

City of SeaTac
Regular Council Meeting Minutes
Virtual Meeting

March 24, 2020
6:00PM

City Hall
Council Chambers

CALL TO ORDER: Mayor Erin Sitterley called the SeaTac City Council Regular Meeting to order at 6:05 p.m.

COUNCIL PRESENT: Mayor Erin Sitterley, and the following Councilmembers (CMs) participated remotely: Deputy Mayor (DM) Peter Kwon, Senayet Negusse, Joel Wachtel, Clyde Hill, Takele Gobena, and Pam Fernald.

STAFF PRESENT: City Manager Carl Cole (remotely), City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Information Systems Manager Bart Perman, Government Relations & Information Manager Kyle Moore, Community & Economic Development (CED) Director Steve Pilcher (remotely)

FLAG SALUTE: Mayor Sitterley led the Council, audience, and staff in the Pledge of Allegiance.

AGENDA REVIEW:

Mayor Sitterley made the following announcements:

- A. During this COVID-19 public health emergency, due to social distancing protocols, pursuant to the Governor's and public health officials' orders, Council meetings will be conducted virtually and the City Council will not hear any in-person public comments. Public comments received by email at publiccomment@seatacwa.gov before 4 p.m. the day of a Council meeting will be mentioned by name and subject during the meeting and then posted to the City's website.
- B. The agenda was revised March 23 to add Agenda Bill #5439; A Motion ratifying the Proclamation related to business licenses issued by the Mayor on March 23, 2020.

SUSPEND THE RULES:

A Motion suspending the Council Administrative Policies and Procedures to streamline our meetings and allow for virtual meetings during the COVID-19 public health emergency.

MOVED BY FERNALD, SECONDED BY HILL TO SUSPEND THE COUNCIL ADMINISTRATIVE POLICIES AND PROCEDURES TO STREAMLINE OUR MEETINGS AND ALLOW FOR VIRTUAL MEETINGS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY.

MOTION CARRIED UNANIMOUSLY.

A Motion suspending the Council Administrative Policies to remove New Business from this and future agendas during the COVID-19 public health emergency.

MOVED BY FERNALD, SECONDED BY WACHTEL TO SUSPEND THE COUNCIL ADMINISTRATIVE POLICIES AND PROCEDURES TO REMOVE NEW BUSINESS FROM THIS AND FUTURE AGENDAS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY.

MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS:

City Clerk Gregg announced the following public comments:

- Earl Gipson – Possible Ethics Code Violation by a Councilmember
- Roger Kadeg – Agenda Bill #5443 and Agenda Bill #5370
- Chuck D'Arielli – Virus and hoarding of items

PRESENTATIONS:

Census 2020 Proclamation.

Mayor Sitterley read the proclamation declaring April 1 as Census Day.

PRESENTATIONS (continued):

Key City Issues and Requests for Direction

City Manager Cole commented on the following items:

- (1) Governor Inslee Has issued a “Stay at Home” declaration, which triggers the City’s pandemic plan and cuts services to essential services only, as of March 25, 2020, all City facilities will be closed and a skeleton staff will be tending to essential services
- (2) Grant Application – Puget Sound Regional Council (PSRC) and the Federal Highway Administration - \$861,540 (with \$134,460 City match)

Council discussion ensued regarding the status of hiring the Communications and Digital Media Strategist position; impact to services that the City provides to seniors; and thanked staff for all they’ve been doing during this time.

Committee Updates (for items not included on the agenda) and review of proposed Council Information Requests

Mayor Sitterley: Administration & Finance (A&F) Committee - Hotel/Motel (H/M) Tax Advisory Committee annual membership review, and terms.

DM Kwon: Puget Sound Regional Council (PSRC) Regional Transit Oriented Development (TOD) Advisory Committee – regional housing strategy, Transit Oriented Equity Plan, next meeting June 19, 2020; 4Culture Board will conduct meetings virtually March 25.

CONSENT AGENDA:

Approval of claims vouchers (check no. 127508 - 127655) in the amount of \$4,330,406.18 for the period ended March 19, 2020.

