

City of SeaTac
Regular Council Meeting Minutes
Virtual Meeting

July 14, 2020
6:00PM

City Hall
Council Chambers

CALL TO ORDER: Mayor Erin Sitterley called the SeaTac City Council Regular Meeting to order at 6:00 p.m.

COUNCIL PRESENT (remotely): Mayor Erin Sitterley, Deputy Mayor (DM) Peter Kwon, Councilmembers (CM) Senayet Negusse, Stanley Tombs, Clyde Hill, Takele Gobena, and Pam Fernald.

STAFF PRESENT (remotely): City Manager Carl Cole, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Information Systems Manager Bart Perman, Civil Engineer II Colum Lang, Senior Management Analyst Tim Ramsaur, Finance & Systems Director Pilo, Economic Development (ED) Manager Aleksandr Yeremeyev, Acting Community & Economic Development (CED) Director Jennifer Kester, Senior Planner Kate Kaehny, Public Works (PW) Director William Appleton, City Engineer Florendo Cabudol, Asset Management Coordinator Justin Alipio, Police Captain Joseph Hodgson

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

Mayor Sitterley stated condolences to the City of Bothell, family, friends, and fiancé of officer shot in the line of duty.

AGENDA REVIEW:

- A. Due to the current COVID-19 public health emergency, and social distancing protocols, pursuant to the Governor's and public health officials' orders, this meeting will be conducted virtually.
- The meeting will be live streamed on SeaTV Government Access Comcast Channel 21 and the City's website.
 - The public may also call in to the conference line to listen to the meeting at 206.973.4555. You will not be able to participate in the meeting. If you are unable to mute your phone, everyone else on the call-in line will be able to hear you, so please refrain from speaking.
 - No one will be able to physically attend this meeting.
- B. The City Council will not hear any in-person public comments. Public comments received by email at publiccomment@seatacwa.gov before 4 p.m. today will be mentioned by name and subject and then posted to the City's website.

PUBLIC COMMENTS: Julien Loh, Puget Sound Energy Local Government Affairs and Public Policy Manager – Resources for SeaTac Residents and Businesses

PRESENTATIONS:

Sound Transit's Federal Way Link Extension (FWLE) Project.

Civil Engineer II Lang introduced Sound Transit staff present to respond to questions: General Relations Manager Katie Drewel, Community Outreach Manager Jefferson Rose, and Project Manager Dana Wilk.

Mr. Lang provided a brief overview of Sound Transit's FWLE project and upcoming construction activities. Construction began in 2019 and is expected to open for service in 2024.

Spring/Summer 2020 activities include: Narrated Power Point Presentations (COVID adaptation), Community outreach contact information mailer, Email Construction alerts, and Project information through community partners.

Council discussion ensued with city and Sound Transit staff responding regarding tree removal and plans for replacing trees, outreach, and the project.

Key City Issues and Requests for Direction

City Manager Cole commented on the following items:

- (1) Requested the topic of deferral of improvements be referred to the Transportation & Public Works (T&PW) Committee. Council concurred.
- (2) Requested referral of the unlawful camping ordinance from the Public Safety & Justice (PS&J) Committee to a future Regular Council Meeting (RCM). Council concurred.

PRESENTATIONS (continued):

Key City Issues and Requests for Direction (continued):

- (3) July 16 – T&PW and Sidewalk Advisory Committees virtual meetings
- (4) 4th of July fireworks statistics
- (5) FEMA Grant application for COVID related costs – (1) amount to be determined, (2) 5,482
- (6) FEMA Grant application for annual renewing grant to keep emergency operations plan up-to-date - \$16,005
- (7) Planning Commission (PC) work plan due to the City Council by July 15. It will be emailed to the Council tomorrow.
- (8) Census events coming up: July 16 at City Hall, next week training will occur at City Hall and Community Center, and August 7 – King County (KC) has provided 8,000 additional masks as incentive to fill out census forms.

Council discussion ensued regarding fireworks, census, and unlawful camping ordinance.

