

City of SeaTac
Regular Council Meeting Minutes
Virtual Meeting

October 27, 2020
6:00PM

Virtual Meeting

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, Deputy City Manager Gwen Voelpel, Senior Assistant City Attorney Mark Johnsen, Information Systems (IS) Manager Bart Perman, Government Relations & Communications Manager Kyle Moore, Senior Management Analyst Tim Ramsaur, Community & Economic Development (CED) Director Evan Maxim, Economic Development (ED) Manager Aleksandr Yeremeyev, ED Strategist Tanja Carter, Public Works (PW) Director William Appleton, Digital Communications Strategist Kate Langsdorf, Police Chief Jon Mattsen

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

AGENDA REVIEW:

- A. Virtual Meeting: live streamed on SeaTV Government Access Comcast Channel 21 and the City's website; conference line to listen to the meeting at 206.973.4555; and no one will be able to physically attend this meeting.
- B. Public Comments: remote oral and written public comments; speakers who signed-up prior to 4 p.m. today will be able to provide three minutes of comments; comments received 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:

Remote Public Comments –

The following people provided comments in support of the Seattle Southside Regional Tourism Authority (SSRTA) funding: Barbara Brunetti, Brandi Mitchell, Danielle Pineda, Sherrel Capio, Josh Ewing, Linda Botts, Jeff Bauknecht, Merrisa Claridge, Meredith Mara, Richard Scherzinger, and Maureen Huffman.

Earl Gipson commented on stakeholders and stakeholder meetings, specifically his concern regarding how stakeholders are determined and notified.

Written Public Comment: Barbara McMichael, SoCoCulture – Funding Seattle Southside

PRESENTATIONS:

Council Confirmation of the Mayoral Re-Appointment of James Todd and Tani Rae Standridge to the Arts, Culture & Library Advisory Committee; Appointment of Christine Bertie to the Community Services Advisory Committee; and Re-appointment of Barbara Brunetti, Brandi Mitchell, Jeff Bauknecht, and Richard Scherzinger, and Appointment of Russell Stevenson to the Hotel/Motel Tax Advisory Committee

MOVED BY HILL, SECONDED BY FERNALD TO RE-APPOINT JAMES TODD AND TANI RAE STANDRIDGE TO THE ARTS, CULTURE & LIBRARY ADVISORY COMMITTEE; APPOINT CHRISTINE BERTIE TO THE COMMUNITY SERVICES ADVISORY COMMITTEE; AND RE-APPOINT BARBARA BRUNETTI, BRANDI MITCHELL, JEFF BAUKNECHT, AND RICHARD SCHERZINGER, AND APPOINT RUSSELL STEVENSON TO THE HOTEL/MOTEL TAX ADVISORY COMMITTEE.*

Mayor Sitterley stated all of the appointees are well qualified and Council thanked the members for their service.

*MOTION CARRIED UNANIMOUSLY.

Christine Bertie, Barbara Brunetti, Brandi Mitchell, Jeff Bauknecht, Richard Scherzinger, and Russell Stevenson were in attendance.

PRESENTATIONS (continued):

Introduction of new City employee: Digital Communications Strategist Kate Langsdorf.

City Manager Cole introduced Ms. Langsdorf.

Key City Issues and Requests for Direction

City Manager Cole commented on the following items:

- (1) Requested the following items be referred to the Transportation & Public Works (T&PW) Committee: policy on noise variances for construction projects, and speed limits for construction zones. Council concurred.
- (2) Requested the following items be referred to the Administration & Finance (A&F) Committee: Amend 2020 CWA Contract and renew for 2021, Gaming Tax, Civilian Community Engagement Position, Language Access Plan, Small Business Grant, additional applications – up to \$50,000. Council concurred.
- (3) SeaTac now has a Nextdoor account
- (4) SeaTac donated \$5,000 to Westside Baby for diapers
- (5) the last day to approve Cares Act Funding is November 13, 2020. The remaining money will be spent using City Manager authority.
- (6) Calendar items: October 29, Special Hotel/Motel Tax Advisory Committee (HMAC), October 30, Furlough Friday, and November 5, Parks & Recreation (P&R) Committee and T&PW Committee meetings

Discussion ensued regarding CARES Act funding.

