

**City of SeaTac**  
**Regular Council Meeting Minutes**  
**\*Virtual Meeting\***

July 13, 2021  
6:00 PM

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, Senior Assistant City Attorney Mark Johnsen, Information Systems (IS) Manager Bart Perman, Deputy City Manager (DCM) Gwen Voelpel, Community & Economic Development (CED) Director Evan Maxim, Planning Manager Jenn Kester, Public Works (PW) Director William Appleton, City Engineer City Engineer Florendo Cabudol, Parks, Community Programs and Services (PCPS) Director Lawrence Ellis, Recreation and Cultural Services Manager Brian Tomisser

**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.
- B. Public comment opportunities to commenters who signed-up or provided written comments prior to 2 p.m.

**PUBLIC COMMENTS:** None

**PRESENTATIONS:**

**Council confirmation of Mayoral appointment of Amanda Leon to the Hotel/Motel Tax Advisory Committee.**  
MOVED BY HILL, SECONDED BY NEGUSSE TO CONFIRM THE MAYORAL APPOINTMENT OF AMANDA LEON TO THE HOTEL/MOTEL TAX ADVISORY COMMITTEE.\*

Ms. Leon introduced herself and Council discussion ensued regarding the appointment.

\*MOTION CARRIED UNANIMOUSLY.

**Key City Issues and Requests for Direction**

City Manager Cole commented on the following items:

- (1) Requested the following referrals with Council concurrence:
  - a. Solid Waste Contract to Transportation & Public Works (T&PW) Committee
  - b. Strategic Property plan to Planning & Economic Development (PED) Committee
  - c. Options for obtaining ownership of all or part of North SeaTac Park to Parks & Recreation (P&R) Committee
- (2) Arson fire that occurred over the weekend
- (3) Grant application – Washington Recreation Parks Association - \$15,000 grant for youth programing
- (4) Calendar
- (5) Distinguished Budget Award

Council discussion ensued regarding apartment fire. future meetings, North SeaTac Park, and lifeguards at Angle Lake.

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

CM Tombs: PED Committee meeting – Buxton report, King County (KC) - Countywide Planning Policies & Growth Target, CARES Funding Program

CM Hill: Community Services Advisory Committee (CSAC) meeting – presentation by a Human Services Agency, metrics have been met by most agencies. Lutheran Community Services will be unable to support Back to School Fair this year, but staff is researching options. arson fire update

**PRESENTATIONS (continued):**

**Committee Updates (continued):**

DM Kwon: National League of Cities (NLC) summer event series

CM Fernald: Public Safety & Justice (PS&J) Committee meeting – new legislative rules (KC Sheriff's Office (KCSO) is already doing most of the new rules)

Mayor Sitterley: A&F Committee meeting – copier lease, property acquisition of Des Moines Creek Park, results of City Hall and Maintenance Facility assessment and analysis

**CONSENT AGENDA:**

**Approval of claims vouchers (check no. 131094 - 131208) in the amount of \$82,691.63 for the period ended July 8, 2021.**

**Approval of payroll vouchers (check no. 55855 - 55867) in the amount of \$82,691.63 for the period ended June 30, 2021.**

**Approval of payroll electronic fund transfer (check no. 105164 - 105311) in the amount of \$679,293.72 for the period ended June 30, 2021.**

**Approval of payroll wire transfer in the amount of \$170,995.39 for the period ended June 30, 2021.**

**Approval of Council Meeting Minutes:**

**Planning & Economic Development Committee meeting held May 27, 2021**

**Transportation & Public Works Committee meeting held June 17, 2021**

**Regular Council Meeting held June 22, 2021**

**The following items were reviewed at the June 10, 2021, Administration & Finance Committee meeting and recommended for placement on this Consent Agenda:**

**Agenda Bill #5706; An Ordinance #21-1018 amending the 2021-2022 Biennial Budget to include lodging tax funding for a 2021-2022 SeaTac Hotel - Westfield Shuttle program.**

**Agenda Bill #5743; A Motion approving the 2021 amended budget for the Seattle Southside Regional Tourism Authority (SSRTA).**

**The following items were reviewed at the July 8, 2021, Administration & Finance Committee meeting and recommended for placement on this Consent Agenda:**

**Agenda Bill #5767; A Motion authorizing the City Manager to execute a copier lease agreement from Canon Solutions America based on National IPA Program and Master Contract pricing.**

The following items were requested to be removed from the Consent Agenda to be discussed under Unfinished Business:

DM Kwon requested Agenda Bill #5743 be removed.