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

CM Hill: July 2 Parks & Recreation (P&R) Committee – Human Services funding categories and applications, Community Services Advisory Committee (CSAC) will begin meeting twice per month to review applications, Sunset Park, COVID activities, lifeguards, North SeaTac Park soccer fields project, Special Meeting Scheduled for July 22

DM Kwon: July 2 T&PW Committee – proposed increase in solid waste rates by KC; South County Area Transportation Board (SCATBd) will meet next week; Puget Sound Regional Council (PSRC) Transportation Policy Board – routine amendment to Transportation Improvement Program (TIP), projects proposed for 2023-2024 Federal Highway Administration and Federal Transit Administration Funds

CM Tombs: Planning & Economic Development (PED) Committee – Parks, Recreation & Open Spaces (PROS) plan, Housing needs assessment as part of the Housing Action Plan; Hotel/Motel (H/M) Tax Advisory Committee (HMAT) - \$455,000 ask for funding for an 18-month study

CM Fernald – no PS&J Committee meeting in July; Sidewalk Advisory Committee meeting is scheduled for July 16 at 6:00 p.m.

Mayor Sitterley – Administration & Finance (A&F) Committee met last week and most items are on tonight's agenda other than financial and investment reports, a special meeting is scheduled for July 30 at 4:00 p.m.; Public Issues Committee (PIC) – cancelled August meeting, discussed City budget issues

CONSENT AGENDA:

Approval of claims vouchers (check no. 128182 - 128315) in the amount of \$5,821,999.66 for the period ended July 9, 2020.

Approval of payroll vouchers (check no. 55602 - 55613) in the amount of \$70,755.68 for the period ended June 30, 2020.

Approval of payroll electronic fund transfer (check no. 101707 - 101845) in the amount of \$637,072.54 for the period ended June 30, 2020.

Approval of payroll wire transfer in the amount of \$166,890.99 for the period ended June 30, 2020.

Approval of Council Meeting Minutes:

Public Safety & Justice Committee meeting held May 14, 2020

Parks & Recreation Committee meeting held June 4, 2020

Transportation & Public Works Committee meeting held June 18, 2020

Regular Council Meeting held June 23, 2020

MOVED BY HILL, SECONDED BY FERNALD TO ACCEPT THE CONSENT AGENDA AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

Agenda Bill #5437; A Motion authorizing the City Manager to enter into a contract with ARC Architects to provide architect services related to potential security and operational modifications to City Hall.

Summary: The City advertised a Request for Qualifications (RFQ) from January 9–February 13, 2020, seeking architect services. The specific services focused on City Hall and the PW/Parks Maintenance Facility. The RFQ stated that the City needed a detailed and thorough assessment of current facility condition deficiencies, space allocations and improvements, review of the prepared security reports and seismic needs, and prepare costs estimates of all corrections, capital renewal needs, and long term maintenance costs. The focus of the analysis is to increase customer service, increase employee safety, increase the functionality of space for staff, and provide improvements so these facilities last another 20-30 years. The City also required that the selected firm was capable of providing full architectural design services. The firm must have expertise with government buildings, space planning, security improvements, logistics, seismic assessments, facility conditions assessments and project management.

The details of both facilities are as follows: (1) City Hall is now 40 years old and the mechanical, electrical and plumbing (MEP) systems need to be evaluated and a comprehensive system analysis needs to be performed. This type of analysis will lead to recommended improvements and modifications along with costs associated with current and future systems. In addition, there was a previous study completed in 2005 of the seismic upgrades for this building. Additionally, in 2019, the Department of Homeland Security Completed a Security and Vulnerability Assessment of City Hall. Prior to any implementation of physical improvements all reports and analysis should be completed prior to any City Hall proposed modifications and changes; (2) As the City continues to add new infrastructure in both the PW and Parks Departments their Maintenance Facility needs to be expanded based upon those improvements that reflect increasing staffing levels and equipment needs. The need for an Emergency Operations Center (EOC) and space allocated as a secondary City Hall during an emergency is also envisioned with the improvements. In addition, the city contracted with G4S Corporate Risk Services to evaluate the security needs of both the Community Center and the Maintenance Shops and the results of that report would be used in the analysis and design.

