



# Administration and Finance Committee Meeting Minutes

February 27, 2020  
4:00 PM  
SeaTac City Hall - Riverton Room 128

Members:	Present:	Absent:	Commence:	4:01 P.M.
			Adjourn:	5:10 P.M.
Erin Sitterley, Chair	X			
Clyde Hill	X			
Senayet Negusse	X			

Other Council Members Present: Joel Wachtel, Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Committee Chair Erin Sitterley called the meeting to order at 4:01 PM</i>
2. Public Comment	<i>None</i>
3. Review of the Minutes	<u>X</u> Recommended for Approval  <i>A copy of the 01/23/20 minutes was provided to the committee for review. The committee approved the minutes as written.</i>
4. Council/City Manager Travel Pre-Approval or Final Approval	<p><i>Executive Assistant Lesa Ellis provided the following items for committee approval:</i></p> <ol style="list-style-type: none"> <li>1. <i>Expense approval for Councilmember Kwon Aviation Noise &amp; Emissions Symposium Lodging: \$682.86 Transportation: \$96.80 Registration: \$745.00 Total: \$1,524.66</i></li> </ol> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <li>2. <i>Expense approval for Councilmember Negusse Aviation Noise &amp; Emissions Symposium Lodging: \$716.64 Transportation: \$136.79 Registration: \$745.00 Total: \$1,598.43</i></li> </ol>

*Mayor Sitterley and Councilmember Hill voted to approve.  
Councilmember Negusse abstained from voting.*

3. *Pre-approval for Councilmember Kwon  
NLC Congressional City Conference  
Lodging: \$1,800  
Meals: \$256  
Transportation: \$725  
Registration: 675  
Total: \$3,456*

*Expense approval for Councilmember Kwon  
NLC Congressional City Conference  
Transportation: \$346.80  
Registration: \$615.00  
Total: \$961.80*

*The committee voted to approve.*

4. *Pre-approval for Mayor Sitterley  
FAA  
Lodging: \$500  
Meals: \$128  
Transportation: \$1,000  
Total: \$1,628*

*Expense approval for Mayor Sitterley  
FAA  
Transportation: \$633*

*Councilmembers Negusse and Hill voted to approve. Mayor  
Sitterley abstained from voting.*

5. *Pre-approval for Councilmember Hill  
FAA  
Lodging: \$500  
Meals: \$128  
Transportation: \$1,000  
Total: \$1,628*

*Expense approval for Councilmember Hill  
FAA  
Transportation: \$633*

*Mayor Sitterley and Councilmember Negusse voted to approve.  
Councilmember Hill abstained from voting.*

<p>5. Current Vacancies &amp; Staffing Report</p>	<p><u> X </u> Informational Update</p> <p><i>Deputy City Manager Gwen Voelpel provided the committee with a brief update on vacant positions within the City.</i></p>
<p>6. Celebrate 30 Years Event</p>	<p><u> X </u> Informational Update</p> <p><i>Executive Assistant Lesa Ellis provided an update on the 30-year celebration scheduled for Saturday February 29.</i></p>
<p>7. Position Reclassification</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Public Works Director Will Appleton addressed the committee to discuss the proposed reclassification of the current Administrative Assistant 1 position in the City Manager's Office to an Administrative Assistant 2 position split between Public Works and the City Manager's Office. This would allow a currently underutilized position to take on higher-level administrative functions and support both the Public Works Department and 3<sup>rd</sup> floor reception. The committee was in favor of the proposal and recommended this item for approval.</i></p>
<p>8. Disaster Recovery Solution</p>	<p><u> X </u> Recommended for Approval</p> <p><i>Information Systems Manager Bart Perman presented the committee with a proposal to enter into a contract with Mosaic Technologies to implement a disaster recovery solution for the City. Funding for this project was previously approved as part of the 2019-2020 Mid-Biennium Budget Review. The committee recommended this item for approval and it will be brought forward to the March 24<sup>th</sup> City Council Meeting.</i></p>
<p>9. Q4 2019 Financial Reports</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided the committee with presentation on 4<sup>th</sup> quarter financials. Overall the City is in a strong financial position, estimated to end 2019 with an ending fund balance of \$108 million across all City funds.</i></p>
<p>10. Investment Report</p>	<p><u> X </u> Informational Update</p> <p><i>Finance Director Gwen Pilo provided a brief update on the status of the City's investments.</i></p>

