



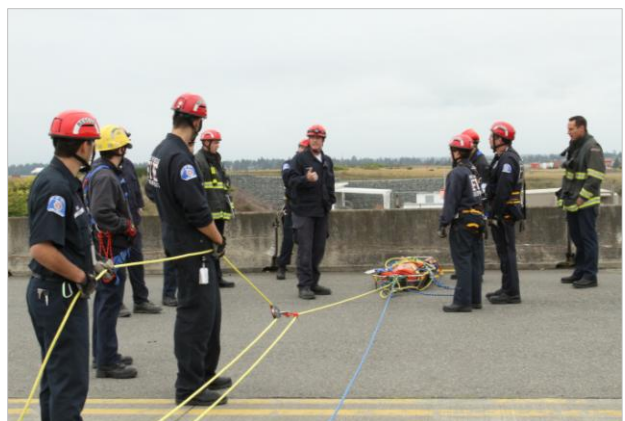
## City Manager's Weekly Update

October 15, 2010

Dear Mayor, Councilmembers, Residents, and Employees:

**International Boulevard Lane and Sidewalk Closure:** The west sidewalk and two southbound lanes of International Boulevard will be closed Saturday, October 16 from 9:00 AM to 4:00 PM. The closure will occur from S. 186th Street south along the frontage of the new Wally Park Garage, in order to allow paving and grinding. Questions and concerns regarding the closure should be directed to Mark Hasbargen, Public Works Inspector at 786.4804.

**Firefighters Conduct Rope Rescue Training:** To assist our City Fire Department in meeting the training requirements for rope rescue teams, several of our firefighters from each shift attended an eight hour Rope Rescue class at the Port of Seattle Fire Department. The training included a review of knots, anchor systems, mechanical advantage, raising and lowering systems, and patient packaging. Firefighters also performed a simulated rescue for a victim over-an-embankment to practice their skills. Both the SeaTac Fire Department and the Port of Seattle Fire Department plan to continue training together.



**Public Hearing and Open House on Comprehensive Plan Amendments:** The City will hold an Open House from 5:00 to 6:00 PM on Tuesday, October 19 in the City Hall Council Chambers located at 4800 S. 188th Street. The purpose of the Open House is to provide information about the 2010 Comprehensive Plan amendment proposals, and answer questions that the public may have about any of those proposals.

The proposed Comprehensive Plan amendments will also be the subject of a Public Hearing at the regular meeting of the SeaTac Planning Commission that same evening, which will follow the Open House beginning at 6:00 PM. At the Public Hearing anyone may voice their support for, or opposition to, any of the proposed amendments, or may offer any other comments. Comments may also be submitted in writing via email ([mscarey@ci.seatac.wa.us](mailto:mscarey@ci.seatac.wa.us) or [kkaehny@ci.seatac.wa.us](mailto:kkaehny@ci.seatac.wa.us)) or regular mail. City Councilmembers and other interested parties are welcome to attend.

For further information, please contact the Department of Planning and Community Development at 973-4830.

**SeaTac Crime Reporting Website:** The SeaTac Police Department and the King County Sheriff's Office implemented a new Crime Mapping information site on the City of SeaTac web page. The link, [www.CrimeReports.com](http://www.CrimeReports.com), is located on the Police site under Crime Reports and Statistics. This site will allow citizens in our community to search for police incidents. The information comes from written police reports that are sent to the vendor for the last two weeks of activity. You can access this link directly from your home computer without going through the city website and even get crime alerts on your iPhone or iPod. Citizens can generate a map for a particular location, sort by crime or a set period of days. You can click on the icon for a short description of the incident and even get the police case number/police agency generating the report. There are other cities throughout King County that provide reports to this vendor. The map will have icons depicting the type of crime. Some of the icons are: Theft, Vehicle Theft, Theft from Vehicle, Assault, Robbery, Breaking and Entering (burglary), Drugs, Property Crime, etc. It's a very user friendly site.

In addition, citizens can access a sex offender site that is generated by the Washington Association of Sheriffs and Police Chiefs. When you click on this icon it will open a window with the sex offender's picture, information and a general block address in the city.

