

**RESOLUTION NO. 23-001**

A RESOLUTION of the City Council of the City of SeaTac,  
Washington, adopting a Roadside Memorial Sign Policy

**WHEREAS**, the City desires to provide families of persons fatally injured in crashes with a way to sponsor a memorial sign to be erected near the scene of the accident; and

**WHEREAS**, a roadside memorial sign program will help to increase the traveling public's awareness of the need to drive safely; and

**WHEREAS**, a policy will work to ensure that memorial signs are located, installed, and maintained in a safe and consistent manner;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:**

1. The Roadside Memorial Sign Policy (PW-019), a copy of which is attached hereto as Exhibit "A", is hereby adopted.
2. Upon the effective date of this Resolution, applicants will be responsible for the following costs:
  - a. memorial sign and plaque - \$500.00
  - b. plaque to be attached to an existing sign - \$200.00.
3. The costs associated with the Roadside Memorial Sign Policy (PW-019) will be included in the Public Works section of the 2023 fee schedule at a later date.

**PASSED** this 24th day of January, 2023 and signed in authentication thereof this 24th day of January, 2023.

CITY OF SEATAC



Senayet Negusse, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

## City of SeaTac Policies and Procedures

<b>Policy Number:</b>	PW-019
<b>Policy Name:</b>	Roadside Memorial Signs
<b>Department(s):</b>	Public Works
<b>Effective Date:</b>	
<b>Supersedes:</b>	
<b>Prepared by:</b>	William Appleton, Public Works Director
<b>Signature:</b>	
<b>Approved by:</b>	William Appleton, Public Works Director
<b>Signature:</b>	

**Purpose:**

- Provide families of persons killed in traffic related incidents with a way to sponsor a memorial sign to be erected near the location of the incident;
- Ensure that memorial signs are located and installed in a safe and consistent manner within the public right-of-way; and
- Increase the traveling public’s awareness of the need to drive safely.

**Policy:**

**Definitions**

1. Deceased: Any person who was killed in a traffic related crash.
2. Immediate family member: A spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, grandparent, step grandparent or lineal descendent of the deceased.
3. Single crash site: The site of all vehicle crashes that occur within 1,000 feet from each other, regardless of when they occur.
4. Sidewalk: Includes any structure or form of street improvement in the space between the edge of right-of-way and the traveled way, known as the sidewalk area.
5. Representative: A person authorized by and acting in the interest of an immediate family member.

#### **Long-term memorial application procedure**

1. An immediate family member or their representative may apply to sponsor a sign memorializing the deceased.
2. The applicant must complete and return a memorial sign application on forms furnished by the City. The documentation provided by applicant must establish that the deceased died as a result of a vehicle crash at a specific location in the City of SeaTac.
3. In the absence of the accident report, the applicant may produce other information or documents that are equally reliable. The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.
4. Applications for private streets are not eligible for the Roadside Memorial Sign Program.
5. A person may file an application under this policy to memorialize a fatality in a crash that occurred not more than two years prior to the application date.

#### **City review of long-term memorial sign application**

1. The City shall review all applications to ensure they are complete and accurate. The City may request more information from the applicant if the application is incomplete or if the City needs additional information to process the application. The City shall deny any application that does not meet the criteria set forth in this Policy or does not contain the information required by this Policy or by the application.
2. Within 45 days after the City receives a correctly completed application submitted pursuant to this policy, the City shall complete its review of the application and inspect the proposed site for the memorial sign and shall send a written decision to the applicant indicating why or why not the application is accepted and indicating the proposed location of the sign.

#### **Location, placement, and ownership of long-term memorial signs**

1. Once an application has been approved, the applicant must pay the fee set forth in the City of SeaTac fee schedule to cover the cost of administration, fabrication, installation, and maintenance of the memorial sign and any name plaque that may be requested.
2. The City will select, purchase, install, remove, and retain ownership of memorial signs.
3. 24" by 24" signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, materials, vertical, longitudinal, and lateral positioning. 24" by 12" name plaques shall be installed directly below the sign.
4. Memorial signs shall be placed only in a City public right-of-way, on the right side of the roadway, facing oncoming traffic. Signs will not be installed in the median of any City roadway.
5. Memorial signs shall be placed in close proximity to where the accident occurred at a location where the City determines it is safe and practical to do so.
6. Only one sign will be installed per intersection or per 1,000 feet of roadway for each direction of traffic. However, a memorial sign will not be placed in a location where the memorial sign obstructs the visibility of an existing traffic sign, or traffic signal or impairs sight distance below adopted City standards. Signs will not be placed within WSDOT

- limited access areas, on bridges or where these signs cause any concern or obstruction to any public appurtenance.
7. The City will not replace the sign should it be vandalized, damaged, or found missing; however, the applicant may apply for a new sign, including payment of the fee set forth in the City of SeaTac's fee schedule. Any replacement signs will continue the five (5) year period (Item 8 in this section) that began timing with the original sign.
  8. Unless it is determined that public safety requires the sign to be removed, the City of SeaTac will allow the sign to remain in the right-of-way for five (5) years after its placement, or until the City determines that the condition of the sign has deteriorated to a point where it is no long serviceable, whichever occurs first. The City shall remove and retain ownership of the sign after removal. The City may properly dispose of the sign unless applicant has requested, in writing on the application, possession of the sign after its removal. The applicant shall be responsible for promptly obtaining the sign from the City after its removal. Any signs left unclaimed after 45 days will be disposed of. The request to take possession of the sign is incumbent on the applicant.

#### **Wording on long-term memorial signs**

1. One of the following six messages, related to the cause of the crash, is available for standard memorial sign installation. The City, in its discretion, shall determine whether the requested message is related to the cause of the crash:
  - *Please don't drink and drive.*
  - *Please drive safely.*
  - *Seat belts save lives.*
  - *Watch for pedestrians.*
  - *Watch for bicyclists.*
  - *Watch for motorcyclists.*
2. A secondary plaque displays the message *In Memory Of*, together with the victim's name (See Schematic below). No more than three (3) name plaques may appear below a single memorial sign.

#### **Multiple long term memorial sign applications**

1. Only one sign will be installed per single crash site. Should a sign already exist, an additional name plaque may be added to an existing sign upon City approval. Multiple deceased names may appear on one sign.
2. The City may approve applications for an additional memorial sign at an existing crash site under the following circumstances:
  - Additional name plaques can be attached to the existing sign installation; or
  - A second memorial sign can be installed across the roadway from the first sign installation so that the second sign installation faces the traffic approaching from the opposite direction.

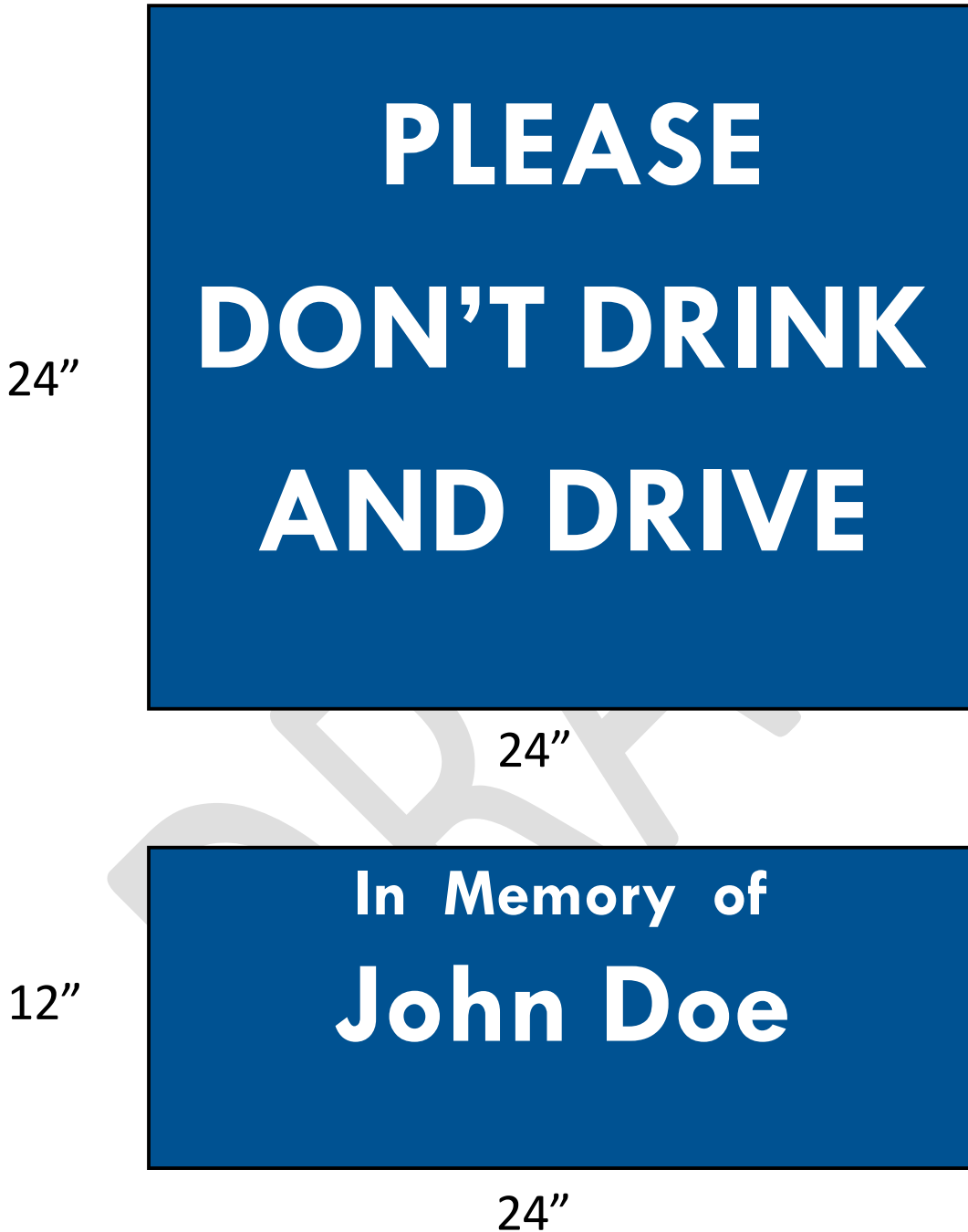
#### **Informal short-term memorials and anniversary memorials**