The City created a team (PW, Parks, Planning, Legal, IT, and the City Manager's Office) to assess the four proposals and conduct interviews of firms that most represented the needs of the City. Those interviews and follow-up review of additional projects of the 4 firms were conducted on March 12, 2020.

Based upon the interviews and projects the team selected the Architect Firm of ARC Architects to fulfill the RFQ Proposal. Based upon the estimated costs of services to perform the scope of needs identified in the Request for Qualifications, the City can only move forward with the City Hall evaluation at this time. The total estimated costs for architectural services was City Hall - \$103,988 and for PW Maintenance Facility - \$72,340. This total estimated cost of \$176,328 is greater than the approved budget of \$100,000. The PW Facility evaluation would need to be delayed to a future budget cycle (2021-2022).

During the 2019-2020 Mid-Biennium Review the budget was amended through a decision card approving \$100,000 for architect services. The proposed estimate by the architect is for \$103,988 for performing City Hall services however we will negotiate a contract that does not exceed the proposed budget.

The A&F Committee reviewed the information on July 9, 2020 and their recommendation will be presented at the July 14, 2020 Council Meeting.

Senior Management Analyst Ramsaur reviewed the agenda bill summary and supplemental memo provided July 13, 2020. The A&F Committee recommended including the maintenance shop. A budget amendment will be done in August if the maintenance shop portion is approved.

Council concurred to discuss options prior to a motion.

Council discussed the two options, including budget.

MOVED BY KWON, SECONDED BY FERNALD TO PASS AGENDA BILL #5437, TO INCLUDE BOTH CITY HALL AND THE PUBLIC WORKS/PARKS MAINTENANCE SHOP.*

*UPON A ROLL CALL VOTE, MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS (continued):

Agenda Bill #5500; An Ordinance #20-1010 amending the 2019-2020 Biennial Budget.

Summary: Due to the Coronavirus, the City has been awarded grants from the Department of Commerce (DOC) in the amount of \$875,400 and from KC in the amount of \$44,565. Also due to the Coronavirus, the Seattle Southside Regional Tourism Authority (SSRTA) has requested \$455,000 of emergency funding from lodging tax funding. In order to allocate these funds a budget amendment is required.

General Fund (GF) - Increase revenue \$919,965. Increase expenditures \$350,000. Both grants are pass through grants from the federal CARES Act and total \$919,965. One of the eligible uses of the grant money is the provision of economic support to businesses for expenses related to the impacts of COVID-19. The A&F Committee previously agreed to recommend allocating \$250,000 of grant money to provide economic support to small business within the city. Staff is working to create the City of SeaTac Small Business Relief and Recovery Grant Program. Staff has also determined that due to other revenue sources available to reimburse the city for COVID-19 related expenses, an additional \$100,000 can be allocated to the program. Details are still being worked out, but at this time it is estimated \$350,000 would serve approximately 17% of businesses with 15 or fewer employees.

H/M Tax Fund – Increase expenditures \$455,000. The lodging and tourism industry has been significantly impacted due to the COVID-19 global pandemic. Travel restrictions have further reduced travel and subsequently Tourism Promotion Area (TPA) assessments, which provide a substantial portion of the overall SSRTA budget. With the anticipated TPA revenue shortfall and the urgent need to work on economic recovery of the travel/tourism/lodging industry, the SSRTA requested additional emergency funding to supplement their efforts. The funding will be used for the Meetings Marketing Recovery Strategy (COVID-19 Response) over the next 18 months.

The overall program is estimated at \$650,000. The SSRTA requested \$455,000 lodging tax dollars or 70% from the City of SeaTac’s H/MAC. H/MAC unanimously recommended funding this request at the full amount of \$455,000. SSRTA requested the remainder amount of \$195,000 or 30% from the City of Tukwila’s lodging tax committee (LTAC), which the committee unanimously recommended funding at the full amount.

