

City of SeaTac
Regular Council Meeting Minutes
Virtual Meeting

September 14, 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 (*arrived at 6:03 p.m.*), Councilmembers (CM) Senayet Negusse (*left at 8:02 p.m.*), Stanley Tombs (*arrived at 6:03 p.m.*), Clyde Hill, Takele Gobena (*removed at 7:57 p.m.*), and Pam Fernald.

STAFF PRESENT (remotely): City Manager Carl Cole, Assistant City Attorney Cindy Corsilles, City Clerk Kristina Gregg, Information Systems (IS) Manager Bart Perman, Community & Economic Development (CED) Director Evan Maxim, Planning Manager Jenn Kester, Senior Planner Kate Kaehny, Associate Planner Alena Tuttle, Public Works (PW) Director William Appleton, City Engineer Florendo Cabudol

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:

2021 National Recovery Month Proclamation.

CM Tombs and Kwon arrived at this point in the meeting.

Mayor Sitterley read the proclamation.

King County (KC) Care Authorizer Cindy Bergh thanked the City for its support.

Constitution Week Proclamation

Mayor Sitterley read the proclamation requested by resident Kathleen Brave.

Key City Issues and Requests for Direction

City Manager Cole commented on the following items:

- (1) Grants Accepted: KC Local Hazardous Waste Management Program - \$32,463; Department of Ecology (DOE) Community Litter Clean Up - \$40,000
- (2) Grants Applied for: FEMA pass through Washington State EMD – Building Resilient Infrastructure & Communities - \$220,000
- (3) Grant Acceptance on Consent Agenda tonight: KC/DOE, Local Solid Waste Financial Assistance - \$55,000; Washington State Department of Transportation (WSDOT) – Transportation Demand Management (non-competitive) - \$56,536; KC Flood Control District 2021 Sub-Regional Opportunity Fund (non-competitive) - \$346,568
- (4) Refer to Administration & Finance (A&F) Committee: Reclassification of Legal Department Assistant vacant position to a Paralegal I position
- (5) Refer to Transportation & Public Works (T&PW) Committee: Adoption of the 2021 KC Surface Water Design Manual; Water Resource Inventory Area 9 (WRIA 9) – Strategic plan review and ratification: Code review and updates – Chapter 12.10 Surface and Stormwater Management; WSDOT Memorandum of Understanding (MOU) for additional improvements to S 216th Street at Military Road S; WSDOT MOU for lighting upgrades to SR509 Mitigation projects (34th Avenue S and S 208th Street)
- (6) Calendar: September 17 – 3:30 p.m., Military Road and South 152nd Street ribbon cutting

Council discussion ensued regarding a Council Request Form (CRF) related to the Angle Lake drowning. City Manager Cole stated he is meeting with the Risk Manager about this issue on Friday.

PRESENTATIONS (continued):

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

CM Tombs: Hotel/Motel Tax Advisory Committee (HMAT) – SeaTac hotel bookings are up but won't make pre-Covid volumes until 2023 or 2024, and asking to transfer 2021 Opportunity Fund allotment to 2022

CM Hill: Senior Citizen Advisory Committee (SCAC) – financial update, status report about pausing purchase of sensory garden water feature; Arts, Culture & Library Advisory Committee (ACLAC) – Highline SeaTac Botanical Garden, Master Plan – Communications/Visibility Team, fall special events

CM Fernald: Sidewalk Advisory Committee (SAC) field tour attended by CM Tombs.

DM Kwon: T&PW Committee – all items are on tonight's agenda

Mayor Sitterley: A&F Committee – National League of Cities travel approvals, CRF 2021-08 regarding posting individual CM votes, audit update, biennial budget amendment, mid-biennium calendar

CONSENT AGENDA:

Approval of claims vouchers (check no. 131442 - 131563) in the amount of \$342,056.10 for the period ended August 19, 2021.

Approval of claims vouchers (check no. 131564 - 131653) in the amount of \$12,206,573.82 for the period ended September 8, 2021.

Approval of payroll vouchers (check no. 55888 - 55899) in the amount of \$15,343.23 for the period ended August 15, 2021.

Approval of payroll electronic fund transfer (check no. 105602 - 105745) in the amount of \$421,828.41 for the period ended August 15, 2021.

Approval of payroll wire transfer in the amount of \$144,813.90 for the period ended August 15, 2021.

Approval of payroll vouchers (check no. 55900 - 55910) in the amount of \$14,983.26 for the period ended August 31, 2021.

Approval of payroll electronic fund transfer (check no. 105746 - 105890) in the amount of \$663,748.22 for the period ended August 31, 2021.

Approval of payroll wire transfer in the amount of \$146,215.05 for the period ended August 31, 2021.

Approval of Grant Acceptance for the King County Department of Ecology - \$55,001.33.

