

City of SeaTac

Council Study Session Minutes Synopsis

March 13, 2018
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 5:02 p.m.

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

STAFF PRESENT: City Manager Joseph Scorcio, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Senior Management Analyst Tim Ramsaur, Parks, Community Programs and Services (PCPS) Director Lawrence Ellis, Community & Economic Development (CED) Director Jeff Robinson, Planning Manager Steve Pilcher, Finance & Systems Director Gwen Pilo, Senior Assistant City Attorney Mark Johnsen, Public Works (PW) Director Will Appleton, Police Chief Carl Cole.

PUBLIC COMMENTS (related to the agenda items listed below): Beth Clement and James Valierer spoke in favor of Food Trucks.

AGENDA BILLS:

Agenda Bill #4709; A Motion authorizing the City Manager to enter into a Professional Services Contract with G4S Secure Solutions (USA) Inc. to provide courtroom and other optional security services.

Summary: The City formed a Security Services Team in early September which included the City Manager's Office and representatives of Police, Parks, Municipal Court, and Public Works. Current functions performed by our current vendor, Allied Universal, includes screening courtroom patrons, daily City Hall security walk through, daily City Hall parking lot walk around, screening individuals entering the Police Department, screening probation applicants, and answering general questions. The team helped craft a Request for Proposal (RFP) for unarmed Contract Security Services for Citywide services that included Courtroom and City Hall Security, optional vehicle and foot patrols of Park Facilities, optional assistance at large events that need extra enforcement (i.e. Fourth of July), optional security services for Community Center Rentals (i.e. weddings), and optional assistance with security badges and video monitoring. The RFP also included a typical contract.

The RFP was advertised from October 11-27, 2017. The RFP was extended to November 9, 2017 due to limited response from vendors. Besides advertisement of the RFP, additional outreach was made with the City's current security vendors.

The Security Services Team reviewed RFP proposals submitted and then held interviews on November 30, 2017 to determine who could best provide the required services and could meet the optional services the City may want in the future. G4S Secure Solutions was the most responsive with being able to incorporate and provide both required and optional services. G4S provides one of the most highly trained security officers available and tailors additional training to the needs of the proposed assignment location. All vendors who submitted proposals proposed costs that were higher than the amount budgeted in 2018.

As a follow-up to Public Safety and Justice (PS&J) Committee questions from the December meeting outreach was conducted with Renton, Kent, Tukwila, and Des Moines on what each City has for their Municipal Court security.

Since the December PS&J Committee meeting the Council confirmed a new Municipal Court Judge. The Judge provided his comments that he is familiar with armed and unarmed security. Given the SeaTac Police Department is located in close proximity to the Court the need for armed security is significantly reduced or eliminated. The Police Department has confirmed the need for unarmed security.

As a follow up to the February 1, 2018 PS&J Committee meeting, a security screening spreadsheet was developed. Contact was made to G4S to ask about costs for a reduced (less than 40 hrs/week) schedule and security guard per hour costs would increase to cover employee benefits.

The proposed one year contract with G4S will be \$72,000.

AGENDA BILLS (continued):

Agenda Bill #4709 (continued):

Alternative #1 (reduced hours with G4S) would be approximately \$52,000.

Alternative #2 (reduced hours with another vendor) is unknown.

There is \$45,000 budgeted in 2018 for courtroom security. The additional \$27,000 that exceeds the budgeted amount will be paid for through cost savings and other budget adjustments in 2018.

On November 2, 2017, the PS&J Committee was presented with a schedule and updated on the process. At that time, staff was requested to discuss its findings and staff recommendation at the December 7, 2017 PS&J meeting. At the December 7 meeting the PS&J Committee asked additional questions concerning costs, armed officers for Court and general questions about retired police or marshal's to provide Court Security.

Staff (Security Services Team) recommends the City Council authorize the City Manager to enter into a Personal Services Agreement with G4S Secure Solutions (USA) Inc. to provide Security Services.

This item was presented to the PS&J Committee on February 1, 2018. The Committee asked for courtroom and other screening schedules and to bring back information to be discussed at the March 8, 2018 Committee meeting for a final recommendation. The Committee recommended approval of a reduced hours contract (Alternative #1) with G4S with a 32 hour per week base, with provision for additional hours as needed for special circumstances.

Senior Management Analyst Ramsaur reviewed the agenda bill summary.

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

Agenda Bill #4839; A Motion approving funding categories and allocation of Human Services funds for the 2019-2020 budget.

Summary: On January 30, 2018, City Council held a Special Council Meeting to establish funding categories for the human service funding allocations. The six main priorities that were discussed to establish the funding categories were the following: Basic Needs, Primary Care, Domestic Violence Services, Information and Referral, Independent Living, and Refugee and Immigrant Services. Those six priorities were realigned to three funding categories to address the goals of the City Council and to provide the Community Services Advisory Committee (CSAC) direction on funding strategy.