Approval of payroll vouchers (check no. 55524 - 55543) in the amount of \$115,395.60 for the period ended March 15, 2020.

Approval of payroll electronic fund transfer (check no. 100710 - 100859) in the amount of \$425,016.21 for the period ended March 15, 2020.

Approval of payroll wire transfer in the amount of \$62,265.36 for the period ended March 15, 2020.

Approval of Council Meeting Minutes:

Administration & Finance Committee meeting held February 27, 2020

Council Workshop held March 7, 2020

Regular Council Meeting held March 10, 2020

The following items were reviewed at the March 12, 2020 Administration & Finance Committee meeting and recommended for placement on this Consent Agenda:

Agenda Bill #5431; A Motion ratifying the Proclamation of Emergency issued by the Mayor on March 12, 2020.

Agenda Bill #5419; A Motion declaring City property surplus and authorizing its disposal.

Agenda Bill #5416; A Resolution #20-002 adding a Transportation Concurrency Application Fee to the City Fee Schedule.

Agenda Bill #5433; A Motion authorizing the City Manager to execute an amendment to an Interlocal Agreement for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan.

CM Fernald requested Agenda Bill #5433 be removed from the Consent Agenda to be discussed under Unfinished Business.

MOVED BY WACHTEL, SECONDED BY KWON TO ACCEPT THE CONSENT AGENDA AS PRESENTED, WITH THE REMOVAL OF AGENDA Bill #5433.

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

Agenda Bill #5370; A Motion authorizing the City Manager to enter into a contract with Mosaic Technology to implement a Disaster Recovery Solution.

Summary: The City currently does regular backups of its data network and stores these backups both onsite and in cloud storage locations. This solution is adequate for day to day business, but it is not adequate to support the City's continued operation in the event the physical network infrastructure is compromised due to a disaster. With the current setup, it could take weeks or months to rebuild the system and get it up and running. The proposed solution would provide a virtual replication of critical hardware and software systems making all critical applications and network services available in a matter of hours after a disaster. This is critical to effectively provide Continuity of Operations and Continuity of Government in the event of a catastrophic event.

Costs for the first year are estimated at \$91,969 which includes the software and maintenance, initial setup, and cloud storage. Ongoing costs are estimated at \$44,000 per year for cloud replication and storage. Funds used would include:

One Time

Municipal Capital Improvement Funds-Computer Software-\$19,795
General Fund-Enterprise Software Maintenance and Support-\$67,780
General Fund-Professional Services-\$4,400

Ongoing

General Fund-Enterprise Software Maintenance and Support-\$44,000

In addition to this initial setup, it is recommended that the City increase its Internet bandwidth from 100MBPs to 500MBPs. This increase will provide a much quicker, efficient and reliable synchronization between in house systems and the cloud backup. The cost to increase the speed will be \$3,700 for 2020 and will be covered by savings in other areas. Ongoing costs will be covered in the next budget cycle.

The A&F Committee reviewed the proposal at their February 27, 2020, meeting and recommended this to the full council for approval.

IS Manager Perman reviewed the agenda bill summary.

MOVED BY WACHTEL, SECONDED BY GOBENA TO PASS AGENDA BILL #5370.*

Council discussion ensued regarding A&F Committee review, charges, level of service guarantee, and backups.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #5439; A Motion ratifying the Proclamation related to business licenses issued by the Mayor on March 23, 2020.

Summary: SMC 2.75.060 provides that the Mayor has the authority "to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council."

The Mayor issued a Proclamation related to business licenses on March 23, 2020, in response to the novel coronavirus (COVID-19). This Proclamation authorizes the City Manager to notify the Business Licensing Service (BLS) that when a business owner contacts BLS stating they are faced with undue hardship as a result of the state of emergency related to COVID-19, BLS has the City's approval to extend the expiration of City business licenses with a March 31, 2020 expiration date to May 31, 2020. Additionally, the City Manager is authorized to grant further extensions during the current state of emergency. This Motion ratifies the Mayor's proclamation as required by SMC 2.75.060 (A).

The Mayor issued this proclamation on March 23, 2020, and must be confirmed at the earliest practicable time by the City Council. This is being referred to the Council directly in order to have Council confirmation as soon as possible.