1. The placement of informal memorials shall be allowed in the right-of-way for up to

14 days after an accident with the following conditions:

- a. The memorial does not exceed three feet in height (except bicycles) and up to nine square feet in surface area and is contained in the right-of-way.
  - b. The memorial does not cause unsafe conditions for passing motorists, pedestrians or bicyclists or for people who are maintaining or visiting the memorial. At the sole discretion of the City, items may be rearranged or removed to improve safety.
  - c. Those visiting and/or maintaining the memorial comply with all other applicable laws.
  - d. No materials are placed on bridges or within WSDOT limited access areas.
  - e. Public Works Transportation Division is notified prior to installation.
2. At the end of the 14-day period, the City may remove any items from the memorial site.
    - a. The placement of an anniversary memorial shall be allowed in the right-of-way for up to seven days after each anniversary of the vehicle crash, for up to four years. At the end of the seven-day period, the City may remove any items from the memorial site.
  3. Unattended candles shall not be allowed at memorial sites and may be immediately removed by the City.
  4. Nothing in items 1 thru 4 shall prevent the City, at its sole discretion, from removing a memorial immediately in response to a threat to public safety.
  5. Any durable materials removed by the City will be held for 45 days. At the end of this period if the materials have not been claimed they will be properly disposed of.

## Schematic of Memorial Signs



# Memorial Sign Permit Application

Application Date: \_\_\_\_\_ Application No.: \_\_\_\_\_  
(for City use only)

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

\* \* \* \* \*

Name of Deceased: \_\_\_\_\_  
(As it should appear on sign)

Date of Accident:

Relationship to Deceased: \_\_\_\_\_  
(Must be immediate family member or representative)

Location of Accident: \_\_\_\_\_  
(Address, intersection, or distance and direction from intersection – must be within SeaTac city limits )

Wording Requested on Sign (Please select one.)

- Please Don't Drink and Drive.       Please Drive safely.       Watch for bicyclists.  
 Seat belts save lives.       Watch for pedestrians.       Watch for motorcyclists.

## REQUIRED INFORMATION

- Documentation establishing death as a result of a vehicle crash in SeaTac jurisdiction.  
(The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.)
- Applicant requests to be present at time of sign installation. (Staff will make an effort to make arrangements with family, but City crew work scheduling may determine schedule if family availability is limited.)
- Applicant requests to pick up sign upon its removal from the roadway at the end of 5 years. (It will be the applicant's responsibility to promptly pick up sign once notified. If unable to contact, City will dispose of sign.)

**Note:** Once your application has been reviewed, a staff member from Public Works will contact you regarding your request (within 45 days of submittal). A \$500 (sign and plaque) or \$200 (plaque on existing sign) fee is due upon approval. Please call XXXXXXXXXXXX with any questions.

Requested Sign Location (attach map if available): \_\_\_\_\_

Signs will be installed in accordance with applicable City policies and standards for signs. This includes posts, hardware, materials, and positioning. Name plaques shall be installed directly below the sign.

Memorial signs shall be placed only in a City right-of-way, on the right side of the roadway, facing oncoming traffic. Signs will not be installed in the median of any City roadway.

See full policy for further details and regulations.

Revenue BARS Code (for receipt of fees)  
Expenditure BARS Code (for materials)



THIS FORM IS A PUBLIC RECORD

**RESOLUTION NO. 23- 002**

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing entry into a Development Agreement with MHNW21 Angle Lake Family LLLP.

**WHEREAS**, RCW 36.70B.170 through .210 and SMC 15.115.030 authorize the City to enter into Development Agreements with persons or entities having ownership or control of real property within the City; and

**WHEREAS**, MHNW21 Angle Lake Family LLLP was selected by Sound Transit to construct affordable transit-oriented development; and

**WHEREAS**, MHNW21 Angle Lake Family LLLP intends to develop the property into a residential mixed-use development with approximately 130 units of permanently affordable housing for families earning less than 30%, 50%, and 60% of the King County Area Median Income (AMI); and

**WHEREAS**, MHNW21 Angle Lake Family LLLP has requested a Development Agreement to govern the development of the property; and

**WHEREAS**, on January 5, 2023, a SEPA threshold Determination of Nonsignificance was issued for the proposed project and no comments were received nor was an appeal filed; and

**WHEREAS**, on January 26, 2023, the Planning and Economic Development Committee of the Council reviewed the terms of the Development Agreement and recommended approval; and

**WHEREAS**, on February 14, 2023, City staff properly gave notice and on February 28, 2023, the City Council held a public hearing; and

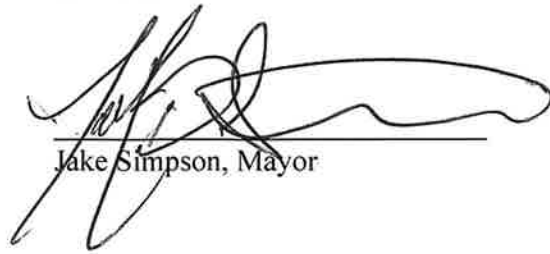
**WHEREAS**, the Council finds that the proposed Development Agreement remains generally consistent with current City development regulations and that the deviations therefrom provided by the Development Agreement are offset by benefits to be received by the City;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Manager is authorized to execute, on behalf of the City, a Development Agreement with MHNW21 Angle Lake Family LLLP generally in the form attached to this Resolution as Exhibit A.

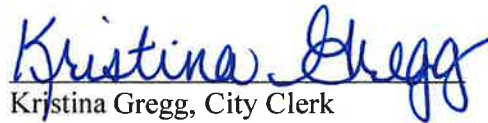
PASSED this 28<sup>th</sup> day of February, 2023, and signed in authentication thereof on this 28<sup>th</sup> day of February, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

APPROVED AS TO FORM:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 2/28/2023]  
[DA Mercy Family.]



**DEVELOPMENT AGREEMENT  
BETWEEN THE CITY OF SEATAC  
AND MHNW21 ANGLE LAKE FAMILY LLP FOR THE  
2650 200th STREET SOUTH PROJECT**

This DEVELOPMENT AGREEMENT between the CITY OF SEATAC and MHNW21 ANGLE LAKE FAMILY LLLP (and/or its Successors/Assigns) for the 2650 200th Street South Project (this “Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF SEATAC, a Washington municipal corporation, hereinafter the “City”, and MHNW21 Angle Lake Family LLLP, a Washington limited liability limited partnership, hereinafter the “Developer”. The City and the Developer are collectively referred to as the “Parties”.

