



Parks & Recreation Committee Agenda

June 2, 2022, 4:00 PM

SeaTac City Hall – City Council Chambers

Hybrid Meeting

Councilmembers:
Iris Guzmán, Chair
Mohamed Egal
Jake Simpson

A quorum of the Council may be present.

Staff Coordinator: Lawrence Ellis, Parks, Community Programs and Services Director

Due to the current COVID-19 public health emergency, this meeting will be conducted virtually. The meeting will be live streamed on SeaTV Government Access Comcast Channel 21 and the City's website <https://www.seatacwa.gov/seatvlive> and click play. The public may also listen to the meeting by calling 206.973.4555 and muting your phone.

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	4:00
2	Minutes of April 7, 2022 and May 5, 2022	Approval of minutes.	Committee	5 min.
3	<p>As the City transitions to a hybrid format, please be patient. We are trying our best to make everything work as seamlessly as possible, but that requires many people, technologies, and systems to work together. Thank you.</p> <p><i>This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City's website https://www.seatacwa.gov/seatvlive and click play.</i></p> <p>PUBLIC COMMENTS: The committee will hear in-person public comments and is also providing remote oral and written public comment opportunities. All comments shall be respectful in tone and content. Providing written comments and registering for oral comments must be done by 2:00 PM the day of the meeting. Registration is required for remote comments and encouraged for in-person comments. Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.</p> <ul style="list-style-type: none">• Instructions for providing remote oral public comments are located at the following link: Council Committee and Citizen Advisory Committee Virtual Meetings.• Submit email/text public comments to PRpubliccomment@seatacwa.gov. The comment will be mentioned by name and subject and then placed in the committee handout packet posted to the website.		Chair	10 min. 4:05-4:15

4	Proposed contracts with human services agencies utilizing the 2022 off-cycle funding program	Requesting a Recommendation to move forward to Consent Agenda	Lawrence Ellis	10 min. 4:15-4:25
5	Contracts with Multi-Service Center and African Community Housing & Development utilizing House Bill 1406 funding (rental assistance)	Requesting a Recommendation to move forward to Consent Agenda	Lawrence Ellis	15 min 4:25-4:40
6	Proposed contract with American Ramp Company for pump track construction	Requesting a Recommendation to moved forward to the City Council	Michael Fitzpatrick	10 min 4:40-4:50
7	Proposed 2022-2023 CDBG contract between the City and King County for joint Minor Home Repair Program.	Requesting a Recommendation to move forward to the City Council	Lawrence Ellis	10 min. 4:50-5:00
8	Directors Update	Information Only	Lawrence Ellis	10 min 5:00-5:10
9	Adjourn			5:15



Parks and Recreation Committee Minutes

Thursday, April 7, 2022

4:00 PM

Virtual Meeting

Members: Present: Absent: Commence: 4:00 PM
Adjourn: 5:28 PM

Iris Guzmán, Chair x
Mohamed Egal x
Jake Simpson x

Other City Council Members Present: Councilmember Peter Kwon

Staff Present: Lawrence Ellis, Parks, Community Programs & Services Director; Gwen Rathe, Administrative Assistant III; Mike Fitzpatrick, Parks Projects & Operations Manager; Ha Dao, Assistant City Attorney; Kim Cooper, Human Services Coordinator; Gwen Voelpel, Deputy City Manager; Cindy Corsilles, Senior Assistant City Attorney; Mary Mirante Bartolo, City Attorney

1. Call to Order	Meeting was called to order at 4:00 PM by Councilmember Mohamed Egal.
2. Approval of Minutes	Minutes from the March 3, 2022 meeting were approved as written.
3. Public Comment	No oral or written public comment.
4. ILA between the City and King County for Conservation Futures Tax Levy Funds	Lawrence Ellis explained that a recommendation for approval of this amendment to the ILA is being requested as a housekeeping item. The City Council has already accepted the funds at the February 22, 2022 Regular City Council Meeting. This is the second and final amendment to the original ILA in 2019. The Committee recommends moving this item forward to the City Council for approval.