Approval of Grant Acceptance for the Washington State Department of Transportation - \$56,536.00.

Approval of Council Meeting Minutes:

Parks & Recreation Committee meeting held June 3, 2021

Administration & Finance Committee meeting held July 8, 2021

Transportation & Public Works Committee meeting held July 15 and August 5, 2021

Council Study Session held August 10, 2021

Regular Council Meeting held August 10, 2021

Administration & Finance Committee meeting held August 12, 2021

Special Council Meeting held August 31, 2021

The following items were reviewed at the August 12, 2021 Administration & Finance (A&F) Committee meeting and recommended for placement on this Consent Agenda:

Agenda Bill #5727; A Resolution #21-009 establishing a Purchase Card Program and authorizing the City Manager to enter into an agreement with US Bank for credit card services.

The following items were reviewed at the September 2, 2021 Transportation & Public Works (T&PW) Committee meeting and recommended for placement on this Consent Agenda:

Agenda Bill #5782; A Motion authorizing the City Manager to execute an Interlocal Agreement with Highline Water District for the removal and replacement of water main as part of the 34th Avenue South capital improvement project (Public Works Project ST-015) in substantially similar form attached.

CONSENT AGENDA (continued):

Agenda Bill #5783; A Motion authorizing the City Manager to execute a Professional Services Contract, in an amount not-to-exceed \$197,800, with Parametrix, Inc. for developing a Stormwater Management Action Plan (SMAP), and for evaluating runoff impacts in SeaTac from Washington State Department of Transportation (WSDOT) limited access rights-of-way.

Agenda Bill #5793; An Ordinance #21 -1028 authorizing the City Manager to accept funds from the KingCounty Flood Control District Sub-Regional Opportunity Fund for the South 221st Street Drainage Improvements Project (SWMCIP-11), and amending the 2021-2022 Biennial Budget accordingly.

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

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

Agenda Bill #5639; A Resolution #21-010 adopting the SeaTac Housing Action Plan.

Summary: On April 28, 2020, City Council authorized acceptance of a \$100,000 grant from the Washington State Department of Commerce (DOC) to develop SeaTac's first Housing Action Plan. SeaTac was one of over 40 cities to receive a Housing Action Plan grant. The main goal of these grants is to create plans that identify actions cities can take to increase the local housing supply and promote housing options for current and future residents at all income levels.

Three tasks were completed to create the proposed SeaTac Housing Action Plan:

- Task 1: Housing Inventory & Assessment Report. The project's consultant team gathered data and undertook analysis to create a housing inventory and demand report. Key findings include identification of a lack of housing in SeaTac available to those at the lowest and highest income levels.
- Task 2: Public Participation. The project also undertook a robust engagement process to get community and stakeholder input on local housing priorities. This included an online open house survey with 105 participants (provided in multiple languages), resident and housing producer forums, interviews with housing advocate and non-profit organizations, and a virtual open house. Due to the pandemic, all activities were held remotely.
- Task 3: Identify Strategies to Increase Housing Options. Findings from the Housing Inventory & Assessment Report and input from community engagement activities contributed to the development of draft housing objectives and strategies. The Planning Commission and Planning & Economic Development (PED) Committee provided input and helped finalize the proposed objectives and strategies through multiple reviews and joint meetings.

SUMMARY OF PROPOSED SEATAC HOUSING ACTION PLAN: The proposed Plan identifies three framework goals, five objectives, and 12 strategies that aim to promote increases in the housing supply and types of housing available to households at all income levels. All of the strategies will be implemented through City work plans and require additional action steps by various City departments in consultation with the public and/or City Council.

Framework Goals

- Overarching goal: Increase the amount and types of housing available at all income levels.
- Align with City policies and Council priorities.
- Address housing gaps identified in the Housing Inventory & Assessment Report.

Objectives

1. Create complete communities. Strengthen neighborhoods by typing housing production to improved infrastructure, resources, amenities, and people-oriented design.
2. Develop Urban Villages near light rail. Make it easier to develop homes in the light rail station areas as part of the City's urban village strategy.
3. Increase missing middle opportunities. Increase opportunities for "missing middle" options like duplexes, triplexes, and townhouses.
4. Strive for a balance of housing options through strategies that: a) increase homeownership opportunities, b) serve young people and families, c) preserve existing owner-occupied and rental housing, d) support safe, healthy, high-quality housing, e) promote market rate rental options, and f) address homes at lower income categories.
5. Help residents and businesses stay in SeaTac and prevent disruption to communities.