**RECITALS**

- A. The Developer was selected by Sound Transit to construct affordable transit-oriented-development (the “Project”).
- B. The Project is located on the parcel legally described as set forth in Exhibit A (the “Property”), which is located on the same block as the Angle Lake Light Rail Station (the “Station”).
- C. The City and the Developer wish to enter into this Development Agreement to govern the development of the Property.
- D. The Developer submitted an application for preliminary site plan review on 08/31/2022 (SeaTac Permit File #SPR22-003). The current version of that application includes a number of diagrams and calculations on sheets T1.1-T1.6 illustrating the proposed code modifications. A simplified black and white site plan is attached hereto as Exhibit B,
- E. The City has reviewed an environmental checklist and supporting documentation submitted by the Developer in order to determine the probable adverse environmental impacts of the Project, as required by the State Environmental Policy Act, RCW Chapter 43.21C (“SEPA”). The City made a threshold Determination of Nonsignificance (“DNS”) dated January 5, 2023 which has not been appealed (SeaTac SEPA File #SEP22-006).
- F. Developer proposes to develop the Property as generally shown on the Site Plan (Exhibit B). The Project is currently designed to include approximately 11,000 square feet of street-level office space for The Arc of King County, a non-profit organization providing services to persons with intellectual and developmental disabilities, and approximately 130 units of permanently affordable housing for families earning less than 30%, 50% and 60% of the area median income. This proposal includes approximately 100 parking stalls with at least 22 stalls for commercial office and at least 78 stalls for the residential units. Additionally, the Developer anticipates the Project to include a 1,000 square foot plaza area with long-term commuter bicycle parking, which will provide an improved pedestrian connection between the Project and the Station.

G. Pursuant to RCW 36.708.170(a), the Parties are authorized to enter into a Development Agreement that sets forth development standards and other provisions that apply to, govern, and vest the development and use of the Property.

H. The Development Standards identified in Sections 5 and 6 of the Agreement are consistent with the City's Comprehensive Plan.

I. After a Public Hearing on February 28, 2023, the City Council authorized the City Manager, on behalf of the City, to execute this Agreement with the Developer.

**NOW THEREFORE**, the Parties agree as follows:

1. **Purpose.** The general purpose of this Development Agreement is to:
  - 1.1. Define and describe the development plan for the Property.
  - 1.2. Provide for the zoning and development standards for the Property.
  - 1.3. Provide for the vesting of development rights.
2. **Agreement.** This Development Agreement governs and vests the development of the Property.
3. **Comprehensive Plan and Zoning of the Property.** The Property has the following Comprehensive Plan and Zoning designations: Regional Business Mix within the Angle Lake District Station Area.
4. **Development Plan.** The Project will be developed substantially in conformance with the Site Plan, as the same may be amended, in phases within discretion of the Developer.
5. **Vesting.** Except as provided otherwise in this Agreement, development of the Project shall be vested to and governed by City development regulations identified in Section 5 that are in effect as of the Effective Date of this Agreement, in addition to the development standards described in Section 6, any amendments to or additions made during the term of this Agreement to City development regulations shall not apply to or affect the conditions of development of the Project.
  - 5.1. **City Development Regulations.** For the Project, Developer shall vest to Titles 14, 15, 16A, and 17 of the SeaTac Municipal Code.
  - 5.2. **Exemptions.** The following are exempt from vesting under this Agreement:
    - (a) Plan review, fees, inspection fees, and connection charges and the method of calculation of the amount of impact fees established by schedules, charts or tables;
    - (b) Stormwater and utility connection charges, general facility charges, and monthly service charges;

- (c) Amendments to building, plumbing, fire and other construction codes adopted pursuant to RCW 19.27 or 19.27A; and,
  - (d) Other City enactments that are adopted pursuant to state or federal mandates (such as City's NPDES Municipal Stormwater Permit) that preempt the City's authority to vest regulations.
- 5.3. City's Reserved Authority. In accordance with RCW 36.70.B.170(4), the City reserves authority to impose new or different regulations to the extent required by a serious threat to public health and safety; provided, however, that such action shall only be taken by legislative act of the SeaTac City Council after appropriate public process.
- 6. **Other Development Standards.** The following specific development standards will govern the development of the Project.
  - 6.1. **Parking Reduction (SMC 15.455.120 and SMC 15.310.410).** Residential parking is provided at a ratio of 0.60 stalls per unit.
  - 6.2. **Minimum Front Yard Setback (SMC 15.310.210).** Along 26th Avenue S, the minimum front yard setback is two (2) feet.
  - 6.3. **Maximum Front Yard Setback (SMC 15.310.210 A. 2. b).** Along S 200<sup>th</sup> St, the Maximum Front Yard Setback is permitted to be up to twenty (20) feet for up to 65% of the building's front façade.
  - 6.4. **Maximum Lot Coverage (SMC 15.400.200)** Maximum lot coverage is 81%.
  - 6.5. **Building Façade Landscaping (SMC 15.445.210).** The building façade landscaping minimum width requirement is two (2) feet in area shown on the Site Plan (Exhibit B) along the south portion of 26th Avenue S. Building façade landscaping is not required along the east property setback at the Shared Access Drive.
  - 6.6. **Off-Street Parking Design Standards (SMC 15.455.410).** Up to 30% of required residential parking stalls to be provided as compact stalls with a dimension of eight (8) feet wide by sixteen (16) feet deep.
- 7. **Public Benefits.** In compliance with SMC 15.115.030(c)(11), the City has determined that all waivers and departures to the standards in the Code, as set forth in this Agreement, are in the judgment of the City, offset by providing benefits to the public, including without limitation those set forth in this Section 7, of equal or greater value relative to the departures requested.
  - 7.1. **Affordable Housing.** Entitlement of permanent affordable housing totaling approximately 130 units, including 35 additional affordable as a result of the waivers and departures to the standards in the Code, as set forth in this Agreement. All units will be reserved for households earning less than 30%, 50%,

or 60% of the King County area median income, which will increase the affordable housing stock in the City at different pricing levels.

- 7.2. **Family-Sized Housing.** Entitlement of approximately 52 two- and three-bedroom units, including 9 additional two- and three-bedroom units as a result of the waivers and departures to the standards in the Code, as set forth in this Agreement. These units increase the variety of housing type available in the City.
- 7.3. **Housing Reserved for Persons with Disabilities.** Entitlement of approximately 26 units reserved for persons with disabilities, including 7 additional units reserved for persons with disabilities as a result of the waivers and departures to the standards in the Code, as set forth in this Agreement. These units increase the variety of housing type available in the City.
- 7.4. **Commercial Space.** Entitlement of approximately 11,000 square feet of ground level commercial space located on the same block as a light rail station.
- 7.5. **Bicycle Plaza.** Entitlement of a public bicycle plaza along S 200th Street, consisting of an approximately 25-foot wide, 15-foot deep building frontage area. The bicycle plaza will include landscaping planting, a 315 square foot minimum paved area, 125 square foot minimum bicycle storage, bicycle parking, an electronic screen with transit information, a neighborhood and transit map, and bench seating.
- 7.6. **Orca Card.** Developer shall provide an Orca card free of charge for the first three years of operation to each resident who is not otherwise eligible to receive a free Orca card.
8. **Term.** This Agreement shall terminate upon the earlier of: (a) December 31, 2033; or (b) upon satisfaction of all obligations hereunder as determined by the City. Upon termination of this Agreement, the City shall record a notice of such termination in a form satisfactory to the City Attorney. Recording fees for any release shall be the responsibility of the Grantor.
9. **Not an Exclusive Agreement; Incorporation by Reference.** Any other contractual transaction documents negotiated between Developer and the City are not merged herein and shall continue to have binding effect based upon their own terms.
10. **Notices.** Notices, demands, correspondence to the City and the Developer shall be sufficiently given if dispatched by pre-paid first-class mail to the following addresses:

**CITY:**

City of SeaTac

Attn: City Manager

**DEVELOPER:**

MHNW21 Angle Lake Family  
LLLP, a WA Limited Liability  
Limited Partnership  
Attn: Joseph Thompson  
Mercy Housing NW



4800 S. 188th Street  
SeaTac, WA 98188  
Telephone: (206) 973-4800  
Facsimile: (206) 973-4899

6930 Martin Luther King Jr. Way S  
Seattle, WA 98118  
Telephone: (206) 838-5700  
Facsimile: (206) 838-5705

The Parties hereto may, from time-to-time, advise the other of new addresses for such notices, demands or correspondence.

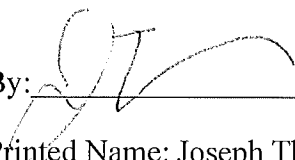
11. **Covenants Running with the Land.** The conditions and covenants set forth in this Agreement and incorporated herein by the Exhibits shall run with the land, and the benefits and burdens shall bind and inure to the benefit of the parties, their respective heirs, successors, and assigns. This Agreement shall be recorded with the King County Recorder's Office. Grantor shall pay for all recording fees related to this Agreement and amendments, if any.
12. **Future Amendments to Agreement.**
  - 12.1. This Agreement may be amended administratively upon request by the Developer if the request does not significantly increase impacts created by the Project and does not include a use not approved by this Agreement and the approved City of SeaTac Comprehensive Plan. Except for the term of this Agreement, any of the dates set forth in this Agreement may be revised administratively by agreement between the Developer and the City Manager.
  - 12.2. Major amendments to the Agreement shall require review and approval by the SeaTac City Council. The City Manager shall be entitled to administratively approve minor amendments to this Agreement under Section 12.1 above. A "minor Amendment" is defined as an amendment that does not increase the density of the Project by more than five percent (5%) or does not increase its adverse impacts on surrounding properties to a level of significant adverse impacts.
13. **Applicable Law and Attorneys' Fees.** This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. If litigation is initiated to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs from the non-prevailing party. Venue for any action shall lie in King County Superior Court, Maleng Regional Justice Center or the United States District Court for Western Washington.
14. **Specific Performance.** The parties specifically agree that damages are not adequate remedy for breach of this Agreement, and that the parties are entitled to compel specific performance of all material terms of this Agreement by any party in default hereof. Time is of the essence.
15. **Severability.** If any phrase, provision or section of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, or if any provision of this Agreement is rendered invalid or unenforceable according to the terms of any statute of

the State of Washington that becomes effective after the vesting date, such invalidity shall not affect the validity of the remainder of this Agreement.