If all requests are approved, ending fund balance across all funds is budgeted to be \$76.1 Million at the end of 2020.

The A&F Committee reviewed this at their July 9, 2020 meeting and recommended approval.

Finance & Systems Director Pilo reviewed the agenda bill summary.

MOVED BY FERNALD, SECONDED BY GOBENA TO PASS AGENDA BILL #5500 (ORDINANCE #20-1010).*

Council discussion ensued regarding SSRTA budget portion with staff responding to questions.

MOVED BY KWON, SECONDED BY GOBENA TO AMEND THE ORDINANCE TO REMOVE THE SSRTA REQUESTED \$455,000 TO BE DISCUSSED SEPARATELY.**

**MOTION CARRIED WITH GOBENA, KWON, HILL, AND FERNALD VOTING YES.

*ORIGINAL MOTION, AS AMENDED, PASSED UNANIMOUSLY.

MOVED BY HILL, SECONDED BY FERNALD TO PASS THE \$455,000 SSRTA FUNDING.

MOTION CARRIED WITH TOMBS, SITTERLEY, FERNALD, AND HILL VOTING YES.

MOVED BY HILL, SECONDED BY NEGUSSE TO RECONSIDER AGENDA BILL #5500, TO BE CONSIDERED AS ORIGINALLY PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MOVED BY NEGUSSE, SECONDED BY TOMBS TO PASS AGENDA BILL #5500 (ORDINANCE #20-1010).

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS (continued):

Agenda Bill #5506; An Ordinance #20-1011 authorizing the City Manager to execute a professional services contract with MAKERS Architecture & Urban Design for development of a Housing Action Plan, and amending the City's 2019-2020 Biennial Budget.

Summary: On April 28, 2020, the City Council authorized acceptance of a \$100,000 grant from the DOC to develop SeaTac's first Housing Action Plan. The Housing Action Plan is intended to be a tool the City can use to document existing housing needs and identify strategies to increase the amount and type of housing options for current and future residents. The SeaTac Housing Action Plan will implement these grant objectives in a way that supports City goals for strengthening SeaTac's neighborhoods. More specifically, the project will:

- Define housing needs and demand for SeaTac's communities; and
- Identify community-supported strategies that promote increased residential building capacity, including updates to policies, regulations and programs. Strategies will focus on:
 - Encouraging the development of more transit-supportive housing in SeaTac's station areas/urban villages;
 - Exploring the potential for "missing middle" (low to medium density) housing options; and
 - Expanding affordable and market rate options for all housing types while addressing environmental, infrastructure and physical characteristics specific to SeaTac as a suburban, airport city.

The project was advertised through a Request for Proposal (RFP) on May 7, 2020. After interviewing three of the six firms that responded to the RFP, the staff panel selected MAKERS Architecture & Urban Design to assist the City in developing a Housing Action Plan. MAKERS will partner with BERK Consulting on this project.

A budget amendment in the amount of \$100,000 is included in this Ordinance to fully fund this project. However, these costs will be fully reimbursed through the DOC grant so there will be no net fiscal impact to the City.

On April 28, 2020, City Council authorized acceptance of the \$100,000 DOC grant that fully funds the Housing Action Plan project. The PED Committee was briefed on the project and consultant scope at its meeting on June 25, 2020, and they recommended forwarding this item to the full Council for consideration. The PC was similarly briefed at its meeting on July 7, 2020. The A&F Committee reviewed this item at its July 9, 2020 meeting and their recommendation will be presented to the full Council at the July 14, 2020 Council Meeting.

Acting CED Director Kester and Senior Planner Kaehny reviewed the agenda bill summary.

MOVED BY NEGUSSE, SECONDED BY GOBENA TO PASS AGENDA BILL #5506 (ORDINANCE #20-1011).*

Council discussion ensued regarding the committee review and support for this item.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #5493; A Motion authorizing the City Manager to execute an amendment to an existing agreement for an upgrade to the Cityworks software.

