



Administration and Finance Committee Minutes

April 14, 2022
 4:00 PM
 Virtual Meeting

Commence: 4:01 PM
 Adjourn: 4:54 PM

Committee Members:	Present	Absent
Councilmember Takele Gobena, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Senayet Negusse	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Iris Guzmán	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Councilmember Mohamed Egal (temp)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present:

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Councilmember Takele Gobena called the meeting to order at 4:01 PM.</i>
2. Public Comment	<i>Vicky Lockwood provided a written public comment asking for the financial impact of the AWC Resolution agenda item.</i>
3. Review of the Minutes	<u> X </u> Recommended for Approval <i>A copy of the 3/10/2022 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<u> X </u> Recommended for Approval <i>Executive Assistant Lesa Ellis presented the following items for approval:</i> <ol style="list-style-type: none"> <i>1. Expense approval for City Manager Carl Cole ICMA West Coast Regional Conference Lodging: \$405.10</i> <p><i>The committee voted to approve.</i></p> <ol style="list-style-type: none"> <i>2. Expense approval for Councilmember Kwon NLC Congress of Cities Lodging: \$1,890.95 Transportation: \$477.00 Total: \$2,367.95</i>

	<p><i>The committee voted to approve.</i></p> <p>3. <i>Expense approval for Councilmember Egal</i> <i>NLC Congress of Cities</i> <i>Lodging: \$1,459.85</i> <i>Meals: \$109.48</i> <i>Transportation: \$763.70</i> <i>Total: \$2,333.03</i></p> <p><i>The committee voted to approve.</i></p>
5. Property Management & Permitting Software Replacement	<p><u> X </u> Recommended for Approval</p> <p><i>Building Services Manager Mary Kate McGee along with Information Systems Manager Bart Perman presented to the committee a proposed contract with the Davenport Group for LAMA permitting and land management software to replace the current permit tracking system. Following an RFP and selection process, staff determined the Davenport Group would best suit the City's needs. The committee recommended approval on this item, and it will be presented at the April 26 Regular Council Meeting.</i></p>
6. Additional Parks Operations Workers – 2 FTE's	<p><u> X </u> Recommended for Approval</p> <p><i>Parks Operations Supervisor Aaron Wiseman presented to the committee a request to authorize the addition of 2 Full Time Parks Operations Workers, using existing budget funds for seasonal positions for 2022. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the April 26 Regular Council Meeting.</i></p>
7. AWC Resolution	<p><u> X </u> Recommended for Approval</p> <p><i>Human Resources Director Mei Barker presented a proposed resolution allowing the City Manager to execute the Association of Washington Cities Employee Benefit Trust Health Care Program Interlocal Agreement. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the April 26 Regular Council Meeting.</i></p>
8. CRF2022-03 Compensation Review in comparison to SeaTac minimum	<p><u> X </u> Approved</p> <p><i>Human Resources Director Mei Barker presented a proposal to adjust the Senior Center Attendant and Preschool Instructor positions to higher salary ranges of pay on the City Salary Schedule, following a Council</i></p>

wage law	<i>Request Form submitted by Takele Gobena about SeaTac's minimum wage law. The Employment Standards Ordinance minimum wage of \$17.54 per hour applies only to those employed in the hospitality and transportation industry within the City, and no City employees are subject to this wage. The committee approved the range adjustments for these positions.</i>
9. Q1 Financial Review	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided an overview of the City's financial position following the first quarter of 2022.</i>
10. March 2022 Investment Report and Q1 2022 Investment Policy Compliance Review	<u> X </u> Informational Update <i>Finance & Systems Director Gwen Pilo provided the committee with the March 2022 Investment Report and Portfolio Analysis and Q1 Investment Policy Compliance Review.</i>
11. Adjourn	<i>Councilmember Takele Gobena adjourned the meeting at 4:54 PM.</i>

Pre-approval or final approval of City Council and City Manager travel related expenses

May 12, 2022

Association of Washington Cities (AWC) Annual Conference
Vancouver, WA
June 21-24, 2022
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date
Lodging	550		
Meals	75		
Transportation	400		
Registration	450	375	
Total	\$1475	\$375	

Iris Guzmán	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date 5/12/22 Expense	A&F Date
Lodging	550		
Meals	75		
Transportation	400		
Registration	450	375	
Total	\$1475	\$375	

NLC City Summit
Kansas City, MO
Nov 17-19, 2022
Two councilmembers included in Council budget

Peter Kwon	A&F Date 5/12/22 Pre-Approval - Budgeted Amount PP	A&F Date	A&F Date
Lodging	1800		
Meals	320		
Transportation	725		
Registration	700		
Total	\$3545		

NLC
 Hispanic Elected Officials (HELO) Leadership Retreat
 June 5-8, 2022
 San Juan, Puerto Rico
Not specifically budgeted, but can be absorbed in overall Council budget

Iris Guzmán	A&F Date 5/12/22 Pre-Approval Estimated costs	A&F Date	A&F Date
Lodging	1435		
Meals	242		
Transportation	820		
Registration	350		
Total	\$2847		

Takele Gobena, Chair



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: May 12, 2022
To: Administration and Finance Committee (A&F)
From: Jenn Kester, Planning Manager; Dennis Hartwick, Senior Planner
Subject: Multi-family Tax Exemption Agreement for Amelia Multifamily

Staff is providing to the A&F Committee the multi-family tax exemption (MFTE) contract (see attached) between the City and SeaTac Star Development, LLC, for the Amelia Multifamily project located in the Angle Lake Station Area at 2929 South 200th street.

Amelia Multifamily is a multi-family project consisting of 108 units. The Applicant is requesting the 12-year tax exemption that requires at least 20% of the units to be available for low- and moderate-income households. Amelia Multifamily will have 19% of the units restricted to moderate-income households and 1% restricted to low-income households. The remainder will be market-rate units. The project received preliminary site plan approval on April 26, 2022, and approval of the exemption application (see attached) was issued on May 11, 2022.

Staff requests that the A&F Committee recommends the contract go to the consent agenda at a future regular council meeting.

Attached Items:

1. MFTE Contract
2. MFTE Application
3. Approval Letter

MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT BETWEEN THE CITY OF SEATAC AND SEATAC STAR DEVELOPMENT, LLC, FOR AMELIA MULTIFAMILY

THIS MULTI-FAMILY HOUSING LIMITED PROPERTY TAX EXEMPTION AGREEMENT (“Agreement”) is entered into this ___ day of _____ 2022, by and between the City of SeaTac, a Washington municipal corporation (the “City”) and SeaTac Star Development, LLC, a Washington limited partnership (the “Owner”).

RECITALS

WHEREAS, the City has an interest in increasing residential opportunities by stimulating construction of new multi-family housing in the Angle Lake Station Area, as designated in the City’s Comprehensive Plan (“Angle Lake Station Area”) to increase housing opportunities; and

WHEREAS, the City also seeks to achieve development densities that enhance the use of the community’s mass transit opportunities and the public investment in such opportunities and promote community development and fulfillment of the City’s Angle Lake Station Area Plan; and

WHEREAS, the City has, pursuant to the authority granted to it by RCW 84.14, designated the City’s Urban Center, as designated in the City’s Comprehensive Plan, as a Residential Targeted Area for the provision of either eight- or twelve-year limited multi-family property tax exemptions (“MFTE”) for qualifying multi-family residential housing; and

WHEREAS, the Angle Lake Station Area is located with the City’s Urban Center; and

WHEREAS, the City has, through Chapter 3.85 of the SeaTac Municipal Code (“SMC”), enacted a program whereby property owners may qualify for a Final Certificate of Tax Exemption which certifies to the King County Assessor that the property owner is eligible to receive a limited property tax exemption; and

WHEREAS, pursuant to SMC 3.85.060, the Owner submitted to the City a complete application on October 12, 2020 (the “Application”), for a twelve-year MFTE for constructing 289 units of new multi-family residential housing located in the Angle Lake Station Area, to be referred to as the “Amelia Multifamily” multi-family development (the “Project”, more specifically described below); and

WHEREAS, the Project is a development also known as 2929 Multifamily in the City’s files (SPR21-0001, SEP21-0001, VAR21-0001); and

WHEREAS, pursuant to SMC 3.85.070, the City’s Community and Economic Development Director and the City Manager have determined that the Project, if completed as

proposed, satisfies the requirements for a twelve-year Final Certificate of Tax Exemption as required under Chapter 3.85 SMC and has approved the Owner's Application; and

WHEREAS, the SeaTac City Council passed Resolution No. 22-___ approving this Agreement and the terms of the Project and eligibility for the MFTE under Chapter 3.85 SMC;

AGREEMENT

NOW, THEREFORE, the City and the Owner do mutually agree as follows:

1. Subject Property and Project.

1.1. The Property. The Owner has submitted to the City preliminary site plans and floor plans for a multi-family residential housing development, located at 2929 South 200th Street, in the City's Angle Lake Station Area; (the "Property").

1.2. The Project. The proposed Project on the Property is a multi-family development that will consist of one multi-family building with a total of 108 units of apartments in a mix of studio, one-bedroom, and two-bedroom apartments and parking. During the term of this Agreement, the following housing rent - and income – restrictions shall apply:

- 1.2.1. A minimum of one percent (1%) of the housing units will be income set-aside for low-income households;
- 1.2.2. A minimum of 19 percent (19%) of the housing units will be income set-aside for moderate-income households.

2. Conditional Certificate of Acceptance. Upon execution of this Agreement by all parties, the City shall issue the Owner a conditional certificate of acceptance of tax exemption ("Conditional Certificate"), which shall expire three (3) years from the date of City Council approval unless an extension is granted by the City pursuant to SMC 3.85.070 (D).

3. Final Certificate of Tax Exemption.

3.1. Project Requirements. To qualify for a final certificate of tax exemption ("Final Certificate"), the Owner shall complete construction of the Project on the Property:

- 3.1.1. in compliance with SMC 3.85.040;
- 3.1.2. substantially as described in the most recent site plans, floor plans, and elevations on file with the City as of the date of City Council approval of this Agreement;
- 3.1.3. pursuant to all applicable Project permit conditions and requirements;

- 3.1.4. in compliance with all other generally applicable local, state, and federal land use, environmental, development, and building regulations; and
- 3.1.5. within the three-year time period as provided for on the Conditional Certificate, or within any extension thereof granted by the City.
- 3.2. Application for Final Certificate.** The Owner may request a Final Certificate upon completion of the Project and the City's issuance of either a temporary or permanent certificate of occupancy. Such request shall be submitted pursuant to the requirements of SMC 3.85.100.
- 3.3. Granting of Final Certificate.** The City shall review and either grant or deny the Owner a Final Certificate for the Project pursuant to SMC 3.85.100.
- 3.4. Annual Reporting.** Upon the City's granting of a Final Certificate, the Owner shall be responsible to comply with the annual certification and reporting requirements pursuant to SMC 3.85.110, in addition to any and all other reporting requirements of the King County Assessor's office, to maintain the tax exemption status.
- 3.5. Cancellation of Tax Exemption.** The tax exempt status of the Project may be cancelled, and the Final Certificate revoked, pursuant to SMC 3.85.120.
- 4. General Provisions.**
- 4.1. Statute References.** In this Agreement, unless the context otherwise requires, a reference to the SMC or other statute or law is a reference to that provision as extended, applied, amended, or enacted from time to time and includes any subordinate legislation.
- 4.2. Covenants Running with the Land.** The conditions and covenants set forth in this Agreement shall run with the land and the benefits and burdens shall bind and inure to the benefit of the parties. The Owner and every purchaser, assignee, or transferee of an interest in the Property, or any portion thereof, shall be obligated and bound by the terms and conditions of this Agreement and shall be the beneficiary thereof and a party thereto, but only with respect to the Property, or such portion thereof, sold, assigned, or transferred to it. Any such purchaser, assignee, or transferee shall observe and fully perform all of the duties and obligations of the Owner contained in this Agreement, as such duties and obligations pertain to the portion of the Property sold, assigned, or transferred to it.
- 4.3. Amendment.** This Agreement may not be modified or amended except by writing signed by the parties and pursuant to SMC 3.85.080.

- 4.4. Assignment.** The Owner shall not assign or transfer any interest in this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.
- 4.5. No Waiver.** Failure or delay of the City to declare any breach or default immediately upon occurrence shall not waive such breach or default. Failure of the City to declare one breach or default does not act as a waiver of the City's right to declare another breach or default.
- 4.6. Severability.** Each and every provision of this Agreement shall be deemed to be severable. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were not a part of this Agreement.
- 4.7. Notices.** All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed by first class or certified mail with postage prepaid to the address included in the signature block below, or to such other person or place as one party shall furnish to the other in writing. Notices and payments shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.
- 4.8. Governing Law / Venue.** This Agreement shall be interpreted in accordance with the laws of the State of Washington. The venue for any cause of action arising out of this Agreement shall be King County, Washington.
- 4.9. Attorney's Fees.** If any party initiates legal proceedings related to the validity, construction, enforcement, interpretation, or breach of this Agreement, the substantially prevailing party shall be entitled to all costs of such proceedings including reasonable attorney's fees. The term "legal proceedings" as used in this paragraph shall include all litigation, arbitration, administrative, bankruptcy, and judicial proceedings, including appeals therefrom.
- 4.10. Headings.** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.
- 4.11. Recording.** Upon execution by all parties, the Owner shall timely record this Agreement against the Property with the King County Auditor at the sole expense of the Owner.
- 4.12. Authority.** Each individual executing this Agreement on behalf of the City and the Owner represents and warrants that such individuals are duly authorized to execute and deliver this Agreement on behalf of each.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF SEATAC

OWNER

By _____
Name: _____
Its: _____
City of SeaTac
4800 South 188th Street
SeaTac, WA 98188

By _____
Name: _____
Its: _____
SeaTac Star Development, LLC
1420 5th Avenue, Suite 2200
Seattle, WA 98101

Approved as to form:

City of SeaTac Legal Department

STATE OF WASHINGTON)
) ss.
KING COUNTY)

On this _____ day of _____, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be an authorized representative of _____, who executed the foregoing instrument and acknowledged to me that the said instrument was signed as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

WITNESS my hand and official seal this _____ day of _____, 2022.

(Print Name) _____
Notary Public, Residing at _____

My appointment expires: _____

Multi-Family Property Tax Exemption Conditional Certificate Application

(See SeaTac Municipal Code 3.85 for complete requirements and procedures)

OFFICIAL USE ONLY

Permit Number: **MTE21-0001; Amelia Multifamily**

DEFINITION AND PURPOSE

The multi-family property tax exemption (MTE) provides special tax valuations for new multi-family housing located within the Urban Center. Qualifying multi-family housing receive property tax exemptions on the value of eligible improvements for eight (8) years for market-rate housing and twelve (12) years for affordable housing. In order to receive the 12-year exemption, at least twenty percent (20%) of the multi-family housing units must be rented or sold as affordable housing units to low- and moderate-income households.

The purpose of the MTE is to encourage residential opportunities and stimulate new construction of multi-family housing within the Urban Center.

PROCEDURE

1. **Application.** The applicant submits a complete application to the Department of Community and Economic Development. The MTE application shall be submitted any time before or in conjunction with an application for a building or other construction permit. Please note that no new applications shall be accepted under this section after December 31, 2024.
2. **Review process.**
 - a. The City reviews the application to determine whether it is consistent with the criteria in SMC 3.85.
 - b. **Approval.**
 - i. If the proposal is found to be consistent, the City approves the application.
 - ii. The applicant enters into a contract with the City, approved by the City Council, regarding the terms and conditions of the project.
 - iii. The City issues a conditional certificate of acceptance of tax exemption. The conditional certificate expires three (3) years from the date of approval unless an extension is granted as provided in SMC 3.85.
 - c. **Denial.** If the City denies the application, the City sends a notice of denial to the applicant within ten (10) working days of the denial. The applicant may appeal the denial to the City Council within fifteen (15) calendar days of the date the denial was mailed.

APPLICATION CHECKLIST

The following materials are the minimum that must be submitted to review your application to determine that it is "complete" or "incomplete" as provided under RCW 36.70B.060. Additional information may be required after review of your proposal. Please do not turn in your application until all items listed below have been checked off. Applications will not be accepted unless complete.