ACTION ITEMS (continued):

Agenda Bill #5639; Resolution #21-010 (continued):

Housing Strategies

1. Strengthen "complete communities" policies.
2. Proactively plan and coordinate public infrastructure to support urban village development near light rail stations.
3. Conduct a multi-family parking study to analyze parking requirements in urban village/station areas.
4. Explore cost-effectiveness of creating pre-approved plans for Accessory Dwelling Units.
5. Continue conversations with the development community about actions the City can take to attract market rate rental housing.
6. Continue coordinating and providing rental assistance.
7. Add flexibility to Small Lot Single Family requirements.
8. Consider allowing cottage housing in Urban Low zones.
9. Partner with residential property owners in rezoning properties to maximize their housing potential.
10. Consider decreasing minimum lot size in the Urban Low (UL) 7,200 single-family zone.
11. Clarify condominium provisions to make them easier to use.
12. Review and clarify code requirement live/work units to encourage opportunities for small business owners.

Implementation: Once adopted, the proposed Plan will guide City actions and be implemented through changes or additions to existing City processes and procedures (such as the zoning code, City policies, and department work programs).

COMPLETION OF DEPARTMENT OF COMMERCE GRANT REQUIREMENTS: The City has fulfilled all conditions from the Department of Commerce's Housing Action Plan grant except for the requirement that City Council take action on the proposed SeaTac Housing Action Plan by October 15, 2021.

Implementing projects, if pursued, could have budget implications.

The Planning Commission (PC) reviewed the proposed Housing Action Plan at eight work sessions, including two joint work sessions with the Planning & Economic Development (PED) Committee. After conducting a public hearing (PH) on May 26, 2021, the PC met on June 1, 2021, to consider testimony and information from the public hearing. On June 15, 2021, the PC recommended that the proposed SeaTac Housing Action Plan be adopted and requested that City Council consider incorporating an additional anti-displacement housing strategy into the proposed Plan.

The PED Committee reviewed the proposed Housing Action Plan at nine work sessions, including two joint work sessions with the PC. On July 22, 2021, the PED Committee considered testimony from the public hearing and reviewed the Planning Commission's recommendation before making a recommendation to adopt the proposed SeaTac Housing Action Plan with no additional strategies.

Planning Manager Kester and Senior Planner Kaehny reviewed the agenda bill summary.

MOVED BY TOMBS, SECONDED BY FERNALD TO PASS AGENDA BILL #5639 (RESOLUTION #21-010).*

Council discussion ensued regarding the grant and the plan.

*MOTION CARRIED WITH GOBENA VOTING NO.

Agenda Bill #5632; A Motion authorizing the City Manager to award and execute a construction contract for the 34th Avenue South project (Public Works Project ST-015) to RL Alia Company, amending the professional services contract with Parametrix Inc for design services during construction, executing a contract with Perteet for construction management services, and authorizing total construction expenditures.

Summary: Project Improvements along 34th Avenue South between South 160th and 166th Streets include the construction of sidewalk, planter strips, curb, gutter, pedestrian lighting, storm drainage facilities, pavement reconstruction, traffic calming elements, water main replacement, and undergrounding of overhead utilities. Additionally, this project will include similar frontage improvements along the north side of South 161st Street and along the north side of South 160th Street.

ACTION ITEMS (continued):

Agenda Bill #5632 (continued):

The project was advertised for construction on August 9, 2021, and bids were opened on August 27, 2021. A total of eight (8) bids were received with RL Alia Company being the lowest responsive and responsible bidder at \$6,046,133. The low bid is approximately 11% below the engineer's estimate for construction. In addition to the contract bid, the requested expenditure authorization also includes a construction contingency of 10%.

Parametrix Inc. has an existing professional services contract with the City for engineering design services and is the engineer of record for this project. Additional design services from Parametrix were necessary to provide support during the bid advertisement period. The proposed contract amendment accounts for this effort and for design support services during construction on an as-needed basis. Also, due to the complexity of constructing this project and staff's current workload, Pertee is being retained to manage construction on behalf of the City.

The projected construction expenditures are an amount not to exceed \$7,452,746. Following is a detailed breakdown:

Total Appropriation:	
Transportation CIP Allocation (Fund 307 for 2021-2022)	\$8,264,214.00
Expenditures to date	\$128,985.64
Encumbered funds	\$9,742.42
Total Funding Available	\$8,125,485.94
Projected Expenditures:	
Construction Contract	\$6,046,132.60
10% Contingency	\$604,613.26
Construction Management Services (Incl. Materials Testing)	\$661,000.00
Engineering Design Support during construction (As Needed)	\$126,000.00
Inspection Overtime (As Needed)	\$15,000.00
Total Expenditures for Construction	\$7,452,746.00 (Rounded)

Note: This project received \$2.0 million in funding through the Transportation Improvement Board (TIB) and \$2.464 million of federal funding through the Safe Routes to School Program. Highline Water District (HWD) will also reimburse the City for actual costs incurred plus a 10% fee to administer the construction of their water main.