**CITY OF SEATAC, a municipal corporation of the State of Washington**

**MHNW21 Angle Lake Family LLLP, a Washington limited liability limited partnership**

By: \_\_\_\_\_

By:  \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Joseph Thompson

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: February 13, 2023

**APPROVED AS TO FORM:**

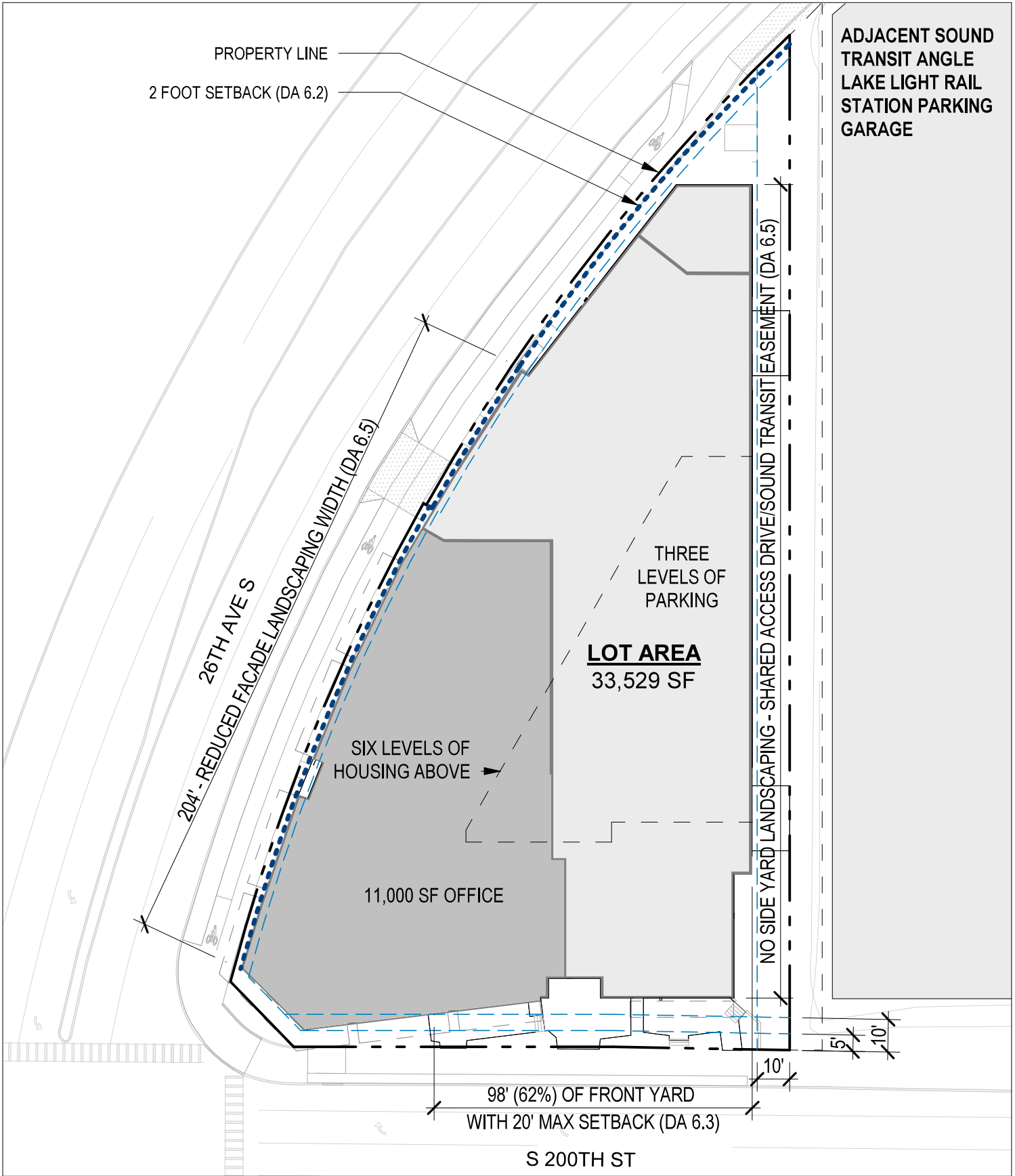
\_\_\_\_\_  
[NAME], Assistant City Attorney

**Mercy Angle Lake Family Housing**

Development Agreement DEV22-001

EXHIBIT A – LEGAL DESCRIPTION

Lots A of Angle Lake Station TOD lot line adjustment file no. Sub 19-0005, recorded under recording no. 20200629900043, in King County, Washington.



ADJACENT SOUND  
TRANSIT ANGLE  
LAKE LIGHT RAIL  
STATION PARKING  
GARAGE

PROPERTY LINE

2 FOOT SETBACK (DA 6.2)

26TH AVE S

204' - REDUCED FACADE LANDSCAPING WIDTH (DA 6.5)

THREE  
LEVELS OF  
PARKING

**LOT AREA**  
33,529 SF

SIX LEVELS OF  
HOUSING ABOVE

11,000 SF OFFICE

NO SIDE YARD LANDSCAPING - SHARED ACCESS DRIVE/SOUND TRANSIT EASEMENT (DA 6.5)

98' (62%) OF FRONT YARD  
WITH 20' MAX SETBACK (DA 6.3)

S 200TH ST

**R:** RUNBERG  
ARCHITECTURE  
GROUP

PROJECT	PROJECT NO
MERCY ANGLE LAKE FAMILY HOUSING	DEV22-0001
DRAWING TITLE	
DEVELOPMENT AGREEMENT - EXHIBIT B - SITE PLAN	
SCALE	ISSUED
1" = 40'-0"	12/05/22

**RESOLUTION NO.** 23-003

A RESOLUTION of the City Council of the City of SeaTac, Washington, amending the City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for the City Services.

**WHEREAS** the City Council has, by Resolution, previously adopted a City of SeaTac Schedule of License Fees, Permit Fees, Other Fees and Charges for the City Services;

**WHEREAS** it is necessary to incorporate fees associated with new programs into the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for the City Services;

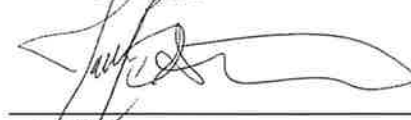
**WHEREAS**, the City Council has reviewed and approved by Resolution a Roadside Memorial Signage Program and associated fees;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:**

1. That the City's Schedule of License Fees, Permit Fees, Other Fees and Charges for the City Services is hereby amended as set forth on the attached "Exhibit A", which is incorporated herein by this reference.
2. This Resolution shall become effective on March 14<sup>th</sup>, 2023.

**PASSED** this 14<sup>th</sup> day of March, 2023 and signed in authentication thereof this 14<sup>th</sup> day of March, 2023.

CITY OF SEATAC

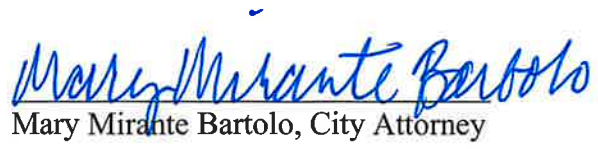


\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

# CITY OF SEATAC



## FEE SCHEDULE

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Schedule of license fees, permit fees, other fees and charges for City services.

