

City of SeaTac

Council Study Session Minutes Synopsis

February 27, 2018
5:00 PM

City Hall
Council Chambers

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

COUNCIL PRESENT: Deputy Mayor Erin Sitterley, Councilmembers (CMs) Joel Wachtel, Peter Kwon, and Clyde Hill. Excused absent: Mayor Michael J. Siefkes and CMs Rick Forschler and Pam Fernald.

STAFF PRESENT: City Manager Joseph Scorcio, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance & Systems Director Gwen Pilo, Budget Analyst Alexis Briggs, Accounting Analyst Christina McCall, Parks, Community Programs and Services (PCPS) Director Lawrence Ellis, Community & Economic Development (CED) Director Jeff Robinson, Public Works (PW) Director Will Appleton, City Engineer Florendo Cabudol, Assistant City Engineer Janet Mayer, Police Captain Abigail Steele.

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

PRESENTATIONS - INFORMATION ONLY:

Introduction of new employee: Accounting Analyst Christina McCall
City Manager Scorcio introduced Ms. McCall.

AGENDA BILLS:

Agenda Bill #4843; A Motion authorizing the City Manager to initiate steps to join the State Business Licensing System (BLS).

Summary: In 2017, the State Legislature passed EHB 2005, which was effective July 23, 2017. This bill addressed business licenses and B&O tax. Since the City does not impose a B&O tax, only the business license portion of the bill is applicable. This bill requires all Washington cities to partner with the State BLS prior to December 31, 2022, or participate in FileLocal by 2020.

FileLocal is a City run portal that requires participating cities to pay for their usage of the system. Both options were discussed at the Administration & Finance (A&F) Committee, and it was recommended that the City pursue partnering with the State BLS because it is free to the City.

The Bill also requires all cities adopt a model business license ordinance by January 1, 2019, including a *uniform* definition of “engaging in business” and a minimum licensing threshold. An AWC workgroup was created and tasked with developing the model ordinance by July 1, 2018. Finance and Systems Director Pilo and Budget Analyst Briggs are representing SeaTac on the task force and periodically reporting back to the A&F Committee as details develop.

The State BLS is a one-stop customer service center where businesses can get their state registration and City licenses in the same spot. The customer will receive one license document with endorsements for each City license issued. The BLS system will handle intake of applications, renewals, and printing and mailing of all licenses, while the City will retain local control to set license fees, and approve or deny any business applying for its City license.

On December 29, 2017 the Department of Revenue released its partnership plan detailing the cities to be implemented each quarter in 2018 and 2019 and prioritizing cities in the waiting pool prior to 2017. Currently, there is an estimated two year waitlist to join state licensing system. The next progress report will be released by January 1, 2019.

There is no cost to join or participate in the State BLS.

This item was discussed at the September 7, 2017 A&F Committee Meeting. The Committee recommended approval.

Budget Analyst Briggs reviewed the agenda bill summary. Finance & Systems Director Pilo responded to questions related to potential internal costs or savings.

Council consensus: Refer to the 03/13/18 RCM Consent Agenda

AGENDA BILLS (continued):

Agenda Bill #4855; A Resolution revising the City Council Administrative Procedures.

Summary: In addition to some housekeeping amendments, substantive changes are summarized as follows:

Section 4(E) - Council Committee meeting days and times. Revise the days and times of the Council committee meetings.

- In January 2018, the Mayor revised appointments to committees. These revisions required some changes in meeting days and times in order to accommodate committee members' schedules.
- February 1, 2018 A&F Committee meeting - reviewed a proposal for changes to the committee meetings and recommended the changes be included in the Administrative Procedures to be reviewed at the next A&F Committee meeting.
- February 22, 2018 A&F Committee meeting - The Committee the proposed changes

Section 6(L) - Proclamations. Add language regarding proclamations.

- In 2017, the proclamation process was referred to the A&F Committee at the request of a Councilmember. The proposed language included in Exhibit A is current practice. This practice has been used for many years but has never been documented in the Council Administrative Procedures.
- February 22, 2018 A&F Committee meeting - The Committee recommended the proposed language.

Section 13(A) - Travel. Add language regarding Council post trip reports.