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

DM Kwon: T&PW Committee meeting – solid waste contract

CM Hill: Arts, Culture & Library Advisory Committee (ACLAC) – Seattle Southside RTA presentation, Toka Valu – local artist was introduced as a future member, Art Attack, Arts Master Plan; Community Services Advisory Committee (CSAC) – reviewed remaining Human Services agencies funding applications and began preparing for final recommendations; King County (KC) Joint Recommendations Committee (JRC) – will be voting to extend current Community Development Block Grant (CDBG) awards funding through to March 31, 2021 due to COVID

CM Tombs: Planning & Economic Development (PED) Committee – Comp Plan amendment briefing, and CARES Act Small Business Grant Update; HMAC is meeting October 29

Mayor Sitterley: Puget Sound Regional Council (PSRC) - Vision 2050 vote

CONSENT AGENDA:

Approval of claims vouchers (check no. 128918 - 129030) in the amount of \$2,317,046.96 for the period ended October 22, 2020.

Approval of payroll vouchers (check no. 55670 - 55679) in the amount of \$12,085.10 for the period ended October 15, 2020.

Approval of payroll electronic fund transfer (check no. 102705 - 102849) in the amount of \$404,627.87 for the period ended October 15, 2020.

Approval of payroll wire transfer in the amount of \$155,305.54 for the period ended October 15, 2020.

Approval of Summary of Grant Acceptance for the King County Flood District - \$320,000.

Approval of Council Meeting Minutes:

Planning & Economic Development Committee meeting held July 23, 2020

Administration & Finance Committee meeting held September 10, 2020

Transportation & Public Works Committee meeting held October 1, 2020

Budget Workshop 1 held October 6, 2020

Budget Workshop 2 held October 7, 2020

Budget Workshop 3 held October 10, 2020

Regular Council Meeting held October 13, 2020

Budget Workshop 4 held October 16, 2020

CONSENT AGENDA (continued):

The following item was reviewed at the October 1, 2020 Transportation & Public Works Committee meeting and recommended for placement on this Consent Agenda:

Agenda Bill #5574; A Motion authorizing the City Manager to execute a contract amendment with The Blueline Group to provide construction management services for the 2019 Drainage Spot Repair project.

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

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

Agenda Bill #5561; A Motion approving the City's 2021 Legislative Agenda.

Summary: The 2021 Legislative Agenda consists of two documents. The first document is the 2021 Legislative Priorities that contains three to five top priorities for the City at the state level. Gordon Thomas Honeywell (GTH) will proactively seek to accomplish these top priorities.

The second document is the Policy Document (formally referred to as the Internal Legislative Agenda). These are also called back page items which gives the City's lobbyist policy direction on issues that will occur during the session.

GTH will react to these items when they appear during the legislative session. This Motion approves the City's 2021 Legislative Agenda, including the two documents referenced above.

The Legislative Agenda was discussed at the September 10, 2020 and October 8, 2020 A&F Committee meetings. Additionally, two potential items (Tax Increment Financing and the UW Indoor Air Quality Study) were referred to a Special PED Committee for review on September 24, 2020. The UW Indoor Air Quality Study was referred back to the A&F Committee. The A&F Committee unanimously approved the agenda at its October 8, 2020 meeting with a recommendation of approval.

Government Relations & Communications Manager Moore introduced GTH – Vice President Josh Weiss and Assistant Government Affairs Consultant Annika Vaughn.

Mr. Weiss reviewed the process for developing the legislative agenda and reviewed the priorities: Indoor Air Quality Study, Transportation: SR 509 and SR 518, Human Trafficking, and Behavioral Health; and Policy Document – Defend State Share Revenues, Defend Local Control, County Affordable Housing Funding and Projects, and Support Broadband Access for all SeaTac Residents.

MOVED BY NEGUSSE, SECONDED BY FERNALD TO PASS AGENDA BILL #5561.*

Council discussion ensued regarding A&F Committee review and the policy document.

*MOTION CARRIED WITH NEGUSSE AND GOBENA VOTING NO.

RECESSED: Mayor Sitterley recessed the meeting for a break from 8:22 – 8:29 p.m.