**Agendas:**

Human Services Advisory Committee	10.18.10
Senior Citizen Advisory Committee	10.19.10
Planning Commission	10.19.10

**Minutes:**

Administration & Finance Committee	10.12.10
Council Actions	10.12.10

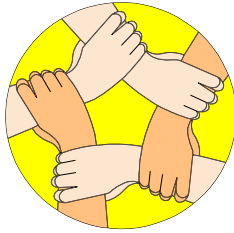
**You can view the City's Event Calendar at:**

<http://www.ci.seatac.wa.us/index.aspx?page=16>



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Todd Cutts, Interim City Manager



**City of SeaTac  
Human Services  
Advisory  
Committee**

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**Mel McDonald, Chair  
Cheryl Forbes, Vice-Chair  
Dave Bush  
Phyllis Byers  
Joe Van**

***Alternates*  
Ron Altier  
Valerie Allan**

◆  
The Human Services  
Advisory Committee serves  
the City Council by advising  
on human services issues  
including:

community needs  
human services priorities  
plans and policies  
funding requests  
annual funding plans  
collaborative & regional  
planning initiatives  
service trends & updates

◆  
City of SeaTac  
4800 South 188<sup>th</sup> Street.  
SeaTac, WA 98188  
206.973.4815

TDD: 206.973.4808  
FAX: 206.973.4819

**Meeting Notice**

**SeaTac City Hall  
Airport Conference Room – 3<sup>rd</sup> floor**

**Monday, October 18<sup>th</sup>, 2010  
5:30 PM**

**Agenda**

**Call to Order**

**Approval of Minutes:  
Introductions:**

**Presentations: Tukwila Pantry/Joe Tice,  
Executive Director; Results Based  
Accountability/John Zumsteg, Consultant**

**Business:**

- Food Bank services
- Results/Performance Accountability  
process update
- HS Presentation to Council
- Housing Tour re-cap

**New Business:**

- Colleen update
  1. Budget
  2. HS Funding Recommendation  
to Council
  3. Global to Local
  4. CPPW

**Next Meeting:**

- **November 15<sup>th</sup>, 2010**

**Reminder:** Regular meetings will be on the **3rd  
Monday** of the month.

**Adjournment:**

**Notes:**



## Senior Citizen Advisory Committee

### MEETING AGENDA

**Tuesday, October 19, 2010**  
**12:30 p.m.**

**SeaTac Community Center**  
**13735 - 24<sup>th</sup> Ave. S., SeaTac**  
**206.973.4680**

**MEMBERS:** Alice Belenski, Jon Ancell, Margaret Gray, Peggy Ancell, Fred Geraldson;  
Alternate: Shirley Coulson

**MISSION STATEMENT:** Represent the Senior population of the City of SeaTac through recreational, social and educational services. Act as advocates and advisors to the City of SeaTac Council on issues relating to the Senior population.

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12:30 p.m. – Call to order. Approval of Minutes dated September 21, 2010.

12:35 p.m. – SeaTac Café

12:40 p.m. – Special Events

- Pancake Breakfast ~ Wrap-up
- Halloween Party ~ October 27
- Thanksgiving Luncheon ~ November 19
- Holiday Luncheon/Raffle Drawing ~ December 17
- End of Year Party ~ December 29

12:45 p.m. – 2010 Purchases

1:00 p.m. – Holiday Bazaar

- Baskets
- Raffles
- Bake Sale
- Status of Vendors
- Almost New
- Volunteer meeting and assignments
- Promotion
- Yard signs