#	Item	Applicant	Staff
1.	A completed application form along with three (3) copies.		
2.	A legal description of the subject property.		
3.	A Title Report (dated within the last 90 days).	X	
4.	Three (3) copies of preliminary schematic site plan and floor plans of the multi-family units and the overall structure.		
5.	One paper reduction of each oversized plan to 8.5" x 11".		
6.	All oversized plans folded to 8.5" x 14" at largest.		
7.	Initial application fee of \$1,200.00 + \$5.50 tech fee.	X	

ELIGIBILITY

To be eligible for the MTE, the property must satisfy all of the following requirements:

- The property must be located in the Urban Center;
- The project must consist of at least twenty (20) dwelling units of multi-family housing, located within a residential structure or a mixed-use development, which are intended for permanent residential occupancy;
- The property must be used and/or developed in a way that increases or preserves property valuation, and the use or development of the property must represent an increased investment in the property and property maintenance that results in an increase in the over-all property values in the target area;
- The project must comply with all zoning requirements, land use regulations, and building code requirements contained in the SeaTac Municipal Code (SMC) and applicable upon land use permit approval or submittal of a complete building application, whichever occurs sooner;
- For the duration of the exemption, the property shall be in full compliance with the provisions of the SMC;
- New construction of multi-family housing must be completed within three (3) years from the date of approval of the application or by any extended deadline granted by the City; and
- The owner must enter into a written agreement with the City in which the owner has agreed to the implementation of the development on terms and conditions satisfactory to the City.

PROPERTY INFORMATION

Street Address: 2929 South 200th Street, Seatac, WA Parcel #: 344500 0019
 Site Area (square feet): _____ Zoning: CB-C

PROJECT INFORMATION

Name: ~~Seatac 02~~ **Amelia Multifamily** Updated per 04/28/2022 email from applicant. DJH
 Description (attach additional pages if necessary): _____

Term of Tax Exemption Requested: 8-Year 12-Year

Floor Area (square feet):

Project Total: 123,963 SF For Permanent Residential Occupancy¹: JC

Estimated Construction Costs:

Project Total: 00M For Permanent Residential Occupancy¹: _____

Anticipated Start Date: 02/22/2022 Anticipated Completion Date: 01/01/2022

Number of Dwelling Units:

Rental

Unit Type Affordability ²	Number of Units	Percentage of Total Units
Low-Income	1 unit	1%
Moderate-Income	20 units	19%
Market-Rate	00 units	0%
Total	100 units	100%

Owner-Occupied

Unit Type Affordability ²	Number of Units	Percentage of Total Units
Low-Income		
Moderate-Income		
Market-Rate		
Total		

¹ Includes residential common areas, circulation and mechanical space, and residential parking in calculation of residential square footage. Excludes housing units offered for rent for periods of less than one month.

² Affordable housing: housing costs do not exceed 30% of the household's monthly income.

Low-income: Less than or equal to 100% of the area median income (AMI).

Moderate-income: Greater than 100% of AMI but less than or equal to 150% of AMI.

Market-rate: Greater than 150% of AMI.

APPLICANT INFORMATION

Updated per
04/28/2022 email
from applicant. DJH

Applicant

SeaTac Star Development, LLC

Name: ~~Opportunity Zone Developer, LLC~~ Owner Authorized Agent Purchaser

Mailing Address: 1420 5th Ave, Suite 2200, Seattle, WA 98101

Phone: 206-714-8481 Email: Nick@one-forest.com

Owner (if other than applicant)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

SIGNATURE, CERTIFICATION

1. I declare that I am the owner of the property involved in this application, and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.
2. As owner of the land described in this application, I hereby indicate by my signature below that I am aware of the additional tax liability to which the property will be subject if the exemption authorized by Chapter 84.14 RCW and Chapter 3.85 SMC is canceled.
3. I, as owner of property involved in this application, am aware that if the exemption is canceled for non-compliance an additional tax will be imposed that includes: (a) the difference between the tax paid and the tax that would have been owed if it had included the value of the nonqualifying improvements dated back to the date that the improvements became nonqualifying; (b) a penalty of 20% of the difference; (c) interest at the statutory rate on the tax and penalties calculated from the date the tax would have been due without penalty if the improvements had been assessed without regard to the exemptions provided by Chapter 84.14 RCW and Chapter 3.85 SMC.

Owner's Signature:  _____ Date: 11/19/2022

Printed Name: Trent Munnery _____



05/11/2022

Trent Mummery
SeaTac Star Development, LLC
1420 5th Avenue, Suite 2200
Seattle, WA 98101

Subject: MTE21-0001: Amelia Multifamily; Approval Letter

Dear Mr. Mummery,

City staff has completed its review of the Amelia Multifamily Multi-Family Property Tax Exemption Conditional Certificate Application (MTE21-0001) for a 12-year exemption and has determined that it complies with the requirements of SMC 3.85.070 as follows:

- 1. Requirement:** When a new structure is being created, a minimum of twenty (20) new multi-family units are being constructed.
Findings: The development consists of 108 multi-family units – 87 market-rate units (80%); 20 moderate income units (19%); and 1 low-income unit (1%).
- 2. Requirement:** The proposed project is, or will be at the time of completion, in conformance with all approved plans, and all applicable requirements of the SeaTac Municipal Code or other applicable requirements or regulations in effect at the time the application is approved.
Findings: The City's SEPA Responsible Official issued a Determination of Nonsignificance on February 24, 2022 (SEP21-0001). The preliminary site plan review application (SPR21-0001) for the development was approved on April 26, 2022. The development will undergo further review at the time of the building, right-of-way, and civil permit applications.
- 3. Requirement:** The owner has complied with all of the requirements of this chapter, including but not limited to project eligibility requirements contained in SMC 3.85.050, and application requirements contained in SMC 3.85.060.
Findings: The owner has complied with all of the requirements of Chapter 3.85 SMC.
- 4. Requirement:** The project site is located within a designated residential targeted area.
Findings: The development is located in SeaTac's Urban Center, which is designated as the City's residential targeted area per SMC 3.85.030(E).

Therefore, your application is approved. The next step in the MFTE process is for you, the owner, to enter into a contract with the City, which must be approved by the City Council. Following City Council approval of the contract, and acceptance of the contract by you, the City Manager shall issue a conditional certificate of acceptance of the tax exemption.

If you have any questions concerning the above information, please contact Senior Planner Dennis Hartwick at 206-973-4837 or dhartwick@seatacwa.gov.

Trent Mummery
Page 2

Sincerely,



Carl Cole
City Manager

cc:

George Schweikart, Clark | Barnes
Evan Maxim, Community and Economic Development Department
Gwen Pilo, Finance Department
Jennifer Kester, Planning Division
Dennis Hartwick, Planning Division

CCC:lke

Amelia Multifamily

MFTE Contract

May 12, 2022



OVERVIEW

PURPOSE

To have the A&F Committee refer the MFTE contract for Amelia Multifamily to the consent agenda of a future regular council meeting.

WHY IS THIS ISSUE IMPORTANT?

1. SMC 3.85.070 requires the property owner to enter into a contract with the City for the tax exemption.
2. SMC 3.85.070 requires City Council approval of the contract.
3. Without the contract, the project will not be eligible for the MFTE.

POTENTIAL COMMITTEE ACTION

ACTION REQUESTED

- Recommend to City Council approval of the MFTE contract for the consent agenda at a future regular council meeting.

REVIEWS TO DATE

- SPR Approval: 04/26/2022
- MFTE Staff Approval: 05/11/2022

PROJECT DESCRIPTION

1. Redevelopment of former fire station #45 site.
2. Seven-story multi-family building 108 units and 78 parking spaces in structured parking.
3. 12-year tax exemption – 20% market-rate units; 19% moderate-income units; 1% low-income units.

MFTE APPROVAL CRITERIA

FROM SMC 3.85.070

1. A minimum of 20 new multi-family units are being constructed. **Complies? YES**
2. The proposed project conforms with approved plans, the municipal code, and other applicable requirements. **Complies? YES**
3. The owner has complied with all project eligibility requirements of SMC Title 3.85. **Complies? YES**
4. The project is located within the Urban Center. **Complies? YES**

STAFF RECOMMENDATION

Recommend APPROVAL to Council as criteria met.

POTENTIAL COMMITTEE ACTION

ACTION REQUESTED

- Recommend to City Council approval of the MFTE contract for the consent agenda at a future regular council meeting.
- Alternative: Recommend to City Council denial of the MFTE contract. If denial is recommended, staff requests that the A&F Committee establish the basis for their recommendation.

REVIEWS TO DATE

- SPR Approval: 04/26/2022
- MFTE Staff Approval: 05/11/2022



**MEMORANDUM
COMMUNITY & ECONOMIC DEVELOPMENT**

Date: May 6, 2022
To: A&F Committee
From: Kate Kaehny, Senior Planner
cc: Jennifer Kester, Planning Manager
Subject: **Consultant Contract Authorization: City Center/Airport District Subarea Plan & Development Code**

Summary

Staff is seeking a recommendation from the A&F Committee to the full City Council that would authorize the City Manager to enter into a contract with Otak, Inc. for the completion of a subarea plan and development code for the City Center/Airport District. Staff requests that the A&F Committee recommends the contract go to the consent agenda at a future regular council meeting.

Background

As part of a 2021-2022 Biennial Budget amendment process, City Council approved a decision card to engage a consultant to complete a subarea plan and development code for the City Center/Airport District up to \$300,000. This project is the second phase of a two-phase process to replace the current City Center Plan and its related development code, both of which were adopted in 1999. While Phase 1 of the project adopted a new development vision for the District in 2020, the Phase 2 project is necessary to implement this vision through the completion of a subarea plan and related code.

A summary of project tasks includes the following:

I-PROJECT INITIATION & FACILITATION

- Review Phase 1 Vision Report & related materials
- Create Community Engagement Plan & undertake intensive, inclusive community/stakeholder engagement process

II-ANALYSIS & ASSESSMENT

- Conduct market potential & development feasibility assessment
- Define existing conditions
- Undertake infrastructure needs assessment/opportunities & constraints analysis

III-DEVELOP & COMPLETE SUBAREA PLAN & CODE UPDATES

- Create preferred land use & development concept
- Identify development strategies & implementation steps
- Complete subarea plan
- Update development code

Consultant Services Contracting Process

An RFP seeking professional services for creating a new subarea plan and code was developed and advertised in March 2022. After evaluating the proposal from Otak, Inc., staff interviewed consultants from Otak and their project team. The Otak team was selected for final consideration based on their past experience working on town centers, downtowns, subarea, and station area plans, as well as their interview scores and staff consensus. Positive references were provided from a City Manager and Community & Economic Development Director of two other cities in the Puget Sound region regarding similar project work. The final decision to select Otak, Inc. was made jointly by the Planning Manager and interview staff. Despite the Otak proposal being the only RFP response received, staff believes they and their team will lead a well-run project and deliver a high-quality subarea plan and code that facilitate the successful implementation of the District vision.

Potential Project Schedule

Should City Council approve moving forward with the contracting with Otak, Inc, the anticipated project schedule would include the following milestones:

- Spring 2022:
 - Project kick-off
- Spring 2022 – Spring 2023:
 - Analysis & assessment tasks
 - Subarea plan development and code update tasks
- Summer 2023:
 - New subarea plan and code completed

Staff Recommendation

Staff is requesting a recommendation from the A&F Committee to the full City Council that would authorize the City Manager to enter into a contract with Otak, Inc. for the creation of a subarea plan and development code for the City Center/Airport District, through the consent agenda at a future regular council meeting.



City Center/Airport District Subarea Plan & Development Code Project



City Center Plan Update Phase 2

City Center/Airport District Subarea Plan & Development Code Project

Consultant Contract Authorization

Administration & Finance
Committee

May 12, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

1. To obtain Committee recommendation to the full City Council to authorize the City Manager to enter into a contract with Otak, Inc. for the creation a subarea plan and development code for the City Center/Airport District, through the consent agenda at a future regular council meeting.

WHY IS THIS ISSUE IMPORTANT?

1. Project is the second part of a two-phase process to replace the existing 22-year-old City Center Plan and its related development code.
2. New subarea plan and code are needed to implement the community and stakeholder supported development vision adopted in 2020.

COMMITTEE ACTION REQUESTED

ACTION REQUESTED

- Recommendation to the full City Council to authorize the City Manager to enter into a contract with Otak, Inc. for the creation a subarea plan and development code for the City Center/Airport District, through the consent agenda at a future regular council meeting.

REVIEWS TO DATE

- Council Study Session: 3/8/2022
- Planning Commission: 3/15/2022

BACKGROUND

ABOUT THE SUBAREA PLAN & CODE UPDATE PROJECT

- The current City Center Plan was adopted in 1999, as part of the Comprehensive Plan. Its twenty-year timeframe ended in 2019.
- Because of funding, the project to update the plan was split into two phases:
 - **Phase 1 Vision Report:** New community-supported vision for the long-term development of the District adopted in 2020.
 - **Phase 2 Subarea Plan:** Will complete a new subarea plan, and related development code, to build on the community-supported vision and provide strategies to help achieve it.



SUBAREA PLAN & CODE PROJECT OVERVIEW

SUBAREA PLAN & CODE PROJECT MAIN GOALS

Build on the community-supported vision and urban design framework identified in the Phase 1 Vision Report, and:

- **Optimize the community and economic opportunities** presented by adjacency to the airport, the SeaTac/Airport light rail station, and the City's and region's largest airport services and hospitality hub.
- **Conduct meaningful, inclusive outreach**
- **Provide in-depth analysis of opportunities and barriers** related to achieving the community-supported vision.
- **Identify effective and attainable actions the City can take to implement the vision.**



SUBAREA PLAN & CODE PROJECT OVERVIEW

SUMMARY OF PROJECT TASKS

I-PROJECT INITIATION & FACILITATION

- Review Phase 1 Vision Report & related policies & projects
- Create Community Engagement Plan & undertake intensive, inclusive community/stakeholder engagement process
 - City Council & Planning Commission input processes will be included

II-ANALYSIS & ASSESSMENT

- Conduct market potential & development feasibility assessment
- Define existing conditions
- Undertake infrastructure needs assessment/opportunities & constraints analysis

III-DEVELOP & COMPLETE SUBAREA PLAN & CODE UPDATES

- Create preferred land use & development concept
- Identify development strategies & implementation steps
- Complete subarea plan
- Update development code



CONSULTANT SERVICES CONTRACTING PROCESS

PROJECT BUDGETING

- As part of the 2021-2022 Biennial Budget amendment process, City Council approved a decision card for \$300,000, to create a new subarea plan and development code for the City Center/Airport District.

CONSULTANT ADVERTISING & SELECTION

- **An RFP** seeking professional services for creating a new subarea plan and code was advertised in March 2022. The proposal from Otak, Inc. was evaluated and selected for further consideration.
- **Interviews were held with Otak, Inc.**, and their project team including:
 - Leland Consulting Group (real estate & economic development strategic advisors)
 - Fehr & Peers (transportation planning & traffic engineering services)
 - EnviroIssues (public involvement and community engagement services)
- **Otak, Inc. continued** based on interview scoring and staff consensus.
- **Positive references** were provided from a City Manager and Community & Economic Development Director from two other cities in the Puget Sound region.
- **The final decision to select Otak, Inc. was made** jointly by the Planning Manager and interview staff.

SUBAREA PLAN & CODE PROJECT OVERVIEW

ANTICIPATED TIMELINE

Spring 2022:

- Project kick-off

Spring 2022 – Spring 2023:

- Analysis & assessment tasks
- Subarea plan development and code update tasks

Summer 2023:

- New subarea plan and code completed

*****Throughout entire project: Community engagement**



WALK SEATAC

It's a
5-minute walk
to
SeaTac/Airport Station

COMMITTEE ACTION REQUESTED

ACTION REQUESTED

- Recommendation to the full City Council to authorize the City Manager to enter into a contract with Otak, Inc. for the creation a subarea plan and development code for the City Center/Airport District, through the consent agenda at a future regular council meeting.

REVIEWS TO DATE

- Council Study Session: 3/8/2022
- Planning Commission: 3/15/2022

City Center/Airport District
Subarea Plan & Development
Code Project

**Draft Consultant Services
Contract with Otak, Inc.**

**CONSULTANT CONTRACT
BETWEEN THE CITY OF SEATAC AND _____**

THIS AGREEMENT is made and entered into on this _____ day of May, 2022, by and between the CITY OF SEATAC, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and Otak, Inc. , hereinafter referred to as the “Consultant,” and hereinafter referred to collectively as the “Parties.” The City hereby agrees to retain the Consultant, as an independent contractor, and the Consultant hereby agrees to serve the City pursuant to this Agreement.

1. Scope of Services.

The Consultant agrees to perform in a good and professional manner the tasks described on Exhibit “A” attached hereto and incorporated herein by this reference. (The tasks described on Exhibit “A” shall be individually referred to as a “task,” and collectively referred to as the “services.”) The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

2. Additional Services.

From time-to-time hereafter, the Parties hereto may agree to the performance (by the Consultant) of additional services with respect to related work or projects. Any such agreements shall be set forth in writing and shall be executed by the Parties prior to the Consultant’s performance of the services, except as may be provided to the contrary in Section 3 of this Agreement. Upon proper completion and execution of an amendment (Consultant Contract Amendment), such amendment shall be incorporated into this Contract and shall have the same force and effect as if the terms of such amendment were a part of this Contract as originally executed. The performance of services pursuant to an amendment shall be subject to the terms and conditions of this Contract except where the amendment provides to the contrary, in which case the terms and conditions of any such amendment shall control. In all other respects, any amendment shall supplement and be construed in accordance with the terms and conditions of this Agreement.

