

City of SeaTac

Council Study Session Minutes Synopsis

September 26, 2017
5:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Study Session (CSS) was called to order by Mayor Michael Siefkes at 5:00 p.m.

COUNCIL PRESENT: Mayor Michael J. Siefkes, Deputy Mayor (DM) Pam Fernald (*left at 6:25 p.m.*), Councilmembers (CMs) Rick Forschler, Kathryn Campbell, Peter Kwon (*arrived at 5:02 p.m.*), Tony Anderson, and Erin Sitterley.

STAFF PRESENT: City Manager Joe Scorcio, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance & Systems Director Gwen Pilo, Accounting Technician Annie Shelton, Facilities Manager Brian Ruda, Community & Economic Development (CED) Director Jeff Robinson, Public Works (PW) Director Will Appleton, Stormwater Compliance Manager Don Robinett, Assistant City Engineer Janet Mayer, Police Chief Lisa Mulligan, Senior Management Analyst Tim Ramsaur, Assistant City Attorney Cindy Corsilles.

PUBLIC COMMENTS (related to the agenda items listed below): There were no public comments.

PRESENTATIONS - INFORMATION ONLY:

Introduction of new/promoted employees: Accounting Technician Annie Shelton, Records Manager Zenetta Young, Records Coordinator Amber Russ

City Manager Scorcio introduced Mrs. Shelton who was in attendance. He also announced the additional Sheriff's Deputy will begin working soon. His name is Jim Schlotzhauer. He also acknowledged the position changes for Ms. Young and Mrs. Russ.

CM Kwon arrived at this point in the meeting.

AGENDA BILLS:

Agenda Bill #4727; A Motion authorizing the City Manager to execute a contract with Klinge and Associates for construction of City Hall Capital Improvements.

Summary: On August 8, 2017 the Council authorized entry into a contract with Fresh Property Management Inc. to construct improvements at City Hall. Subsequent to Council action, Fresh Property Management Inc. notified the City that their bid was incorrect, and they withdrew from the project. This necessitated the City to rebid this project.

This construction project is needed to improve staff security, create better work flow, and create workspaces for staff approved in the 2017 budget. The City Hall improvements are based upon review of the current City Hall layout and include improvements on both the first and third floors. A summary of the proposed improvements include:

- On the third floor, the Permit Center swing gates will be equipped with security badge access and the City Manager's office entrance walls will be removed to open up the lobby area (more welcoming) and walls/doors relocated to secure staff access.
- The first floor Riverton Conference Room will be modified to have two access points and the size increased for meetings (Committees, training, etc); along with providing better staff security.
- Work space in the Court Administration area added to accommodate new court staff. The Court Payments Lobby will be relocated adjacent to the Police window for better customer service and court administration access (dead end areas reduced).
- The main first and third floor lobby areas will be updated and provided with better signage to help customers locate departments easier.

This contract was put out for bid, and only one bid was received. This Motion authorizes the City Manager to enter into a contract with Klinge and Associates, which was the low bidder for this project. The authorized amount for this project will be \$123,749.89, which is based on a base bid including sales tax of \$97,826.00 plus \$14,673.90 (15%) for contingencies.

AGENDA BILLS (continued):

Agenda Bill #4727 (continued): The construction of this project is budgeted in the Municipal Capital Facilities Improvement Fund. The contract amount will not exceed \$123,749.89 including sales tax and a 15% contingency. There is \$125,000 budgeted for this project.

The Administration & Finance (A&F) Committee recommended proceeding with the City Hall improvements at their June 22, 2017 meeting. The Council previously approved the improvements on August 8, 2017.

Facilities Manager Ruda reviewed the agenda bill summary.

City Manager Scorcio requested this item be placed on tonight's Consent Agenda.

Council consensus: Refer to the 09/26/17 RCM Consent Agenda

Agenda Bill #4722; A Motion approving the Seattle Southside Regional Tourism Authority (SSRTA) 2018 Budget.

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. When the SSRTA was formed, the SeaTac City Council was designated by the three cities as the 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 and the SSRTA Charter.

The Interlocal Agreement (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 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, 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, the Interlocal Agreement, or the SSRTA.

The proposed Motion approves the 2018 budget for the SSRTA, so that funds received from the special assessments 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. The SSRTA Budget also includes Lodging Tax funds awarded by jurisdictions which comprise the TPA.