*Effective: January 1, 2023*

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## GENERAL GOVERNMENT AND MISCELLANEOUS

### Animal Control

All animal control licenses and fees are charged on a pass-through basis as set by King County (King County Code, Chapter 11.04)

Per King County Code. Website:  
<http://www.kingcounty.gov/depts/regional-animal-services.aspx>

### Appraisals

Actual Cost

### Consultant Fees

When consultant services are required to supplement or extend City Staff services and when such consultant is mutually agreed upon to provide services, all consultant fees, shall be paid by the applicant, at 100% of actual fees charged, plus a 10% administrative charge for contract management by the City

100% of actual fees charged, plus a 10% administrative charge

### Copies and Records

a. Audio/Video recordings of a meeting(s)	Actual Cost
b. Copies - Black & White -from paper, electronic media, microfilm, etc., per page for 11 or more pages, 11x17 and under (As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes photocopies of public records or printed copies of electronic public records	\$0.15
c. Copies - Color City Maps - 8 ½ x 11	\$1.00
d. Copies - Color - Maps, plans, other GIS products	\$3.50 per square foot
e. Copies - Black & White - Maps, other GIS products	\$1.00 per square foot
f. Copies or Printing - Vendor produced Requestor will be notified of estimated costs in advance	Actual Cost
g. Electronic records provided on electronic storage media	Actual Cost
h. Electronic files or attachments uploaded to email, cloud-based storage, or other means of electronic delivery	\$0.05/four (4) electronic files
i. Postage and/or mailing materials	Actual Cost
j. Scan paper copies to electronic format, per page for 11 or more pages.(As allowed by RCW 42.56.070(7), (8) and RCW 42.56.120) Includes public records scanned into electronic format (up to 11x17)	\$0.10
k. Service charge to prepare data compilations or provide customized electronic access services	Actual Cost
l. Transmission of public records in an electronic format	\$.10/GB
m. GIS staff time for filling requests (minimum 1 hour; then billed in 15-minute increments)	Standard hourly rate

## GENERAL GOVERNMENT AND MISCELLANEOUS

<b>Collection Agency Fees (Per Collection Agreement)</b>	
Debts Below \$15,000	Actual Cost + 25%
Debts Between \$15,000-\$50,000	Actual Cost + 20%
Debts Above \$50,000	Actual Cost + 15%
<b>Dishonored Checks (Per Bank Contract)</b>	
a. Reasonable handling charge	\$25.00
b. Cost of collection (or face amount of check, whichever is lesser)	\$40.00
c. Interest from date of dishonor	Prime + 3% (Max 12%)
Additional damages in event of court action - court costs and attorney fees of three times the face amount of the check, or \$300.00, whichever is less.	
<b>Electronic Vehicle Charging</b>	\$2.50 per transaction
<b>Hearing Examiner - Appeals and Hearings</b>	
Add Fees for any copies of records the City has to make for an appeal case	
a. Examiner's charge for conducting hearing and issuing a decision	Actual Cost
b. Filing fee for appeal to Examiner	\$244.00
c. Filing fee for appeal from Examiner to City Council	\$732.00
<b>Late Payment Fees</b>	
a. Late Fee (applied to invoices over 60 days late)	Prime + 3% (Max 12%)
b. Cost of collection and account monitoring	\$40.00
<b>Locking Mailbox</b>	\$120.00
Property owners with an income below 50% of the median (based on the latest HUD Income Guidelines for King County) are eligible for a 50% discount on mailboxes	
<b>Lost check/Re-issue Requested</b> (vendor and/or employee; fee charged after 2nd request)	\$25.00
<b>Standard Hourly Rate</b>	
Applies to all City departments. This rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services	\$119.50
<b>Standard Hourly Overtime Rate</b>	
Applies to all City departments. Charged at one and one-half times the standard hourly rate, this rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services that are required outside of normal business hours. A four-hour minimum callback charge will apply	One and one half times the standard hourly rate (4 hr minimum)

# DEVELOPMENT RELATED FEES

## Home Owner and Occupant Fee Credit

A credit of 20% against the following permit fees shall be applied upon proof of owner occupancy by the applicant. The Department of Community & Economic Development will establish and maintain the standard criteria and documentation required for the Home Owner and Occupant Fee Credit.

### Types of Applications and Permits Eligible for Home Owner and Occupant Fee Credit

Building Services	Engineering Review
Building Permits - These will be incidental permits and may not be called out on the Fee Schedule but can be indicated on a Building Permit at time of application	ROW Class C - All Residential Driveways
Reroofs	<b>Planning</b>
Decks	Lot Line Adjustment
Maintenance/Repairs	Shoreline Exemption
Walls	Shoreline Substantial Development
Porches	Up to \$10,000
Fences > 6'	\$10,001 to \$100,000
Sheds > 200 SF	\$100,001 to 500,000
Storm Drainage	Special Home Occupation
Mechanical Permits	Variance - Administrative
Furnaces	<b>Other Fees</b>
Water Heaters	Technology Fee
Exhaust Fans	
Plumbing Permits	
Water Heaters	
Re-Piping	
Electrical Permits	
Circuits	
Panels	
T-Stats	
<b>MISCELLANEOUS</b>	
<b>Pre-application Meeting</b> -Due at time of application	\$366.00
<b>Technology Fee</b>	5% of the permit fee; \$5.50 minimum

# DEVELOPMENT RELATED FEES

## BUILDING SERVICES

### Building and Sign Permits

(Technology Fee Applies)

Valuation Amount	Permit Fee
\$1 - \$500	\$61.00
\$501 - \$2,000	\$61.00 for the first \$500.00 plus \$5.60 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$145.00 for the first \$2,000 plus \$24.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001 - \$50,000	\$714.25 for the first \$25,000 plus \$18.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001 - \$100,000	\$1,166.75 for the first \$50,000 plus \$12.60 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001 - \$500,000	\$1,796.75 for the first \$100,000 plus \$10.15 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001 - \$1,000,000	\$5,856.75 for the first \$500,000 plus \$8.30 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
Over \$1,000,000	\$10,006.80 for the first \$1,000,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof over \$1,000,000.00

## DEVELOPMENT RELATED FEES

### Building and Sign Permits - Other Inspections & Fees (Technology Fee Applies)

Permit	Fee
<b>Adult Family Home - Application and Inspection</b>	\$165.00
<b>Demolition Permit</b>	
a. For buildings 500 square feet or less	\$61.00
b. Minimum for buildings 500 sq ft or more	\$183.00
c. SEPA required for non-single family residence and any structure in excess of 4000 feet.	See LAND USE
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside the Normal Business hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Manufactured Home</b> - In a park or on a private property	\$378.00
<b>Manufactured Home Pre-inspection</b> - Per hour, plus mileage at IRS rate	Standard hourly rate, 1 hour minimum
<b>Modular Structure</b> - Based on contract amount and computed from ICC Building Standard Fee Table	Valuation
<b>Moving of a House</b>	\$366.00
<b>Outside Consultant</b> - If required for plan checking and inspections	100% of actual cost to include a 10% administrative fee
<b>Plan Review</b>	65% of the permit fee
a. Outside structural plan review - If required	Additional 33% of the permit fee
<b>Re-Roofing Permit</b> - For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects	\$110.00 minimum or valuation
<b>Re-Inspection</b> - Per hour	Standard hourly rate, 1 hour minimum
<b>Washington State Surcharge (Per RCW 19.27.085)</b>	
a. Residential building permits	\$6.50 each permit plus \$2.00 per residential unit after the first unit
b. Commercial building permits	\$25.00 each permit plus \$2.00 per residential unit after the first unit

## DEVELOPMENT RELATED FEES

### Electrical Permits (Technology Fee Applies)

#### Electrical-Single Family Residence (SFR)

	Valuation
New construction SFR dwelling - includes a garage	
Garages, pools, spas, outbuildings	\$149.50
SFR service change or alteration	\$98.00
SFR circuits added/alterd without service change up to five (5) new circuits	\$80.00
a. more than (5) new circuits	\$134.00
Low voltage systems	\$80.00
Meter/mast repair	\$98.00
Noise remedy permit	\$134.00

#### Electrical (Commercial and Multi Family)

Valuation Amount	Fee
\$250.00 or less	\$65.75
\$251.00 - 1,000.00	\$65.75 plus 5.50% of cost over \$250.00
\$1,001.00 - 5,000.00	\$107.00 plus 2.0% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$187.00 plus 1.86% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$1,024.00 plus 1.35% of cost over \$50,000.00
\$250,001.00 - 1,000,000.00	\$3,724.00 plus .91% of cost over \$250,000.00
\$1,000,001.00 and up	\$10,549.00 plus .60% of cost over \$1,000,000.00

a. In addition to the permit fee, when plan review is required, a plan review fee must be paid at the time of permit application equal to 25% of the permit fee with a minimum of the standard hourly rate

b. Additional plan review, if required by changes, additions, and/or revisions to plans will be charged the standard hourly rate (minimum 1 hour)

## DEVELOPMENT RELATED FEES

### Electrical -Other Inspections and Fees

#### Carnivals

a. Base fee	\$109.00
b. Each concession	\$14.50
<b>Consultants Fee</b> - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspection or Plan Review</b> - Not specified elsewhere	Standard hourly rate, 1 hour minimum
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Manufactured/Mobile Home Service</b> - Does not include garage or outbuildings	\$97.00
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum
<b>Temporary Service</b> - Residential, per hour	Standard hourly rate, 1 hour minimum