The subject project was selected by the SAC in 2018. The project was reviewed by and discussed with the T&PW Committee on several occasions. At the September 2 T&PW Committee meeting, this item was presented and discussed. The Committee recommended forwarding this item to full Council for review and action with a recommendation to approve.

City Engineer Cabudol reviewed the agenda bill summary.

MOVED BY KWON, SECONDED BY TOMBS TO PASS AGENDA BILL #5632.*

Council discussion ensued regarding the grant funding and project.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #5508; An Ordinance #21-1029 amending SeaTac Municipal Code Section 2.15 related to Citizen Advisory Committees.

Summary: At the August 13, 2020 A&F Committee meeting and the August 10, 2021 Council Study Session (CSS), the City Council discussed amending and adding language to SMC 2.15 related to youth members and diversity, and officially sunsetting the Airport Advisory Committee.

Youth Members: SMC 2.15.070 currently allows for one youth voting member for various committees. The new language will add an alternate youth position and reduce the membership term to 1 year. The City has not received any applications for youth members since adding the position to a few committees in 2017. If adopted, this language will allow for two youth to apply and participate together.

ACTION ITEMS (continued):

Agenda Bill #5508; Ordinance #21-1029 (continued):

Diversity: Although membership on Citizen Advisory Committees is open to those with diverse backgrounds, SMC 2.15 does not contain specific language emphasizing this point. Language partially taken from RCW 49.60 will be included in SMC 2.15, if adopted.

Airport Advisory Committee: The Airport Advisory Committee was suspended in January 2020. If this proposed Ordinance is adopted, the Airport Advisory Committee will officially be sunsetted.

The A&F Committee reviewed these items at their August 13, 2020 meeting. The City Council reviewed these items at their August 10, 2021 CSS. The A&F Committee and City Council recommended language related to youth and diversity.

City Clerk Gregg reviewed the agenda bill summary.

MOVED BY HILL, SECONDED BY FERNALD TO PASS AGENDA BILL #5508 (Ordinance #21-1029).*

Council discussion ensued regarding the revisions for youth and diversity and Council requests previously submitted related to advisory committees.

RECESSED/RECONVENED: Mayor Sitterley recessed the meeting for five minutes at 7:45 p.m. until 7:50 p.m

After multiple points of order were made and Council took the above recess attempting to discontinue disruptions in the meeting by a CM, Mayor Sitterley made the following motion:

MOVED BY SITTERLEY, SECONDED BY HILL TO REMOVE COUNCILMEMBER GOBENA FROM THE MEETING.

MOTION CARRIED.

*MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS: None

COUNCIL COMMENTS: CM Negusse wished everyone a good night.

CM Tombs encouraged everyone who has received a COVID vaccine to take a picture of the vaccination card with your phone,

CM Negusse left at this point in the meeting.

CMs Hill and Fernald, DM Kwon, and Mayor Sitterley spoke regarding Council rules and Robert's Rules of Order, stating Council is a team sport and it takes more than one CM to enact change.

Mayor Sitterley also commented on the hydro plane races which occurred at Angle Lake Park.

EXECUTIVE SESSION: None

ADJOURNED:

MAYOR SITTERLEY ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:14 P.M.


Erin Sitterley, Mayor


Kristina Gregg, City Clerk

City of SeaTac
2021 National Recovery Month

WHEREAS, behavioral health is an essential part of one's overall health and wellness; and

WHEREAS, prevention of mental and substance use disorders works, treatment is effective, and millions of Americans lives have been transformed through recovery; and

WHEREAS, the impact of mental health and substance use disorders is apparent in our local community so preventing and overcoming mental and substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

WHEREAS, we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

WHEREAS, Recovery Month reminds people in recovery and those who support them, that recovery belongs to all of us and that no one is alone in the journey through recovery; and

NOW, THEREFORE, I, Erin Sitterley, Mayor of the City of SeaTac, on behalf of the City Council, do hereby proclaim the month of September 2021 as *NATIONAL RECOVERY MONTH* in the City of SeaTac, and call upon our community to observe this month with appropriate programs and events that support this year's observance with the theme "*Recovery is Everyone: Every Person, Every Family, Every Community.*"

Given under my hand and the seal of the City of SeaTac this 14th day of September 2021.



Erin Sitterley

Erin Sitterley, Mayor

*City of SeaTac
Constitution Week*

WHEREAS, September 17, 2021 marks the 234th anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to read, study and preach the greatest document of human liberty and to protect the freedoms set forth in the Bill of Rights; and

WHEREAS, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation, and to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution week

Now, therefore, I, Erin Sitterley, Mayor of the City of SeaTac, along with the entire City Council, do hereby proclaim the week of September 17 through 23 as **National Constitution Week**, and call on all citizens of the City of SeaTac to reflect on the freedoms set forth in this document.

Given under my hand and the seal of the City of SeaTac this 14th day of September 2021.



Erin Sitterley, Mayor