11. Future Meeting Schedule	<i>The next A&amp;F Meeting is scheduled for March 12<sup>th</sup> at 4:00 PM in Riverton Room 128.</i>
12. Adjourn	<i>Committee Chair Erin Sitterley adjourned the meeting at 5:10 PM.</i>

**Pre-approval or final approval of City Council and  
City Manager travel related expenses  
March 12, 2020**

**Expense Approvals**

Aviation Noise & Emissions Symposium 2020  
San Diego Mission Valley Marriott  
March 1- 3, 2020

Councilmember Kwon	A&F 1/23/2020 Budgeted	A&F 2/27/2020	A&F 3/12/2020	
Lodging	460	682.86*		
Meals	124			
Transportation-airfare/ground	600	96.80	54.42	
Registration	745	745.00		
<b>Total</b>	<b>1929</b>	<b>1524.66</b>	<b>54.42</b>	

Councilmember Negusse	A&F 1/23/2020 Budgeted	A&F 2/27/2020	A&F 3/12/2020	
Lodging	460	716.64*		
Meals	124			
Transportation-airfare/ground	600	136.79	47.09	
Registration	745	745.00		
<b>Total</b>	<b>1929</b>	<b>1598.43</b>	<b>47.09</b>	

\*Conference block sold out. Staff booked through Expedia, same room type, on the same day, two different prices.

Note: The Port of Seattle organized trip to DC for a meeting with the FAA and members of Congress has been cancelled due to the Coronavirus outbreak. Mayor Sitterley and Councilmember Clyde Hill may incur some expenses in the cancellation process. Those will be addressed at the next A&F Meeting.

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Erin Sitterley, Chair



**City Council Post Trip Report**

***Required for City paid expenses or reimbursements of \$50 and above***

Per the City Council Administrative Policies and Procedures, Section 13.(A), the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

**Filed By:** Senayet Negusse

**What type of event did you attend?**

- Training
- Conference
- Other (specify):** Symposium, “smaller conference” → Aviation Noise & Emissions Symposium 2020

<b>Name of Event:</b>	Aviation Noise & Emissions Symposium 2020
<b>Purpose:</b>	To learn more about successful efforts of the aviation industry to mitigate aircraft noise and emissions.
<b>Location:</b>	San Diego, California
<b>Date(s) of Event:</b>	March 1-3, 2020
<b>Number of hours attended:</b>	23 hours (6 hours, 9 hours, 8 hours)

***Please answer the following questions***

**What interested you in attending this event?**  
 I wanted to learn about best practices in the aviation industry to reduce the impact of noise and emissions. Additionally, I felt as a new councilmember I need to be informed of current research on the effects of noise on health, details of legislation aimed at reducing aviation noise and emissions, and guidance on working on behalf of communities seeking to reduce noise impacts.

**Please summarize what you learned and how it benefits the taxpayer:**  
 Our city houses one of the largest airports in the nation. Many of our taxpayers live directly in and surrounding the flight path. They are significantly impacted by noise and emissions. It’s important that we are informed of best practices around the world. The many strategies that were shared can help council and city staff leverage relationships with the FAA/Port/Airlines and the community we serve. I will be sharing the notes I took on recent research, strategies and policy ideas I learned, some which we could possibly look into implementing in SeaTac with our partners at the Port.

**Would you recommend this opportunity for others? Please summarize why or why not.**  
 I learned a lot as a new councilmember but am not sure how someone who is well aware of what’s happening in the aviation industry and at the Port of Seattle would benefit. I would recommend attending every few years NOT on an annual basis since changes happen so slowly. I also recommend sending someone with a greater background/understanding prior to attending. I found myself looking up many acronyms and researching the different

topics often. Some of the sessions and panels were not “introductory” level topics. This made it difficult to follow or stay engaged at times. The good thing is that they will provide participants with all slides with answers to all questions a few weeks after the conference. This was good opportunity for me and would benefit other councilmembers and staff. I recommend reviewing symposium session topics and sending someone with interest in the topic and/or with a good understanding of aviation laws and the relationship among FAA, Port and City.