<p>5. ILA between the Cities of SeaTac, Des Moines, Covington, and Tukwila for Joint Minor Home Repair Program</p>	<p>Lawrence explained the responsibilities of being the lead city for the joint Minor Home Repair Program and stated that the City of Tukwila filled the role for 17 years. He stated that the program is very important to many low to moderate low income families in the community. He would like to propose that the role of a lead city be rotated among the four cities every five years so all participating cities contribute.</p> <p>The Committee recommends moving this item forward to the City Council for approval.</p>
<p>6. North SeaTac Park Proposed Resolution</p>	<p>Lawrence presented the Resolution in support of exploring the feasibility of acquiring all or a portion of North SeaTac Park. Mayor Simpson supported the resolution and thinks this a very worthy item to discuss at the City Council level.</p> <p>The Committee recommends moving this item forward to the City Council for approval.</p>
<p>7. Pump Track Update</p>	<p>Mike Fitzpatrick presented the pump track project and shared the two conceptual drawings provided by American Ramp Company. On Saturday, April 30, 1-2 PM there will be a Community Meeting at the site located just west of the existing BMX track. The community will have a chance to hear about the two conceptual designs and vote on their favorite design.</p>
<p>8. Fishing Pier Design Contract with Mott MacDonald</p>	<p>Mike Fitzpatrick presented the Angle Lake Pier and Boat Ramp refurbishment project including project background, current concerns of existing pier and boat ramp, and a timeline of the project. A recommendation to approve the design contract with Mott MacDonald is being requested. The design contract with Mott MacDonald will include design, permitting, and construction administration and their fee is \$275K. Construction cost estimating will be done as part of the design process.</p> <p>The Committee recommends moving this item forward to the City Council for approval.</p>
<p>9. Directors Update</p>	<p>Lawrence Ellis gave an informational update:</p> <ul style="list-style-type: none"> • Planning fireworks show on July 4th at Angle Lake Park by partnering with the Angle Lake Shore Club. • Senior Program is offering in-person dining two days a week now. Curbside lunch pickup is still offered two days a week. • The application from Seattle Outboard Association to hold hydroplane races on Angle Lake in September has been approved. • We've received applications from Human Services agencies in request of more funds through our new process for the unallocated funds. Applications are currently being reviewed. • An Easter Egg Scramble will be held at the SeaTac Community Center on Saturday, April 16 for children under the age of 10 years old.
<p>10. Adjourn</p>	<p>The meeting was adjourned at 5:28 PM.</p>



Parks and Recreation Committee Minutes

Thursday, May 5, 2022

4:00 PM

Virtual Meeting

Members: Present: Absent: Commence: 4:00 PM
Adjourn: 4:52 PM

Iris Guzmán, Chair x
Mohamed Egal x
Jake Simpson x

NO QUORUM – No action was taken.

Other City Council Members Present: None

Staff Present: Lawrence Ellis, Parks, Community Programs & Services Director; Gwen Rathe, Administrative Assistant III; Mike Fitzpatrick, Parks Projects & Operations Manager; Gwen Voelpel, Deputy City Manager; Cindy Corsilles, Senior Assistant City Attorney; Brian Tomisser, Recreation & Cultural Resources Manager; Jessica Ramirez, Special Events & Volunteer Coordinator

1. Call to Order	Meeting was called to order at 4:06 PM by Councilmember Iris Guzmán .
2. Approval of Minutes	No action taken.
3. Public Comment	No oral or written public comment.
4. Special Events Update	Jessica Ramirez, Special Events & Volunteer Coordinator, gave a presentation showing existing special events and highlighting new events for 2022. New events include Make Music Day, Kid’s Jam, SeaTac Kidz Nite, and possibly some programs in the Highline SeaTac Botanical Garden. The Holiday Bazaar will be back after taking two years off due to Covid-19. Jessica is working on a two-year Special Event plan for 2023-2024 and plans to have a strong emphasis on cultural events.