CM Gobena requested Agenda Bill #5706 be removed.

**MOVED BY FERNALD, SECONDED BY GOBENA TO ACCEPT THE CONSENT AGENDA AS PRESENTED, WITH THE REMOVAL OF AGENDA BILLS #5706 AND #5743.**

**MOTION CARRIED UNANIMOUSLY.**

**ACTION ITEMS:**

**Agenda Bill #5758; A Motion adopting the 2021 Arts and Culture Master Plan.**

**Summary:** The Arts and Culture Master Plan will provide the PCPS Department guidance in all areas of arts and culture for future programming. A comprehensive Arts and Culture Master Plan strengthens competitiveness when applying for federal, state and local arts grants.

**ACTION ITEMS (continued):**

**Agenda Bill #5758 (continued):**

In 2019, KC 4Culture awarded Framework Cultural Placemaking \$14,000 to assist the city in developing an Arts and Culture Master Plan. The following year, the City Council approved an additional \$14,000 to complete the Arts and Culture Master Plan with the support of Framework Cultural Placemaking. The Arts and Culture Master Plan consists of three different sections: Opportunities Report, Implementation Plan, and Action Plan.

Each section of the Arts and Culture Master Plan benefited from community engagement. Outreach efforts gathered diverse art and culture feedback citywide in order to reflect community desires and trends. Framework Cultural Placemaking, members of the Arts, Culture and Library Advisory Committee (ACLAC), and City staff conducted the outreach. Significant public input was gathered through a public survey, interviews with local leaders, hosting a "Cultural Conversation" event with local non-profits and faith-based organizations, and was supplemented with information from recent studies. This includes culling relevant data from the recently approved 2020 Parks, Recreation and Open Space (PROS) Plan.

There is no budget significance to adoption. Any future efforts would be reflected in adopted budgets and/or budget amendments. None are forecasted for the 2021-2022 budget.

The P&R Committee reviewed this item June 3, 2021 and recommended approval.

Recreation and Cultural Services Manager Tomisser reviewed the agenda bill summary.

Introduced Consultant Lesley Bain who was present to respond to questions.

MOVED BY HILL, SECONDED BY NEGUSSE TO PASS AGENDA BILL #5758.\*

Council discussion ensued regarding the plan and committee review. Council thanked ACLAC for their assistance.

\*MOTION CARRIED UNANIMOUSLY.

**Agenda Bill #5704; A Resolution #21-008 approving a 12-year Multi-family Tax Exemption (MFTE) Agreement with Adara at SeaTac, LLC related to the proposed development of a third residential tower at 15221 International Boulevard (1B).**

**Summary:** Prior to the Covid-19 pandemic, CAP Acquisitions, LLC (aka Inland Construction) entered into a Purchase and Sale Agreement with the City for purchase of the former SeaTac Center property with the intent to redevelop the site into a multi-family residential project in two separate phases. Currently, under construction is the first phase of their project. "Polaris at SeaTac." This phase will create 385 affordable residential apartments in two residential towers plus approximately 20,000 square feet of ground level commercial space. All units in the Polaris phase are rent- and income- restricted at 60% Adjusted Median Income (AMI). "Adara at SeaTac" is the second phase of this redevelopment project that will result in construction of an additional residential tower with 220 apartments and approximately 7,500 square feet of commercial space.