**Other Comments**

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	<b>Senayet Negusse</b>
<b>Date of Signature:</b>	03/03/2020

**Link to agenda:** <https://anesymposium.agrc.ucdavis.edu/schedule>

**Pre-symposium topics:** <https://anesymposium.agrc.ucdavis.edu/trainings>. I attended Noise 101 while Deputy Mayor and Jennifer, city staff member attended the FAA and Environmental Reviews 10.

**Presentation abstracts:** <https://anesymposium.agrc.ucdavis.edu/presentation-abstracts>

Presentation slides will become available on March 13, 2020 according to an email that was sent following the event.

I will share as soon as it becomes available.



# City Council Post Trip Report

*Required for City paid expenses or reimbursements of \$50 and above*

Per the City Council Administrative Policies and Procedures, Section 13.(A), the Trip Report shall be completed and submitted to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet.

**Filed By:** Peter Kwon

**What type of event did you attend?**

- Training
- Conference
- Other (specify):

<b>Name of Event:</b>	<b>Aviation Noise &amp; Emissions Symposium</b>
<b>Purpose:</b>	<b>Education, Information, and Networking</b>
<b>Location:</b>	San Diego, CA
<b>Date(s) of Event:</b>	3/1/2020-3/3-2020
<b>Number of hours attended:</b>	All day for 3 days

*Please answer the following questions*

<p><b>What interested you in attending this event?</b></p> <p>Since SeaTac has an airport within our city, Council and Staff should keep abreast of current issues facing other airports, cities, airlines, and the aviation industry in general. I believe it is in the city's best interest to actively participate in aviation noise and emissions conferences.</p>
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<p><b>Please summarize what you learned and how it benefits the taxpayer:</b></p> <p>Numerous issues were discussed and there was an incredible amount of information crammed into 3 days. I started taking notes on the first day and then gave up because new and unfamiliar information came so quickly. I learned so many new things I lost count. I've requested and should be receiving the presentation slides that has most of the info soon and will share.</p> <p>A huge bonus was there were many (at least four) FAA officials in attendance and full participation on various panels, so it was a rare opportunity to get questions answered directly from the FAA. I've also learned the FAA has much better relationships with communities in other parts of the country and world, but for some reason we are getting the short end of the stick here around our airport, perhaps it's because of the culture of our local office? Perhaps it's our airport itself? Or both? I don't know but plan to explore further.</p>
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A pleasant surprise was the UW MOV-UP (ultrafine particulate) study was presented by UW Assistant Professor Elena Austin.

The program and abstracts is available at the link below and should give a good taste of what all happened:  
<https://anesymposium.aqrc.ucdavis.edu/presentation-abstracts>

**Would you recommend this opportunity for others? Please summarize why or why not.**

**I highly, highly, highly (triple highly) recommend Councilmembers, aviation and planning related staff, and activists in airport cities attend this annual event. There was something for everyone related to aviation here.**

**Other Comments**

**I recommend the budget be increased to allow up to 3 councilmembers and 2 city staff to attend this event in the future.**

*\*Please attach copies of any training outlines, lesson plans, or agendas\**

<b>Signature:</b>	<b>Peter Kwon</b>
<b>Date of Signature:</b>	3/5/2020



# MEMORANDUM

To: Administration and Finance Committee  
Through: Carl Cole, City Manager  
From: Gwen Pilo, Finance and Systems Director  
Date: March 12, 2020  
Re: Declaring City Property Surplus

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**Purpose/Action Requested:** Recommendation to Council authorizing Department Heads to dispose of surplus equipment. Can be placed on the Consent agenda.

**Analysis:** Departments are responsible for reporting assets ready for disposal to the Finance Department. The Finance Department is responsible for preparing this list of assets for disposal and presenting the list to the City Council for approval at least annually.

The list of various obsolete and/or inoperable items identified by city staff is attached. Finance is requesting City Council declare these items as surplus property. Departments have 30 days in which to dispose of the assets declared surplus; including resale, donation or recycling, using the most cost effective method for the City.

**Budget Significance:** Any money received from the sale of an asset shall be returned to the fund where the asset resided.