- November 16, 2017 A&F Committee Meeting - The A&F Committee reviewed, and recommended, the use of Council post trip reports to document a Councilmembers' attendance at a conference or workshop. The committee reviewed a draft form and agreed this should be mandatory for any expenses over \$50 paid with City funds. The committee also agreed to bring the final form and revisions to the procedures back to a future A&F meeting. The language is now being added to the procedures.
- February 22, 2018 A&F Committee meeting - The Committee recommended the proposed changes.

The committee is recommending passage of the Resolution and recommended it be brought forward to the February 27 Council Study Session and Regular Council Meeting in order to be effective March 1.

City Clerk Gregg reviewed the agenda bill summary.

Council consensus: Refer to the 02/27/18 RCM Consent Agenda

Agenda Bill #4863; A Resolution declaring a reserved utility easement surplus to the City's needs and terminating the easement on property owned by the Port of Seattle (POS).

Summary: In 1996, the City vacated several streets and rights-of-way (ROW) on Port-owned property. Some of the affected property was located within what is now referred to as the Des Creek North Business Park, the planned location of the Trammell Crow industrial development. At the time, the City reserved a utility easement for all vacated streets and ROW, including areas in which the City had no utilities that needed an easement.

One of the ROW vacated with a reserved easement was 22nd Avenue South between South 204th Street and South 208th Street. The City had no utilities that required an easement and there was no formal easement document recorded. In order for Trammell Crow to be able to proceed with their proposed development, formal termination of this reserved easement has been requested. This easement reservation is not needed by the City, and it runs directly underneath the planned location of the Trammell Crow Building.

In order to terminate this utility easement it must be formally declared surplus to the City's needs. Furthermore, a public hearing (PH) is required, and thus one has been scheduled for the March 13, 2018 Regular Council Meeting. Since the City received compensation from the Port for the street vacation as part of the Community Relief Fund in 1998, it is not necessary to require any further compensation for this easement termination beyond the fees to be paid for the easement application and the costs of recording the documents.

There will be no net fiscal impact. The applicant paid an application fee which will cover the City's administrative costs, plus they will pay for recording any necessary documents.

AGENDA BILLS (continued):

Agenda Bill #4863 (continued): This issue was presented to the Land Use and Parks (LUP) Committee on February 22, 2018. No recommendation is made pending the PH.

CED Director Robinson reviewed the agenda bill summary.

Council discussions ensued regarding the need for this easement.

Council consensus: Refer to the 03/13/18 RCM PH & Action Item

Agenda Bill #4828; An Ordinance authorizing the City Manager to execute a professional services contract with Gray & Osborne to design the South 200th Street and Des Moines Memorial Drive (DMMD) Intersection Improvement Project and amending the City's 2017-2018 Biennial Budget.

Summary: This project will construct left turn lanes on all four legs of the intersection and a right turn lane on the east leg. Turning radii at the intersection will be sized to accommodate heavy freight, transit bus, and school bus traffic. Sidewalks and bike lanes will be extended to the beginning of the turn pocket transitions or approximately 300-feet in each direction. The existing span wire traffic signal will be replaced with a mast arm system and the street lighting will be upgraded. Curb ramps and pedestrian signals will be upgraded to meet current ADA and APS standards and the storm drainage system will be reconstructed as needed.

The DMMD and South 200th Street intersection improvement project was originally programed in the City's 6-year Transportation Improvement Program (TIP) to be designed and constructed in 2022 and 2023 respectively. However, two key factors have led to the project schedule being advanced to 2018-2019: (1) The service level of the intersection continues to deteriorate, and (2) Vehicular use on 18th Avenue South / South 196th Street from South 200th Street to DMMD is being restricted by the Lakes to Sound (L2S) Trail Segment C project. Advancing the project will allow the necessary intersection improvements to be made to restore an acceptable level of service and accommodate traffic volumes concurrently with the L2S project.

Segment C is the next phase of the L2S regional trail system scheduled for construction in 2019. It is 2.2 miles in length and connects the south terminus of Segment B to the Des Moines Creek Trail Head at South 200th Street, roughly following the SR509 extension alignment. The project is currently in design and part of the Segment C alignment proposes to use existing SeaTac ROW from DMMD S, along South 196th Street which turns into 18th Avenue South as it approaches South 200th Street, for exclusively non-vehicular use.