Below are the top three human services needs as identified by the City Council:

- A. Basic Needs - Urgent and Long Term Basic Need.
- B. Education, Training Workshop Development
- C. Supporting Business/Employment Creation

The CSAC met on February 12 and 20 to review the funding categories and deliberated on percentages for each funding category. Those percentages were presented to the Administration and Finance (A&F) Committee on February 22. The A&F Committee's objective was to confirm the City Council funding priorities for the CSAC to use in reviewing and recommending the 2019-2020 Biennial Budget allocation of human services funds, recommend a percentage allocation for funding priorities, and provide additional input regarding performance metrics and monitoring. The Committee made adjustments to the funding percentages and recommended those changes to the City Council.

This Motion approves the funding categories and allocation percentages of Human Services funds for the 2019-2020 budget and provides direction to staff and the CSAC.

This was brought before the February 22, 2018 A&F Committee. The Committee recommended the percentages for human services funding allocations. The Committee approved the percentages and recommended the item be forwarded to City Council.

PCPS Director Ellis reviewed the agenda bill summary.

AGENDA BILLS (continued):

Agenda Bill #4839 (continued):

Mayor Siefkes stated the Council has not weighed in on how Human Services funding is done since 1999.

Council discussion ensued regarding the A&F Committee recommendations and the application process.

City Manager Scorcio stated the process is the CSAC will review and recommend applicants to the A&F Committee. The A&F Committee will then forward a recommendation to the Council.

Council consensus: Refer to the 03/27/18 RCM Consent Agenda

Agenda Bill #4822; An Ordinance amending Title 14 of the SeaTac Municipal Code (SMC) related to Subdivisions.

Summary: This Ordinance is the third in a series of regulatory amendments considered by the Planning Commission (PC) and Land Use and Parks (LUP) Committee during the past six months. Like the previous amendments to Titles 15 and 16A, these proposed changes provide for greater efficiencies in the administration of the code and eliminates provisions that are outdated and/or were deemed to be overly restrictive. Among other things, the proposed amendments will: (1) remove submittal requirements/standards for the various subdivision applications and instead, provides for them to be established by the CED Director; (2) a standard for potentially requiring screening of a private road (SMC 14.19.060) is recommended for deletion; (3) references to street improvements are either eliminated or changed to link to the City's Street Standards; and (4) requirements for providing landscaping and open space within long subdivisions and binding site plans are proposed for elimination. These amendments eliminate excess language and also correct outdated references.

The PC reviewed the proposed changes on August 1 and November 21, 2017 and January 2, 2018 and conducted a public hearing (PH) on February 6, 2018, after which it voted to recommend approval of the proposed amendments.

The LUP Committee reviewed the proposal on January 25, 2018 and also recommends approval.

Planning Manager Pilcher reviewed the agenda bill summary.

Council discussion ensued regarding the proposed changes.

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

THE FOLLOWING TWO AGENDA BILLS WILL BE PRESENTED TOGETHER:

Agenda Bill #4848; An Ordinance amending SeaTac Municipal Code (SMC) Title 5, Business Licenses and Regulations, to establish standards for mobile food vendors by adding a new Chapter 5.55.

Summary: Staff examined mobile food vending regulations in other cities, including Edmonds and Lynnwood. The standards in this new Chapter 5.55 address operational issues such as site maintenance/trash collection; the need to comply with Health Department regulations; proper disposal of wastewater and grease; prohibition on sales of alcoholic beverages; and time limitations at a site (no more than 18 hours during any 24 hour period).

Each mobile food vending vehicle will be required to obtain a separate business license. In order to operate at each location, an applicant will need to provide proof that the property owner has agreed to allow them to locate on a site.

There is no direct fiscal impact. However, the City will receive licensing fees and sales tax from mobile food vendors.

The A&F Committee reviewed the proposed new chapter on January 17 and February 1, 2018 and recommends approval.

Planning Manager Pilcher / Finance & Systems Director Pilo reviewed the agenda bill summary.

AGENDA BILLS:

Agenda Bill #4847; An Ordinance amending certain Sections in Title 15 of the SeaTac Municipal Code (SMC) regarding mobile food vending in certain zones and establishing standards.

Summary: Currently, mobile food vending (aka "food trucks") are only allowed within the Angle Lake Station District. Last fall, food truck vendors operating at the airport's cell phone waiting lot and at the SeaTac Office Center were directed to cease operations until the City developed regulations permitting such activity. Staff worked with representatives from the Washington State Food Truck Association, the Port of Seattle (POS), PC and LUP Committee in developing the proposed regulations. This Ordinance allows mobile food vending as either an accessory or primary use in all non-residential zones. Mobile food vending will not be allowed from an on-street location. This Ordinance adopts minimal regulatory standards, per the recommendation of the PC and LUP Committee.