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	008824	Honda EU3000 Generator	1023939	3/20/2004	Retired	3/12/20	Parks Storage
CP	008580	Stihl MS Magnum 28" Chainsaw	1128 856 1500 A	12/31/2006	Retired	3/12/20	Parks Storage
CP	009448	Rigid Wallmount Shop Vacuum	04226C0190	9/22/2004	Retired	3/12/20	Parks Storage
CP	009451	Honda FG100 Rototiller	6187619	9/22/2004	Broken	3/12/20	Garbage
CP	009935	Little Wonder Wheeled Blower 8HP	1030617472	5/14/2008	Retired	3/12/20	Parks Storage
CP	009968	Honda 21" Self Propelled Mower	HRC216HXA	4/7/2010	Broken	3/12/20	Garbage
CP	009972	Stihl MS211-16 16" Bar Chainsaw	281899214	10/26/2010	Retired	3/12/20	Garden
CP	010322	Honda 21" Self Propelled Mower	MAKA1112081	2/8/2012	Broken	3/12/20	Garbage
CP	010324	Stihl HS81R Hedge Trimmer	287702521	2/8/2012	Retired	3/12/20	Parks Storage
CP	010326	Stihl BR600 Backpack Blower	288806019	2/28/2012	Broken	3/12/20	Garbage
CP	010421	Stihl HT131 Pole Saw	289535575	4/27/2012	Retired	3/12/20	Garden
CP	010791	Stihl HS81R Hedge Trimmer	292494578	2/14/2013	Retired	3/12/20	Garden
CP	010799	Stihl BR600 Backpack Blower	297579174	3/18/2014	Stolen	3/12/20	Stolen
CP	010809	Stihl FS 130R Line Trimmer	500002746	9/30/2014	Retired	3/12/20	Garden
CP	003501	Stihl FS 130R Line Trimmer	500002743	9/30/2014	Broken	3/12/20	Garbage
CP	003502	Stihl BR600 Gas Powered Backpack Blower	299612113	9/30/2014	Retired	3/12/20	Garden
CP	003510	Stihl HL 100 Pole Hedge Trimmer	2918977950	1/30/2013	Retired	3/12/20	Parks Storage
CP	010975	Stihl BR600 Magnum Backpack Blower	503003342	10/16/2015	Retired	3/12/20	Maint. Shop
CP	010976	Stihl BR600 Magnum Backpack Blower	503003349	10/16/2015	Retired	3/12/20	Maint. Shop
CP	010978	Stihl FS130R Line Trimmer	504440130	10/16/2015	Retired	3/12/20	Maint. Shop
CP	010979	Stihl FS130R Line Trimmer	504761299	10/16/2015	Retired	3/12/20	Maint. Shop
CP	010039	Wiley 300 Chemical Sprayer	61163090934961	1/29/2010	Retired	3/12/20	Maint. Shop
FA	005714	1999 Chevy Venture Van	1GNDX03E8XD321332	6/30/1999	Retired	3/12/20	Comm. Center
FA	009283	2008 Ford F-250 Supercab Pick Up Truck	1FTSX2158EB35307	6/21/2007	Retired	3/12/20	PW Engineering
FA	009943	2008 EK SII 14 Passenger Van	1FD3E35SX8DB44312	7/22/2008	Retired	3/12/20	Comm. Center
FA	008568	2003 Eagle Premier 22' Tilt Trailer	1C9BE24183P691347	6/17/2003	Retired	3/12/20	Parks Maint.
FA	009899	2008 Walker Zero Turn Mower	97634 TRACTOR	7/22/2008	Retired	3/12/20	SWM Parks
FA	010007	2009 Toro Groundmaster 4000 Mower	290000671	8/31/2009	Retired	3/12/20	Parks Maint.
FA	010060	2011 Nissan Leaf SV Electric Car	JN1AZ0CP3BT008746	9/27/2011	Retired	3/12/20	PW Admin