This Budget approval does not have any financial impact on the City's overall budget or balance sheet. The SSRTA Budget is only included as a specific Component Unit of the City's Financial Statement.

The A&F Committee reviewed the budget at the September 21 meeting and recommended approval.

CED Director Robinson introduced SSRTA President & CEO Katherine Kertzman. They reviewed the agenda bill summary.

Council discussion ensued regarding the budget and the City's support for SSRTA, revenues, the City's legislative role with the SSRTA.

Ms. Kertzman provided a brief overview of the budget.

Council consensus: Refer to the 10/10/17 RCM Consent Agenda

AGENDA BILLS (continued):

Agenda Bill #4728; A Motion authorizing the City Manager to execute an agreement with Aspect Consulting for the development of city-wide Low Impact Development (LID) infeasibility maps.

Summary: The current Western Washington Phase II Municipal Stormwater Permit has required the City to update codes, policies and standards making LID required where feasible for new and redevelopment projects. The City of SeaTac is concerned about the economic impacts these new regulations will have on development activities within the City, in terms of the additional upfront cost for feasibility studies, especially for small development projects (projects less than one acre).

The proposed mapping project would result in the creation of city-wide LID infeasibility maps which would be used by Community and Economic Development staff, as well as public and private developers to identify areas which are known to be infeasible for the different LID techniques. This will allow developers whose projects fall in these areas to avoid having to conduct costly and time consuming feasibility studies just to determine LID techniques are infeasible. Staff believes this project will help to reduce the economic impacts of these new stormwater regulations and promote economic development within SeaTac.

A request for qualifications was sent on July 26, 2017 to a total of 15 environmental engineering and geotechnical engineering firms selected from the Municipal Research Services Center (MRSC) Roster. Three statement of qualifications were received for the project. Aspect Consulting was determined to be the most qualified consulting firm. The total contract amount will not exceed \$69,327.

The total estimated cost for this project is \$69,327 which will be funded by the Surface Water Utility Fund. This project was not budgeted in the 2017-2018 Biennial Budget. However, a budget amendment is not necessary. Project costs are planned to be covered by a \$50,000 stormwater capacity grant from the Washington State Department of Ecology, which was applied for in August of 2017. The remaining budget will be covered by cost savings from other budgeted stormwater projects. In the event that grant funding is not available, cost savings within the SWM budget are anticipated to be sufficient to cover the entire cost of the project.

It is recommended that the Motion be adopted. On June 15, 2017, the Transportation and Public Works (T&PW) Committee recommended approval of the project.

Stormwater Compliance Manager Robinett reviewed the agenda bill summary.

Discussion ensued regarding the project and whether the City will benefit from the subsurface hydrology done by the Port of Seattle (POS).

Council consensus: Refer to the 10/10/17 RCM Consent Agenda

Agenda Bill #4720; A Motion authorizing the City Manager to execute a professional services contract with KPG, Inc. for the design of the S. 200th St./ 26th Ave. S. Intersection Project.

Summary: The scope of this project includes the grind and overlay of the intersection at South 200th Street and 26th Avenue South, installation of ADA compliant sidewalks and ramps, pedestrian signal upgrades, signal loop detectors replacement and channelization. Three ADA ramps at this intersection were impacted by the Sound Transit Angle Lake Project and Sound Transit has asked to partner with the City to include these elements in the City's overlay project. All design costs and construction costs associated with Sound Transit related elements will be paid for by Sound Transit. Actual costs will be tracked over the course of the project and billed to Sound Transit accordingly. This work will be performed as part of the 2018 overlay program.

Eight consultants were evaluated based on their professional qualifications and KPG, Inc. was selected based on being the most qualified and capable. The contract will be performed on a time and materials basis with a not to exceed amount of \$87,722.01; this amount is based on the consultant's fee schedule and an estimate of the number of hours required to complete the work. Once the design work has been completed, Staff will bid the project as part of the 2018 overlay project and Council will be asked to award the contract to the lowest responsible bidder.

The fiscal impact of this design contract is \$87,722.01. There is \$920,000 budgeted in the 2017-2018 Biennial Budget for the 2018 Overlay Project.

AGENDA BILLS (continued):

Agenda Bill #4720 (continued): The T&PW Committee recommended approval at their September 21, 2017 meeting.

Assistant City Engineer Mayer reviewed the agenda bill summary.

Council discussion ensued regarding the specifics of the project.