Due to the pandemic, financing for the Adara phase has been on hold because lenders have significantly curtailed loans for primarily market rate projects since March 2020. As a result, it was necessary to restructure the timing of the closing of the Adara parcel. It was determined that the property for the Polaris project would move forward in May 2020 so construction could begin on the first phase of their project, and the parties would enter into a ground lease with an option to purchase on the Adara property.

In April 2019, Inland applied for a 12-year Multi-Family Tax Exemption for the Adara and Polaris towers. For a property to qualify for this exemption (RCW 84.14 and SMC 3.85), an applicant must commit to renting at least twenty percent (20%) of the multi-family housing units as affordable housing to low- and moderate-income households. The Adara building will offer 44 units (20%) that are rent and income restricted to moderate income households. Those households can earn up to 115% of the King County Area AMI. The low-income household requirements of RCW 84.14 and SMC 3.85 are met in the Polaris buildings' MFTE agreement. The Polaris and Adara buildings are considered one project and property in City land use approvals (SPR19-0002, SEP19-0007, DEV19-0001).

**ACTION ITEMS (continued):**

**Agenda Bill #5704; Resolution #21-008 (continued):**

All requirements set forth in SMC 3.85 have been satisfied, and thus, pursuant to SMC 3.85.070, the City Manager has approved the application. Therefore, the owner must now enter into a contract with the City, approved by the City Council, regarding the terms and conditions of the project under SMC 3.85. Once the contract is approved, the City will issue a conditional certificate of tax exemption that will be good for three years. Once the project is complete, a final certificate of tax exemption will be issued to start the 12-year exemption period. After 12 years, the property will no longer be eligible for this exemption and will be subject to taxation.

This was reviewed at the May 13, 2021, Administration and Finance Committee and was recommended for approval.

Planning Manager Kester reviewed the agenda bill summary.

MOVED BY TOMBS, SECONDED BY FERNALD TO PASS AGENDA BILL #5704 (RESOLUTION #21-008).\*

Council discussion ensued regarding the agreement terms.

\*MOTION CARRIED WITH GOBENA VOTING NO.

**Agenda Bill #5710; An Ordinance #21-1018 authorizing the City Manager to award a contract to Road Construction Northwest, Inc., amend an existing professional services contract with Otak, Inc. authorize construction expenditures, and amend the 2021-2022 Biennial Budget for the South 180th Flood Reduction Project (SWMCIP-08).**

**Summary:** The South 180th Street Flood Reduction Project aims to eliminate recurring flooding on City right-of-way (ROW) at the terminus of South 180th Street, near the entrance to the Hunt's Club Apartments.

To achieve this, a small segment of South 180th Street will be repaved and raised out of the flood plain. The road in this area will be regraded and sidewalks that are disturbed will be replaced.

In addition to the road work on South 180th Street, portions of the existing storm drainage system will be removed and replaced. This will include reconstruction of the drainage outlet at the terminus of South 180th Street, replacement of several undersized drainage pipes on South 182nd Street, and a re-grade of the existing drainage channel between South 180th Street and South 182nd Street. New landscaping and wetland plantings will accompany the work on South 180th Street and within the drainage channel. In addition to the flood reduction improvements, the project will add an asphalt pedestrian path connecting South 180th Street and South 182nd Street. This path will meet Americans with Disabilities Act (ADA) standards and will incorporate City standard pedestrian lighting fixtures.

The project was advertised on June 3, with a bid opening on June 24. A total number of four bids were received with Road Construction Northwest, Inc. being the lowest responsible responsive bidder at \$1,081,860. The low bid is approximately 5% above the engineer's estimate of \$1,031,337. A budget amendment is requested to allocate \$504,570.62 to fund the construction contract, a 10% contingency, as-needed design support services, and inspection overtime for the project.