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
FA	010052	2011 Toro Groundmaster 4000 Mower	311000355	6/21/2011	Retired	3/12/20	Parks Maint.
FA	009988	2011 Toro Front Mount Debris Blower	20000128	6/21/2011	Retired	3/12/20	Parks Maint.
FA	009084	2007 Ford P53 Taurus	IFAHP53U87A124618	6/20/2006	Retired	3/12/20	PW Admin
FA	009287	2008 Ford F-250 Crew Cab 4X2 Truck	1FTSW20538B44459	7/20/2007	Retired	3/12/20	PW Engineering
CP	003345	Dell Optiplex 3010 Desktop Computer	GLYP2J02	3/5/2014	Retired	3/12/20	Info Systems
CP	003683	ViewSonic 24" LED Monitor	TST153123722	1/27/2016	Retired	3/12/20	Info Systems
FA	009064	Fiber Optics Install/Cisco 24 Port Switch	INM09231BUD	12/30/2005	Retired	3/12/20	Info Systems
CP	009555	HP 17" Flat Panel Monitor	3CQ9060N01	3/9/2005	Retired	3/12/20	Info Systems
FA	009676	HP Proliant ML350 Server	USM72406DR	6/24/2007	Retired	3/12/20	Info Systems
CP	009906	Dell Optiplex 380 Desktop Computer	D91XVK1	7/29/2016	Retired	3/12/20	Info Systems
CP	009925	Dell Optiplex 380 Desktop Computer	39NNPN1	7/29/2016	Retired	3/12/20	Info Systems
FA	009997	Dell R710 Server	9TV19K1	7/2/2009	Retired	3/12/20	Info Systems
FA	009999	Dell R710 Server	9TV19K1	7/2/2009	Retired	3/12/20	Info Systems
CP	010112	Dell Optiplex 380 Desktop Computer	2QYVML1	7/29/2016	Retired	3/12/20	Info Systems
FA	010172	COOLMASTER BOX (COMPUTER) for SEATV		2/14/2011	Retired	3/12/20	Info Systems
FA	010173	COOLMASTER BOX (COMPUTER) for SEATV		2/14/2011	Retired	3/12/20	Info Systems
FA	010174	COOLMASTER BOX (COMPUTER) for SEATV		2/14/2011	Retired	3/12/20	Info Systems
CP	010412	Dell Optiplex 380 Desktop Computer	3TCZMS1	7/29/2016	Retired	3/12/20	Info Systems
CP	010415	Dell Optiplex 390 Desktop Computer	3TDWMS1	4/5/2012	Retired	3/12/20	Info Systems
CP	010418	Dell Optiplex 390 Desktop Computer	2V4L5V1	5/4/2012	Retired	3/12/20	Info Systems
CP	010435	HP 20" Monitor	CNC212RR8Z	4/3/2012	Retired	3/12/20	Info Systems
CP	010505	Dell Optiplex 380 Desktop Computer	BYWHPW1	7/29/2016	Retired	3/12/20	Info Systems
CP	010509	Dell Optiplex 380 Desktop Computer	BYWFPW1	7/26/2016	Retired	3/12/20	Info Systems
CP	010512	Dell Optiplex 390 Desktop Computer	9NFK5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010514	Dell Optiplex 390 Desktop Computer	9NFM5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010515	Dell Optiplex 390 Desktop Computer	9NHN5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010516	Dell Optiplex 390 Desktop Computer	9NGP5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010518	Dell Optiplex 390 Desktop Computer	9NHK5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010522	Dell Optiplex 390 Desktop Computer	9NDN5V1	6/20/2012	Retired	3/12/20	Info Systems