3. Performance of Additional Services Prior to Execution of an Amendment.

The Parties hereby agree that situations may arise in which services other than those described on Exhibit “A” are desired by the City and the time period for the completion of such services makes the execution of amendment impractical prior to the commencement of the Consultant’s performance of the requested services. The Consultant hereby agrees that it shall perform such services upon the oral request of an authorized representative of the City pending execution of an amendment, at a rate of compensation to be agreed upon by the Parties. The invoice procedure for any such additional services shall be described in Section 7 of this Agreement.

4. Consultant’s Representations.

The Consultant hereby represents and warrants that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such

services.

5. City's Responsibilities.

The City shall do the following in a timely manner so as not to delay the services of the Consultant:

- A. Designate in writing a person to act as the City's representative with respect to the services. The City's designee shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- B. Furnish the Consultant with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- C. Arrange for access to the property or facilities as required for the Consultant to perform the services provided for herein.
- D. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of performance of the services.

6. Acceptable Standards.

The Consultant shall be responsible to provide, in connection with the services contemplated in this Agreement, work product and services of a quality and professional standard acceptable to the City.

7. Compensation.

As compensation for the Consultant's performance of the services provided for herein, the City shall pay the Consultant the fees and costs specified on Exhibit "B" attached hereto and incorporated herein by this reference, or as specified in an addendum. The Consultant shall submit to the City an invoice or statement of time spent on tasks included in the scope of work provided herein, and the City shall process the invoice or statement in the next billing/claim cycle following receipt of the invoice or statement and shall remit payment to the Consultant thereafter in the normal course, subject to any conditions or provisions in this Agreement or addendum.

8. Time for Performance and Term of Contract.

The Consultant shall perform the services provided for herein in accordance with the direction and schedule provided on Exhibit "C" attached hereto and incorporated herein by this reference, unless otherwise agreed to in writing by the Parties. The Term of this Agreement shall commence on the date hereof, or, on the ____ day of May, 2022, and shall terminate upon completion of the performance of the scope of work provided herein, according to the schedule provided on Exhibit "C", unless otherwise agreed to in writing by the Parties.

9. Ownership and Use of Documents.

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Consultant as part of its performance of this Agreement ("Work Product") shall be

owned by and become the property of the City, and may be used by the City for any purpose beneficial to the City.

10. Records Inspection and Audit.

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by the City for a period of up to three (3) years from the final payment for work performed under this Agreement.

11. Public Records.

The Consultant acknowledges that the City is a public agency subject to the Public Records Act codified in Chapter 42.56 of the Revised Code of Washington and documents, notes, emails, and other records prepared or gathered by the Consultant in its performance of this Agreement may be subject to public review and disclosure, even if those records are not produced to or possessed by the City of SeaTac. Consultant agrees to cooperate fully in satisfying the City's duties and obligations under the Public Records Act.

12. Continuation of Performance.

In the event that any dispute or conflict arises between the Parties while this Agreement is in effect, the Consultant agrees that, notwithstanding such dispute or conflict, the Consultant shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.

13. Administration of Contract.

This Agreement shall be administered by Mandi Roberts, Principal Planner and Senior Project Manager, Otak, Inc., on behalf of the Consultant, and by the Mayor of the City, or designee, on behalf of the City. Any written notices required by the terms of this Agreement shall be served on or mailed to the following addresses:

CITY OF SEATAC:

City of SeaTac
Attn.: Kate Kaehny, Senior Planner
4800 S. 188th Street
SeaTac, WA 98198
Telephone: (206) 973-4800
Email: kkaehny@seatacwa.gov

CONSULTANT:

Consultant
Attn.: Mandi Roberts, Principal Planner and
Senior Project Manager
Otak, Inc.
11241 Willows Road NE, Suite 200
Redmond, WA
Telephone: (425) 822-4446
Email: mandi.roberts@otak.com

14. Notices.

All notices or communications permitted or required to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified mail, return

receipt requested, and addressed, if to a party of this Agreement, to the address for the party set forth above, or if to a person not a party to this Agreement, to the address designated by a party to this Agreement in the foregoing manner.

Any party may change its address by giving notice in writing, stating its new address, to any other party, all pursuant to the procedure set forth in this Section of the Agreement.

15. Indemnification.

The Consultant shall indemnify and hold harmless the City and its elected and appointed officers, officials, employees, volunteers and agents, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of, or arising out of the negligent acts or omissions of the Consultant, its officers, employees, agents, or any of them relating to or arising out of the performance of this Agreement. If a final judgment is rendered against the City, its elected and appointed officers, officials, employees, volunteers, agents and/or any of them, or jointly against the City and the Consultant and their respective officers, employees, agents, or any of them, the Consultant shall satisfy the same to the extent that such judgment was due to the Consultant's negligent acts or omissions.

16. Insurance.

The Consultant shall be responsible for maintaining, during the term of this Agreement, and, at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Contractor shall take out and maintain in full force and effect the following insurance policies:

The minimum insurance types and limits are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form

\$1,000,000 per occurrence liability/\$2,000,000 annual aggregate, coverage to include Premise and Operations Liability

Blanket Contractual

OCP for Subcontractors Liability

Product and Completed Operations Liability

Stop Gap Liability - \$1,000,000/\$1,000,000/\$1,000,000

AUTOMOBILE LIABILITY

\$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile

ERRORS AND OMISSIONS

\$1,000,000 per occurrence liability

PROFESSIONAL LIABILITY, ERRORS & OMISSIONS

\$1,000,000 per occurrence, and in the aggregate

WORKER'S COMPENSATION

Employees of Consultant and subcontractors are to be insured under Washington State Industrial Insurance.

The above policy limits may be obtained through the use of excess liability (umbrella) insurance. Consultant must obtain a Certificate of Insurance that complies with the requirements above, which must be approved by the City's Risk Management division.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of this Agreement.

17. Assignment.

Neither party to this Agreement shall assign any right or obligation hereunder, in whole, or, in part, without the prior written consent of the other party hereto. No assignment or transfer of any interest under this Agreement shall be deemed to release the assignor from any liability or obligation under this Agreement, or to cause any such liability or obligation to be reduced to a secondary liability or obligation.

18. Amendment, Modification or Waiver.

No amendment, modification or waiver of any condition, provision or term of this Agreement shall be valid, or, of any effect, unless made in writing, signed by the party or Parties to be bound, or such party's or Parties' duly authorized representative(s) and specifying with particularity the nature and extent of such amendment, modification or waiver. Any waiver by any party of any default of the other party shall not affect or impair any right arising from any subsequent default.

Nothing herein shall limit the remedies or rights of the Parties hereto under and pursuant to this Agreement.

19. Termination and Suspension.

Either party may terminate this Agreement upon written notice to the other party if the other party fails substantially to perform in accordance with the terms of this Agreement through no fault of the party terminating the Agreement.

The City may terminate this Agreement not less than seven (7) days written notice to the Consultant, if the services provided for herein are no longer needed from the Consultant, and/or if the legislative body of the City does not appropriate funds in the City budget to pay for such services.

If this Agreement is terminated through no fault of the Consultant, the Consultant shall be compensated for services performed prior to termination in accordance with the rate of compensation provided in Exhibit "B" hereof.

20. Parties in Interest.

This Agreement shall be binding upon, and the benefits and obligations provided for herein

shall inure to and bind, the Parties hereto and their respective successors and assigns, provided that this Section shall not be deemed to permit any transfer or assignment otherwise prohibited by this Agreement. This Agreement is for the exclusive benefit of the Parties hereto and it does not create a contractual relationship with or exist for the benefit of any third-party, including contractors, subcontractors and their sureties.

21. Costs to Prevailing Party.

In the event of such litigation or other legal action, to enforce any rights, responsibilities or obligations under this Agreement, the prevailing Parties shall be entitled to receive its reasonable attorneys' fees and costs.

22. Applicable Law.

This Agreement and the rights of the Parties hereunder shall be governed by the interpreted in accordance with the laws of the State of Washington and venue for any action hereunder shall be in the county in Washington State in which the property or project is located, and, if not site specific, then in King County, Washington; provided, however, that it is agreed and understood that any applicable statute of limitation shall commence no later than the substantial completion of the services by the Consultant.

23. Captions, Headings and Titles.

All captions, headings or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or act as a limitation of the scope of the particular paragraphs or sections to which they apply. As used herein, where appropriate, the singular shall include the plural and vice versa and masculine, feminine and neutral expressions shall be interchangeable. Interpretation or construction of this Agreement shall not be affected by any determination as to who is the drafter of this Agreement, this Agreement having been drafted by mutual agreement of the Parties.

24. Severable Provisions.

Each provision of this Agreement is intended to be severable. If any provision hereof is deemed illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

25. Entire Contract.

This Agreement contains the entire understanding of the Parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the Parties with respect to such subject matter.

26. Counterparts.

This Contract may be executed in multiple counterparts, each of which shall be one and the same Contract and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other party.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed effective the day and year first set forth above.

CITY OF SEATAC:

CONTRACTOR:

By: _____
Printed Name: Carl C. Cole
Its: City Manager
Date: _____

By: _____
Printed Name: _____
Its: _____
Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Printed Name: Cindy Corsilles
Its: Senior Assistant City Attorney

By: _____
Printed Name: _____
Its: _____

Exhibit A
Scope of Services

EXHIBIT <__> CONSULTANT SCOPE OF SERVICES

TASK 1 PROJECT MANAGEMENT AND INITIATION

The consultant will provide project management and coordination throughout the project, and we will prepare a work plan that will serve as a touchstone for our team members and City staff as we work through analyses and development of the plan. We will organize and facilitate the project kick-off meeting with City staff, as well as a separate meeting with GIS staff. Otak follows specific best management practices and leverages state of the industry tools to manage projects effectively and efficiently.

1.1: Project Management

The Consultant will be responsible for coordinating all aspects of the project with the City's project manager and the consultant team, producing high quality products, and meeting the agreed schedule and budget. The Consultant project manager will work closely with the City's project manager and ensure that the City is included in all aspects of the project.

1.1.1: Develop Detailed Work Plan. Consultant will work with City Staff to develop a detailed work plan of all project tasks which will include a timeline for major deliverables, and the integration of community engagement activities, internal briefings and reviews. Consultant will maintain this work plan, which will be updated as needed in consultation with City staff, to ensure clear and continuous communication and mutual understanding of project execution.

1.1.2: Project Kick-Off Meeting. To ensure a shared understanding of project goals and assumptions, Consultant will meet with City staff to kick-off the project. The kick-off meeting will be an opportunity to refine project understanding, confirm project components, clarify the internal review process for draft deliverables, identify priority issues, and reconfigure work plan items as necessary. Confirmation of the project understanding per tasks identified in Task 2 will be addressed at the kick-off.

1.2: Data Collection and GIS

Data collection and analysis are anticipated as part of completion of multiple tasks in this project. Related consultant activities include, but are not limited to, field visits, utilization of City of SeaTac GIS data, and consolidation of information from existing plans, studies and other applicable materials.

Spatial data is an important component of land use planning, and it can require significant time to collect and prepare. The City GIS staff have developed data and templates for consultants to use, and standards to follow, in order to reduce costs and promote efficiency and consistency. See Appendix B, located at the end of this document, for the City's GIS Standards.

1.2.1: Meeting with City GIS Staff: The Consultant will meet with City GIS staff after kick-off meeting to review likely data inputs for each task, and data outputs Consultant anticipates on providing at end of project.

Task 1 Deliverables:

- *Organize and facilitate project-kick off meeting; provide agenda/hand-outs*
- *Memo recording kick-off meeting outcomes and action items*
- *Project Work Plan*
- *Catalog of data, documents, and resources available to the team and shared online file set up*
- *Notes to file from regular check in meetings with the City team*
- *Monthly project status reports accompanying invoices*

TASK 2 BACKGROUND REVIEW OF PHASE 1 VISION REPORT AND RELATED PLANS AND PROJECTS

2.1: Confirm Project Understanding

Because of the complexity of the project, Consultant will work with City staff to confirm a shared understanding of how the project will address goals for completing the subarea plan, creating recommendations for updates to the development code, while also aligning with the City’s 2024 Major Comprehensive Plan Update Project, and regional policy goals for Regional Growth/Urban Centers.

Links to the Vision Report and other pertinent City policy guidance, plans, and projects, can be found as Appendix A to this document. (The [project website](#) also includes information about Phase 1 of this project.)

2.2: Consider Refinements to District’s Boundary. An additional topic that will require a shared understanding and approach is the issue of potentially changing the District’s boundary to remove Port- owned properties. City staff has initiated this discussion with PSRC because it would likely also entail a concurrent revision to the designated Regional Growth/Urban Center boundary. This topic will be discussed at the project kick-off meeting in Task 1.

2.3: Prepare Memo that Addresses Project Alignment with City and Regional Policy Goals

Shortly after the Kick-Off Meeting in Task 1, the Consultant will prepare a memo that outlines how the project will address the following:

- **How to build on City Center Plan Update Phase 1 Vision Report.**
- **Alignment with 2024 Major Comprehensive Plan Update and Transportation Master Plan Update Projects.** Describe how the subarea plan project will be coordinated with, and inform, the upcoming 2024 Major Comprehensive Plan Update and Transportation Master Plan Update projects, both of which are also scheduled to start in 2022. The most significant tasks will be related to supporting and supplementing efforts to clarify and

strengthen the City’s “urban village” and “complete communities” policies as summarized in the recently adopted [SeaTac Housing Action Plan](#). (See also SeaTac Comprehensive Plan [Land Use Policy 2.1A](#), and “[healthy, Equitable, Connected Communities](#)” [Land Use Goal 2.2](#) and related policies.)

- **Alignment with Regional Growth/Urban Center Requirements:** The memo will address how the project will align with recently updated regional policy guidance, and specifically requirements from [PSRC’s Vision Consistency Tool for Regional Growth Center Plans](#). The Consultant will work with City staff to determine how the subarea plan project will meet regional requirements, including the District’s role in achieving population, housing and job targets for SeaTac’s designated Regional Growth/Urban Center. It is likely that data for both the District and SeaTac’s Regional Growth/Urban Center geographies will need to be developed to address these requirements. To demonstrate the plan’s compliance with Regional Growth/Urban Center requirements, Consultant will fill in the PSRC consistency tool for the subarea plan at the end of the project.

Task 2 Consultant Deliverables:

- ***Memo on City and Regional Policy Alignment Report:*** *Soon after the Task 1 Project Kick-Off Meeting, the Consultant will complete a memo that identifies how the project will expand on the Vision Report and align with related City policies and projects and regional policy goals*
- ***Completed PSRC Vision Consistency Checklist/Tool for Regional Growth Center Plans for Subarea Plan*** *due at end of project, and will be submitted to PSRC; document may be included as appendix to subarea plan*
- *Additions to catalog of data, documents, and resources and maintenance of shared team files*
- *Updated GIS files related to any refinements to the District’s boundary*

TASK 3 COMMUNITY AND STAKEHOLDER ENGAGEMENT PROCESS

The Consultant will develop and implement a community engagement process that will facilitate multiple and varied opportunities for public input from the District’s diverse residential communities, including historically underrepresented populations, business and property stakeholders, and other stakeholders.

3.1: Create Community & Stakeholder Engagement Plan

The Consultant will work with City staff to create an inclusive and equitable community engagement plan. The Plan will leverage the City Center Phase 1 Vision Report outreach process, and other recent City engagement efforts, to ensure continuity while endeavoring to increase public participation in the project. The Plan will:

- Identify groups that should be included in the planning process, including business and property stakeholders, residential communities, and other community stakeholders. This includes engagement with other agencies such as the Port and Sound Transit.
- Ensure equitable outreach is undertaken in order to elicit input from representative populations including hard-to-reach and historically underrepresented households such as those who live in apartments, are non-English speakers, seniors, those who are parents

with children, and others.

- Address how to involve the City Council, the Planning & Economic Development (PED) Council Committee and Planning Commission.

While the engagement plan will need to integrate the potential for socially distanced outreach to meet pandemic-related protocols, it is hoped that in-person activities will play a significant role in engagement activities.

3.2: Key Issues to Be Addressed through Community Engagement Process

The project will be used to refresh the community and stakeholder understanding of the adopted vision while inviting input and gaining support for final versions of the completed subarea plan and updated code recommendations.

At a minimum, the engagement process will include opportunities for input into the following tasks:

- Task 4: Market Potential & Development Feasibility
- Task 6: Infrastructure Needs Assessment/Opportunities & Constraints Analysis
- Task 7: Preferred Land Use & Development Concept
- Task 8: Complete Subarea Plan
- Task 9: Development Code Update Report

Specific issues to address in engagement plan, and through outreach, include but are not limited to:

- Developing community support to address the gap in community/neighborhood park space as identified in PROS Plan.
- Input on the criteria for access to opportunity/complete communities.
- Working with Sound Transit and the community on a long-term vision for the Kiss & Ride/TOD site adjacent to the SeaTac/Airport Station.
- How the engagement process will be used to confirm a new image and name for the area in line with the Vision Report's recommendations related to Urban Design Objective #1 "Enhance image and aesthetics of district."