Funding:

403 Surface Water Management (SWM) Utility Fund	\$825,890.20
Encumbered Costs (ROW and Design Expenses)	<u>(\$115,414.83)</u>
Total Funding Available	\$710,475.38

Expenditures:

Construction Bid	\$1,081,860
Construction Contingency (10%)	\$108,186
Design Services During Construction (On-Call)	\$15,000
Staff Overtime	<u>\$10,000</u>
Total Expenditures	\$1,215,046

**ACTION ITEMS (continued):**

**Agenda Bill #5710; Ordinance #21-1018 (continued):**

The requested Budget Amendment will allocate \$504,570.62 to the project from the 403 SWM Utility Fund. Please note that the project received grant funding through a KC Flood Control District Flood Reduction Grant in an amount of \$250,000 for design and \$320,000 for construction.

The T&PW Committee reviewed this item at its July 1, 2021 meeting and recommended approval.

City Engineer Cabudol reviewed the agenda bill summary.

MOVED BY KWON, SECONDED BY FERNALD TO PASS AGENDA BILL #5710 (ORDINANCE #21-1018).\*

Council discussion ensued regarding the costs and the project details.

\*MOTION CARRIED UNANIMOUSLY.

**Agenda Bill #5491; A Motion authorizing the City Manager to execute an Interlocal Agreement (ILA) with King County (KC) for the Lakes to Sound Trail Segment C project.**

**Summary:** The Lakes to Sound Trail Segment C project will construct approximately 1.8 miles of paved shared use trail that connects to the 16-mile regional trail system connecting Lake Washington to the Puget Sound at Des Moines Beach Park. SeaTac is among a group of stakeholders that include the cities of Burien, Tukwila, Renton, and Des Moines. The Washington State Department of Transportation (WSDOT) and Port of Seattle (POS) are also stakeholders. This project is delivered by KC with funding provided by WSDOT as mitigation for the SR509 Completion Project.

This Motion authorizes execution of an ILA that outlines the roles and responsibilities for SeaTac and KC in constructing and maintaining this trail project. The finished trail segment will be an asset owned and maintained by SeaTac. The ILA also includes a legal description and figures, project map of Segment C, form of restrictive covenant, quit claim bill of sale, wetland mitigation maintenance agreement, and an assignment of easement. There is no funding obligation associated with executing this ILA, however the City will need to program funding for future maintenance and operation of this trail segment in the future.

Funding for the Lakes to Sound Trail Segment C project is provided by the WSDOT through KC. There is no funding obligation from SeaTac. The City will need to program funding for future maintenance and operation of this trail segment in the future.

This item was reviewed by the T&PW Committee on July 1, 2021, and forwarded to Council for action with a recommendation for approval.

City Engineer Cabudol introduced David Shaw and Sujata Goel. He reviewed the agenda bill summary.

MOVED BY KWON, SECONDED BY FERNALD TO PASS AGENDA BILL #5491.\*

Council discussion ensued regarding the trail.

\*MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS:**

**Agenda Bill #5706; An Ordinance #21-1019 amending the 2021-2022 Biennial Budget to include lodging tax funding for a 2021-2022 SeaTac Hotel - Westfield Shuttle program.**

**Summary:** The Hotel / Motel lodging tax fund 107 is a restricted use tax fund. The allowable uses per the RCW 67.28 include: (a) Tourism marketing; (b) The marketing and operations of special events and festivals designed to attract tourists; (c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or (d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) of the internal revenue code of 1986, as amended.

**UNFINISHED BUSINESS (continued):**

**Agenda Bill #5706; Ordinance #21-1019 (continued):**

Per the RCW, the Hotel/Motel Tax Advisory Committee (HMATC) reviews and makes recommendation on lodging tax funding allocation applications. The Council then receives the recommendations for the final review and approval.

The HMATC made such a funding recommendation on May 26, 2021 for Council consideration to approve a lodging tax expenditure of \$141,000 to reinstate a tourism related shuttle and promotion program in 2021 and 2022. Pending the Council action to approve the recommended City budget amendment, the shuttle program would be reinstated.

Related to the City's recommended budget amendment in this Agenda Bill #5706, a proposed motion under Agenda Bill 5743 seeks subsequent approval of an amendment to the 2021 budget for the Seattle Southside Regional Tourism Authority (SSRTA), reflecting changes to revenues and expenditures in 2021 related to reinstating the SeaTac - Westfield Shuttle program funded by SeaTac lodging tax funds in 2021 and in 2022. The 2022 expenditures will be included in SSRTA's 2022 budget.