Property Type (FA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CP	010528	Dell Optiplex 390 Desktop Computer	2V4N5V1	5/4/2012	Retired	3/12/20	Info Systems
CP	010530	Dell Optiplex 390 Desktop Computer	2V3M5V1	5/4/2012	Retired	3/12/20	Info Systems
CP	010533	Dell Optiplex 390 Desktop Computer	9NFP5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010540	Dell Optiplex 390 Desktop Computer	9NVL5V1	6/20/2012	Retired	3/12/20	Info Systems
CP	010544	Dell Latitude XT3 Notebook Computer	G56GWN1	9/21/2012	Retired	3/12/20	Info Systems
CP	010742	HP 17" Flat Panel Monitor	CNC844PW34	7/22/2016	Retired	3/12/20	Info Systems
CP	010766	Dell Optiplex 3010 Desktop Computer	JXZWRW1	2/20/2013	Retired	3/12/20	Info Systems
CP	010769	21.5" WideScreen Monitor	3027P3CS02687	3/15/2013	Retired	3/12/20	Info Systems
CP	010773	Dell Optiplex 3010 Desktop Computer	JXZWSW1	2/20/2013	Retired	3/12/20	Info Systems
CP	010774	Dell Optiplex 3010 Desktop Computer	JXZVRW1	2/20/2013	Retired	3/12/20	Info Systems
FA	010784	Polycom Video Conference System	881244119742CG	12/14/2012	Retired	3/12/20	Info Systems
CP	010812	Dell Optiplex 3010 Desktop Computer	5B8ZBY1	7/29/2016	Retired	3/12/20	Info Systems
CP	010816	Dell Optiplex 3010 Desktop Computer	8QB1GZ1	7/29/2016	Retired	3/12/20	Info Systems
CP	010821	Dell Optiplex 3010 Desktop Computer	2719DX1	7/29/2016	Retired	3/12/20	Info Systems
CP	010822	Dell Optiplex 3010 Desktop Computer	26Z8DX1	7/29/2016	Retired	3/12/20	Info Systems
CP	010828	Dell Optiplex 3010 Desktop Computer	2709DX1	7/26/2016	Retired	3/12/20	Info Systems
CP	010829	22" Flat Panel Monitor	3027P3CS02659	7/25/2016	Retired	3/12/20	Info Systems
CP	010862	Dell Optiplex 3000 Desktop Computer	5B9X8Y1	8/19/2013	Retired	3/12/20	Info Systems
CP	010865	Dell Optiplex 3000 Desktop Computer	5B8Y8Y1	8/19/2013	Retired	3/12/20	Info Systems
CP	010867	Dell Optiplex 3000 Desktop Computer	5B9Z8Y1	8/19/2013	Retired	3/12/20	Info Systems
CP	010870	Dell Optiplex 3000 Desktop Computer	5B9Y8Y1	8/19/2013	Retired	3/12/20	Info Systems
CP	010878	21.5" WideScreen Monitor	3257P3CS00404	8/22/2013	Retired	3/12/20	Info Systems
CP	010891	Dell Optiplex 3010 Desktop Computer	23C2BY1	9/9/2013	Retired	3/12/20	Info Systems
CP	010897	Dell 19" WideScreen Monitor	CN06JX4Y6418037J0VKM	9/9/2013	Retired	3/12/20	Info Systems
CP	010900	Dell 19" WideScreen Monitor	CN06JX4Y6418037J0VBM	9/9/2013	Retired	3/12/20	Info Systems
CP	010902	Dell 19" WideScreen Monitor	CN06JX4Y6418037J0UUM	9/9/2013	Retired	3/12/20	Info Systems
FA	000137-CC	New Phone Installation		8/12/1992	Retired	3/12/20	Info Systems
FA	000137-DD	New Phone Installation		8/12/1992	Retired	3/12/20	Info Systems
FA	000137-EE	New Phone Installation		8/12/1992	Retired	3/12/20	Info Systems

<b>Property Type (FA or CP)</b>	<b>Asset Tag No.</b>	<b>Detailed Description of Asset</b>	<b>Serial No.</b>	<b>Purchase Date</b>	<b>Reason for Disposal</b>	<b>Surplus Date</b>	<b>Location</b>
FA	000137-U	Cable Runs for Add'l Phones		4/14/1992	Retired	3/12/20	Info Systems
FA	000137-V	Cable Runs for Add'l Phones		4/14/1992	Retired	3/12/20	Info Systems
FA	000137-X	Cable Runs for Add'l Phones		4/14/1992	Retired	3/12/20	Info Systems
FA	008963-B	Cisco Unity Messaging Software		11/16/2006	Retired	3/12/20	Info Systems
FA	008963-BW	Cisco NCH Phone & Voicemail		10/10/2002	Retired	3/12/20	Info Systems
FA	008963-EG	NCH Cisco Phone Lines		11/27/2002	Retired	3/12/20	Info Systems
FA	008963-EJ	NCH Cisco Phone Lines		11/27/2002	Retired	3/12/20	Info Systems
FA	008963-EP	NCH Cisco Phone System		11/27/2002	Retired	3/12/20	Info Systems



# MEMORANDUM

To: Administration & Finance Committee

From: Steve Pilcher, CED Director

Re: Amendment to ILA relating to environmental review of the Sea-Tac Airport Sustainable Airport Master Plan.