	<p>A Survey Monkey will be launched throughout the summer to receive community feedback.</p>
<p>5. Riverton Heights Park Spray Park and Restroom Update</p>	<p>Mike Fitzpatrick gave an update on the status of the design contract for the spray park and restroom for Riverton Heights Park. A consultant was interviewed and selected from a Request for Qualification (RFQ) process completed in March of 2022. Upon selection, the consultant provided a proposed design fee substantially greater than the fee published in the RFQ. The initial RFQ had no language regarding negotiating a design fee and staff suspended discussions with the selected consultant.</p> <p>A revised RFQ has been issued to include negotiation language. Interested consultants should submit a proposal for consideration. This Committee will continue to receive updates on the process.</p>
<p>6. Community Development Block Grant for Joint Minor Home Repair Program</p>	<p>Lawrence explained that he is seeking a recommendation from this Committee to apply for the 2023 Community Development Block Grant (CDBG) to fund the joint Minor Home Repair Program for the cities of SeaTac, Des Moines, Covington, and Tukwila.</p> <p>Per CDBG guidelines, City Council approval is required in order to apply for the grant.</p> <p>No action was taken due to no quorum.</p>
<p>7. Human Services Off-Cycle Funding Submittals</p>	<p>Lawrence explained that five applications were received for Off-Cycle Human Services funding. Three of the applications have been approved. Applications from Partner in Employment and Multi-Service Center exceed the City Manager’s signing authority and will require City Council approval.</p> <p>The agencies receiving funding will enter into a contract with the City that reflects updated performance deliverables and the new funding amount. An “urgent need” that qualifies for off-cycle funding is demonstrated through data showing actual use that indicates that the current need for SeaTac residents surpasses the available funding from the City.</p> <p>No action was taken due to no quorum.</p>
<p>8. Directors Update</p>	<p>Lawrence Ellis gave an informational update:</p> <ul style="list-style-type: none"> • July 4th Fireworks – We are partnering with Angle Lake Shore Club to provide a fireworks show this year. It won’t be the full event as in the past but we will have fireworks. • Working with two agencies to use HB1406 funds to help SeaTac residents with rental assistance. • Recreation staff is looking at new programs for the summer and fall. Possibly bringing back a soccer program with SeaTac United.
<p>9. Adjourn</p>	<p>The meeting was adjourned at 4:52 PM.</p>

Parks and Recreation Committee

June 2, 2022

Human Services Off-Cycle Funding Applications



Presentation Overview

PURPOSE OF PRESENTATION

A Motion authorizing the City Manager to enter into a contract with Multi-Service Center and Partner in Employment to utilize the Human Services Off-Cycle Funding.

IMPORTANCE OF THIS TOPIC

1. Successful agencies will enter into a contract with the City reflecting updated performance deliverables and funding amount.
2. An “urgent need” that qualifies for off-cycle funding is demonstrated through actual utilization data indicating that the current need for SeaTac residents surpasses available funding from the City.
3. Funds must be expended by the end of 2022.
4. Contracts exceed the City Manager’s signing authority.



Timeline

June 8 and October 12, 2021 – City Council discussed how to expend budgeted but uncommitted human services funds.

February 8, 2022 – Staff presented internal policy that allows funding request outside the regular cycle to streamline the process of providing support to the community for urgent needs

March 16, 2022 – Staff notified all currently contracted humans service agencies for the additional funding opportunity.

May 18, 2022 – City received sis applications from human services agencies requesting additional funding



PROPOSED APPLICATIONS

The City received 6 Off-Cycle Applications that are listed below:

Agency	Additional Services	2021 Contract	Off-Cycle Request	Total
Multi-Service Center	Support 10+ additional households	\$28,000	\$40,000	\$68,000
Partner in Employment	Serve additional 17 SeaTac residents	\$110,000	\$50,000	\$160,000
Westside Baby*	Added strollers, car seats and diapers for 47 children	\$5,000	\$5,000	\$10,000
Tukwila Pantry*	Adding clothing, personal hygiene.	\$8,000	\$10,000	\$18,000
Lutheran Community Resource Ctr*	Support Back-to-School Fair	\$5,000	\$10,000	\$15,000
Catholic Community Services*	Serve ten additional residents.	\$15,000	\$8,500	\$23,500

***These contracts are currently being routed.**



Staff Recommendation

Seeking a recommendation from the Parks and Recreation Committee to be placed on the Regular Council Meeting Consent Agenda.



Questions?



Parks and Recreation Committee

June 2, 2022

Rental Assistance Program – HB 1406



Presentation Overview

PURPOSE OF PRESENTATION

A Motion authorizing the City Manager to execute a budget amendment to reflect the additional \$188,982 to support the Rental Assistance Program with the African Community Housing and Development and Multi-Service Center agencies utilizing House Bill 1406 funds.