## DEVELOPMENT RELATED FEES

<b>Mechanical Permits</b> (Technology Fee Applies)	
<b>Mechanical-Single Family Residence (SFR)</b>	
New construction single family dwelling*	\$207.00
New construction installation/existing dwelling* (existing dwelling with no existing ducting or venting)	\$207.00
<i>*Gas piping included in the above permits</i>	
<b>Mechanical - Additions and Remodels to Single Family Residence</b>	
Each new or replaced appliance/equipment, (furnaces, water heaters, exhaust fans, etc.)*	\$79.00
More than two new or replaced appliances/equipment, (furnaces, water heaters, exhaust fans, etc.) *	\$207.00
Gas piping (no equipment or appliances)	\$73.00
<i>*Gas piping included in the above permits</i>	
<b>Mechanical - Multi-Family and Commercial</b>	
<b>Valuation Amount</b>	<b>Fee</b>
\$250.00 or less	\$55.00
\$251.00 - 1,000.00	\$55.00 plus 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$88.75 plus 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$156.35 plus 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$867.35 plus 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,087.35 plus .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$9,837.35 plus .50 % of cost over \$1,000,000.00
<b>Mechanical - Plan Review Fee</b>	
<b>Plan Review Fee</b> - Is equal to 40% of the Mechanical Permit Fee	
<b>Additional Plan Review</b> - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)	
<b>Mechanical-Other Inspections and Fees</b>	
<b>Consultants Fee</b> - If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum



## DEVELOPMENT RELATED FEES

### Plumbing Permits

(Technology Fee Applies)

#### Plumbing-Single Family Residence (SFR)

New construction SFR Plumbing Permit	\$207.00
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#### Plumbing- Additions and Remodels to Single Family Residence

Adding one to five fixtures	\$75.50
Adding six to ten fixtures	\$134.00
Over ten fixtures	\$207.00

#### Plumbing - Multi-Family and Commercial

Valuation Amount	Fee
\$250.00 or less	\$55.00
\$251.00 - 1,000.00	\$55.00 plus 4.5% of cost over \$250.00
\$1,001.00 - 5,000.00	\$88.75 plus 1.69% of cost over \$1,000.00
\$5,001.00 - 50,000.00	\$156.35 plus 1.58% of cost over \$5,000.00
\$50,001.00 - 250,000.00	\$867.35 plus 1.11% of cost over \$50,000.00
\$250,000.00 - 1,000,000.00	\$3,087.35 plus .86% of cost over \$250,000.00
\$1,000,001.00 and up	\$9,837.35 plus .50% of cost over \$1,000,000.00

**Plan Review Fee** -equal to 40% of the Plumbing Permit Fee

**Additional Plan Review** - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)

#### Plumbing-Other Inspections and Fees

Consultants Fee- If required for plan checking and inspections	100% of actual cost plus a 10% administrative fee
<b>Inspections for Which No Fee is Specifically Indicated</b>	Standard hourly rate, 1 hour minimum
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard
<b>Re-inspection Fees</b>	Standard hourly rate, 1 hour minimum

# DEVELOPMENT RELATED FEES

## ENGINEERING REVIEW

### Right of Way Use Permits

(Technology Fee Applies)

Application	Fee
Class A (Non-residential zones)	\$239.00
Class A (Residential zones)	\$119.50
Class B	\$239.00
Class C all residential driveways	\$239.00
Class C and Class D (Non-Franchise)	\$421.00
Class D (Franchise)	\$470.00
Class E (Haul)	\$217.50
Renewal	50% of the above application fee
Application Review	Fee
Class A (Non-residential zones)*	Standard hourly rate, 1 hour minimum
Class A (Residential zones)*	One hour (at standard hourly rate)
Class B*	Standard hourly rate, 1 hour minimum
Class C Residential driveways less < 30 feet width	Standard hourly rate, 1 hour minimum
Class C and Class D (Non-Franchise) with:	
a. Engineering plans with drainage facilities	\$1,243.50
b. Engineering plans without drainage facilities	\$331.50
Class D (Franchise) for all reviews, including re-submittals and revisions	Standard hourly rate, 1 hour minimum
Class E (Haul) with:	
a. Engineering and traffic control plans	\$388.50

## DEVELOPMENT RELATED FEES

<b>Daily Use (Inspection)</b>	<b>Fee</b>
Class A (Non-residential zones)*	One (1) hour per day at standard hourly rate
Class A (Residential zones)*	No Fee
Class B*	One (1) hour per day at standard hourly rate
<b>Class C and Class D (Non-Franchise)</b>	
<b>a. Construction (Performance Bond) Inspection</b>	
<b>Cost of improvement</b>	<b>Fee</b>
\$0 - 30,000.00	\$140.00 + \$75.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,397.50 + \$33.50/\$1,000 Cost
\$120,001.00 - or more	\$5,417.50 + \$8.50/\$1,000 Cost
<b>b. Maintenance Bond Inspection (Final, 6 mo., &amp; 1 yr.)</b>	
<b>Cost of improvement</b>	<b>Fee</b>
\$0 - 30,000.00	\$85.00 + \$12.00/\$1000 Cost
\$30,001.00 - 120,000.00	\$300.00 + \$5.00/\$1000 Cost
\$120,001.00 - or more	\$630.50 + \$2.50/\$1000 Cost
Class D	Standard hourly rate, 1 hour minimum
Class E	Standard hourly rate, 1 hour minimum
<b>*See SMC 11.10.105 for any expressive activity.</b>	

## DEVELOPMENT RELATED FEES

### Clearing/Grading/Drainage Permit Fees (STE Permits)

#### STE for Single Family Residential (SFR)

Application Fee	\$566.00
Renewal Fee	50% of application fee
Plan Review Fee	\$1,132.50
Inspection Fee	\$566.00
Additional inspections attributable to permittee's action or inaction (per inspection)	Standard hourly rate, 1 hour minimum

#### STE for all other Permits

Application Fee	\$741.50
Renewal Fee	50% of application fee
Initial Plan Review Fee	\$1,632.50

#### Construction (Performance Bond) Inspection Fee

Cost of improvement	Fee
\$0 - 30,000.00	\$140.00 + \$75.50/\$1,000 Cost
\$30,001.00 - 120,000.00	\$1,397.50 + \$33.50/\$1,000 Cost
\$120,001.00 - or more	\$5,417.50 + \$8.50/\$1,000 Cost

#### Maintenance Bond Inspection Fee (Final, 6 mo., & 1 yr.)

Cost of improvement	Fee
\$0 - 30,000.00	\$85.00 + \$12.00/\$1000 Cost
\$30,001.00 - 120,000.00	\$300.00 + \$5.00/\$1000 Cost
\$120,001.00 - or more	\$630.50 + \$2.50/\$1000 Cost

## DEVELOPMENT RELATED FEES

### Final Grading Plan Review Fees (STE Permit)

Shall be calculated by adding the application amounts from Final Grading Plan Review, Final Clearing Plan Review and if applicable, Final Drainage Plan Review-Commercial; provided the maximum plan review fee shall not exceed \$35,000.00

#### **Final Grading Plan Review Table**

<b>Volume</b>	<b>Base</b>	<b>Per 100 cu.yds.</b>
0-50 cu. yds.	Flat fee	\$186.50
51- 10,000 cu. yds.	\$186.50	\$17.50
10,001 to 50,000 cu. yds.	\$1,730.00	\$2.50
50,001 cu. yds., and more	\$2,999.50	\$1.50

#### **Final Clearing Plan Review Table**

<b>Disturbed Area</b>	<b>Base</b>	<b>Per 100 cu.yds.</b>
Up to 1/2 acre	\$73.00	\$331.50
1/2 to 10 acres	\$156.50	\$248.50
11 acres and more	\$4,899.50	\$81.00

#### **Final Drainage Plan Review- Commercial Table**

<b>Disturbed area</b>	<b>Amount</b>
0 - 1/2 acre site	\$997.50
½ - 1 acre site	\$1,246.00
1 - 5 acre site	\$1,994.50
More than 5 acre site	\$5,235.50

## DEVELOPMENT RELATED FEES

### Other Engineering Inspections and Fees (Technology Fee Applies)

<b>Commercial Traffic Circulation Review</b>	
a. On-site review only, no right-of-way improvements	\$199.50
b. On-site and right-of-way improvements review	\$599.00
c. Review for compliance with SEPA conditions	\$199.50
<b>Concurrency Application &amp; Review</b>	One (1) hour at standard hourly rate
<b>Inspections Outside Normal Business Hours</b>	One and one half times the standard hourly rate, 4 hour minimum
<b>Additional inspections attributable to permittee's action or inaction (per inspection)</b>	Standard hourly rate, 1 hour minimum
<b>Plan Addendum and Revision Fee</b>	
a. Each occurrence	\$239.00
b. Plus additional hourly fee	Standard hourly rate, 1 hour minimum
<b>Permit Renewal Fee</b>	50% of standard application fee
<b>Related Inspections and Other Services</b>	Standard hourly rate, 1 hour minimum
<b>Reclamation Bond Release Inspection</b>	\$225.00
<b>Standard Bonding Rate</b>	
The standard performance bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
The standard maintenance bonding rate is set at 10% of the performance bond.	10%
<b>Transportation Impact Fees</b>	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	See Schedule of Transportation Impact Fees to determine fee amount
<b>Variance - Temporary Noise</b>	\$244.00
<b>Variance - Engineering Review</b>	\$557.00