Agenda Bill #5583; A Motion authorizing the City Manager to enter into an Interlocal Agreement (ILA) with surrounding municipalities to Fund School Resilience to Air Pollution Study.

Summary: Five cities, Burien, Normandy Park, Des Moines, SeaTac, and Federal Way, intend to contract with the University of Washington to perform the Study in two phases. The first phase is intended to identify the filtration efficiency of current air handling approaches in a selection of five schools north and south of the Seattle-Tacoma International Airport. The second phase of the Study is intended to intervene in selected schools north and south of the Airport by increasing within classroom particle filtration capacity and observe medium-term impacts on students receiving Indoor Air Quality Interventions or solutions.

This Motion authorizes the City Manager to execute an ILA, with the other four jurisdictions. This Agreement outlines the roles and responsibilities of each City with respect to contracting with the University of Washington to

ACTION ITEMS (continued):

Agenda Bill #5583 (continued): complete the study. The Agreement also provides that the five jurisdictions will each contribute \$12,500 to fund the first phase of the study. Representative Orwall is seeking a budget appropriation in the upcoming legislative session to fund the second phase of the Study. However, the five cities are not obligated to fund the second phase if legislative funding does not materialize.

The first phase of the study would require \$12,500 to come from the General Fund (GF) to pay for the Study. Each of the five cities are contributing \$12,500 to the study for a total of \$60,000.

This was discussed at the September 10, 2020 A&F Committee in part with the Legislative Agenda. The proposal was referred to the September 24, 2020 Special PED Committee where it was unanimously recommended for approval. The A&F Committee unanimously recommended approval on October 8, 2020.

Government Relations & Communications Manager Moore reviewed the agenda bill summary.

MOVED BY HILL, SECONDED BY FERNALD TO PASS AGENDA BILL #5583.*

Council discussion ensued regarding A&F Committee review, and the project.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #5303; An Ordinance #20-1019 amending certain Chapters of the SeaTac Municipal Code (SMC) related to transportation improvements, including frontage improvements, right-of-way (ROW) dedication, deferral of improvements, and right-of-way cross-section specifications.

Summary: Current ROW standards for the City of SeaTac are not well organized, are difficult to use, and in some cases allow for excessive interpretation. These problems increase the potential for inconsistencies in the engineering review process and can create confusion for developers.

This Ordinance amends the SMC related to frontage improvements, ROW dedication, deferral of improvements, and ROW cross-section specifications. These amendments will improve the development review process by providing clarity, consistency, and predictability for developers early in the process. Specifically, this Ordinance addresses the following:

- **Frontage Improvements:** Generally, the construction of a new building or expansion of an existing building will require frontage improvements (landscape strip, curb, gutter, sidewalk).
- **ROW Dedication:** Generally, and as needed, the construction of a new building or expansion of an existing building will require the dedication of ROW to incorporate improvements that are reasonably necessary to mitigate the direct impacts of the project.
- **Deferral of Improvements:** Code language allowing for deferral of improvements is removed and language pertaining to performance assurance devices is added to allow for completing outstanding elements of the project without delaying occupancy or final plat.
- **ROW Cross-section Specifications:** Updated ROW cross-section specifications better reflect City policy and implement the City's vision.

This Ordinance will ensure that developers are able to obtain accurate information early in the project design phase regarding ROW dedication and improvements that may be required as part of their development. This provides for developer certainty, consistent application of City code, as well as creating a contiguous and unified streetscape through the City that benefits all residents, businesses, and visitors.

This action is also a key first step in developing new ROW standards. It is the responsibility of the jurisdiction, specifically the PW Department, to manage all uses and improvements within the ROW to ensure safety, functionality and benefit for our residents and the traveling public. To accomplish this, PW is actively developing SeaTac-specific road standards. The SeaTac Road Design Manual will build on the adopted code and further position the City to better accommodate and align growth with our priorities.

ACTION ITEMS (continued):

Agenda Bill #5303; An Ordinance #20-1019 (continued):

This topic was before the T&PW Committee on 9/19/2019, 10/24/2019, 11/7/2019 and 10/1/2020. The Committee forwarded the item to full Council for consideration with a recommendation for approval. This topic was also brought before the Planning Commission (PC) on 11/5/2019 and 7/7/2020. A public hearing (PH) before the PC took place 8/4/2020 and continued to and closed on 9/15/2020. The PC recommended that this item be approved at its 10/12/2020 meeting. Stakeholder meetings on this topic were held on 11/7/2019 and 9/29/2020.