IMPORTANCE OF THIS TOPIC

1. Agencies will administer a rental assistance program for SeaTac tenants who are at 60% of the Area Median Income (AMI) or lower.
2. House Bill 1406 funds are being utilized.
3. Provide standards for consistent application and identify a process for review of eligibility criteria.
4. There will be no duplication of deliverables between the two agencies.
5. Contracts exceed the City Manager's signing authority.



Deliverables

African Community Housing and Development: Serving 25 residents (minimum) for 3 months or less, in single family homes and those residing at Pine Ridge, Hunt Club, and Shannon South apartments.

Multi-Service Center: Serving 40 residents at the following Angle Lake Park Mobile Home Park (20), Highline Public School (10), referrals from the City (5), walk in referrals (5).

Funds need to be expended by December 31, 2022.



Required Information and Documents

Address of current housing and applicant's current contact information. Parcel viewer must show that property is within SeaTac city limits.

Current income verification for all households' members 18 years and above.

Current rental lease (all pages) and ledger from landlord.

Verification of crisis and resolution plan.



Committee Reviews and Recommendations

Staff will be presenting this item to the Parks and Recreation Committee on June 2, 2022, requesting a recommendation to Consent Agenda.

Council consideration: A Motion authorizing the City Manager to execute a budget amendment to reflect the additional \$188,982 to support the Rental Assistance Program with the African Community Housing and Development and Multi-Service Center by utilizing funds from House Bill 1406.



Questions?



SeaTac Pump Track

Parks & Recreation Committee | June 2, 2022



PRESENTATION OVERVIEW

Purpose of Presentation

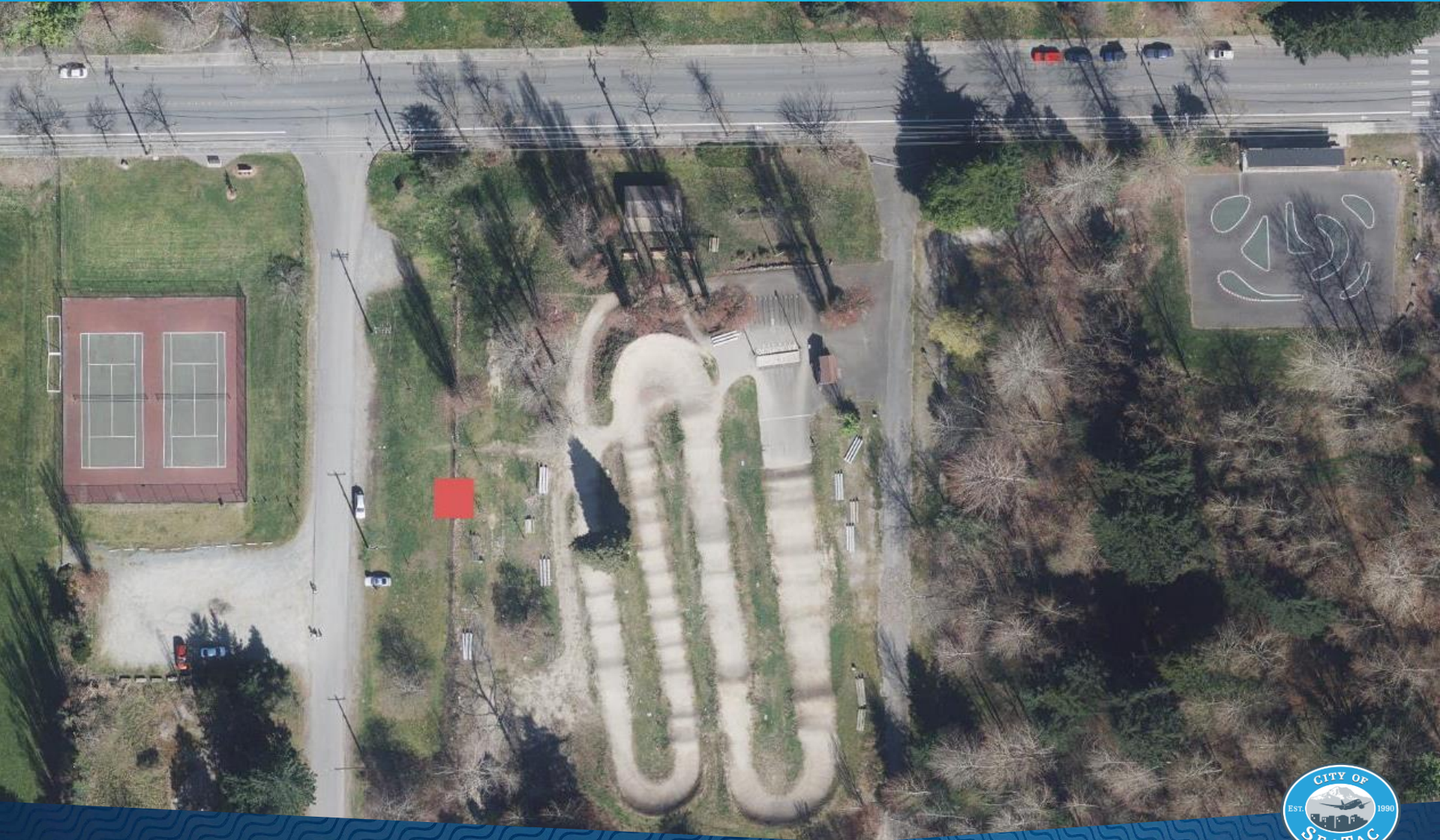
Staff is seeking Parks & Recreation Committee referral to Council to execute a construction contract with American Ramp Company to build the SeaTac pump track.