Council consensus: Refer to the 10/10/17 RCM Consent Agenda

Agenda Bill #4679; A Motion authorizing the City Manager to enter into an Agreement with American Traffic Solutions (ATS) to provide automated traffic enforcement.

Summary: Since 2006, the City of SeaTac has contracted with Redflex to provide automated traffic enforcement services, specifically photo-enforced red-light cameras. The contract was set to expire in July of 2017. At the May 23, 2017 Regular Council Meeting (RCM), Council expressed concern over Redflex corporate business practices/history, and asked staff to take the contract back through the RFP Process. To insure continuity of service, the City and Redflex extended the existing contract through December 31, 2017 to allow the City to maintain photo enforcement services during the RFP process. Staff completed the RFP process in August. After interviewing three well-established automated traffic enforcement vendors, staff agreed that all three companies were capable and qualified to provide the service, and has recommended American Traffic Solutions (ATS) for the following reasons:

1. Positive local history (Seattle, Des Moines, Renton, Kent, others)
2. Competitive Costing Model (\$11,250 p/m (\$3750 p/site)) plus \$10,000 marketing allowance; compared to current \$13,500 p/m (\$4,500 p/site))
3. No Criminal Litigation History (challenges to legality only, none pending in Washington)
4. Citation processing compatible with SeaTac Court, adjustable if desired in the future.
5. Technology Capabilities (loop-less detection, traffic studies, video and photo, etc.)
6. Data Collection Options (local staff or company prepared)
7. Customer Service (complaint mitigation, staff training, option for fee processing, etc.)
8. Contract Transition Plan (next-day operational)

Switching vendors to ATS will allow us to continue to provide automated traffic enforcement services, ensuring that this important public safety tool is seamlessly operational. If this Motion is approved, staff will finalize a contract (substantially similar to the one attached) with ATS, and the City Manager will be authorized to execute the contract in an amount not to exceed \$135,000 per year, plus an annual increase for CPI.

Under the current contract, the City pays \$162,000 per year (\$13,500 per month) for photo enforcement services. The proposed contract fee, with ATS is \$135,000 per year (\$11,250 per month). This is \$27,000 savings reflected in the General Fund.

2016 Operating Costs for the service was reflected as \$206,469 (includes fee for the service, police time and court time)

Projected operating costs for the service with ATS are \$180,000 broken down as follows: Yearly Payment to ATS \$135,000 (plus CPI each year); Estimated Police time per year \$10,000; Estimated Court time per year \$35,000

2016 Net Revenue \$156,608

Projected Revenue: Similar; possibly higher because operating cost will be less (under the current 3-installation model).

Committee review(s) and recommendation(s):

- May 4, 2017 Public Safety and Justice (PS&J) Committee - Discussed the matter of contract renewal with Redflex. Committee recommended that staff bring the matter before full Council to determine authority to enter into new contract negotiations with Redflex.
- May 9, 2017 CSS - Staff presented justification and benefit of photo enforcement as well as operating costs and revenues. Council referred the topic to the next RCM as an action item.

AGENDA BILLS (continued):

Agenda Bill #4679 (continued):

Committee review(s) and recommendation(s) (continued):

- May 23, 2017 RCM - Council expressed concern over historical criminal allegations brought against Redflex employees; directed staff to implement the RFP process to examine other potential vendors.
- July 7, 2017 PS&J Committee - Staff presented RFP Timeline.
- September 7, 2017 PS&J Committee - Staff presented recommendation that the City enter into contract negotiations with American Traffic Solutions (ATS) to provide automatic traffic enforcement for the City of SeaTac. The Committee recommended that staff take this recommendation to the full Council and also recommended that Council authorize the City Manager to finalize and execute the contract.

City Manager Scorcio announced the City received a letter from the City's current redlight company, Redflex.

Chief of Police Mulligan reviewed the agenda bill summary.

Council discussion ensued regarding the sample contract, whether to continue with red light cameras, and ATS, potential expansion of the cameras through ATS, budget significance, and length of agreement options.

Council consensus: Refer to the 10/10/17 RCM Action Item

RECESSED: Mayor Siefkes recessed the meeting to an Executive Session on Litigation at 6:17 p.m. for 40 minutes.

EXECUTIVE SESSION: Litigation RCW 42.30.110(1)(i)

DM Fernald left during the executive session.

RECONVENED: Mayor Siefkes reconvened the meeting at 6:57 p.m.

ADJOURNED: Mayor Siefkes adjourned the meeting at 6:57 p.m.