3.3: Internal Stakeholder/Technical Staff Review Meetings

The Consultant will facilitate at least three interactive meetings with internal City staff from multiple departments to raise awareness and ensure technical input regarding project tasks. To ensure the accuracy of data, these internal staff meetings are anticipated to be held in advance of engagement activities associated with the Opportunities and Constraints analysis, review of preferred alternatives, and review of proposed final draft of subarea plan. (Anticipated City staff review process for developing code recommendations are presented in Task 9: Development Code Update.)

3.4: Implementation of Community and Stakeholder Engagement Process

Consultant will act as the lead in implementing a robust, inclusive and innovative outreach process that includes a broad range of techniques to access the District's multiple

stakeholders and communities, including hard-to-reach and traditionally underrepresented populations. It is anticipated that City staff will participate in most aspects of the community engagement process.

3.5: Engagement Process, Techniques and Materials

The subarea plan project will need to carefully design and budget for an intensive and equitable engagement process that accommodates the needs of multiple audiences and users ranging from business and property stakeholders to hard-to-reach populations in-language and in culturally appropriate ways. Translation and interpretation services, culturally-tailored outreach, and a variety of engagement methods are anticipated to be utilized to ensure significant and representative input from the District's diverse interests and populations.

- **Previous Engagement in District:** The City Center Phase 1 Vision Report outreach effort was conducted before the pandemic and focused on relationship building with business and property owners through individual interviews and a workshop/charrette. Residential outreach included large public meetings, citywide online surveys, and targeted activities aimed at engaging harder to reach population including interviews and focus groups. The subarea plan engagement process should re-engage and expand on outreach to these business stakeholders and community members.
- **Potential Innovative Engagement Techniques:** SeaTac lacks formal social organizations such as community councils and PTAs, and has little experience with community advisory committees. While community liaison/trusted advisor outreach techniques were not used in the Phase 1 Vision Report project, liaisons have been successfully deployed in past projects, especially to access traditionally under-represented and hard-to-reach communities. Innovative techniques and materials are desired to conduct successful outreach to support the tasks while staying within the project budget.
- **Materials:** Consultant will be responsible for preparation of outreach materials such as graphics, maps, renderings, displays, information handouts, and presentation documents as needed to support the project.
- **Translation/Interpretation Services:** Because of the diverse cultural communities within the District, many project materials will likely need to be translated into multiple languages, which generally include Spanish, Somali and Amharic. The need for translation and interpretation services will be assessed when creating the Community Engagement Plan.
- **Website/Social Media/Mailings:** While the City currently hosts a [project website](#), the Consultant will work with City staff to provide background and meeting information on the website in multiple languages. The Consultant will also work with City staff, including the City's social media coordinator, on a multi-media messaging strategy using the City's official blog, Facebook page, and other technology. It is also anticipated that one or more large project mailings will be used as part of outreach strategies.

Task 3 Deliverables:

- *Community and Stakeholder Engagement Plan and summary of results*
- *Production of outreach and engagement materials*

- *Minimum of three internal stakeholder/technical review meetings*
- *Materials for engagement activities*
- *Materials for the project website (website is managed by the City)*

TASK 4: MARKET POTENTIAL AND DEVELOPMENT FEASIBILITY ASSESSMENT

The Consultant will undertake market assessment tasks needed to ensure there is future market potential to support the subarea plan’s development strategies and alignment with regional requirements for jobs and housing for designated Regional Growth/Urban Centers.

4.1: Evaluate City Center Plan Update Phase 1 Vision Report Market Opportunities

Assessment Consultant will review the [Appendix A: Market Opportunities Assessment](#), which was completed to support the City Center Phase 1 Vision Report, and evaluate the extent to which the data can be utilized to support the subarea planning project. Because of the impacts of the pandemic on the airport business district and residential community, there may be a need to update some of its assumptions.

4.2: Prepare Market Potential Study

After reviewing the Phase 1 Market Opportunities Assessment, Consultant will work with City staff to confirm the framework for leveraging and updating its assumptions while creating a Market Study that supports the community’s vision for the District and the subarea plan’s development strategies. The Market Study should also demonstrate the District’s market potential for accommodating future anticipated population and job growth. In addition to data from the Phase 1 market assessment, the Study will be based on input from business and residential stakeholder engagement, and the most recent market data available.

Leland Consulting Group will undertake market assessment tasks needed to ensure there is future market potential to support the subarea plan’s development strategies and alignment with regional requirements for jobs and housing for designated Regional Growth/Urban Centers. Because most new development will require redevelopment of existing commercial or residential uses, the Market Study will identify potential techniques that encourage short- and long-term redevelopment that align with District’s vision, and that are tailored to the unique circumstances of the airport business district. This includes, but is not limited to recommendations related to the following potential techniques:

- Potential regulatory changes that should be considered as part of the Task 9: Development Code Update.
- Potential infrastructure and amenity improvements that should be considered in subsequent tasks when assessing opportunities and constraints, developing project strategies, and identifying implementation actions.
- Development incentives that can be utilized in conjunction with the City’s current Multi-Family Tax Exemption (MFTE) program, and District’s existing designation as a federal Opportunity Zone.
- Pilot projects and other innovative techniques that can incentivize development including short term actions that can accommodate business interruptions and interim

business operations. (Examples: Current parcels with park-and-fly operations or businesses with surface parking lots)

The Consultant will discuss and confirm data sources to be used in the study with City staff. At a minimum, the study will include the components identified in the following subtasks.

4.2.1: Business Sector and Residential Analysis/Opportunities and Constraints Assessment.

This subtask and its components should be carefully coordinated with, and leverage work from, the Task 6: Infrastructure Needs Assessment opportunities and constraints analysis, and Task 9: Development Code Update parking study. This assessment will include:

- **Sector Analysis:** Describe key economic sectors and industry clusters in the District. Assess the potential for hospitality, airport services, office, and retail development, and consider the potential for employment in each of these uses. Barriers to development and redevelopment should also be addressed.
 - **Airport & Airport Service Uses:** Due to the District’s immediate proximity to the airport, and its current airport-focused commercial base, there should be special consideration of the airport and airport service uses, including hospitality, park & fly businesses, retail/services, and other existing or potential visitor-related uses. Analysis should consider impacts of potential airport growth scenarios on District businesses. Consideration should be given to how to understand and leverage potential economic benefits of airport workers, and airport/District visitors. This sub-task should be coordinated with the City’s tourism planning effort, which is also anticipated to start in 2022.
- **Residential Analysis:** Complete residential analysis that assesses the future potential for housing of various types, at increased densities, and at all levels of affordability, and consider the likelihood of transit-oriented residential development in District. Barriers to development and redevelopment should also be addressed. Address the potential for residential displacement in coordination with the displacement land use analysis in sub-task 6-1B.
- **Commercial Displacement Analysis:** Assess risk of commercial displacement and potential anti-displacement tools. This assessment will inform the development of commercial anti- displacement strategies for the subarea plan in Task 8.

4.2.2: Development Feasibility/Proforma Analysis.

The Consultant will prepare development feasibility analysis of product types anticipated to be constructed to meet the subarea plan’s development vision. The analysis will consider current and future likely development types, including those with on-site structured parking. Analysis will take into consideration local construction costs and local market lease/rental rates or sale prices, as they relate specifically to SeaTac. Work will be coordinated with Task 9: Development Code Update parking study. Consultant will work with City staff to refine the goals and deliverables associated with this sub-task.

4.2.3: Identification of Opportunity/Catalyst Sites.

As part of setting the current economic context for the area, the Study will identify the

District's key market drivers and assets. This includes the identification of opportunity/catalyst sites that could boost development and revitalization of the area. Consideration should be given to the future use of the Sound Transit passenger pick-up/drop-off area adjacent to the SeaTac/Airport light rail station (sometimes called the "kiss-and-ride" site), which Sound Transit also identifies as a potential future TOD site.

4.2.4: Identification of Potential Short & Long Term Redevelopment

Incentives/Techniques. Because most new development will require redevelopment of existing commercial or residential uses, Market Study will identify potential techniques that encourage short- and long-term redevelopment that align with District's vision, and that are tailored to the unique circumstances of the airport business district. This includes, but is not limited to recommendations related to the following potential techniques:

- Potential regulatory changes that should be considered as part of the Task 9: Development Code Update.
- Potential infrastructure and amenity improvements that should be considered in subsequent tasks when assessing opportunities and constraints, developing project strategies, and identifying implementation actions.
- Development incentives that can be utilized in conjunction with the City's current Multi-Family Tax Exemption (MFTE) program, and District's existing designation as a federal Opportunity Zone.
- Pilot projects and other innovative techniques that can incentivize development including short term actions that can accommodate business interruptions and interim business operations. (Examples: Current parcels with park-and-fly operations or businesses with surface parking lots)

Task 4 Consultant Deliverables:

- *Market Potential Study (draft and final)*

TASK 5: DEFINE EXISTING CONDITIONS

The Consultant will undertake data collection and analysis activities to create a baseline of existing demographic and physical conditions in the District that will inform the Task 6: Infrastructure Needs, Opportunities, and Constraints Assessment, and other project tasks. Consultant will review City and regional policy goals for infrastructure, amenities, and services in the District, and inventory the existing land uses, property ownership, development pattern, community assets, transportation network (all modes), parks and recreation facilities, public/civic facilities, utility infrastructure and other information as needed.

5.1: Develop Data Profile for District

Consultant will develop data points needed to assess the District's compliance with criteria for designated Regional Growth/Urban Centers. This sub-task should be coordinated with the Task 4 Market Study and other related tasks. Data points include but are not limited to:

- Zoning development capacity. City staff will provide Buildable Lands/Urban Growth Capacity report findings to assist with this activity.

- Current population, jobs, and housing units, and “activity units per acre” as defined by PSRC (Per PSRC, SeaTac’s Regional Growth/Urban Center should plan for densities of at least 45 activity units per acre).
- Projected population, jobs, and housing needed to help accommodate SeaTac’s adopted growth targets.
- Housing units and types, including a breakdown by type, affordability (including subsidized housing), and special housing needs.

Data will be integrated within sub-task 5.2 Existing Conditions Report and used elsewhere in the project as appropriate.

5.2: Prepare Existing Conditions Report

Consultant will work with City staff to confirm the appropriate content and level of detail within the Existing Conditions Report. Staff is open to combining this report with the Task 6 Infrastructure Assessment Report deliverable if it increases project efficiencies. The report will summarize existing City policies and goals for providing infrastructure, services, and amenities, and describe current conditions for physical infrastructure and community assets in the District.

Items to address include, but are not limited to, the following:

5.2.1: Current Policies and Goals. Define current policy guidance and projects related to the provision of infrastructure, services, and amenities in the District. At a minimum include the following:

- **City policies and goals:** Summarize City guidance on housing, transportation, parks and recreation facilities and utilities, including capital facility level of service standards. Address policies related to the development of the designated Urban Center, and guidance on urban village/station areas and complete communities. Include current and planned City projects and programs within and adjacent to District, including the Airport Pedestrian Improvement Project, Permit Parking Program, and others.
- **Regional policy goals:** Summarize requirements for Regional Growth/Urban Centers.

5.2.2: Land Use/Development Pattern/Urban Form

- **Land use:** Information from the sub-task 5-2 data profile should be utilized for this section as appropriate.
 - Provide current population, housing units and jobs estimates for District. Include estimated number of hotel rooms.
 - Describe and map the mix, distribution, and location of existing land uses (such as residential, commercial, civic, public, etc.), and property ownership.
- **Airport, airport service uses and users.** Include information on the airport’s role in the District, including airport workers, and the current airport service “ecosystem” of uses and users (i.e., hotels, hotel guests, park & fly businesses, and visitors). Also address the role and impact of TNCs (transportation network companies) like Uber and Lyft on the District.

- **Housing.** Incorporate information from data profile from sub-task 5-2 and other tasks as appropriate, including housing units and types, a breakdown by type, affordability (including subsidized housing), and special housing needs.
- **Development pattern/urban form.** Describe existing development pattern and urban form in District, including the street pattern, sidewalk network and current block sizes. Address current and potential allowed densities, current building design/types, and street level activation.

5.2.3: Transportation/Access/Connectivity

- **Transportation systems.** Identify current system networks and conditions for all modes (vehicle, pedestrian, bicycle, transit), traffic congestion, pedestrian safety, parking conditions and other information as appropriate.
- **Demand generators.** Identify existing demand generators for all modes.
- **Street design.** Describe current street design by type. Also provide cross-section and streetscape design guidance from City’s on-going Airport Pedestrian Improvement Project, which is intended to be used as a baseline for the creation of streetscape design guidelines for all District streets as part of Task 8: Complete Subarea Plan. (Cross-section and urban design guidance to be provided by City staff.)

5.2.4: Public Services and Complete Community Assets:

- **Parks and open space.** Describe existing public and private open space amenities and facilities.
- **Complete communities assets.** Describe complete community assets in District based on current City policy guidance and industry best practice for complete communities criteria. (Consider including information on 15-minute cities and other frameworks.)
- **Utility infrastructure.** Describe the seven utility providers, and utility systems in the District, including the two sewer districts.

5.2.5: Natural Environment and Climate Change

- **Natural environment.** Identify significant environmental features in or near the District, including steep slopes, Bow Lake and others.
- **Climate change.** Describe the role of land use, development, and transportation on greenhouse gas emissions in the District.

Task 5 Deliverables:

- *Existing Conditions Report (may be combined with Task 6 Infrastructure Assessment Report).*

TASK 6: INFRASTRUCTURE NEEDS ASSESSMENT/OPPORTUNITIES & CONSTRAINTS ANALYSIS

The Consultant will use findings from the City Center Phase 1 Vision Report (including the Appendix B: Infrastructure Opportunities Assessment), the Task 4 Market Study, and the Task 5 Existing Conditions Report, as a baseline for conducting an analysis of the opportunities and constraints that may positively or negatively impact the project’s goals. Input from the community and stakeholder engagement process will also be considered. A

main focus of the assessment is to understand current gaps in the infrastructure, amenities, and services needed to support the development of a walkable, transit- supportive, equitable, complete, airport business and residential community in the District.

6.1: Prepare Infrastructure Needs Assessment/Opportunities & Constraints Report

The Consultant will work with City staff to confirm the framework of the infrastructure needs assessment. The report will be a succinct, graphically rich tool that will inform the creation of development concept alternatives and other tasks. As noted previously, the report may be combined with the Task 5 Existing Conditions Report deliverable if it improves project efficiencies.

The assessment should include, but not be limited to, the following.

6.1.1: Policy gaps. While the main focus of Task 6.1 is to assess physical infrastructure and services, understanding key policy gaps will help inform this evaluation and subsequent tasks. The policy assessment should utilize the policy summary from Existing Conditions sub-task 5-3A. It should identify how key City and regional goals for the provision of infrastructure, services, and amenities in the District are not currently being met, and whether new or revised policies to support the District vision may be appropriate.

6.1.2: Land use, development pattern and urban form

- **Land use:** Using findings from the Task 4 market study, and other project tasks, assess potential opportunities and barriers to achieving higher intensity, walkable, airport business district and multi-family neighborhood uses.
- **Regional goals:** Assess how regional goals for achieving population, housing, and job growth in District can be met, including District's role in achieving these goals as part of SeaTac's designated Regional Growth/Urban Center.
- **Airport services uses and users:** Evaluate gaps and opportunities related to the District's physical infrastructure, amenities and services that support current airport-related businesses and users, and assess how enhanced infrastructure and services can facilitate the transition, and redevelopment of hotels, park & fly businesses in line with the District vision, and other City goals for transit communities. Consider short and longer term timeframes. Assess potential impacts of rideshare/TNCs on District functionality, and explore curb management and other techniques to address them.
- **Housing:** Assess future housing need and opportunities and analyze how currently affordable housing units may be impacted by the subarea plan build out. Leverage data from the [SeaTac Housing Action Plan](#) (including the HAP's Appendix A: Housing Inventory & Assessment Report) and other sources as appropriate.
- **Residential Displacement:** Consider the residential displacement risk within District, and address how housing in or near District may be impacted by subarea plan buildout. Utilize the Displacement Risk appendix from the SeaTac Housing Action Plan and other information sources as appropriate, and coordinate work with Task 4 market potential housing and displacement analysis.

- **Development pattern/urban form:** Assess gaps in the existing development pattern and urban form that detract from achievement of higher intensity, pedestrian-oriented development in the District. Also address opportunities associated with currently under-utilized zoning capacity, and the potential for development of mixed use projects in the short and long term. Evaluation should be closely coordinated with the Task 4 market study, Task 9 work on the development code update, and the following transportation, public service and complete communities infrastructure assessments.