1:30 p.m. – Survey

1:40 p.m. – Old Business

- Status of Recreation assistance
- Status of chair purchase

1:50 p.m. – New Business

2:00 p.m. – Adjourn

**CITY OF SEATAC  
PLANNING COMMISSION MEETING**

**October 19, 2010**

**Council Chambers, SeaTac City Hall, 4800 S. 188<sup>th</sup> Street  
6:00 p.m. to 8:00 p.m.**

**OPEN HOUSE**

**5:00 TO 6:00 PM**

2010 Final Docket of Comprehensive Plan Amendments

**MEETING AGENDA**

**(TENTATIVE)**

1. Call to Order/Roll Call – 6:00 P.M.
2. Approve Minutes of October 5, 2010 Meeting – 6:00 to 6:05 P.M.
3. Public Hearing – 6:05 to 7:10 P.M.
  - **Public Hearing** Regarding Electric Vehicle Infrastructure (EVI) Regulations
  - **Public Hearing** Regarding the 2010 Final Docket of Proposed Comprehensive Plan Amendments
4. New Business – 7:10 to 7:35 P.M.
  - Initial Discussion Regarding Sign Amortization
5. Old Business - 7:35 to 7:45 P.M.
  - Continued Discussion Regarding a Proposed Amendment to SMC 15.36 Requiring, Where Necessary, Peer Review of Technical Studies Related to Transit Stations (the Public Hearing regarding this issue was closed at the October 5, 2010 meeting)
6. Detailed Commission Liaison's Report – 7:45 to 7:50 P.M.
7. Planning Director's Report – 7:50 to 7:55 P.M.
8. Planning Commission Comments (*including suggestions for next meeting's agenda and review of the Planning Commission's three month work schedule*) – 7:55 to 8:00 P.M.
9. Adjournment – 8:00 P.M.



# Administration and Finance Committee Minutes

*These minutes are scheduled to be approved at the 10/26/10 Regular Council Meeting*

Tuesday, October 12, 2010  
3:00 PM  
Airport Conference Room 345

Members:	Present:	Absent:	Commence: 3:00 p.m. Adjourn: 4:31 p.m.
Gene Fisher, Chair	X		
Tony Anderson	X		
Rick Forschler	X		

Note: Item #8 reviewed jointly with Public Safety and Justice Committee

Other Councilmembers Present: Terry Anderson and Pam Fernald

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. 2009 Annual Financial Audit and Performance Entrance Conference - Washington State Auditor's Office</p>	<p><u>X</u> Informational Update  <u>    </u> Recommended for:  <u>    </u> Approval  <u>    </u> Approval with modifications  <u>    </u> Denial  <u>    </u> Referred to _____.</p> <p><i>Allan Netherton, Michael Pursley and Jim Griggs from the State Auditor's Office met with Council and staff to discuss the 2009 annual audit currently underway. Mr. Griggs summarized the scope of the audit, noting that a federal single audit will not be needed for 2009 since the City received less than \$500,000 in federal funding. He discussed areas that will be focused on in the accountability and legal compliance part of the audit, which includes payroll, bid laws, systems review, conflict of interest and small and attractive assets. Mr. Griggs reviewed the three reporting levels (Exit Items, Management Letters and Findings), and reported the estimated cost of the 2009 audit is approximately \$39,300, plus travel expenses. Next, Chuck Pfeil from the Auditor's Office discussed the performance audit related to local government change orders that SeaTac was selected to be included in. Mr. Pfeil summarized the process that will be employed for this audit, noting the City will not be charged for this audit. Work on the performance audit will commence during the last week of October and estimated to be completed by year-end 2010. Audit</i></p>
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	<p>results are expected in Spring 2011.</p>
<p>2. Performance Review Form and Process for City Manager - Anh Hoang</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input type="checkbox"/> Approval  <input checked="" type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input checked="" type="checkbox"/> Referred to <u>10/26/10 RCM.</u>  <i>Human Resources Director Anh Hoang distributed a draft Resolution and performance review form for the City Manager position and reviewed the seven components included in the proposed review process. Committee members expressed that they didn't feel a self evaluation by the City Manager should be included in the process, noting they were in favor of the City Manager providing the City Council with a list of his/her goals and accomplishments instead for the Council to review as part of their performance review process. Councilmember Forschler expressed his preference for a 360 rating approach that he has seen used in other organizations. Ms. Hoang noted she will make the change from City Manager self evaluation to providing goals and accomplishments, as well as the other recommended modifications, and present the revised Resolution and performance review form for Council consideration at the October 26 RCM.</i></p>
<p>3. Job Audits - Anh Hoang</p>	<p><input checked="" type="checkbox"/> Informational Update  <input type="checkbox"/> Recommended for:  <input type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input checked="" type="checkbox"/> Referred to <u>10/26/10 RCM.</u>  <i>Ms. Hoang presented the results of two job audits for non-represented employee classifications in the City, Recreation Services Coordinator and Risk &amp; Benefits Coordinator, noting she had presented these recommendations at the September A&amp;F Meeting as well. As a result of the job audit for the Recreation Services Coordinator classification, it is being recommended that this job be reclassified to Recreation Supervisor, salary range 51, retroactive to August 31, 2008, which is 30 days after Human Resources' receipt of the job audit request. Effective January 1, 2009, the salary for this classification is recommended to be adjusted to range 52 in accordance with the results of the salary survey performed. There are four incumbents in this classification. Each of the four employees would receive a base pay increase of \$131/month from August 31 to December 31, 2008, and an additional base pay increase of \$141/month. As a result of the job audit for the Risk &amp; Benefits Coordinator position, it is being recommended that this position be reclassified to Human Resources Analyst, salary range 53, retroactive to February 24, 2010, which is 30 days after Human Resources' receipt of the job audit request. This reclassification would result in a base monthly salary increase of \$402 for the incumbent. Ms. Hoang described</i></p>