# DEVELOPMENT RELATED FEES

## LAND USE

### Applications and Fees

(Technology Fee Applies)

<b>Accessory Dwelling Unit</b>	\$153.00
<b>Binding Site Plan</b>	
a. Preliminary	\$4,783.50
b. Final	\$2,989.50
<b>Comprehensive Plan Amendment</b>	\$2,561.50
<b>Comprehensive Plan- Printed Copy</b>	\$73.00
<b>Conditional Use Permits (CUP)</b>	
a. Minor	\$2,689.50
b. Major	\$5,001.00
<b>Consultant Review and Confirmation Fee - For Wetland Consultant, GeoTech Consultant, Arborist, WCF, etc.</b>	100% of actual cost plus a 10% administrative fee
<b>Critical Areas Public Utility Exception</b>	\$1,698.50
<b>Critical Areas Reasonable Use Exception</b>	\$1,698.50
<b>Development Agreement</b>	\$9,380.50
<b>Floodplain Development</b>	\$500.00
<b>Inspections or Reviews - Not otherwise covered</b>	Standard hourly rate
<b>Long Plat</b>	
a. Preliminary	\$9,587.50
b. Final	\$7,501.50
<b>Lot Line Adjustment</b>	\$1,501.00
<b>Mobile Home Park Closure-Plus any other actual costs</b>	\$1,794.00
<b>MultiFamily Property Tax Exemption (MFTE)</b>	
a. Application fee	\$1,336.00
b. Contract amendment	\$668.00
c. Extension of conditional certificate	\$668.00
<b>Other Plans and Planning Documents - Per page for 10 or more pages</b>	<a href="#">See Copies and Records</a>
<b>Planned Unit Developments (PUD)</b>	
a. Preliminary	\$10,246.00
b. Final	\$5,001.00
<b>Re-addressing Re-imbusement - To neighbor(s) for cost of re-addressing of house (if required)</b>	\$122.00 per house
<b>SEPA - Environmental Checklist</b>	\$2,658.50
<b>SEPA - E.I.S. Preparation</b>	Actual cost
<b>Separate Lot Determination</b>	\$506.00
<b>Shoreline Exemption</b>	\$244.00

## DEVELOPMENT RELATED FEES

<b>Shoreline Substantial Development Permit</b>	
<b>Valuation Amount</b>	<b>Fee</b>
Up to \$10,000.00	\$448.50
\$10,001.00 to \$100,000.00	\$1,373.00
\$100,001.00 to \$500,000.00	\$3,751.50
\$500,001.00 to \$1,000,000.00	\$8,294.50
\$1,000,001.00 +	\$13,759.50
<b>Short Plats -Preliminary</b>	\$4,589.00
<b>Short Plat - Final</b>	\$2,683.50
<b>Short Term Rental</b>	\$226.50
<b>Preliminary Site Plan Review</b>	\$2,683.50
<b>Special Home Occupation Permit</b>	\$445.00
<b>Technology Fee</b>	<u>See MISCELLANEOUS</u>
<b>Temporary Use Permit</b>	\$211.50
<b>Text Amendment to Title 14, 15, 16, or 18 of the SeaTac Municipal Code</b>	\$4,184.50
<b>Variance - Planning</b>	
a. Administrative	\$1,652.50
b. Other	\$3,476.50
<b>Wireless Communications Facilities</b>	
<b>Macro Facility</b>	\$2,689.50
<b>Small Wireless Facility Permit</b>	
a. Up to 5 facilities on existing poles	\$500.00
b. More than initial 5 on existing poles, per pole	\$100.00
c. New or replacement pole, per pole	\$1,000.00
<b>Eligible Facilities Request</b>	\$557.00
<b>Zoning Change of Use/Minor Site Modification</b>	\$444.50
<b>Zoning Code Departure</b>	\$226.50
<b>Zoning Code Interpretation Letter</b>	\$287.00
<b>Zoning Compliance Letter</b>	\$500.00
<b>Zone Reclassification (Rezone) application</b>	\$8,599.50



# BUSINESS LICENSES

The City of SeaTac partners with State of Washington Business Licensing Service (BLS) to administer its City Licenses

## General Business License Fees

Type	Frequency	Fee
Registration Only	Annual	\$0.00
Home Occupation	Annual	\$50.00
Out of City	Annual	\$150.00

Commercial License Fees-use the table below:

Number of Full-Time Employees	Frequency	Fee
0-10 FTE	Annual	\$100.00
11-50 FTE	Annual	\$250.00
51-100 FTE	Annual	\$1,500.00
101-500 FTE	Annual	\$4,750.00
501-1000 + FTE	Annual	\$9,500.00

## Non-Profit 501(c)3 Registration

Type	Frequency	Fee
Registration	Annual	\$0.00

## Other Licenses

Type	Frequency	Fee
Solicitor or Canvasser License	Annual	\$75.00
Vehicle for Hire License - Through King County as adopted by SMC 5.15	<a href="#">Per King County Code 6.64</a>	

# FIRE SERVICES

## PUGET SOUND REGIONAL FIRE AUTHORITY (RFA)

### Operational Permits

International Fire Code 105.6 as modified by SMC

Operational Permits may be prorated to align with monthly inspection area cycles

Fees for:

a. Hazardous Materials Permit	\$203.50
b. High Pile Combustible Material Storage Permit	\$203.50
c. All Other Permits	\$150.00

### Construction Permits

International Fire Code 105.7 as modified by SMC

#### Plan Review Fees

<a href="#">Use Building Services, Building and Sign Permit Fee Valuation Table</a>	65% of Permit Fee
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#### Permit Fees

<a href="#">Use Building Services, Building and Sign Permit Fee Valuation Table</a>	100% of Permit Fee
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Fee for Residential Tank Removal	\$82.50
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### Other Inspections and Fees

Additional plan review requiring changes, additions or revisions to plans (1 hour minimum)	Standard hourly rate
Business license inspection (1/2 hour minimum)	Standard hourly rate
Expedited review (1 hour minimum)	Standard hourly rate
Inspections for which no fee is specifically indicated (1 hour minimum)	Standard hourly rate
Inspections outside the normal business hours	<a href="#">Contact Puget Sound RFA</a>
Re-inspections (1 hour minimum)	Standard hourly rate
Request for Code Modification or Alternative Method (2 hour minimum)	Standard hourly rate
The Compliance Engine Portal Filing Surcharge	\$20.00 per system, annually

# MUNICIPAL COURT

## Administrative Fees

a. Abstract of Driving Record	\$10.00
b. Non Sufficient Funds (NSF) Check	\$25.00

## Copy Fees

a. Court Recordings (Per CD)	\$23.50
b. Other copy fees	<a href="#">See GENERAL GOVERNMENT AND MISCELLANEOUS</a>

## Filing Fees

a. Appeals (Civil & Infractions)	\$230.00
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# PARKS, COMMUNITY PROGRAMS AND SERVICES

## SeaTac Community Center

<b>Rental</b>	<b>Resident Fee</b>	<b>Non- Resident Fee</b>
Facility Rental-Banquet Room	\$95.00 hour	\$105.00 hour
Facility Rental-Gymnasium	\$60.00 hour	\$85.00 hour
Facility Rental-Arts/Crafts	\$40.00 hour	\$50.00 hour
Staff Support	\$25.00 hour	\$25.00 hour
Drop-In Aerobics (per day)	\$6.00	\$8.00
Weight Room (per day)	\$5.00	\$6.00
Weight Room - Seniors (per day)	\$2.75	\$3.75
Weight Room (monthly)	\$25.00	\$30.00
Weight Room - Seniors (monthly)	\$20.00	\$25.00
Shower (per use)	\$3.00	\$3.00

## Valley Ridge Community Center

<b>Rental</b>	<b>Resident Fee</b>	<b>Non- Resident Fee</b>
Facility Rental	\$50.00 hour	\$65.00 hour
Staff Support	\$25.00 hour	\$25.00 hour

