more than 15 people at a time. There were 45 cars along the street last Sunday. He requested this be addressed.

### AGENDA BILLS:

**Agenda Bill #4025; A Resolution approving the Fiscal Year (FY) 2015 budget for the Seattle Southside Regional Tourism Authority (SSRTA) for the expenditure of Special Assessments**

**Summary:** In 2014, the SSRTA was formed. The main purpose of creating the SSRTA was to allow for hotels with 90 or more rooms to collect a special assessment of \$2.00 per night, which would be used to expand tourism promotion services by Seattle Southside Visitor Services (SSVS).

When the SSRTA was formed, the SeaTac City Council was designated as its Legislative Authority. One of the responsibilities of the Legislative Authority is the approval of a budget for the expenditure of the special assessments, which is a requirement of State Law and was set forth by Interlocal Agreement (ILA) and the SSRTA Charter. The ILA and Charter for the SSRTA provides that the special assessments can be used for the following purposes:

- (a) The general promotion of tourism within the Seattle Southside Tourism Promotion Area (TPA) as specified in the business plan of the SSRTA;
- (b) The marketing of convention and trade shows that benefit local tourism and the Lodging Businesses in the Seattle Southside TPA;
- (c) The marketing of the Seattle Southside TPA region to the travel industry in order to benefit local tourism and the lodging businesses in the Seattle Southside TPA;
- (d) The marketing of the Seattle Southside TPA region to recruit sporting events in order to promote local tourism and to benefit the Lodging Businesses and tourism industry within the Seattle Southside TPA; and
- (e) Direct administration, operation, formation, and start-up costs associated with the Seattle Southside TPA and the ongoing management and maintenance of the Seattle Southside TPA program, including but not limited to staff costs, public notice advertising, legal costs, accounting and auditing (including audits of the Parties and the SSRTA as they relate to this Agreement), as approved by the SSRTA Board of Directors, provided no funds will be used for costs not directly related to the operation of the Seattle Southside TPA, this Agreement, or the SSRTA.

The initial receipt of these funds will occur in July 2015. This Resolution approves the 2015 budget for the SSRTA, so that funds can be expended. This budget was created by the SSRTA, and the SSRTA is solely responsible for the expenditure of these revenues. Since these assessments are collected by the Department of Revenue, and disbursed directly to the SSRTA, the City's role is one of general oversight by approving their budget.

CED Director Scorcio introduced SSVS Executive Director Katherine Kertzman. Mr. Scorcio provided the background of this request and the Council's role in the TPA.

Council discussion ensued regarding the budget.

Ms. Kertzman also presented the SSVS Annual Report.

**Council consensus:** Refer to the 07/28/15 RCM Consent Agenda

**AGENDA BILLS (continued):**

**Agenda Bill #4047; A Motion authorizing the purchase of Stormwater Asset Management Program vehicle and equipment**

**Summary:** The SeaTac Surface Water Plan, accepted by Council on July 23, 2013, identified that the City's existing stormwater infrastructure continues to age and has a limited lifespan. The City currently has no program to proactively evaluate its aging underground infrastructure and schedule critical repairs or replacements before significant failures can occur. The Surface Water Plan recommended implementation of an Asset Management Program to address this deficiency. The purchase of the truck and camera equipment will provide the equipment necessary to implement the program by providing staff the capability to inspect, analyze and then schedule repairs or replacements of degraded infrastructure before impacts (i.e. sinkholes in City right of way) can occur. Funding for this program was included in the Surface Water Utility rate increase approved in 2013.

Staff reviewed demonstrations from three equipment vendors and consulted with several jurisdictions that already implemented Asset Management Programs in order to benefit from the lessons learned from their experience. This background research gave staff strong indicators of product reliability. The equipment selected is based on overall reliability, function and cost. The product reliability. The equipment selected is based on overall reliability, function and cost. The equipment and vendor chosen based on these criteria is IBAK through RapidView LLC.

The 2015-2016 biennial budget includes a \$295,000 appropriation in the Surface Water Utility Fund (Fund 403) for the new Asset Management Program. The amount allotted to truck, camera and other equipment purchases was \$250,000. Once the box truck has been delivered, the asset will be transferred to the 501 Equipment Rental Fund. The equipment will be purchased using the NJPA (National Joint Powers Alliance) cooperative contract program to ensure the most competitive available pricing.

Stormwater Compliance Manager Robinett and Asset Management Coordinator Kulju reviewed the agenda bill summary and detailed the background and analysis for the need for this program.

*CM T. Anderson arrived at this point in the meeting.*

Mr. Robinett reviewed the schedule: August 2015 - equipment and software purchased, September 2015 - installed/customized, October – December 2015 – tested, and January 2016 - implemented.

The plan is to offer up services at a minimum once up and running but staff will need to evaluate to determine what services can be shared.

Council discussion regarding how staff determines what needs to be fixed and when, how these services are being done now, lifecycle analysis (10 year lifecycle with year 5 break-even), budget and warranty.

**Council consensus:** Refer to the 07/28/15 RCM Action Item

**Agenda Bill #4046; A Resolution endorsing a project to reformat SeaTac Municipal Code (SMC) Title 15, the SeaTac Zoning Code, to make the code easier to use and a better development tool for the City and the public**

**Summary:** In order to prepare the Zoning Code for substantive code amendments that will be drafted in the next several months, City staff is proposing to reformat the structure of the code to make it a better development tool for the City and the public. The Reformatting Project would address problems that make the current code hard to use, such as redundancies, conflicting regulations and provisions that are difficult to find. The proposed project will not include or consider any revisions to the existing code except as required to eliminate duplicate or conflicting provisions. The main goals of the project include: minimizing/eliminating redundancies, organizing and regrouping existing provisions in a more logical arrangement, arranging the code to better accommodate future provisions and to implement the updated Comprehensive Plan (CP) and station area plans, and identifying conflicting code provisions to be presented to the Planning Commission (PC) and Council for consideration and determination.