One difference between the PC's recommendation and the LUP Committee's recommendation is establishing a "sunset date" for this Ordinance. The PC recommended that there be no sunset date, while the LUP Committee recommended a 12-18 month sunset date. This Ordinance contains the PC's recommendation.

Additionally, operational aspects of mobile food vending are addressed in a companion Ordinance (AB# 4848) that will be addressed by Staff concurrently.

The PC reviewed this matter at four meetings (November 7 and 21, and December 5, 2017, and January 2, 2018) before conducting a PH on February 6, 2018. The PC recommends approval of the Ordinance as drafted.

The LUP Committee considered the proposed regulations on October 26, 2017 and January 25, 2018, and it recommended approval, but with a sunset date of between 12-18 months of adoption.

Planning Manager Pilcher reviewed the agenda bill summary.

Council discussion ensued regarding sunset date, opportunity to introduce food trucks as venue for community services and economic development, and how sales tax is accounted.

Finance & Systems Director Pilo stated the requirement is that when a vendor is doing business in SeaTac, they need to record the sale and charge accordingly. Staff is developing a system to track and audit on a monthly business.

Council consensus – Agenda Bill #4848: Refer to the 03/27/18 RCM Action Item

Council consensus – Agenda Bill #4847: Refer to the 03/27/18 RCM Action Item

Agenda Bill #4877; A Resolution requesting that the King County (KC) Council, the Puget Sound Regional Council (PSRC), the State Legislature, the Governor's Office, and the Federal Aviation Administration (FAA) take action to address long-term aviation capacity needs in Western Washington.

Summary: Sea-Tac International Airport has experienced significant growth over the past decade. According to a February 27, 2018 presentation by the POS (Sustainable Airport Master Plan Funding Authorization Request), future growth at the Airport is expected to reach 56.0 million passengers by 2027. This same presentation indicates that near-term Airport projects will meet this demand, but demand beyond 2027 will require additional planning.

There is concern that the Airport demand will exceed capacity in the near future. Therefore, this Resolution requests several governmental agencies to update existing or, as needed, develop a new plan that will address the region's long term aviation capacity needs. If passed, copies of the Resolution will be transmitted to various officials and agencies.

At the February 26, 2018 Airport Advisory Committee Meeting, this item was discussed and recommended.

Senior Assistant City Attorney Johnsen reviewed the agenda bill summary.

City Manager Scorcio reminded everyone the City sent a letter to PSRC stating concerns, and talked to them on transportation detail. This Resolution goes further and supports other agencies stepping up.

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

AGENDA BILLS (continued):

Agenda Bill #4878; A Resolution amending the City Council Administrative Procedures in order to eliminate Council Study Sessions (CSSs), and changing the start time of Regular Council Meetings to 6:00 p.m.

Summary: When reviewing revisions to the Administrative Procedures during the February 22, 2018 A&F Committee meeting, the topic of removing CSSs was discussed. The Committee recommended the issue be brought forward to the full Council for further discussion. Staff was also asked to prepare a draft Resolution for the Council to consider. At the February 27, 2018 Regular Council Meeting (RCM), CM Kwon asked Council to refer this item to the March 13, 2018 Council meeting.

The A&F Committee discussed several reasons why eliminating CSSs is a good idea. First, they believed that this will reduce the amount of time it takes for an item to move through the process to final Council action. Second, CSSs were seen as duplicative. Since most agenda items will be addressed in committee, the RCM would not be the first time that items were addressed by members of the Council. If the Council decides to eliminate the CSSs, the A&F Committee also proposes to change the start time of the RCM from 7:00 p.m. to 6:00 p.m. Should the Resolution be adopted, the Council would still have the option to postpone action on an agenda item to a future Council meeting. This simply means that postponement would become the exception and not the rule.

The Committee also felt that there was no need to hold a second briefing during the CSS, and then wait two more weeks to take final action. Rather, briefings can occur at the RCM and be voted on that same night.

In order to get the change printed in the SeaTac Magazine, a decision needs to be made at the March 13, RCM. If passed, this Resolution would take effect immediately, and thus March 27 would be the first date in which there would be no CSS.

The A&F Committee recommended this issue be discussed by the entire Council. Staff has no recommendation as this is a Council request.

City Clerk Gregg reviewed the agenda bill summary.

Council discussion ensued regarding the benefits of this change, public participation, and potential to audio tape committee meetings.

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

EXECUTIVE SESSION: None.

ADJOURNED: Mayor Siefkes adjourned the Council Study Session at 6:08 p.m.