Date: March 5, 2020

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On March 6, 2018, an Interlocal Agreement (ILA) was executed by the cities of Burien, Normandy Park, Des Moines, and SeaTac for review of environmental documents prepared in support of the Sea-Tac Airport Sustainable Airport Master Plan (SAMP). The ILA provides a framework for the four cities to pool resources to fund outside consulting assistance in this review. A consultant team headed by the law firm of LGN was selected by the cities to perform this service. Per the agreement, SeaTac was to be the contract administrator and the City of Burien would serve as “the bank” (i.e., collect funds and pay the consultant).

The consultant did assist the cities in providing thorough comments for the “scoping process” for the planned SEPA Environmental Impact Statement (EIS).

As you know, the Port’s progress on the SAMP EIS has been slower than expected, which has necessitated an extension of the contract. Meanwhile, there have been staff changes at two of the participating cities, which is exacerbated by my pending retirement.

As noted above, the current ILA provides, “Contracts for consultant(s) shall be administered by the City of SeaTac”. Specifically, I have been administering the contract. However, with my upcoming retirement, the City of Des Moines’ representative has the most history with the project and has agreed to assume the responsibility of contract administration. Therefore, the ILA needs to be amended merely to reflect this change of responsibility. The attached draft amendment will make that change.

As this is a minor issue, staff is suggesting this item be placed on the consent agenda for an upcoming Council meeting.

**FIRST AMENDMENT TO THE  
INTERLOCAL AGREEMENT BETWEEN THE CITIES OF  
BURIEN, DES MOINES, NORMANDY PARK AND  
SEATAC FOR ENVIRONMENTAL REVIEW OF THE  
SEA-TAC AIRPORT  
SUSTAINABLE AIRPORT MASTER PLAN**

WHEREAS the Interlocal Agreement (ILA) between the Cities of Burien, Des Moines, Normandy Park and SeaTac for Environmental Review of the Sea-Tac Airport Sustainable Airport Master Plan (SAMP) dated March 6, 2018 is hereby amended as follows:

1. Paragraph 7 of the ILA is amended to read as follows:

**7. Contract Management.** Contracts for consultant(s) shall be administered by the City of Des Moines. These responsibilities include monitoring of work of the consultant in terms of content and timeliness; coordinating with the City of Burien regarding the consultant invoices and payments; and, arrangement of meetings to address the comments of the Parties; etc.

2. All other terms of the March 6, 2018 ILA shall remain unchanged.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2020.

**CITY OF BURIEN**

**CITY OF DES MOINES**

\_\_\_\_\_  
Name: Brian J. Wilson  
Title: City Manager

\_\_\_\_\_  
Name: Michael Matthias  
Title: City Manager

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Name: Kari Sand  
Title: City Attorney

\_\_\_\_\_  
Name: Tim George  
Title: City Attorney



**CITY OF NORMANDY PARK**

**CITY OF BURIEN**

\_\_\_\_\_  
Name: Mark Hoppen  
Title: City Manager

\_\_\_\_\_  
Name: Carl C. Cole  
Title: City Manager

**APPROVED AS TO FORM:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Name: Jim Haney  
Title: City Attorney

\_\_\_\_\_  
Name: Mary Mirante Bartolo  
Title: City Attorney



# MEMORANDUM

To: Administration & Finance Committee  
From: Kristina Gregg, City Clerk  
Date: March 12, 2020  
Re: Hotel/Motel Tax Advisory Committee Annual Review

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## 1. Hotel/Motel Tax Advisory Committee Annual Review

SMC 2.15.180 (C). Annual Council Review.

“As required by RCW 67.28.1817(1), the City Council shall annually review the membership of the Committee, and shall make such changes to the number of members appointed to the Committee as the Council may deem appropriate. In no event shall the number of Committee members be reduced to less than five (5).”

RCW 67.28.1817 (1) provides in relevant part: “The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.”

**Background:** April 25, 2019, the A&F Committee reviewed the Hotel/Motel Tax Advisory Committee membership and recommended Council reduce the membership from nine to seven. The A&F Committee also agreed to review the membership numbers again in one year to determine if further reduction to five members was necessary.

Ordinance #19-1013, adopted May 28, 2019, reduced the Hotel/Motel Tax Advisory Committee membership to seven.

The membership currently is one Councilmember, three representatives of businesses required to collect the Lodging Tax, and three persons involved in activities authorized to be funded by revenue received from the tax. As of the February 25, 2020 Regular Council Meeting, all positions on this committee have been filled. In the past, it was difficult to fill all of the positions.