PW Director Appleton reviewed the agenda bill summary.

MOVED BY KWON, SECONDED BY NEGUSSE TO PASS AGENDA BILL #5303 (ORDINANCE #20-1019).*

Council discussion ensued regarding committee review and the code revisions.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #5559; An Ordinance #20-1020 authorizing the City Manager to enter into an Interlocal Agreement (ILA) with the Highline School District (HSD) to provide funding for internet access to eligible families during the 2020 -2021 school year as a result of the COVID-19 pandemic, and amending the City's 2019 - 2020 Biennial Budget.

Summary: The City of SeaTac received federal Coronavirus Relief Funds (CARES Act) funding through the Washington State Department of Commerce (WSDOC) to assist SeaTac residents with impacts from COVID-19. In addition, the HSD is working with Comcast to offer internet services at no charge to low income SeaTac school families through the Internet Essentials Program and with other internet access providers to provide wireless 'hotspots' in the SeaTac area. The City of SeaTac desires to allocate some of its CARES Act funding to the HSD to pay for the Internet Essentials program for eligible families for the 2020-2021 school year to help provide them some relief from COVID-19 impacts. The funding will not exceed \$120,000.

The HSD's responsibilities will be to work with Comcast administering the Internet Essentials Program providing an estimated 1,000 family households internet access for \$9.95/month for a 12-month period with the possibility of two additional months free. The HSD will invoice SeaTac, and SeaTac will only reimburse, for committed accounts for this program.

The budget will increase expenses in the GF by \$120,000 to pay for this program, but will be offset by CARES Act funding.

The A&F Committee reviewed the information on September 10, 2020 and recommended approval.

Senior Management Analyst Ramsaur reviewed the agenda bill summary.

MOVED BY TOMBS, SECONDED BY FERNALD TO PASS AGENDA BILL #5559 (ORDINANCE #20-1020).*

Council discussion ensued regarding committee review and ways to spend the CARES funding.

MOTION FAILED WITH NEGUSSE AND GOBENA VOTING YES.

Agenda Bill #5557; A Motion directing staff to work with the Seattle Southside Regional Tourism Authority (SSRTA) to review and establish performance metrics related to the use of lodging tax money and SSRTA operations in the City of SeaTac.

Summary: Following the October 10, 2020 budget workshop, staff reviewed questions posed by the City Council related to the SSRTA. Many of these questions are specific to the operations of the SSRTA, the SSRTA revenues, and the SSRTA expenditures. The City Council questions are compiled into a memorandum together with the best staff response currently available. Please note that some City Council questions cannot be fully answered because relevant data / information has not yet been collected.

ACTION ITEMS (continued):

Agenda Bill #5557 (continued):

Many of the questions raised by the City Council relate to how lodging tax revenues generated by businesses in the City of SeaTac are being used by the SSRTA to benefit the SeaTac community and support ED. To properly address this subject, it is necessary to provide a brief overview of the relevant tax revenues, Tourism Promotion Area (TPA) special assessment revenues, the SSRTA's role, and the City oversight role.

In 2014, the TPA was formed through the adoption of an ILA with the Cities of Des Moines and Tukwila. The main purpose for creating the TPA was to allow hotels with 90 or more rooms located within the TPA to impose a special self-assessment of \$2.00 per occupied room night, which would be used for the purpose of tourism promotion services. Lodging industry representatives strongly supported the formation evidenced by their initiation petition. The City of SeaTac was the chartering entity for the SSRTA, a special use public authority, which was formed to manage and operate the TPA.