The SSRTA will oversee the program and contract with a third-party shuttle operator to provide the service. The shuttle will be wrapped in promotional graphics and operate as a driving billboard for SeaTac's tourism amenities.

Budget Significance: \$59,000 for 2021 and \$82,000 in 2022 for a \$141,000 total.

The HMATC reviewed this item on April 14, May 12, and May 26. The PED Committee reviewed this item April 22. The A&F Committee reviewed this item on June 10. All three committees recommended approval.

MOVED BY TOMBS, SECONDED BY NEGUSSE TO PASS AGENDA BILL #5706 (ORDINANCE #21-1019).\*

Council discussion ensued regarding the Shuttle Program and the benefits to the City.

\*MOTION CARRIED UNANIMOUSLY.

**Agenda Bill #5743; A Motion approving the 2021 amended budget for the Seattle Southside Regional Tourism Authority**  
**Summary:** SeaTac is the chartering entity for the SSRTA, which manages and operates the Tourism Promotion Area (TPA). The SeaTac City Council was designated by the three participating cities in the TPA (SeaTac, Des Moines and Tukwila) as the legislative authority.

One of the responsibilities of the legislative authority is the approval of a budget of revenues and the expenditures. The Council approved the 2021 SSRTA budget on November 10, 2020 (AB# 5584) and amended the budget on November 24, 2020 (AB# 5585).

The proposed motion approves an amendment to the 2021 budget for the SSRTA, reflecting changes to revenues and expenditures in 2021 related to reinstating the SeaTac - Westfield Shuttle program funded by SeaTac lodging tax funds in 2021. The amended budget also includes changes in revenues and expenditures related to COVID-19 relief funding provided by KC.

For 2021, the approved amount program cost included in the amended SSRTA budget is for \$59,000. For 2022, the approved program cost amount is \$82,000 and will be included in SSRTA's 2022 budget when it is submitted under a separate agenda action at that time. Approval of the additional lodging tax expenditures of \$141,000 from the Hotel Motel Fund 107 for the biennium is being considered in the amendment to the City of SeaTac 2021-2022 biennial budget at the Regular Council Meeting (RCM) on July 13, 2021 under AB# 5706.

Funding the shuttle program has been extensively reviewed at the following committees: Hotel/Motel Tax Advisory Committee (HMATC) on April 14, May 12, May 26 on 4/14, 5/12, 5/26; A&F Committee on May 13, June 10; and PED Committee on May 22. The specific approval of the amended 2021 SSRTA budget was discussed at the A&F Committee on June 10 with a unanimous recommendation to place this item on the consent agenda for full Council action at the RCM on July 13, 2021.

**UNFINISHED BUSINESS (continued):**

**Agenda Bill #5743 (continued):**

MOVED BY TOMBS, SECONDED BY SENAYET TO PASS AGENDA BILL #5743.\*

Council discussion ensued regarding the amended budget.

\*MOTION CARRIED UNANIMOUSLY.

**COUNCIL COMMENTS:** CM Gobena commented on the shuttle service.

CM Negusse commented on the following items: wished everyone a safe and good night, encouraged everyone to attend planned outdoor events, and arson fire which displaced many residents.

CM Tombs commented on the fact that we have a lot of older apartment buildings and hotels which were built to code at the time but are not as safe or efficient as buildings built today.

CM Hill stated he appreciates Council passion for items, but there are procedures to discuss the items.

DM Kwon commented on the following items: City Hall reopened, arson fire, fireworks, and events.


CM Fernald commented on the arson fire and provided her update for the PS&J Committee - House Bills, introduction of Community Engagement Officer, abatement criteria for Code Compliance.

**EXECUTIVE SESSION:** None

**ADJOURNED:**

MAYOR SITTERLEY ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:56 P.M.

  
Erin Sitterley, Mayor

  
Kristina Gregg, City Clerk