6.1.3: Transportation, Access, Connectivity (all modes). Include the following considerations.

- **Transportation System Functionality:** Analyze and assess limitations in the transportation system’s functionality such as turn restrictions, mega block development, congested corridors, lack of multi-modal facilities and their potential impact on redevelopment of the District.
- **Access and Connectivity:** Analyze and map the existing street pattern and determine what links (private and public), and facility types (all modes) may be necessary to improve connectivity to support higher intensity development and prevent negative impacts to the existing transportation system. (Utilize street grid assessments like intersection per square mile, block lengths and/or other methods as appropriate).
- **Analyze Potential Options for New Access/System Improvements:** Undertake sufficient data analysis to identify where new vehicle and/or pedestrian/non-motorized access may be beneficial. Include analysis of large and multi-parcel redevelopment scenarios.
- **Vehicle System:** In addition to the system functionality assessment above, consider the effectiveness of the vehicle system for airport and District workers and visitors. Assess the need for and options to accommodate public parking. Also consider rideshare/TNC users and options for efficient curbside management.
- **Pedestrian System:** Evaluate existing and planned facilities in current pedestrian system plan. Consider District’s walkability in terms of sidewalk completeness, pedestrian comfort and safety, connectivity, and destinations/community assets within walking distance. Coordinate this assessment with complete communities infrastructure analysis in subtask 6.1.4.
- **Bicycle System:** Evaluate existing and planned facilities in current bicycle system plan. Consider how to build on City’s [Airport Pedestrian Improvement Project’s](#) use of cycle track, bike lanes, and sharrow facilities in the District.
- **Transit System:** Evaluate existing and planned transit facilities in District, including current available routes and hours of service. Assess potential benefits of expansion of Sound Transit Link light rail system throughout region, and outline how SeaTac’s current three- station local light rail system can expand access to amenities and services.
- **Travel-Mode Split:** Assess the current and anticipated future travel mode-split and strategies to achieve a mode-split goal that would advance a mix of auto, transit, and non- motorized trips.
- **Street Design:** Evaluate how to leverage cross-section and streetscape design guidance from the Airport Pedestrian Improvement Project, which is currently underway, and will result in the construction of road, sidewalk and streetscape design features along three street segments within the District, adjacent to the light rail station, to inform the

subarea planning project.

6.1.4: Public Services and Complete Community Assets

- **Parks, recreation, and open space:** Assess current gaps in public and private parks and open space in the District. Include an assessment of the lack of neighborhood/community park space in and near the District (per the City’s Parks, Recreation & Open Space (PROS) Plan guidance), and how to address other priorities from the PROS Plan such as improving access to Bow Lake.
- **Complete communities infrastructure and assets:**
 - Evaluate how to prioritize services and access to opportunity for the SeaTac community, including people of color, people with low incomes, and historically underserved communities.
 - Using regional guidance and current City land use policy goals for “Healthy, Equitable, and Connected Communities,” SeaTac PROS and transportation level of service standards, guidance from the Housing Action Plan, and other applicable sources, identify baseline indicators/criteria for determining “complete community” components for the District. As part of Task 8: Complete Subarea Plan, these indicators will be utilized to create a “complete communities” assessment tool that can help identify the appropriate type and level of infrastructure, services and amenities needed to support higher intensity development in the District, while increasing equitable access to opportunity for residents.
- **Utility infrastructure:** Assess potential gaps in the existing utility infrastructure in the District in terms of addressing the increased service needs of higher density development over time. Consider findings from the Vision Report’s Appendix B: Infrastructure Opportunity Assessment
- **Capital facility level of service:** Review and assess potential gaps in meeting capital facility level of service standards for transportation, parks/recreation/open space facilities, and utility infrastructure as the District redevelops.

6.1.5: Natural Environment and Climate Change: Consider the role of land use, development, and transportation on greenhouse gas emissions.

Task 6 Deliverables:

- *Infrastructure Needs Assessment/Opportunities and Constraints Report (may be combined with Task 5 Existing Conditions Report), including draft criteria to determine “complete community” components in the District*

TASK 7: PREFERRED LAND USE, AND DEVELOPMENT CONCEPT

Using the Phase 1 Vision Report’s community vision and urban design framework as a baseline, public input, and information from other project tasks, the Consultant will create land use and development concept alternatives, and identify a preferred alternative. The scenarios will support the transition of the District into a walkable, transit-supportive, equitable, complete, airport business and residential community.

7.1: Prepare Land Use and Development Concept Alternatives Report

After working with City staff to confirm content and framework, the Consultant shall create a report that identifies at least two concept alternatives that will be presented in primarily diagrammatic and/or map formats, with some narrative. Concept alternatives should address the following.

7.1.1: Refinement of Key Concept Elements for Airport Business and Residential District. The addition of detail to the Phase 1 Vision Report’s urban design framework, including further consideration of the desired characteristics of the proposed airport business district and multi-family residential community, and concepts related to the retail services hubs, and special focus areas for District access. Consultant will also address the potential utility of addressing the District through smaller, more walkable “sub-districts” within the project.

7.1.2: Land Use, Development Pattern & Urban Form.

- **Land Use:** Mix of uses and densities that support key concept elements for the Airport Business and Neighborhood District.
 - Achievement of Regional Growth/Urban Center requirements for job, population and housing growth targets.
 - Variety of housing and business space options accessible to diverse populations.
 - Integration of airport-serving uses that support higher intensity long term vision of District.
 - Options for future use of Sound Transit kiss & ride/potential TOD site.
- **Development Pattern and Urban Form:** Potential development patterns that support higher intensity, walkable new development, address current mega-block configuration, and focus on attainable and innovative methods to facilitate the transition of an auto-focused area to a transit-supportive District.

7.1.3: Transportation, Access, Connectivity

- **Functional and Attainable Multi-Modal Transportation Network.** Motor vehicle, transit, bicycle, and pedestrian circulation systems that support higher intensity development, address gaps in access, improve system functionality, and support mode-split goals that promote non-motorized transportation. Special attention should be paid to promoting non- motorized access in the District.
 - **Transportation/Connectivity Analysis:** Detailed transportation analysis of all modes shall be prepared for each alternative to ensure the provision of data essential to understanding the potential need and/or benefits of new or enhanced vehicle, pedestrian or bicycle access to support District vision. (This analysis should leverage work from the 6.1.3 transportation infrastructure assessment.)
 - **Street Design:** Roadway design alternatives to support retail, commercial and residential uses, including sidewalk width, public amenities and on-street parking. Road and urban design work from the Airport Station Area Pedestrian Improvement Project, which is currently underway, will be used as a baseline to inform design of all of the District’s transportation facilities.

- **On-Street/Public Parking, Transportation Network Companies & Innovative Curbside Management:** Concept alternatives should address innovative techniques to facilitate public parking options and curbside management issues raised by rideshare/TNC users, autonomous vehicles, and others.

7.1.4: Public Services and Complete Community Infrastructure. Alternatives should promote connected, walkable business and residential areas within the District that enhance opportunities for residents, workers, and visitors to easily and equitably access amenities and services throughout the District and beyond its boundary. Options should meet draft criteria for complete community infrastructure, amenities and services developed in Task 6-1D infrastructure assessment. This includes, but is not limited to:

- Locations of potential private and public open space amenities and park facilities that enhance the built environment.
- Options for how to address the gap in the provision of neighborhood/community park space within and/or near the District.
- Design features that promote public safety and utilization of Crime Prevention through Environmental Design (CPTED) standards.
- Options for regional and daily-need type services, and access to civic and other uses.

7.1.5: Natural Environment. Concept alternatives should leverage natural features such as Bow Lake, while addressing steep slope and other issues related to the natural environment.

7.2: Identify Preferred Alternative

Based on input received on the concept alternatives, the Consultant shall create a preferred development concept, that is supported by public and internal engagement processes, that will serve as the basis for the subarea plan.

Task 7 Deliverables:

- *Land Use & Development Concept Alternatives Report, which includes at least two concept alternatives*
- *Preferred concept alternative*

TASK 8: COMPLETE SUBAREA PLAN

Using the information from previous tasks and feedback from the community and stakeholders, the Consultant will prepare a subarea plan that includes attainable strategies that facilitate the transformation of the District into a walkable, transit-supportive, equitable, complete airport business district and residential community. The Plan shall support the City's goals for strengthening urban village/station areas and complete communities, and meet regional requirements for designated Regional Growth/Urban Centers. The subarea plan will serve as the City's manual for guiding development through regulatory, capital projects, and programmatic actions to implement the District's vision.

8.1: Organization and Format

The Consultant will work with City staff to confirm a format that will produce a clear, concise

and user- friendly document that can be used like an instruction manual to inform and guide City actions that support the redevelopment of the District.

8.2: Draft Subarea Plan Elements

The Consultant will work with staff to finalize the contents of the subarea plan. Strategies will be responsive to the project goals and leverage opportunities identified in previous tasks. While Plan elements and types of strategies are suggested in the sub-tasks below, they will need to be significantly expanded on during the project to meet City goals for this project.

8.2.1: Record of Community Engagement and Planning Process. Describe or reference how equitable community engagement shaped the Plan’s goals, policies, and strategies. Address how racial equity was considered in the planning process and how it is addressed in the Plan.

8.2.3: Vision and Development Concept. Including the following components.

- **Vision Statement:** Include a vision statement that promotes accommodating growth through compact, pedestrian- and transit-oriented development.
- **New Name:** Include a new name for the District, and describe its image/characteristics, and boundary.
- **Land Use & Development Concept:** Provide graphic and narrative description of preferred land use and development concept.

8.2.4: District-Specific Policies. Include new or revised policies as needed to strengthen or clarify the Plan’s development concept or strategies.

8.2.5: Land Use/Development Pattern Strategies. Describe and clearly support feasibility of proposed land use and development pattern strategies and how they promote the realization of the District’s vision.

- Establish population, job, and housing growth targets that support the achievement of targets in SeaTac’s designated Urban Center.
- Provide community-supported options for future use of Sound Transit kiss & ride/potential TOD site.

8.2.6: Housing Strategies. Describe how to provide existing and future District residents with a range of housing options for households at all income levels.

- Identify anti-displacement strategies, including leveraging growth opportunities to provide new affordable units and preserving existing affordable housing.

8.2.7: Economic and Market Strategies. Describe economic sectors, redevelopment potential, strategies to optimize current uses and encourage new development, and reduce commercial displacement. Specifically address how to leverage current and future airport-services and their users.

8.2.8: Healthy, Equitable, Connected, and Complete Communities Strategies. Identify final criteria for “complete community” for the District. Criteria will identify the appropriate type of and access to infrastructure, services and amenities needed to support higher intensity development in the District, while increasing equitable access to opportunity for residents. Criteria should be used to inform other subarea plan strategies.

- **Complete Communities Tool:** Work with City staff to create a GIS tool that helps to measure District progress toward meeting complete communities criteria. This tool will be utilized to inform the creation of other subarea plan strategies, especially those related to transportation and parks/open space. The tool will also inform the 2024 Major Comprehensive Plan and Transportation Master Plan update projects.

8.2.9: Transportation, Access, and Connectivity Strategies.

- Motor vehicle, bicycle, and pedestrian circulation systems that address gaps in access, improve system functionality, and promote non-motorized transportation. Address public and private access.
- Guidance on where, when, and how new motorized and/or non-motorized access should be provided to support new development, that is based on findings from transportation and other analysis from previous tasks. This strategy should inform and be leveraged by outcomes of Task 9 code update.
- Strategies to achieve a mode-split goal that would advance a mix of auto, transit, and non- motorized trips.
- Curb management strategies that address public parking and rideshare/TNC users.
- Streetscape design guidelines for entire District that leverage design work from Airport Station Area Pedestrian Improvement Project, including guidance on cross-sections and urban design features.

8.2.10: Parks, Recreation, and Open Space Strategies.

- Public and private open space strategy for entire District.
- Options for how to address the gap in the provision of neighborhood/community park space within and near the District, access to Bow Lake, and other related PROS Plan priorities.

8.2.11: Natural Environment & Climate Change Strategies. Recognize the role of land use, development, and transportation on greenhouse gas emissions and identify ways to help achieve state and regional greenhouse gas emissions goals.

8.2.12: Public Service and Utility Infrastructure Strategies. Include information about services and infrastructure needed to support future growth in District while maintaining level of service standards.

8.2.13: Implementation Strategies. Work with City staff to identify attainable implementation strategies that will facilitate enhancements to and the redevelopment of the District in line with the vision and development concept. Address short- and long-term strategies.

Task 8 Deliverables:

- *Draft Subarea Plan (it is anticipated that there will be at least two rounds of City staff reviews of drafts of the subarea plan); includes Complete Communities Tool*
- *Final/Complete Subarea Plan*

TASK 9: DEVELOPMENT CODE UPDATE REPORT

The current zoning standards that regulate development within the District were created to implement the urban design concept promoted by the 1999 City Center Plan, and therefore will likely need to be significantly updated to support the new subarea plan. This task will result in a Report that identifies a comprehensive and effective set of code update recommendations the City can implement to encourage the land uses, building design, circulation, and amenities needed to support the realization of the subarea plan’s vision in the short- and long-term. City staff is not requesting that an updated ordinance is provided in the Report, but rather that code changes are identified, including recommended language options and supportive graphics, that will be fairly easy for staff to codify at a later date. Staff will confirm the format of the code recommendations with the Consultant at the beginning of the project to ensure sufficient budget is provided to complete the needed code updates.

9.1: Development Regulation & Incentives Assessment

Consultant will assess the effectiveness of current and potential development regulations, zones (allowed density/development capacity), and incentives in supporting future development that implements the subarea plan. Assessment will include, but is not limited to, the following sub-tasks.

9.1.1: Evaluate Development Code, Zones and Incentives. Assess current regulations and development incentives, such as:

- **SMC Title 15 Zoning Code**, especially SMC 15.300 City Center Overlay District, and applicable requirements for parking, landscaping, open space, and other related provisions. Include consideration of current zones in terms of appropriateness of allowed densities, building heights and other dimensional standards. Areas of important focus include the following:
 - Code applicability requirements, especially for major redevelopment, and departure criteria and language.
 - Non-conformance standards and consideration of language addressing the short- and longer-term transition of non-conforming uses.
 - Land uses, including current and potential requirements for mixed use and street level uses.
 - Site development and circulation, especially criteria and standards that address when new connections should be required and/or encouraged for all modes. Requirements for street improvements and ROW dedication should also be addressed. This evaluation should be informed by transportation and connectivity assessments and other applicable subarea plan tasks. City staff has a significant interest in

understanding the type of code mechanisms that are appropriate for ensuring appropriate multi-modal circulation systems are implemented to support the redevelopment of the District over time.

- Minimum parking space requirements (see parking study in Optional tasks).
 - Open space, landscaping and building design standards that incentivize development and support higher density, walkable, urban, transit-supportive communities.
 - Mixed use and multi-family development standards that better incentivize new uses and development.
 - Format/organization of existing code provisions (not as important as changes to code provisions unless changes would significantly enhance usability of code).
- **Current and potential incentives** including current parking reduction provisions, zoning incentives, SeaTac's Multi-Family Tax Exemption Program (MFTE) and Opportunity Zone designation.
 - **Findings from City Center Phase 1 Vision Report.**
 - **Local and regional best practice for regulatory approaches in airport-adjacent and transit-oriented Districts.**

9-2 Conduct Parking Analysis to Support Code Evaluation and Recommendations

The Consultant will evaluate parking space requirements in the District for all uses to assist with the identification of potential updates to parking standards that could better support higher intensity development without significantly impacting adjacent neighborhoods. (Some residential streets in and near District are currently covered by City-run permit parking program.)

This task should be informed by the proforma analysis (development feasibility of prototypical building/construction types) to be undertaken as part of the Task 4 Market Potential and Development Feasibility Assessment. Analysis will also include an assessment of how to integrate recent state legislation limiting parking requirements adjacent to frequent transit (RCW 36.70A.620) into the development code.

9.3: Internal Code Review Meetings. Consultant will meet with City staff at least two times to:

- Confirm understanding of current requirements for new development in the District, and identify priority areas to be updated based on internal knowledge and feedback from the development community.
- Consultant will hold at least one additional meeting to present and receive feedback on proposed changes to the code.

9.4: Complete Development Code Update Report. Based on input from the community engagement process, assessments, and feedback from City staff, Consultant will complete a Report that recommends a holistic set of potential changes to the development code that will promote new uses and construction in line with the vision of the subarea plan.