A consultant selection process was followed in accordance to Chapter 39.80 RCW. Three consultants were solicited from the City of SeaTac Consultant Roster, all three submitted Statements of Qualifications. A selection committee comprised of four staff members scored the Statements of Qualifications and selected Gray & Osborne as the most highly qualified firm to design the project.

A 2018 budget modification was approved allocating \$200,000 to begin design of this capital improvement project. The cost of this design contract is not to exceed \$231,000. An additional \$31,000 will need to be appropriated from unallocated funds in the Transportation CIP Fund (307). Construction costs will be programed into the City's 2019-2020 biennial budget.

The project was presented, in conjunction with the Lakes to Sound Trail Segment C project at the November 27, 2017 Transportation and Public Works (T&PW) Committee meeting. The Committee approved moving forward with project design. The funding for project design was a decision card presented at the November 3, 2017 Budget Workshop.

Assistant City Engineer Mayer reviewed the agenda bill summary.

Council discussion ensued regarding: (1) traffic circle, traffic study was performed and determined traffic circle would not be as affective; and (2) shared project for construction - no Interlocal Agreement (ILA) with Des Moines yet, but commitment for design and construction from Des Moines.

Council consensus: Refer to the 03/13/18 RCM Consent Agenda

AGENDA BILLS (continued):

Agenda Bill #4841; A Motion authorizing the City Manager to execute an Interlocal Agreement (ILA) with Highline Water District for water main replacement in conjunction with the 12th Place South and 13th Avenue South Overlay Project.

Summary: Highline Water District wishes to replace 4,400 linear feet of water main within the project limits of the 12th Place South and 13th Avenue South Overlay Project. Combining the District's water main work with the City's overlay project will minimize disruption to the neighborhood and traveling public. Both projects also benefit due to cost savings associated with traffic control, erosion control, and construction surveying. The District will reimburse the City for 100% of the actual water main construction cost, plus an additional \$20,000 to the City for construction management and administrative services provided by the City to facilitate the District's work.

The cost of the water main replacement will be calculated as part of the project and a budget amendment, including both revenues and expenditures, will be included as part of the contract approval process.

The T&PW committee reviewed this item and recommended approval.

Assistant City Engineer Mayer reviewed the agenda bill summary.

Council discussion ensued regarding timing (advertise next week, bid opening in two weeks, construction early April).

Council consensus: Refer to the 03/13/18 RCM Consent Agenda

Agenda Bill #4858; A Motion accepting the final Permit Parking Program (PPP) study and authorizing implementation of the recommended Permit Parking Zone (PPZ) pilot project.

Summary: The PPP study was commissioned to develop a plan to manage the increased demand for on-street parking within SeaTac. The demand, particularly in the McMicken Heights/Sue-Linda Neighborhood, led to several documented concerns involving safety, commercial/for hire vehicle parking in neighborhoods, and littering. Interim measures, such as no-parking signage at intersection corners, were implemented with varying levels of effectiveness.

Transpo Group was selected in May 2017 to help document the on-street parking demand, develop the framework of the PPP, and recommend a pilot program to implement. The final report from Transpo Group was provided to the T&PW Committee and is now being presented to the full Council for review. Section 4 of the final report details the recommended PPZ pilot project for implementation in the McMicken Heights/Sue-Linda Neighborhood.

Upon acceptance of the study and the recommended PPZ pilot project, staff will develop a Request for Proposal to solicit vendors to implement the PPZ. Staff will also draft an Ordinance establishing the PPP for Council approval.

There is \$500,000 in the Street Fund budget for the PPP Implementation.

The PPP study was reviewed at the January 4, 2018 Public Safety & Justice (PS&J) Committee and February 15, 2018 T&PW Committee meetings.

City Engineer Cabudol introduced Transpo Group Consultant Dan McKinney and reviewed the agenda bill summary.

Council discussion ensued regarding the issues in the City and concerns from the residents, costs for software (\$70,000 plus \$20,000 annual service fee) and hardware (\$450,000 – 3 sets of readers and \$100,000 maintenance fee).

Council consensus: Refer to the 03/13/18 RCM Consent Agenda

EXECUTIVE SESSION: None

ADJOURNED: Deputy Mayor Sitterley adjourned the Council Study Session at 6:01 p.m.