City Attorney Mirante Bartolo reviewed the agenda bill summary.

ACTION ITEMS (continued):

Agenda Bill #5439 (continued):

MOVED BY FERNALD, SECONDED BY HILL TO PASS AGENDA BILL #5439.*

Council discussion ensued regarding Federal funding; this is a deferral, not a waiver; and this gives the City Manager the ability to extend the expiration if needed.

*MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS:

Agenda Bill #5433; A Motion authorizing the City Manager to execute an amendment to an Interlocal Agreement (ILA) for environmental review of the Sea-Tac Airport Sustainable Airport Master Plan (SAMP).

Summary: In March 2018, the cities of SeaTac, Burien, Des Moines, and Normandy Park entered into an ILA for environmental review of the Sea-Tac Airport SAMP. Through this ILA, the cities hired a consultant to provide assistance with the environmental review. Currently, the City of SeaTac is responsible for managing the contract with this consultant. Due to the upcoming retirement of CED Director Steve Pilcher, this responsibility will be transferred to the City of Des Moines. The proposed ILA Amendment formally transfers this responsibility.

On March 12, 2020, the A&F Committee recommended placing this item on the March 24, 2020 Consent Agenda.

MOVED BY FERNALD, SECONDED BY WACHTEL TO PASS AGENDA BILL #5433.*

CED Director Pilcher explained the reasons for this agenda item.

Council discussion ensued regarding the A&F Committee review, why Des Moines?, temporary change?, more administrative and coordinating, the City isn't giving up rights or authorities, and how decisions are made.

Mr. Cole clarified, the scope of work is what drives actions and the scope of work was already agreed to previously.

*MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS: Removed from agenda

COUNCIL COMMENTS: CMs had the following comments:

CM Gobena: (1) Census 2020; and (2) COVID-19 - help neighbors, vulnerable community; provide additional information on the website; and support small businesses.

CM Fernald: (1) thanked City staff for their efforts during the COVID-19 public health emergency; (2) Census 2020; and (3) look out for neighbors, be kind to each other.

CM Hill: (1) COVID-19 - neighbors helping neighbors at a distance; and (2) requested resource guides be distributed to other concentrated areas (The Reserve, Windsor Heights), and be made available through the website.

DM Kwon: (1) first virtual meeting, (2) local businesses are hurting, support local if able, (3) some companies are busier because of COVID-19 and are hiring; and (4) SeaTac is still operating if the public needs to contact staff.

CM Negusse: (1) be vigilant about fraudulent and inaccurate communications, (2) stay safe and take care of each other.

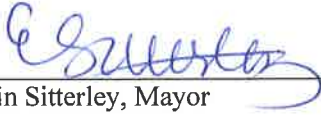
CM Wachtel: (1) message to age 60 and over who are in the high risk category and need to quarantine to be safe; and (2) this virus will affect the City in the future, but the City is in good hands and in a good place.

Mayor Sitterley: (1) as a healthcare provider, this is nothing to mess around with; (2) interviewed quite a few applicants and then did some interviews by phone, and for the first time in a long time, all advisory committees will be full once these new members are appointed; and (3) read letter from Martha Washington (wife of first President George Washington).

EXECUTIVE SESSION: None

ADJOURNED:

MAYOR SITTERLEY ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:29 PM.



Erin Sitterley, Mayor



Kristina Gregg, City Clerk

*CITY OF SEATAC
2020 Census Day*

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, the City of SeaTac is committed to ensuring every resident is counted; and

WHEREAS, the City of SeaTac has a large percentage of hard-to-count communities that historically have been undercounted and/or do not self-report as well as others; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the census is confidential and protected by law; and

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens.

NOW, THEREFORE, I, Erin Sitterley, Mayor of the City of SeaTac, on behalf of the City Council, do hereby recognize April 1, 2020 as Census Day because by this date every home in SeaTac will have received an invitation to participate in the 2020 Census and the City encourages all City residents to participate in the 2020 Census.

Signed this 24th day of March 2020.

Erin Sitterley

Erin Sitterley, Mayor