Task 9 Deliverables:

- *Development Code Update Report (draft 1 and draft 2, anticipating up to two rounds of review by City staff); and all elements described above, including findings from Parking Analysis.*
- *Final Development Code Update Report, which may be included as an appendix to the subarea plan*

TASK 10: ENVIRONMENTAL REVIEW

The Consultant team will review the original SeaTac City Center Plan Supplemental Programmatic EIS, issued in April 1999, and subsequent related environmental work, to determine SEPA consistency with the proposed Plan and address any associated mitigations. The Consultant shall provide a recommendation on the need for a Supplemental EIS, depending on scope of changes or if changes will result in new significant adverse impacts. The Consultant will take the lead in completing the SEPA checklist for the subarea plan, and will advise whether undertaking a planned action would be beneficial at a later date.

Task 10 Deliverables:

- *Memorandum of recommendation on appropriate environmental review process for the project.*
- *Completed SEPA checklist to support threshold decision making*

Exhibit B
Compensation: Consultant’s Fees and Costs

COMPENSATION – REIMBURSEMENT OF EXPENSES:

The City shall pay to the Consultant compensation and expenses not to exceed \$300,000.

DRAFT Anticipated Budget Breakdown/Estimated Costs per Task

TASK	ESTIMATED HOURS	ESTIMATED COSTS PER TASK
1.0 Project Initiation and Ongoing Management	200	\$30,000
2.0 Background Review: Phase 1 Vision Report and Related Plans and Projects	120	\$15,000
3.0 Community and Stakeholder Engagement Process *	200	\$35,000
4.0 Market Potential and Development Feasibility Assessment	240	\$45,000
5.0 Define Existing Conditions	160	\$20,000
6.0 Infrastructure Needs Assessment/ Opportunities and Constraints Analysis	280	\$40,000
7.0 Preferred Land Use and Development Concepts/Scenarios	280	\$40,000
8.0 Complete Subarea Plan	200	\$30,000
9.0 Develop Code Update Report *	180	\$25,000
10.0 Environmental Review Memorandum/SEPA Checklist	180	\$20,000
City's Available NTE Budget at Start of Project		\$300,000

Maintenance Facility Upgrades

Administration & Finance Committee | May 12, 2022



PRESENTATION OVERVIEW

Purpose of Presentation

- Seeking recommendation from Administration & Finance Committee to issue a Request for Qualifications (RFQ) for design of Maintenance Facility Updates.

Importance of This Topic

- Expansion needed to accommodate projected growth in City staff and provide for onsite Training Center to address emergency management and preparedness.
- Facility updates are based on prior analysis & assessment completed by ARC Architects.
- The prior assessment was finalized March 2021. No action taken to date.
- Inform Administration & Finance Committee with the collection of data and recommendations for the future of the Maintenance Facility.

MAINTENANCE FACILITY



THE ASSESSMENT

The City contracted with ARC Architects in 2020 to provide a preliminary assessment of space needs and necessary upgrades to City Hall and the Maintenance Facility to accommodate the next 40 years of growth.

Assessment Necessitated by:

- The City population is increasing.
- Operations and number of City staff will continue to increase accordingly.
- The existing buildings are aging, including major systems.
- Department of Homeland Security identified several building security issues.
- Current space configurations are not optimal.
- Interactions between staff and public are limited;
- Aging infrastructure: deficiencies in the existing seismic, HVAC, plumbing, electrical, energy, security, building envelope and general building configuration to meet the desired goal of a 40-year building.

MAINTENANCE FACILITY ASSESSMENT

- 3 buildings on site, shared by Parks and Public Works.
- Comprises maintenance yard, equipment storage, and administrative workspaces.
- Addition of a Training Center to address emergency management and preparedness is considered essential.
- Anticipating the projected growth in departmental needs (40 years), some architectural accommodations should be considered.
- Assessment recommends an emphasis on spatial organization, security, emergency support operations (adding a multi-use training space to the facility), and a suggestion to redesign the maintenance yard to meet current standards.
- Maintenance facility also subject to G4S analysis and analysis by City's risk manager.

ESTIMATED COSTS: UPGRADES (2021)

Project Element	Renovation
Construction Cost	\$5,643,918
A&E Service Fees	\$ 790,148
Sales Tax	\$ 570,035
Other Contingency	\$ 564,391
Other Soft Cost	\$ 615,187
Total Project Cost	\$8,183,682

ISSUING REQUEST FOR QUALIFICATIONS (RFQ)

Craft RFQ to solicit/interview architectural & engineering (A&E) firms to provide the following scope of services:

- Design training center/emergency management space.
 - Expand staff locker rooms & meeting rooms to address operations growth.
 - Redesign maintenance yard to improve function/efficiency.
 - Consult with on-site staff on making facility more efficient.
 - Update estimated construction costs.
- Staff will return to a future A&F Committee meeting to update on selected A&E firm and request a budget amendment to hire selected A&E firm.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Staff requesting A&F Committee referral to 6/14/22 RCM as an Action Item.

STAFF RECOMMENDATION

- Staff recommend committee approval.

REVIEWS TO DATE

Council Review:

- July 14, 2020, Council approval of contract with ARC Architects.
- March 8, 2022, Council Study Session for review of preliminary recommendations.

Committee Review:

- July 8, 2021, Administration & Finance Committee review of preliminary recommendations from ARC Architects for City Hall and Maintenance Facility.
- May 12, 2022, Administration & Finance Committee review.

QUESTIONS?





MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Brion Humenay, Senior Management Analyst
Date: May 12th, 2022
Re: Consideration of a Community Outreach Strategist

Purpose:

The City Manager's Office Communications Division is seeking A&F Committee support to create a new limited-term position of Community Outreach Strategist to organize, plan, develop, coordinate, and administer City community outreach activities and help the City to engage with its diverse communities and ensure meaningful access to City, programs and services.

Background:

In October of 2020, two Council Request Forms (CRF) were submitted that requested the City commit to additional Community Outreach resources. Councilmember Gobena's request was referred to the A&F Committee in October of 2020, and Councilmember Negusse's request was referred to the A&F Committee in November of 2020. At a Council Study Session on March 8th, 2022, staff took a broad outline of a potential community engagement position before Council seeking guidance and direction on the position. Council referred the position to the A&F Committee but had specific questions about the position.

Those questions are as follows:

- What services are not being accessed by hard-to-reach community members, and why can they not access them?
- What are some specific measurable activities that this position could be responsible for?
- What would a pilot of this position look like?

This memo will provide answers to those questions while seeking to outline the need for such a position.

Access to City Services:

As outlined in the March 8th Council Study Session (CSS) presentation, SeaTac is home to an increasingly diverse and multi-ethnic community. According to the US Census, 32,000 people reside in SeaTac, and the population is 29% white, 24% black, 19% Hispanic/Latino, 18% Asian, and 10% multi-racial. Additionally, 39% of SeaTac residents were born outside the United States, and just over 50% of its residents speak a language other than English while at home. The March 8th presentation stated that while many within this multi-faceted community may have a

high need for accessing the essential resources and information provided by the City, they might not be accessing those services due to barriers beyond their control.

To answer the Council’s question about which community members are not accessing City accesses, staff looked at information within SeaTac’s 2021 Demographics and Outcomes Report to identify whether traditionally hard-to-reach populations of refugee and Limited English Proficiency (LEP) were underrepresented when compared to their overall populations within the statistics of our Human Services partner organizations. This information is shown in Table 1.

Human Services Partner	Households Served				Total Households
	Refugee/Immigrant Household	Refugee/Immigrant Percentage of Total	Limited English Household	Limited English Percentage of Total	
ANEW	0	0%	0	0%	7
Asian counseling and Referral Service	Unknown		8	23%	35
Catholic Community Services of Western Washington	9	19%	0	0%	48
Catholic Community Services Volunteer Services	0	0%	0	0%	28
Child Care Resources	3	8%	2	5%	39
Des Moines Area Food Bank	754	45%	206	12%	1665
HealthPoint Primary Dental Care	Unknown		61	28%	215
HealthPoint Primary Medical Care	Unknown		347	35%	983
Highline Area Food Bank	86	8%	143	13%	1137
Hospitality House Women's Shelter	0	0%	0	0%	6
King County Sexual Assault Resource Center	2	4%	2	4%	47
Literary Source ESOL and Family Literacy	23	88%	26	100%	26
Multi-Service Center Rent and Emergency Assistance	0	0%	0	0%	53
Multi-Service Center Shelter and Transitional Housing	3	100%	3	100%	3
Navos	0	0%	1	17%	6
Diocese of Olympia-Refugee Resettlement Office	17	100%	6	35%	17
Partner in Employment	27	79%	26	76%	34
SafeFutures Youth Center	6	50%	12	100%	12
Sound Generations Meals on Wheels	2	3%	Unknown		59
Sound Generation Community Dining	0	0%	1	6%	17

Table 1: SeaTac’s 2021 Refugee/Immigrant and LEP households served by SeaTac partner organizations.

Green cells highlights where the proportions of those households served are consistent with or greater than the proportion of those populations within SeaTac. This data does appear to highlight a disparity between SeaTac’s refugee, immigrant, and LEP populations living within the city and those accessing City services. Only six of the twenty reporting agencies show that they served refugee or immigrant households consistent with or greater than the proportion of those populations residing within SeaTac. And only four of the twenty reporting organizations show that they served LEP households consistent with or above the portion of those populations residing in SeaTac. However, this data does indicate that there is a gap in access to City services within refugee, immigrant, and LEP households.

This data is consistent with more anecdotal evidence that was identified by staff in preparation for bringing this position to Council. During the process of building a profile of a community outreach position for the City, staff asked personnel within each of the City’s outward-facing departments to see if there were noted differences in who was participating in different City-sponsored engagement activities. Staff responsible for or familiar with the City’s engagement activities consistently identified that there was a gap in who responds when the City engages within the community.

What follows are responses from those staff, grouped by department:

PCPS

“It can be difficult to get past language and other barriers. We need to find creative ways to let people know that we are here and to bring people in.”

CED

“We need a point person who understands how to access the community, who understands the best ways to notify individual communities, and how to support them during meetings so that we can get them to show up.”

“We don’t have any insight into community groups, non-profits, community councils, etc. Therefore, we can’t work with through these groups to engage with our residents.”

“We struggle to reach a representative subset of people. It’s hard to reach families, renters, or people who work multiple jobs.”

PW

“We have a huge need to reach diverse audiences and community members who may not have access to social media or our website and who may not speak or read English. The state stormwater permit that we operate under specifically requires us to reach “underserved” communities in our jurisdiction and we have not been able to reach those audiences. Part of the gap is skill based (language needs) and part of it is informational (not knowing how to best reach target audiences).”

Both the analysis of the human services data and anecdotal evidence may infer that there is a gap in access to City services, but they do not conclusively prove that one exists. The City would need to directly gather data on this question in order to fully understand if there is a gap in service. Piloting this Community Outreach Strategist allows the City to further explore this perceived gap in service without tying the City to a long-term commitment.

Bridging the Gap:

It should be noted that this City's partner organizations provide important services to SeaTac's residents, and that they work hard to reach everyone who may qualify for their services. So too, do staff within City departments who are responsible for engaging with the community. But there does appear to be a need for more City resources to be invested in community outreach so that the City can engage with and meet the needs of all its residents. Therefore, staff are proposing a new Community Outreach Strategist that would be responsible for overseeing, planning, developing, coordinating, and administering a variety of community outreach activities for the City.

To help bridge the gap for engaging with all City residents, the new position's responsibilities would include:

- Coordinate programs to encourage community participation in the City's decisions making process; identify groups or organizations effected by anticipated City action and outreach to these groups, identify opportunities for involvement.
- Serve as staff liaison to neighborhood associations and community groups; to provide two-way communications and citizen review of neighborhood issues including health, safety, and welfare. Attend neighborhood association meetings and provide technical assistance, resources, and support to encourage healthy, vibrant leadership structures.
- With a high-level of expertise and knowledge in outreach and demographics, provide support, education and outreach for City programs, services, and activities.

This position would be tasked with providing a known and consistent presence in the community. It would help to facilitate and attend local events, meet with community members to address their concerns, and where appropriate, would connect residents to City staff to directly address their concerns. If there is a gap in access to City services within some SeaTac communities, this position could help to identify where those gaps are, why they exist, and how best to work with those residents to alleviate those issues.

Measurable activities:

The overall goal of the position would be to build long-term and two-way relationships with community members and foster an environment of public trust for City activities. Building performance metrics around developing relationships can be a tricky thing to measure. "Relationships" can be hard to define, and so too is Community participation. The City also wants to avoid community members feeling like their participation is just a box that the City is checking, or stats that the City is collecting, instead of a true effort to better understand their needs.

However, the City could think about developing metrics around concepts like relationship and participation by measuring things like:

- Number of community events identified/attended
- Number of key community leaders identified
- Number of community groups mapped/contacted
- Number of community issues identified
- Number of residents participating in City engagement activities (assumes baseline is established)

These metrics could provide some understanding of the impact of this position towards establishing relationships and fostering an environment of trust.

Limited Term Position Funded through State and Local Fiscal Recovery Funds (SLFRF)

Funding for this position is being proposed using the federal funding the City received from the State and Local Fiscal Recovery Funds (SLFRF). Those funds total \$8,115,000 and must be spent by December 31st, 2026. It is being proposed that this position be funded for the longest possible term using SLFRF funds so that the City can attract a well-qualified candidate. At the end of the term, the City can review the impact of the position and hold the option to renew for another limited-term period or convert the position to a full-time equivalent.

Revisiting the materials presented in the March 8th CSS presentation, the City could offset some of the cost of this position by internalizing some or all of the costs of its current practice of using outside consultants to conduct community engagement centered around an individual project, plan, or activity. Over the last 3 year, the City has spent \$392,500 on outreach efforts and most of this money has been spent to hire external consultants.

Fiscal Impacts:

A Limited-Term Community Outreach Strategist will start at \$145,000 per year for salary and benefits plus \$9,600 for initial set up costs. Projecting the total cost of the position out for the full term comes to an estimated cost of \$708,797.

Salary and Benefits:

- 2022 \$64,974 (Prorated)
- 2023 \$145,643
- 2024 \$159,561
- 2025 \$174,828
- 2026 \$184,791

Initial Set-up:

- Office Furniture & Supplies \$4,500
- Laptop \$2,500
- Cell Phone \$300 (cost of phone depends on model)

On-going

- Cell phone service yearly cost: \$960
- Microsoft office Annual license: \$240
- Adobe Suite Software Annual Subscription: \$1,100

Alternatives:

If the Community Outreach Program Coordinator position is not funded, the City will continue to spend around \$100,000 a year to conduct community engagement using contracted consultants. Community outreach will continue to center around individual projects, plans, or programs, and no comprehensive and continuous strategy for engaging the community will be crafted by the city. No continuous presence will be established by the City to encourage long-term relationship building between City staff and the community.

City Goals:

BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT

Increase community trust through better community engagement, collaboration, and transparency.

Consideration of a Community Outreach Strategist

5/12/2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To seek Committee support to create a new limited-term position of Community Outreach Strategist

WHY IS THIS ISSUE IMPORTANT?

1. Councilmembers Gobena and Negusse submitted Council Request Forms for additional community engagement resources
2. To respond to City Council questions that arose during 3/8/2022 Council Study Session on this topic

POTENTIAL COUNCIL ACTION

COUNCIL ACTION REQUESTED

- Authorize staff to include the position in forthcoming budget amendment.

STAFF RECOMMENDATION

- Approve position and include position within the forthcoming budget amendment

REVIEWS TO DATE

RCM: 10/27/2020, 11/10/2020

CSS: 3/8/2022

COUNCIL QUESTIONS REGARDING NEW POSITION

What services are not being accessed by hard-to-reach community members, and why can they not access them?

What are some specific measurable activities that this position could be responsible for?

What would a pilot of this position look like?

ACCESS TO CITY SERVICES

- Staff compared 2021 Human Services Data to demographic
- 6 out of 20 reporting agencies show that they served refugee or immigrant households consistent with or greater than the proportion of those populations residing within SeaTac
- 4 of the 20 reporting organizations show that they served LEP households consistent with or above the portion of those populations residing in SeaTac

Human Services Partner	Households Served				
	Refugee/Immigrant Household	Refugee/Immigrant Percentage of Total	Limited English Household	Limited English Percentage of Total	Total Households
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Partner in Employment	27	79%	26	76%	34
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ACCESS TO CITY SERVICES

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“We don’t have any insight into community groups, non-profits, community councils, etc. Therefore, we can’t work with through these groups to engage with our residents.”

“We struggle to reach a representative subset of people. It’s hard to reach families, renters, or people who work multiple jobs.”

PW

“We have a huge need to reach diverse audiences and community members who may not have access to social media or our website and who may not speak or read English. The state stormwater permit that we operate under specifically requires us to reach “underserved” communities in our jurisdiction and we have not been able to reach those audiences. Part of the gap is skill based (language needs) and part of it is informational (not knowing how to best reach target audiences).”