Review

- Project Location
- Community Meeting Outcome
- Project Timeline
- Potential Committee Action



LOCATION



COMMUNITY MEETING



PREFERRED DESIGN- LOOKING EAST

AMERICANRAMPCOMPANY.COM



PREFERRED DESIGN- AERIAL

AMERICANRAMPCOMPANY.COM



PROJECT TIMELINE

- Execute construction contract with American Ramp Company- June 2022
- Complete project permitting- July 2022
- Track construction- August to October 2022
- Construction complete by November 1, 2022



POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED

- Staff is requesting Committee referral to 6/14/22 Regular Council Meeting Consent Agenda

STAFF RECOMMENDATION

- Staff recommends moving forward with this process



QUESTIONS?



CDBG for Joint Minor Home Repair Program

June 2, 2022

Parks and Recreation Committee



Presentation Overview

PURPOSE OF PRESENTATION

A Motion authorizing the City Manager to execute a budget amendment to reflect the additional \$110,000 awarded from the 2022 Community Development Block Grant (CDBG) program to fund the cities of Covington, Des Moines, SeaTac and Tukwila in the joint Minor Home Repair Program.

IMPORTANCE OF THIS TOPIC

1. Being the lead city in the joint Minor Home Repair Program, the City must administer the Community Development Block Grant for 2022 funding.
2. Community Development Block Grant will reimburse cities on expending funds for minor home repair projects.
3. SeaTac acts as the fiscal program manager of the overall grant in the areas of application, quarterly bill submission and providing assistance to city consortium.
4. City of Tukwila applied for grant in 2021 but City of SeaTac is the recipient of funds due to transfer of duties.



FISCAL RESPONSIBILITIES

- Maintain the required documentation and reports for King County regarding the CDBG funding requirements.
- Reimburse the cities of Covington, Des Moines, SeaTac and Tukwila for any invoices.
- Being the administrating agent with King County for administration of the grant.
- Review all invoices on the quarterly basis for payment of minor home repair projects.



THE IMPORTANCE OF THE FUNDING

Provides minor maintenance and repairs to low to very low-moderate income homeowners.

Repairs occur in the cities of Covington, Des Moines, SeaTac and Tukwila.

CDBG funding assisted 36 eligible SeaTac households in 2021.

Assist with resident's ability to remain stable and independent in their homes.

Focus on maintaining safety and health of occupants, preserve dwelling and increase energy efficiency.



STAFF RECOMMENDATION

- Staff will be presenting item to the Parks and Recreation Committee on June 2, 2022, requesting a recommendation to moved forward to Consent Agenda.



Questions?