This committee has not had any attendance issues with the current membership.

**Recommendation:** Retain the current committee membership.

**Question:** Does the A&F Committee agree with the recommendation?

**2. Terms**

**Background:** The H/M Tax Advisory Committee members are appointed for three year terms. Five of the six positions have terms ending September 30, 2020. The sixth position has a term ending September 30, 2022.

If five positions end at the same time, and multiple members do not want to be considered for re-appointment, we may run into a quorum issue for a committee that has a history of being difficult to fill.

**Recommendation:** Allow the City Clerk and Mayor to stagger the terms in September when the positions come up for re-appointment or new members are appointed. The proposal is the following:

Business required to collect the tax	Person involved in activities authorized to be funded by revenue received from the Lodging Tax
9/30/2022	9/30/2022*
9/30/2023	9/30/2023
9/30/2024	9/30/2024

\*This is the current term which isn't recommended to be revised.

**Question:** Does the A&F Committee agree with the proposed recommendation?

**Next steps, if recommendations are agreed to:**

**1. Hotel/Motel Tax Advisory Committee Annual Review**

- A&F Committee Report by the Chair at the March 24 Regular Council Meeting. Since the Council confirms the Mayor's appointments, the Council as a whole is deemed the appointing authority; therefore, this needs to be reviewed with the entire Council.

**2. Terms**

- As re-appointments/appointments are made, the City Clerk and Mayor will stagger the terms as listed above. These appointments will come before the City Council for confirmation.



# MEMORANDUM

To: Administration and Finance Committee  
Through: Gwen Pilo, Finance Director  
From: Ali Shasti, Engineering Review Manager  
Date: March 12, 2020  
Re: Proposed Transportation Concurrency Fee

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**Summary:** Transportation concurrency is one of the goals of the Growth Management Act (GMA) and refers to the timely provision of public transportation facilities and services relative to the demand for them. To maintain concurrency means that adequate public facilities are in place to serve new development as it occurs or within a specified time period (6 years for the State of Washington); improvements are then "concurrent with development".

**Background:** This topic has been before T&PW at the following meetings: 3/16/2017, 5/18/2017, 11/27/2017, 7/19/2018, 9/19/2019. On 11/7/2019 the T&PW committee forwarded this topic to Council. Stakeholder meetings on this topic were held in January 2018 and September 2019. The T&PW committee's recommendation to Council was for adoption. City Council unanimously approved Agenda Bill #5306 (Ordinance #20-1001) on January 28, 2020, establishing a Transportation Concurrency Program for the City..

**Analysis:** In order to implement Transportation Concurrency Program approved by the Council, PW Engineering Review Division (ERD) has come up with a Concurrency Application form. To recover staff cost of accepting and reviewing Concurrency Application, ERD is proposing a nominal fee of one hour based on current standard hourly rate of \$107.50 for each Concurrency Application. The Transportation Concurrency program will go into effect on April 6, 2020.

**Recommendation:** It is proposed to charge a Transportation Concurrency application fee of \$107.50 (current standard hourly rate/SeaTac Fee Schedule 2020) to cover associated staff time to perform intake and review of the Application.

<b>Other Engineering Inspections and Fees</b> (Technology Fee Applies)	
<b>Commercial Traffic Circulation Review</b>	
a. On-site review only, no right-of-way improvements	\$179.50
b. On-site and right-of-way improvements review	\$538.00
c. Review for compliance with SEPA conditions	\$179.50
<b><u>Concurrency Application &amp; Review</u></b>	<b><u>One hour (at standard hourly rate)</u></b>
<b>Plan Revision Fee</b>	
a. Each occurrence	\$215.00
b. Plus additional hourly fee	Standard hourly rate
<b>Permit Renewal Fee</b>	50% of standard application fee
<b>Related Inspections and Other Services</b>	Standard hourly rate
<b>Reclamation Bond Release Inspection</b>	\$202.00
<b>Standard Bonding Rate</b>	
The standard bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
<b>Transportation Impact Fees</b>	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	<a href="#">See Schedule of Transportation Impact Fees to determine fee amount</a>
<b>Variance - Temporary Noise</b>	\$219.00
<b>Variance - Engineering Review</b>	\$500.00