	<p><i>the difference between a salary review and a job audit, noting that two additional job audit results and recommendations for non-represented positions will be presented at the November A&amp;F Meeting. Several Councilmembers expressed their opinion that these job audits should not be implemented and that there should be a freeze on all salaries due to the City's financial situation and the prospect of having to lay off employees in 2011. Ms. Hoang indicated an agenda bill for the Recreation Services Coordinator and Risk &amp; Benefits Coordinator will be presented at the October 26 RCM for consideration and action.</i></p>
<p>4. Reorganization Update        - Anh Hoang</p>	<p><u> X </u> Informational Update  <u> </u> Recommended for:            <u> </u> Approval            <u> </u> Approval with modifications            <u> </u> Denial  <u> </u> Referred to _____.</p> <p><i>Ms. Hoang provided an update on the revised timeline for the reorganization implementation. The A&amp;F, LUP and T&amp;PW Council committees will be updated monthly during the process. The timeline proposes a recommendation at the 1/25/2011 Council Meeting to implement reorganization per the revised implementation plan by Council action. The proposed implementation timeline includes a week-by-week listing of the various steps that will need to be taken to fully implement the reorganization plan.</i></p>
<p>5. Leasing Broker        Agreement for SeaTac        Center - Jeff Robinson</p>	<p><u> X </u> Informational Update  <u> X </u> Recommended for:            <u> X </u> Approval            <u> </u> Approval with modifications            <u> </u> Denial  <u> X </u> Referred to <u>10/26/10 RCM</u>.</p> <p><i>Interim Assistant City Manager/Economic Development Manager Jeff Robinson reported staff is proposing entering into a leasing broker agreement with Colliers International to search for prospective tenants for the SeaTac Center. Mr. Robinson indicated that the work the City currently contracts with Colliers for is the day-to-day operations and maintenance of the facility. The standard commission rate for leasing broker services is 6% of the lease amount. A proposed agenda bill and agreement will be presented at the 10/26/10 RCM for Council consideration and action.</i></p>