BRIDGING THE GAP

DEDICATED POSITION

- Oversee, plan, develop, coordinate, and administer
- Encourage community participation
- Serve as staff liaison to neighborhood groups
- Educate and support staff reaching out to various groups throughout the city
- Provide a known and consistent community presence

MEASURABLE ACTIVITIES

UNDERSTANDING THE IMPACT

- Number of community events identified/attended
- Number of key community leaders identified
- Number of community groups mapped/contacted
- Number of community issues identified
- Number of residents participating in City engagement activities (assumes baseline is established)

LIMITED-TERM POSITION

PILOT THE POSITION

- Funded through State and Local Fiscal Recovery Funds (SLFRF)
- Limited-term thru 12/31/2026
- Evaluate at end of term

FISCAL IMPACT

- Estimated total of \$708,797 for full-term

ALTERNATIVES

- Status quo

POTENTIAL COUNCIL ACTION

COUNCIL ACTION REQUESTED

- Authorize staff to include the position in forthcoming budget amendment.

STAFF RECOMMENDATION

- Approve position and include position within the forthcoming budget amendment

REVIEWS TO DATE

RCM: 10/27/2020, 11/10/2020

CSS: 3/8/2022

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card:

Position Title *(Provided by HR) :*

Salary Range *(Provided by HR) :*

Limited Term Position? (Y/N)

Primary Duties/Responsibilities:

Total Salary *(provided by Finance)*

Total Benefits *(provided by Finance)*

Subtotal Salary and Benefits

	BARS
Office Supplies	XXX.XX.31.008
Uniform & Safety Clothing	XXX.XX.31.018
Office Furniture & Equipment	XXX.XX.35.000
Computer & Hardware	301 FUND
Telephone	
Cell Phone Purchase	XXX.XX.35.000
Cell Phone Monthly Charges	XXX.XX.42.028
Software Subscriptions	XXX.XX.49.053
Training & Conferences	
Lodging	XXX.XX.43.031
Meals	XXX.XX.43.032
Transportation	XXX.XX.43.033
Registration	XXX.XX.49.061
Vehicle	
Vehicle Purchase	501 FUND
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002

Other *(specify) :*

Subtotal Associated Costs

TOTAL:

**City of SeaTac
Decision Card**

Budget

Date Prepared:

Title:		
Amount <input type="checkbox"/>		Department:
BARS# <input type="checkbox"/>		Division <input type="checkbox"/>
On-Going	Mandatory	Director <input type="checkbox"/>
One-Time	Discretionary	Preparer:

Description: Provide a brief overview of what is being requested

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Alternatives: (List possible alternatives and/or risks if funding is not approved):

City Goal: (Identify one or more City Goal addressed by this request):

Funding Source: (How will this request be funded):

	<u>Amount</u>	<u>Amount</u>
<u>Source/Fund (be specific)</u>		
<input type="checkbox"/> Current Operations		
<input type="checkbox"/> Indin Fund Bond		
<input type="checkbox"/> Rent		
<input type="checkbox"/> Other		
TOTAL		

Date Approved:

CITY OF SEATAC

CLASS TITLE: COMMUNITY OUTREACH STRATEGIST

Salary Range: 54

Essential Personnel: Yes No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

The City of SeaTac is a diverse and expanding city. The school system in SeaTac reports more than 80 languages being spoken in homes of students. Historically, it has been challenging for the City to effectively conduct outreach to these diverse communities. Under the direction of the Government Relations and Communications Manager, this position is responsible for planning, developing, coordinating, and administering a variety of community outreach programs. The ideal candidate for this position is a motivated self-starter that can convey the importance of community outreach through a complete education and outreach campaign for all of SeaTac.

REPRESENTATIVE DUTIES:

1. Oversee, develop, implement, and coordinate community outreach activities and program for the City of SeaTac. *E*
2. Coordinate programs to encourage community participation in the City's decisions making process; identify groups or organizations effected by anticipated city action and outreach to these groups, identify opportunities for involvement. *E*
3. Serve as staff liaison to neighborhood associations and community groups; to provide two-way communications and citizen review of neighborhood issues including health, safety, and welfare. Attend neighborhood association meetings and provide technical assistance, resources, and support to encourage healthy, vibrant leadership structures. *E*
4. Seek out existing community events hosted by external partners and develop relationships to promote city services and programs.
5. Collaborates with departments to build consistent methods to engage the community around major planning and development projects. *E*
6. Provides assistance with other Communication team members and other departments to

create effective outreach materials (e.g. social media posts, flyers, blog posts, newsletter articles, etc.)

7. With a high-level of expertise and knowledge in outreach and demographics, provide support, education and outreach for City programs, services, and activities. **E**
8. Work independently and with limited supervision or oversight while collaborating with internal and external stakeholders and participate on multijurisdictional committees. **E**
9. Lead development and implementation for a comprehensive community engagement plan.
10. Represent, and speak, on the City of SeaTac's behalf, and provide input on community outreach programs and activities. **E**
11. Develop content and deliver presentations to Council, other elected officials, regional committees, and other stakeholders. Establish and maintain professional working relationships with federal, State, county, local and private agencies. **E**
12. Establish baseline and periodic updates of community engagement: Collect, evaluate, and analyze data to measure impact of work; make recommendations and adjust strategies as needed. **E**
13. Develop culturally and linguistically education, tools and resources that provides system level assistance to residents and accessing and navigating resources available to them. This includes overseeing the City's language access plan.
14. Prioritize, review work, and provide direction and training to other employees as it relates to community outreach activities, projects, and programs.
15. Act as project manager and ensure timely completion of projects and assignments of other staff as it related to community outreach activities. **E**
16. Coordinates with other departments to create and maintain a citywide database of community contacts (e.g. individual, groups and institutions) to quickly and easily disseminate information and feedback
17. Maintain regular, reliable, and punctual attendance. **E**
18. Perform other duties as assigned. **E**

E denotes an essential function of the job

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Oral communications and presentation skills.
- Written communication skills, ensuring correct grammar, spelling, punctuation, and vocabulary.
- Technical writing skills.
- Interpersonal skills using tact, patience, and courtesy.
- Work effectively within interdisciplinary teams, with senior management, and the public.
- Effective professional and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Research and analytical skills.
- Conflict resolution and problem-solving skills.
- Decision-making skills.
- Detail-oriented and organizations skills.
- Ability to:
 - o Work independently.
 - o Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement solutions in support of goals.
 - o Exercise a high degree of independent judgement in problem solving and decision-making.
- Knowledge of:
 - o Local and regional racial, social, and economic equity issues and programs.
 - o Principles, practices and techniques of program and project management.
 - o Municipal government policies, procedures, and structure; applicable local, state, and federal laws, codes, regulations, and ordinances.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Services, Social Work, Public Administration, or closely related field.
- Three years of increasingly responsible experience in community engagement/organizing, lobbying, advocacy, or closely related field or seven years of relevant education and experience.
- Experience managing programs and projects, working closely with elected officials, and participating on regional committees is highly desirable.
- Successful passing of a required background check.
- High desirable bilingual, specifically Spanish, Somali, Amharic, or Punjabi.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license. A three-year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Drives a vehicle on a regular basis to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment; sitting and standing for extended periods of time; hearing and speaking to exchange information in person or on the telephone; carrying items weighing up to approximately 30 pounds.

Revised: 05/22 Kyle Moore

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)



MEMORANDUM

Date: May 12, 2022
To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Bart Perman, Information Systems Manager
Re: **Information Systems Analyst-Position Reclassification**

Summary

The Information Systems (IS) Division is asking for A&F Committee support to reclassify the approved Information Systems Analyst position to Senior Information Systems Technician.

Background and Analysis

The IS Division currently consists of one IS Manager, one IS Systems Analyst, one IS Systems Technician, one GIS Coordinator, one GIS Systems Analyst and one GIS technician. As the complexity and number of systems the division supports have grown, additional staff is needed to continue to provide the required services.

In the 2021 Mid-Biennium budget adjustment, Council approved an additional IS Systems Analyst position starting in 2022. After further analysis of the division's structure and needs gap, it was determined the division and the City would be better served by creating a Senior Information Systems Technician position and filling that position instead of another Systems Analyst. Benefits to this would include:

- Freeing up time for both IS Manager and IS Analyst by shifting responsibility for the following to the Senior Technician including:
 - Higher level Support Tickets
 - User account creation/maintenance
 - Phone/voicemail system administration
 - Supporting A/V and broadcast of meetings
 - Inventory purchasing and tracking
 - End point maintenance
- Providing a progression path for the IS Technician position, allowing for growth in the position and providing incentive for longevity with the City.

Fiscal Impact

The approved Systems Analyst position is currently classified at pay range 57 which, if filled in June of 2022 would include approximately \$84,111 in Salaries and Benefits for 2022.

The proposed Senior Systems Technician position would be classified at pay range 53, which for the same period would include approximately \$77,808 in Salaries and Benefits for 2022, for a net budget reduction of approximately \$6,283.

Authority

RCW 35A (sections 13.080 through 13.102) provide the authority of the city manager to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs. The city manager may not amend the adopted budget.

The proposed reclassification is not an amendment to the 2021-2022 budget and does not require Council approval.

Approval

At its May 12, 2022, meeting, the Administration and Finance Committee approve the proposed reclassification as recommended above.

Ratified:

Takele Gobena, Chair

Attachment

Job Description

CITY OF SEATAC

CLASS TITLE: Senior Information Systems Technician

Salary Range: 53

Essential Personnel: Yes X No

FLSA: Represented

Union: AFSCME

BASIC FUNCTION:

This position is a progression from the City's Information Systems Technician position.

Under the direction of the Information Systems Manager, the Senior Systems Technician will oversee complex and/or high-profile Information Services Service Desk job functions and take the lead on mid to high level service desk issues, provide experienced technical, professional, analytical, and organizational service desk consultation and services to all City staff. Exercise greater knowledge and independence in addressing technology problems and issues. Work independently, keeping supervisor apprised of workload status.

REPRESENTATIVE DUTIES:

1. Assist City staff with broadcast programming needs, software applications, related programs, telecommunications, hardware and software systems, and training; recommend and implement solutions to assure minimum delay and effective operations for system end-users. **E**
2. Perform routine tasks such as password resets, network/email/system account creation, installation and configuration of City hardware/software, role assignment and tracking. **E**
3. Analyze equipment and system malfunctions, troubleshoot computers and software applications, and determine effective solutions. **E**
4. Develop and update routine reports; document tables and data used in the preparation of reports and queries. **E**
5. Provide maintenance and monitor computer management system, desktop and mobile computer hardware and software, mobile city phones, and building access systems. **E**
6. Conduct hardware/software upgrades and inventory database maintenance and reporting. **E**

7. Manage the content on the City's website; assist content managers with posting information on the web; train users, approve pages for publication and troubleshoot website with vendor. **E**
8. Assist in establishing and maintain documentation of the City's network and systems architecture, operating systems software, devices, and communications specifications. **E**
9. Develop and maintain the service desk technical support knowledge base; generate documentation and manuals; analyze and report statistics of service desk activities. **E**
10. Maintain the IT Capital Equipment Replacement Schedule and computer inventory lists; collaborate with Finance to maintain the Finance Budget Computer Equipment Replacement Schedule. **E**
11. Receive, examine, and process requisitions for various supplies and materials, and initiate purchases, track shipping delays, and receive, unpack, and inventory equipment. **E**
12. Investigate application functionality related issues and assume ownership of involving 3rd party vendors or other application support resources to resolve those issues. **E**
13. Work standby as required, up to 24x7 for first response support. **E**
14. Perform related duties as assigned.

E denotes essential job function

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Public service and working in a political environment
- Various software applications including Microsoft Office 365
- Basic understanding and ability to use specialized video, audio, graphics, web, and multi-media production equipment, software, and appropriate computer hardware for design and production of visual content
- System utilities and design and program applications
- Personal computers, desktop operating systems, applications, and PC peripherals
- Components, functions, and capabilities of the City's operating systems

SKILL IN:

- Providing a high level of customer service

- Record keeping and data entry
- Installing, monitoring, maintaining, and troubleshooting the City's computers, software applications, printers, and other peripherals related to the City's network
- Maintain Cisco Unified Communications for City phones and voicemail
- Endpoint management including IBM Maas360 and similar platforms
- Strong interpersonal skills
- Stay current with technological advances in the field
- Working independently with little direction
- Problem solving and troubleshooting in all phases of help desk/workstation support activities

ABILITY TO:

- Interact with all levels of management professionally and effectively
- Communicate effectively both orally and in writing
- Provide technical guidance to computer system users
- Effectively and independently problem solve
- Prioritize and organize time effectively
- Be dependable and punctual
- Maintain confidentiality regarding sensitive information and confidential records

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree in Computer Technology or related field and;
- Three (3) years of experience researching and/or solving technical IT problems in a service desk environment
- or
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Three (3) year driving abstract submitted prior to hire
- A+ Certification or obtain within one year of employment
- Microsoft Office certification or obtain within one year of employment.
- Successfully pass required background check.

WORKING CONDITIONS:

ENVIRONMENT:

The work is generally performed in an office environment with extensive work performed at a desktop computer. The incumbent in this position will also be required to drive to off-site locations to service computers installed in City vehicles.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate computer keyboard and hand tools; sitting for extended periods of time; lifting, pushing, pulling and carrying objects weighing up to 30 pounds; stretching, climbing, bending, kneeling and crouching to work on peripherals and microcomputers; seeing to configure and install hardware and software; and hearing and speaking to exchange information.

HAZARDS:

Normal office hazards and driving a vehicle to City worksites.

05/2022 B. Perman

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: May 12, 2022
Re: 2021-2022 Budget Amendment

History:

Periodically, Directors submit budget requests that are not time-sensitive to the Finance & Systems Director for presentation as a budget amendment at a future date. The Finance Department will then process these requests several times a year.

As professional conferences and training sessions are starting to move back to “in person” instead of virtual meetings, this amendment includes travel requests for 2021-2022 that were removed from the budget during the planning process. Also included in this amendment are the addition of grant revenues accepted over the last few months, one Decision Card, miscellaneous increases and Fund Balance Adjustments that are discussed below by fund.

Exhibit A shows the detail of the requests.

Analysis:

General Fund (001) requests total \$35,000 for expenditures and \$102,240 in grant and other miscellaneous revenue.

Requests include:

- Fire Station 45 and 46 (\$35,000) for rising maintenance costs associated with increased use at both facilities.

Revenues include:

- The City has an agreement with Puget Sound Regional Fire Authority to reimburse 50% of maintenance costs over \$1,000. SeaTac could be reimbursed up to \$17,500 to offset the maintenance increase listed above.
- Washington Recreation Park Association Summer Experience and Enrichment for Kids Grant (\$55,140). Accepted 03/08/2022.
- King Conservations Member Jurisdiction Grant (\$29,600) to execute a professional services contract with Forterra for the 2022 calendar year to continue to administer the urban forest restoration projects at North SeaTac Park and Angle Lake Trail.

The Street Fund (102) requests total \$15,100 for Lodging, Meals, and Transportation for travel related to in-person training.

The Facility Construction CIP Fund (306) requests total \$164,995 for the SeaTac Police Community Outreach Center. See attached Decision Card for more information.

The Transportation CIP Fund (307) increases revenue \$600,000 for the Transportation Improvement Board Complete Streets grants accepted 4/12/2022:

- River Ridge Elementary Sidewalk Project (\$300,000).
- 34th Ave S Phase 2 (\$300,000).

The Surface Water Management Fund (403) increases in revenue for the Department of Ecology Stormwater Capacity Grant (\$50,000). Expenditures requests total \$4,950 for Lodging, Meals, and Transportation for travel related to in-person training.

The Solid Waste & Environmental Fund (404) increases in revenue for the Waste Reduction and Recycling Grant (\$32,729). Expenditures requests total \$1,200 for Lodging, Meals, and Transportation for travel related to in-person training.

The Equipment Replacement Fund (501) expenditure requests total \$1,150 for Lodging, Meals, and Transportation for travel related to in-person training.

The following Fund Balance adjustments are recommended due to reconciliation of discrepancies between the budget document and the EDEN financial system:

- Street Fund 102 – Decrease Fund Balance \$92,093. Between 2013 and 2016, various expenses were not accounted for in the budget document.
- Des Moines Creek Basin ILA Fund 111 – Increase Fund Balance \$778,130. In 2013, the amounts recorded as actual expenditures in the budget document were budget numbers and not actual expenditures.
- SCORE Bond Fund 207 – Increase Fund Balance \$110,000. 2013 actual revenues and expenditures were not accounted for in the budget document.
- Municipal CIP Fund 301 – Increase Fund Balance \$0.41 due to rounding errors.
- Facilities Construction CIP Fund 306 – Decrease Fund Balance \$263,112. In 2014, Fire Station #45 Design and Construction expenditures were not recorded in the budget document.
- Transportation CIP Fund 307 – Decrease Fund Balance \$897,198. In 2013 and 2014, Transfers in were accounted for twice in the budget document.
- Light Rail Station Areas CIP Fund 308 – Increase Fund Balance \$281. The 2013 Beginning Fund Balance was recorded incorrectly in the budget document.