The SeaTac City Council is designated as the Legislative Authority for the purposes of the TPA and the approval of the SSRTA budget. The Legislative Authority is responsible for the approval of a budget for the expenditure of the TPA special assessments. In the context of the use of the TPA self-assessment (i.e. the \$2.00), the promotion of "tourism" involves increasing tourism visits by people who are traveling from more than fifty miles to visit the TPA. The special assessments can be used for the following purposes: (a) general promotion of tourism within the TPA as specified in the SSRTA business plan; (b) marketing of convention and trade shows that benefit local tourism and the lodging businesses within the TPA; (c) marketing of the TPA region to the travel industry in order to benefit local tourism and the lodging businesses; (d) marketing of the TPA region to recruit sporting events; and (e) formation and start-up costs and on-going administration and operation expenses of the TPA and its programs, including staff costs, public notices and advertising, legal costs, accounting, and auditing.

The City's oversight of the SSRTA's budgeted use of the TPA special assessments is limited to ensuring that these monies are used for the above purposes. The SSRTA budget also incorporates "Lodging Tax" monies, which are authorized through a separate process. Finally, the City Council may also consider a change to the ILA with Des Moines and Tukwila.

Separate from the TPA, the City of SeaTac also levies a lodging tax of 1% to fund tourism related activities. The lodging tax was originally established in 1998, and revenues are deposited in a restricted fund (Hotel/Motel Lodging Tax Fund #107). The lodging tax is intended to allow applicants, including the SSRTA and the City of SeaTac, to engage in activities involved in the promotion of tourism and related activities. For the purposes of the lodging tax use, "tourism" is not as rigidly defined as it is for the TPA special assessments. RCW 67.28 provides that use of lodging tax monies requires that entities "apply" to the City's Lodging Tax Committee (HMAC) for the use of these funds. The HMAC must select the candidates for funding from amongst the applicants applying for use of these monies, and provide a list of such applicants and recommended amounts of funding to the City Council for final determination. Furthermore, The City Council may choose only recipients from the list of applicants and recommended amounts provided by the HMAC for funding. Lodging Tax monies can be used for the following purposes: (a) Tourism marketing; (b) Marketing and operations of special events and festivals designed to attract tourists; and (c) Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district.

Although the City Council cannot authorize the use of lodging tax monies to fund applications that are not recommended by the HMAC, it may decide to forgo funding a recommended applicant, or propose to fund a recommended applicant for a different amount of funding. In either case, such proposals must be submitted to the HMAC for review and comment at least 45 days prior to the Council taking final action on the proposal.

As noted above, many questions raised by the City Council relate to how lodging tax revenues generated by SeaTac businesses are being used by the SSRTA to promote tourism for the benefit of the SeaTac community and to support economic development. However, the City Council has not previously established SeaTac-specific metrics to evaluate the use of these tax revenues. Further, the City's oversight role and authority of the TPA is different from the oversight role and authority related to the lodging tax monies.

ACTION ITEMS (continued):

Agenda Bill #5557 (continued):

Consequently, it is recommended that the City Council direct the staff to work with the SSRTA in 2021 to develop performance metrics related to the use of lodging tax money and SSRTA operations in the City for Council review and approval. By developing performance metrics, staff anticipates that the Council will be able to more clearly evaluate the SSRTA operations as the Council reviews and makes budgetary decisions.

Since these issues impact the proposed 2021-2022 Biennial Budget, it was necessary to present this information and proposal as soon as possible.

CED Director Maxim reviewed the agenda bill summary. ED Manager Yeremeyev was present to respond to questions.

MOVED BY TOMBS, SECONDED BY FERNALD TO PASS AGENDA BILL #5557.*

Council discussion ensued regarding committee review, the process for approving funding, and whether the tax should be increased.

*MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS: None

COUNCIL COMMENTS:

CMs Negusse, and Fernald, DM Kwon, and Mayor Sitterley reminded everyone to vote.

CM Tombs and DM Kwon thanked everyone for staying through this long meeting.

DM Kwon also commented on the following: (1) mail theft is on the rise, (2) coffee chat on Sunday, (3) daylight savings, and (4) Happy Halloween.

CM Gobena also commented on the vote on Agenda Bill #5559.

CM Hill commented on agreeing to disagree and keeping the conversations civil.

Mayor Sitterley commented on John Thompson's obituary.

EXECUTIVE SESSION: None

ADJOURNED:

MAYOR SITTERLEY ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 10:50 PM.


Erin Sitterley, Mayor


Kristina Gregg, City Clerk