Because work on reformatting the Zoning Code was started by consultants and City staff several years ago, the project's timeline can be compacted, and staff can immediately begin the reformatting work needed to create a more user-friendly, streamlined document.

CED Director Scorcio provided background on the need for this item. The PC endorses the reformatting project. He reviewed the agenda bill summary.

Next steps: July 28 Regular Council Meeting (RCM) – potential Council action on Resolution, August – November staff works on reformatting Zoning Code, November - December reformatted code reviewed by PC and Council and Council action on reformatted Code.

**AGENDA BILLS (continued):**

**Agenda Bill #4046 (continued):** Council discussion ensued regarding the plan to reformat the Zoning Code.

**Council consensus:** Refer to the 07/28/15 RCM Consent Agenda

**Agenda Bill #4014; A Motion authorizing the City Manager to execute a grant with Public Health - Seattle & King County for a Partnership to Improve Community Health (PICH)**

**Summary:** This two-year grant for \$117,500 will support efforts related to obesity prevention and tobacco prevention in order to improve the health of youth, families and communities. The PICH grant builds on previous Healthy Communities work by Public Health as well as current community efforts to increase access to healthy foods and physical activity, reduce exposure to unhealthy foods and beverages, and reduce exposure to tobacco products.

The grant would be used to hire Forterra and Urban Food Link to study possible locations for food production to include community garden(s), edible landscapes, food forests, farmers market, etc. We would then hire Global to Local to develop community engagement to determine the highest public rated location in SeaTac. Following that effort, we would work with an architect/ landscape architect to develop a conceptual design and present the findings to the Community Building Committee (CBC) and to the City Council for approval.

Additionally, this grant will focus on code updates that will allow a broad range of urban agriculture practices (e.g. farmers market, community gardens, cottage food sales, etc.). These updates will support community member's access to healthy foods, starting small food businesses, and building community through food related activities. As part of the process to create these policies, the consultants will work with community members to receive their input on policies and systems via interviews and community meetings. The City staff plans to work with Urban Food Link which has expertise in code review.

**Draft plan of Contract Outcomes**

1) Outcome 1: Develop a City of SeaTac urban agriculture system that includes updates to the regulatory codes and development regulations using a variety of strategies to actively engage a diverse community.

**Outcome 1 Milestones Year 1 Milestones (completed by September 29, 2015):**

1. Develop an annual approved work plan describing activities and timelines to accomplish milestones related to this outcome. To be completed within one month after contract execution.
2. Initiate subcontracts with Forterra, Urban Food Link, Global to Local, and a TBD design consultant.
3. Conduct a public land suitability inventory.
4. Review City of SeaTac's current codes, policies, and systems related to an urban agriculture system.
5. Develop a community engagement plan.
6. Train Community Liaisons to initiate community outreach.
7. Draft preliminary recommendations based on best practices.

**DRAFT Year 2 Milestones (not final until contract is renewed) completed by September 29, 2016:**

1. Develop an annual approved work plan describing activities and timelines to accomplish milestones related to this outcome. Completed by October 30, 2016.
2. Host two community meetings for input on urban agricultural system development and a model community garden design.
3. Conduct outreach to community members.
4. Develop draft recommendations for code changes and urban agriculture system needs.
5. Develop guidelines and identify resources for urban agriculture activities for public and private landowners.
6. Develop final recommendations for City of SeaTac code changes and other system changes.
7. Develop educational resources.
8. Support adoption of new regulation codes to support the urban agriculture system.

P&R Director Ledbetter and CED Director Scorcio reviewed the agenda bill summary.

Council discussion ensued regarding outreach to the community (three open houses).

**Council consensus:** Refer to the 07/28/15 RCM Consent Agenda

**AGENDA BILLS (continued):**

**Agenda Bill #4042; An Ordinance amending Section 2.45.365 of the SeaTac Municipal Code (SMC) related to tobacco products in City parks**

**Summary:** On May 22, 2012, an Ordinance was approved to prohibit the use of tobacco products in City parks that contain a child's play structure or a sports field where youth athletics occur. The Parks that currently prohibit tobacco products are North SeaTac Park (NSTP) (including the Community Center park area), Sunset Park, Valley Ridge Park (VRP), McMicken Heights Park, and Angle Lake Park. This Ordinance increases the prohibition on tobacco products to all City parks.

This Ordinance will increase the health, safety, and welfare of patrons of City parks. Tobacco use and second hand smoke have been linked to several health related issues, such as lung cancer, heart attack, bronchitis, pneumonia, asthma, chronic respiratory problems, and eye and nasal irritation.

In addition to the health benefits of eliminating tobacco usage, this will increase the image, cleanliness, and family friendliness of the parks. Tobacco usage results in tobacco debris being discarded throughout the parks. This Ordinance will reduce park staff clean up time and the parks will be cleaner. Tobacco debris being discarded throughout the parks also causes possible health hazards for humans and wildlife as well if ingested. The City currently operates various programs for youth in City parks, and eliminating tobacco usage is also consistent with the healthy message and clean environment that we are promoting throughout our City programs.

P&R Director Ledbetter reviewed the agenda bill summary.

Council discussion ensued regarding e-cigarettes (tobacco only at this time), marijuana (not addressed at this time), and concerns that this is discriminatory

Mr. Ledbetter stated there has been less litter since the initial ban.

**Council consensus:** Refer to the 07/28/15 RCM Action Item

**ADJOURNED:** Mayor Gregerson adjourned the CSS at 5:52 p.m.