The grand total across all funds equals an increase in revenue of \$784,969, an increase in expenditures of \$222,395, and a decrease in Fund Balance of \$363,619.

Budgetary Impacts:

All funds meet the target reserve set by policy. Staff does not anticipate the expenditure requests will negatively impact future fund balance.

Staff Recommendation:

Staff is requesting a recommendation to place this item on the May 24, 2022, Council Meeting consent agenda for Council approval.

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2021-2022 Biennial Budget for miscellaneous items.

WHEREAS, the Administration and Finance Committee, on May 12, 2022, reviewed the proposed amendment submitted by the City Manager and Finance and Systems Director which details recommended changes in various revenue and expenditure line items in the 2021-2022 Biennial Budget; and

WHEREAS, it is necessary for the City Council to amend the 2021-2022 Biennial Budget to provide additional appropriation authority to fund certain expenditures identified in Exhibit A;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:

Section 1. A listing of the adjustment requests is included by line item, amount, and fund in summary format as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

Section 2. The 2021-2022 Biennial Budget for the City of SeaTac, covering the period from January 1, 2021, through December 31, 2022, is hereby amended with a total 2022 ending fund balance in the amount of \$89.1 million for all budgeted funds. The City's 2021-2022 biennial budget is attached as Exhibit B and includes budgeted revenues and expenditures for the 2021-2022 biennium in the amounts and for the purposes shown separately and in the aggregate totals for all such funds as displayed.

Section 3. This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this _____ day of _____, 2021, and signed in authentication thereof on this _____ day of _____, 2021.

CITY OF SEATAC

Jake Simpson, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to form:

Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]

[2021-2022 Biennial Budget Amendment Ordinance]

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EXHIBIT A

2021-2022 Biennial Budget Amendment

Revenue

		2021-2022 TOTAL	
001	001.334.05.10.001	\$55,140	SEEK Grant AWC/WA OSPI
	001.341.93.00.000	\$17,500	Fire Facility Maintenance - PSRFA
	001.337.07.00.019	\$29,600	Urban Forest Resto Study - KC Cons
307	307.334.03.81.015	\$300,000	River Ridge Elem Sidewalk - TIB
	307.334.03.81.016	\$300,000	34th Ave S Phase 2 - TIB
403	403.334.03.10.007	\$50,000	Stormwater Capacity Grant
404	404.337.07.00.003	\$32,729	Waste Reduction & Recycling Grant
		\$784,969	

Expenditures

FUND #	BARS#	2021-2022 TOTAL	
001	001.000.10.522.55.48.000	\$20,000	Repairs & Maintenance
	001.000.10.522.56.48.000	\$15,000	Repairs & Maintenance
Total General Fund (001)		\$35,000	
102	102.000.11.542.30.43.031	\$1,500	Lodging
	102.000.11.542.30.43.032	\$1,000	Meals
	102.000.11.542.30.43.033	\$500	Transportation
	102.000.11.543.10.43.031	\$5,200	Lodging
	102.000.11.543.10.43.032	\$2,000	Meals
	102.000.11.543.10.43.033	\$2,400	Transportation
	102.000.11.544.20.43.031	\$1,000	Lodging
	102.000.11.544.20.43.032	\$500	Meals
	102.000.11.544.20.43.033	\$1,000	Transportation
Total Street Fund (102)		\$15,100	
306	XXX.XX.XX.XXX.XX.XX.XXX	\$164,995	SeaTac Police Community Outreach Center (Decision Card)
Total Facility Const. CIP Fund (306)		\$164,995	
403	403.000.11.531.32.43.031	\$1,000	Lodging
	403.000.11.531.32.43.032	\$300	Meals
	403.000.11.531.32.43.033	\$1,000	Transportation
	403.000.11.531.35.43.031	\$1,350	Lodging
	403.000.11.531.35.43.032	\$700	Meals
	403.000.11.531.35.43.033	\$600	Transportation
Total SWM Fund (403)		\$4,950	
404	404.000.11.537.92.43.031	\$600	Lodging
	404.000.11.537.92.43.032	\$300	Meals
	404.000.11.537.92.43.033	\$300	Transportation
Total SWE Fund (404)		\$1,200	
501	501.000.11.548.65.43.031	\$450	Lodging
	501.000.11.548.65.43.032	\$150	Meals
	501.000.11.548.65.43.033	\$550	Transportation
Total Equipment Rental (501)		\$1,150	
Grand Total - ALL FUNDS		\$222,395	

CITY OF SEATAC, WASHINGTON
2021-2022 BIENNIAL BUDGET: EXHIBIT B

5/24/2022

2021-2022 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 262,749,777				
FUND	BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
001 General Fund	\$ 34,541,589	\$ 78,198,689	\$ 89,891,671	\$ 22,848,606
102 Street Fund	10,437,550	15,567,442	20,367,248	\$ 5,637,744
105 Port ILA	8,915,304	2,904,235	3,899,888	\$ 7,919,651
106 Transit Planning	446,091	787,260	977,695	\$ 255,656
107 Hotel/Motel Tax	8,923,388	1,662,829	1,544,174	\$ 9,042,043
108 Building Management	3,450,129	652,710	512,532	\$ 3,590,307
111 Des Moines Creek Basin ILA	3,743,759	674,700	1,190,870	\$ 3,227,589
112 Affordable Housing Sales Tax	69,792	144,000	-	\$ 213,792
113 ARPA Grant	-	8,115,494	-	\$ 8,115,494
207 SCORE Bond Servicing	385,407	283,513	283,113	\$ 385,807
301 Municipal Capital Improvements	11,911,727	8,367,257	11,938,147	\$ 8,340,837
306 Facility Construction CIP	3,719,265	4,800	164,995	\$ 3,559,070
307 Transportation CIP	13,147,839	21,800,741	27,080,428	\$ 7,868,152
308 Light Rail Station Areas CIP	2,971,205	54,270	49,623	\$ 2,975,852
403 SWM Utility	6,238,430	9,809,688	12,516,062	\$ 3,532,057
404 Solid Waste & Environmental	946,555	908,000	555,035	\$ 1,299,520
501 Equipment Replacement	941,274	2,024,846	2,676,296	\$ 289,824
TOTAL BIENNIAL BUDGET	\$ 110,789,303	\$ 151,960,474	\$ 173,647,777	\$ 89,102,000

DRAFT

**City of SeaTac
Decision Card**

Budget

Date Prepared:

<p>Title:</p> <p>Amount <input type="checkbox"/></p> <p>BARS# <input type="checkbox"/></p> <p>On-Going</p> <p>One-Time</p>	<p>Department:</p> <p>Division <input type="checkbox"/></p> <p>Director <input type="checkbox"/></p> <p>Preparer:</p>
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Description: Provide a brief overview of what is being requested

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Alternatives: (List possible alternatives and/or risks if funding is not approved):

City Goal: (Identify one or more City Goal addressed by this request):

Funding Source: (How will this request be funded):

	<u>Amount</u>	<u>Amount</u>
<input type="checkbox"/> Current Operations		
<input type="checkbox"/> Indirect Fund Balance		
<input type="checkbox"/> Grant		
<input type="checkbox"/> Other		
TOTAL		

Date Approved:

Additional BRS

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2021-2022 Budget Amendment

Administration & Finance Committee

May 12, 2022



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

To present proposed decision cards, amendments to Fund Balances, and other miscellaneous amendments to the 2021-2022 Biennial budget for consideration.

WHY IS THIS ISSUE IMPORTANT?

1. Decision Cards provide the opportunity for Council to approve funding requests for new programs or projects.
2. Fund balances have been reconciled to our financial system and require amending in the budget.
3. Several miscellaneous items have been identified that require amending the 2021-2022 Budget.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Forward an Ordinance amending the 2021-2022 Biennial Budget, to Council for action on the May 24, 2022, Consent Agenda for approval.

REVIEWS TO DATE

- A&F 05/12/2022



BUDGET AMENDMENT OVERVIEW

General Fund (001)

- Fire Stations 45 & 46 Repairs and Maintenance (\$35,000)
 - Partial reimbursement from Puget Sound Regional Fire Authority (\$17,500)
- AWC/WRPA SEEK Grant Revenue (\$55,140)
- King Conservations Member Jurisdiction Grant Revenue (\$29,600)

Street Fund (102)

- Travel-related Training Costs (\$15,100)

Facility Construction CIP Fund (306)

- SeaTac Police Community Outreach Center **Decision Card** (\$164,995)

Transportation CIP Fund (307)

- River Ridge Elementary Sidewalk TIB Grant (\$300,000)
- 34th Ave S Phase 2 TIB Grant (\$300,000)

BUDGET AMENDMENT OVERVIEW

SWM Fund (403)

- Stormwater Capacity Grant – DOE (\$50,000)
- Training-related Travel Costs (\$4,950)

SWE Fund (404)

- Waste Reduction & Recycling Grant (\$32,729)
- Training-related Travel Costs (\$1,200)

Equipment Replacement Fund (501)

- Training-related Travel Costs (\$1,150)

BUDGET AMENDMENT SUMMARY

Fund	Revenue Adjustment	Expenditure Adjustment	Fund Balance Reconciliation	Total Fund Inc/(Decr.)
General Fund (001)	\$102,240	\$35,000	0	67,240
Street Fund (102)	0	\$15,100	(92,093)	(107,193)
Des Moines Creek Basin ILA (111)	0	0	778,130	778,130
SCORE Bond Fund (207)	0	0	110,372	110,372
Municipal CIP Fund (301)	0	0	.41	.41
Facilities Construction CIP (306)	0	164,995	(263,112)	(428,107)
Transportation CIP Fund (307)	600,000	0	(897,198)	(297,198)
Light Rail Station Areas CIP (308)	0	0	281	281
SWM Fund (403)	50,000	4,950	0	45,050
SWE Fund (404)	32,729	1,200	0	31,529
Equip. Replacement Fund (501)	0	1,150	0	(1,150)
TOTAL	784,969	222,395	(363,619)	198,995

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Forward an Ordinance amending the 2021-2022 Biennial Budget, to Council for action on the May 24, 2022, Consent Agenda for approval.

REVIEWS TO DATE

- A&F 05/12/2022



MEMORANDUM

To: Administration and Finance Committee
Through: Carl Cole, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: May 12, 2022
Re: April 30, 2022, Investment Report

Attached is the April 2022 Investment Compliance Report and Portfolio Analysis.

At the end of April, the city had \$ 68,034,258 in cash and short-term investments and \$62,590,727 in long-term investments at market value. Total cash on hand and investments equals \$130,624,727 an increase of \$3,614,881 over the previous month due to revenue collections outperforming expenditures.

Interest received during the month was \$39,549 from bonds and \$16,040 from the LGIP. Interest paid to date is \$230,192.

The 90-day T-bill and the LGIP are continuing to rise, however they continue to remain below 1% in February. The 2-year Treasury note continues to climb and is at 2.70%.

SeaTac Yield is .96% compared to the LGIP at .40%.

Total Funds City of SeaTac

Compliance Report

4/30/2022

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	52%	68,034,258	YES
Under 1 year	25%	57%	75,019,871	YES
Under 5 years	100%	100%	130,624,985	YES
Maximum Weighted Average Maturity	3.00		2.58	
Maximum Single Maturity	5 Years		5.00	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		6.63%	\$ 8,664,649	
U.S. Agencies Primary	100%		37.27%	\$ 48,681,355	YES
FHLB		30%	19.73%	\$ 25,770,629	YES
FNMA		30%	7.95%	\$ 10,385,248	
FHLMC		30%	3.79%	\$ 4,951,295	
FFCB		30%	5.80%	\$ 7,574,184	
U.S. Agencies Secondary	20%		1.51%	\$ 1,975,804	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	1.51%	\$ 1,975,804	
Municipal Debt Obligations	20%	5%	2.50%	\$ 3,268,918	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		15.16%	\$ 19,808,647	YES
Local Government Investment Pool	100%		36.92%	\$ 48,225,611	YES
Total			100%	\$ 130,624,985	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 64,808,000	\$ 65,537,086	\$ 62,590,727	\$ (2,946,359)	0.96%
City of SeaTac Liquidity Funds	\$ 68,034,258	\$ 68,034,258	\$ 68,034,258		
TOTAL PORTFOLIO	\$ 132,842,258	\$ 133,571,344	\$ 130,624,985	\$ (2,946,359)	

Cit of SeaTac
Investment Portfolio Analysis
As of 4/30/2022

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)			LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
January	27,840,000	27,541,000	62,808,000	-	182,914	44,256	74,764,550	73,134,760	48,196,331	109,251	8,662	3,719	109,251	191,576	47,975
February	27,840,000	34,503,000	62,808,000	-	38,233	14,889	74,864,270	63,142,122	48,200,336	99,719	7,362	4,005	208,970	237,171	66,868
March	28,340,000	43,503,000	62,808,000	55,960	68,750	98,500	72,945,782	63,148,231	48,209,571	81,513	6,109	9,235	346,443	312,030	174,603
April	28,340,000	43,503,000	64,808,000	32,500	39,500	39,549	72,994,572	63,153,525	48,225,611	48,789	5,294	16,040	427,732	356,824	230,192
May	30,340,000	43,503,000		16,250	20,000		73,025,430	63,157,624		30,858	4,099		474,840	380,923	230,192
June	30,340,000	43,453,000		118,350	101,875		73,047,623	63,161,553		22,193	3,910		615,383	486,707	230,192
July	30,230,000	41,453,000		-	42,506		73,066,893	63,171,099		19,270	9,566		634,652	538,778	230,192
August	30,203,000	43,453,000		-	2,500		73,082,792	63,175,331		15,899	4,232		650,551	545,510	230,192
September	30,203,000	43,453,000		42,500	98,500		73,095,153	63,179,850		12,361	4,519		705,413	648,529	230,192
October	30,203,000	43,453,000		39,500	32,500		73,106,728	63,184,881		11,575	5,031		756,488	686,060	230,192
November	30,203,000	48,443,000		16,250	28,200		73,116,409	48,188,898		9,681	4,018		782,418	718,278	230,192
December	30,203,000	62,808,000		112,328	101,750		73,126,098	48,192,612		9,689	3,714		904,436	823,742	230,192
Average	29,523,750	43,255,750	63,308,000	36,136	63,102	197,193	73,353,025	61,499,207	48,207,962	39,233	5,543	8,250	n/a	n/a	n/a

Month	2 Yr T-Note			90 Day T Bill			SeaTac Current Yield			LGIP Interest Rate			2022 Budget		
	2 Yr T-Note 2020	2 Yr T-Note 2021	2 Yr T-Note 2022	90 Day TBill 2020	90 Day TBill 2021	90 Day TBill 2022	City 2020	City 2021	City 2022	LGIP 2020	LGIP 2021	LGIP 2022	Actual	Budget	% of Budget
January	1.33%	0.11%	1.18%	1.52%	0.06%	0.24%	1.86%	1.24%	0.78%	1.72%	0.14%	0.09%	47,975	27,259	176%
February	0.86%	0.14%	1.44%	1.25%	0.04%	0.37%	1.85%	0.96%	0.78%	1.68%	0.14%	0.11%	18,894	27,259	69%
March	0.23%	0.16%	2.28%	0.11%	0.03%	0.51%	1.58%	0.88%	0.78%	1.30%	0.11%	0.23%	107,735	27,259	395%
April	0.20%	0.16%	2.70%	0.09%	0.01%	0.81%	1.58%	0.88%	0.96%	0.81%	0.10%	0.40%	55,588	27,259	204%
May	0.16%	0.14%		0.14%	0.01%		1.52%	0.88%		0.50%	0.08%		-	27,259	0%
June	0.16%	0.25%		0.16%	0.05%		1.49%	0.88%		0.37%	0.08%		-	27,259	0%
July	0.11%	0.19%		0.09%	0.06%		1.39%	0.89%		0.31%	0.18%		-	27,259	0%
August	0.14%	0.20%		0.11%	0.04%		1.39%	0.89%		0.26%	0.08%		-	27,259	0%
September	0.13%	0.28%		0.10%	0.04%		1.39%	0.89%		0.21%	0.09%		-	27,259	0%
October	0.14%	0.48%		0.09%	0.05%		1.39%	0.86%		0.19%	0.09%		-	27,259	0%
November	0.16%	0.52%		0.08%	0.05%		1.39%	0.76%		0.16%	0.09%		-	27,259	0%
December	0.13%	0.73%		0.09%	0.05%		1.28%	0.78%		0.16%	0.09%		-	27,259	0%
Average	0.31%	0.28%	1.90%	0.32%	0.04%	0.48%	1.51%	0.90%	0.83%	0.64%	0.10%	0.21%	230,192	327,105	70.37%