<p>6. Federal Lobbying          Contract – Jeff Robinson</p>	<p><input checked="" type="checkbox"/> Informational Update  <input type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input type="checkbox"/> Referred to _____.</p> <p><i>Mr. Robinson reported that elimination of the Strategies 360 federal lobbying contract is included in the proposed 2011 budget. Staff recommends going ahead and making the change now for the remainder of 2010 to provide additional savings for the General Fund budget. The Committee agreed with this recommendation, and directed staff to proceed with the required notification to Strategies 360 of the City's intent to terminate our contract with them.</i></p>
<p>7. City Councilmembers          and City Manager          Future Travel          Authorizations and          Completed Travel          Approval of City Credit          Card Payments and          Personal          Reimbursements – Mike          McCarty</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input type="checkbox"/> Referred to _____.</p> <p><i>Finance and Systems Director Mike McCarty distributed copies of pre-approval forms and City credit card and personal reimbursement forms containing the expenses incurred for various City Manager and City Council City travel-related expenditures. The Committee approved the expenses incurred by Deputy Mayor Gene Fisher related to the NLC Public Safety and Crime Prevention Steering Committee meeting in San Jose, California, that he attended from 9/30/10 to 10/2/10, which totaled \$537.46. The Committee also approved pre-approval forms from Deputy Mayor Fisher and Councilmember Mia Gregerson to attend the National League of Cities (NLC) conference that will be held in Denver, Colorado, from 11/30/10 to 12/4/10. The Committee approved reimbursement for the advance airfare and conference registration costs to Deputy Mayor Fisher related to the NLC Conference, which totaled \$958.40. Finally, the Committee approved the City credit card payment for advance payment of airfare and conference registration costs for the Interim City Manager related to the ICMA annual conference in San Jose, California he will be attending from 10/16/10 to 10/20/10, which totaled \$1,174.40. The Committee had approved the pre-approval form for this conference at the 4/13/10 A&amp;F Committee Meeting.</i></p>

<p>8. 2010 Justice Assistance Grant (JAG) Update - Annette Louie</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input checked="" type="checkbox"/> Referred to <u>10/12/10 RCM</u>.</p> <p><i>Police Captain Annette Louie reported that the City submitted a \$23,511 grant application in June 2010 for a 2010 Edward Bryne Memorial Justice Assistance Grant to fund equipment purchases for the Police Department. This grant program is intended to provide local jurisdictions with up-front financial support for a broad range of activities to prevent and control crime. SeaTac Police would use this funding to further enhance the department's Active Shooting training program, traffic enforcement, and surveillance of illegal narcotics and vice activities operations. Captain Louie noted this grant is awarded up front and the City receives immediate control over the funds, rather than being reimbursed for expenditures incurred. There are no mandatory set-asides, and no required City match. The four year grant period is October 1, 2009 through September 30, 2013.</i></p>
<p>9. Next Meeting</p>	<p>November 9, 2010</p>

# City of SeaTac Council Actions October 12, 2010

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The following Council actions were taken at the October 12, 2010 Regular Council Meeting:

**\$5,000 - \$35,000 Purchase Requests for the period ended October 8, 2010:**

*Passed:* Yard Debris Collection Event - \$25,000

*Passed:* Large Format Scanner/Plotter - \$19,271

*Passed:* Road Salt for Salt Brine      Public Works - \$30,000

*Passed:* Boost Corrosion Inhibitor for Salt Brine - \$12,500

The following Council Meeting Minutes were approved:

**Regular Council Meeting** held August 10, 2010.

**Administration and Finance Committee Meeting** held September 14, 2010.

**Regular Council Meeting** held September 14, 2010.

**Land Use and Parks Committee Meeting** held September 28, 2010.

**Transportation and Public Works Committee Meeting** held September 28, 2010.

**Regular Council Meeting** held September 28, 2010.

**Agenda Bill #3269; Ordinance #10-1021** transferring surplus real property to the SCORE (South Correctional Entity) *was adopted October 12, 2010 and becomes effective October 23, 2010.*

**Agenda Bill #3261; Ordinance #10-1022** adding a new Chapter 1.35 of the SeaTac Municipal Code related to the City Logo *was adopted October 12, 2010 and becomes effective October 23, 2010.*

**Agenda Bill #3255; Ordinance #10-1023** amending the SeaTac Municipal Code related to parking infractions *was adopted October 12, 2010 and becomes effective October 23, 2010.*

**Agenda Bill #3264; Motion** authorizing the City Manager to execute an agreement with King County for habitat restoration, operations, maintenance and monitoring related to the restoration of Des Moines Creek *was carried and became effective October 12, 2010.*

**Agenda Bill #3265; Motion** authorizing the City Manager to execute an agreement extension for the Des Moines Creek Basin Operations and Maintenance Coordinator *was carried and became effective October 12, 2010.*

**Agenda Bill #3270; Motion** authorizing the City Manager to accept grant funds from the US Department of Justice, Bureau of Justice Assistance for a 2010 Justice Assistance Grant in order to fund equipment for the police department *was carried and became effective October 12, 2010.*