Summary: Back in 2010, the City approved the purchase of the Cityworks software for the tracking of stormwater facility inspection and maintenance as well as tracking citizen requests and responses. Cityworks was chosen from other software platforms based on a set of selection criteria that included its GIS integration capability. Between 2010 and the present, the City has taken many steps to employ Cityworks to meet the growing needs of service/work order management and tracking City-owned assets. Unfortunately, Cityworks was never fully integrated as a functional and unified software across all departments.

The City worked with the consultant, Timmons Group, to perform an on-site Cityworks needs analysis on December 19 and 20, 2019. This effort involved IT, GIS, and asset management staff meeting with departments to evaluate what is needed from and what can be improved on in the existing Cityworks software. After IT, GIS, and asset management completed their review, a final assessment and strategic plan was developed. Based on the current and future needs of all City departments, the plan recommends a Cityworks software upgrade. The proposed Cityworks software upgrade will provide a long list of improvements, but a few of the primary features include an easier user interface, updated compatibility to support existing City systems, and the mobility to use Cityworks in the field.

At a macro level, the 2020 Cityworks software upgrade aligns resources. It helps develop and implement an information

system that can support asset management. That alignment provides the following benefits:

- Decisions are made based on a legitimate, rational, transparent, and justifiable data-driven process
- Strategic investments in data collection and service request management supports that informed decision-making
- The system fosters improved performance, communication, teamwork, and accountability
- Improves the efficiency of operations thereby creating opportunities to reduce costs.

The table below provides a detailed breakdown of subscription costs for the 2020 Cityworks software upgrade. The \$3,333 subscription amount for Year 1 is the prorated cost for the remainder of 2020 (the City had already paid the current subscription rate of \$20,000 this year). The prorated amount of \$3,333 will be paid for by reallocating funds within the Surface Water Fund (403) and the GF (001). The cost will be split evenly between the two funds for 2020.

The full annual subscription cost for the Cityworks software upgrade is \$48,000, but annual subscription costs will be discounted for years 2021, 2022, and 2023 as shown in the table below. This tiered discount will allow the City more time to properly establish the implementation without having to pay the full price of the upgrade on the front end. Executing the agreement establishes the annual subscription costs through 2023, but the city can terminate the agreement at any time. If approved, ongoing subscription costs will be addressed in the upcoming budget process accordingly.

Subscription Date Range	Subscription Amount (\$)
August 1 to December 31, 2020	\$3,333
January 1 to December 31, 2021	\$30,000
January 1 to December 31, 2022	\$40,000
January 1 to December 31, 2023	\$48,000

The T&PW Committee reviewed this item on June 18, 2020, and recommended the Motion be approved (3-0).

City Engineer Cabudol and Asset Management Coordinator Alipio reviewed the agenda bill summary.

MOVED BY HILL, SECONDED BY KWON TO PASS AGENDA BILL #5493.*

Council discussion ensued regarding committee review, integrating with GIS, and costs.

*MOTION CARRIED UNANIMOUSLY.

This item was removed from the agenda during the meeting and will be presented at a future Council meeting as a Resolution:

Agenda Bill #5483; A Motion adopting the City of SeaTac Annex to the King County Hazard Mitigation Plan.

UNFINISHED BUSINESS: None

COUNCIL COMMENTS:

CM Hill stated he's received comments about the condition of the City's right of ways (ROW). After reaching out to staff, he's received comments about how quickly the areas were then cleaned up.

CM Fernald stated be well, stay safe, wear a mask, and enjoy the weather.

CM Negusse stated be well and be safe, and thanked staff for the work put into tonight's meeting.

CM Tombs commented on the senseless killing of a police officer in Bothell.

DM Kwon commented on the following: (1) received an email with praises for an employee and how they handled work during COVID; and (2) July 16 census event.

CM Gobena stated he has received comments regarding speeding cars. He will present a CIR.

Mayor Sitterley stated appreciation of the police department.

EXECUTIVE SESSION: None

ADJOURNED:

MAYOR SITTERLEY ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 9:38 PM.



Erin Sitterley, Mayor



Kristina Gregg, City Clerk