## Valley Ridge Park

<b>Rental</b>	<b>Resident Fee</b>	<b>Non- Resident Fee</b>
Sports Field (synthetic turf)		
a. Tournament (per day, 4 field use. All 4 fields must be rented.)	\$2,400.00	\$2,800.00
b. Portable mounds per field	\$35.00	\$35.00
c. Portable fencing per field	\$125.00	\$125.00
d. Field Use (hourly, per field)	\$65.00	\$75.00
e. Field Lights (per hour)	\$30.00	\$30.00

## Angle Lake Park

<b>Rental</b>	<b>Resident Fee</b>	<b>Non- Resident Fee</b>
Shelter A (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter A (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter B (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Shelter B (Friday - Sunday)	\$140.00 all day	\$200.00 all day
Shelter C (Monday - Thursday)	\$135.00 all day	\$175.00 all day
Shelter C (Friday - Sunday)	\$160.00 all day	\$225.00 all day
Shelter D (Monday - Thursday)	\$75.00 all day	\$100.00 all day
Shelter D (Friday - Sunday)	\$120.00 all day	\$150.00 all day
Performing Stage (Monday - Thursday)	\$115.00 all day	\$150.00 all day
Performing Stage (Friday - Sunday)	\$140.00 all day	\$200.00 all day

# PARKS, COMMUNITY PROGRAMS AND SERVICES

## North SeaTac Park

Rental	Resident Fee	Non- Resident Fee
Baseball/Softball Fields		
a. Tournament (per day, 3 field use. Must rent all 3 fields.)	\$775.00	\$800.00
b. Field Use (per hour, per field)	\$40.00	\$45.00
Soccer (Synthetic turf)		
a. Tournament (per day, 2 field use. Must rent both fields.)	\$1,200.00	\$1,400.00
b. Field Use (hourly, per field)	\$65.00	\$75.00
c. Field Lights (per hour)	\$30.00	\$30.00

## North SeaTac Park - Picnic Shelter

Rental	Resident Fee	Non- Resident Fee
Shelter (Monday-Thursday)	\$100.00 all day	\$150.00 all day
Shelter (Friday-Sunday)	\$140.00 all day	\$200.00 all day

## Sunset Park

Rental	Resident Fee	Non- Resident Fee
Soccer Field		
a. Field Use (per hour)	\$30.00	\$35.00

## Miscellaneous

Special Use Permit (Varies by event)	\$100.00 - \$5,500.00
Veteran Memorial tiles	\$150.00

## Recreation Programs

Recreation Programs are designated by major category with a fee range. Fees for specific programs will vary within the range indicated, based on the number of participants, duration of program, instruction costs and operational supplies.

Class	Fee
Sport Classes	\$9.00-\$627.00
Recreation Classes	\$8.00-\$300.00
Senior Programs	\$8.00-\$100.00
Teen Programs	\$10.00-\$125.00
Youth Programs	\$5.00-\$175.00
Special Events Programs	\$5.00-\$100.00
Convenience fee for each online registration for any class, excursion, or other recreation transaction.	\$1.00

## POLICE SERVICES

<b>Concealed Pistol License</b>	<a href="#">As set by RCW 9.41.070</a>
<b>False Alarms</b> (excessive) - two or more in any consecutive 6 month period. (SMC 8.20.080)	\$100.00
<b>Fingerprint Cards</b>	
First 2 Cards	\$17.00
Additional Cards (each)	\$6.00
<b>Parking Permit Program</b>	
Permit Fee (1st permit)	\$0.00
Permit Fee (2nd permit)	\$65.00
Permit Processing Fee (re-issuance only)	\$25.00
<b>Public Disclosure Records Requests / Police Reports</b>	<a href="#">Refer to King County Sheriff's Office Records Unit</a>
<b>Steering Wheel Locks "The Club" (taxable)</b>	
Car (Model 504)	\$12.80
Truck or SUV (Model 3000)	\$14.30
<b>Vehicle Impound Release Fee</b> (DWLS) (SMC 9.25.030)	\$100.00
<b>Vehicle Impound Release Fee</b> (Prostitution) (RCW 9A.88.140)	\$500.00
<b>Vehicle Impound Release Fee</b> (CSAM) (RCW 9A.88.140)	\$2,500.00

## PUBLIC WORKS

### Street Vacation

Street vacation application		\$1,220.00
Street vacation processing		\$1,220.00
<b>Roadside Memorial Signage</b>		
Memorial Sign & Plaque		\$500.00
Placard with name only		\$200.00

### Franchise Fees

Franchise Application		\$5,220.50 + Cost to Publish
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**RESOLUTION NO.** 23-004

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the City Council Administrative Procedures.

**WHEREAS**, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

**WHEREAS**, in conformance with these statutes, the Council has previously adopted administrative procedures; and

**WHEREAS**, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:**

**Section 1.** The City Council Administrative Procedures is hereby amended as set forth in Exhibit A.

PASSED this 25<sup>th</sup> day of April, 2023 and signed in authentication thereof on this 25<sup>th</sup> day of April, 2023.

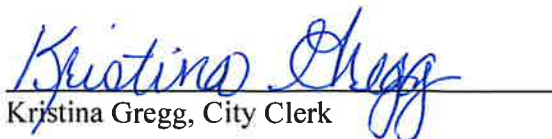
**CITY OF SEATAC**



\_\_\_\_\_

Jake Simpson, Mayor

ATTEST:



\_\_\_\_\_

Kristina Gregg, City Clerk



Approved as to Form:

Mary Mirante Bartolo

Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures – City Manager Signing Authority & Misc]

# City of SeaTac

## City Council

### Administrative

### Procedures

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## Section 1. Mayor and Deputy Mayor

- (A) **Chairperson - Mayor** - Per RCW 35A.13.030, biennially at the first meeting of the Council the members thereof by majority vote, shall choose a Chairperson from among their number. The Chairperson of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon the Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.
- (B) **Deputy Mayor (Mayor Pro Tempore)** - Per RCW 35A.13.035, biennially at the first meeting of the Council, the members thereof, by majority vote, shall choose one of their members as Deputy Mayor to serve in the absence or temporary disability of the Mayor. The Council may, as the need may arise, appoint any qualified Councilmember to serve as Deputy Mayor in the absence or temporary disability of the selected Mayor and Deputy Mayor.
- (C) **Councilmember** - In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.
- (D) **Selection of Mayor and Deputy Mayor** –  
Procedures for selecting officers are as follows:
1. Biennial Selection of Mayor and Deputy Mayor
    - a. Biennially, at the first regular or special meeting of the new Council, Councilmembers will select a presiding officer from their number who will have the title of Mayor.
    - b. Following the selection of the Mayor, there will be a selection for Deputy Mayor. The term of the Deputy Mayor will run concurrently with that of the Mayor.
    - c. In addition to the powers conferred upon him/her as Mayor, he/she will continue to have all the rights, privileges and immunities of a member of the Council.
  2. Nominations
    - a. Either the outgoing Mayor (if that Councilmember is still on the Council) or the City Clerk will conduct the selection for Mayor.
    - b. The outgoing Mayor or City Clerk will call for nominations.
    - c. Each member of the City Council will be permitted to nominate one (1) person, and nominations will not require a second.
    - d. If the current Mayor is nominated to be selected, the Mayor will turn the gavel over to the Deputy Mayor or City Clerk to complete the election process.
    - e. A nominee who wishes to decline the nomination will do so at this time.
    - f. Nominations are then closed.

3. Voting  
Council will vote on each nomination in the order they were made until a majority vote has been reached.
4. Ties  
Should there be a tie, there will be another round of voting. Rounds will continue as necessary until a nominee receives the majority vote of members present.
5. The newly selected Mayor will conduct the selection for Deputy Mayor, and nominations will be made in the same manner described for the selection of the Mayor (see sections 2 – 4).
6. Vacancy
  - a. If a permanent vacancy occurs in the Office of Mayor or Deputy Mayor, the members of the Council at their next meeting will select a Mayor and/or Deputy Mayor using the procedure outlined above, from their number for the unexpired term.
    - i. If the Mayor position is open:
      1. The current Deputy Mayor or City Clerk will conduct the selection.
      2. If the Deputy Mayor is nominated to be the Mayor, the City Clerk will conduct the selection and the Deputy Mayor position will also be filled.
      3. If the Deputy Mayor is not selected Mayor, they will complete their term as Deputy Mayor.
    - ii. If the Deputy Mayor position is open, the current Mayor or City Clerk will conduct the selection. The Mayor will complete their term as Mayor.

## **Section 2. Presiding Officer**

- (A) All Meetings of the City Council shall be presided over by the Mayor, or in his/her absence, by the Deputy Mayor. If neither the Mayor nor the Deputy Mayor are present at a meeting, the Presiding Officer for that meeting shall be elected by a majority of those Councilmembers present.
- (B) In the absence of the City Clerk, the Records Manager or other qualified person appointed by the City Manager may perform the duties of the City Clerk at such meeting.
- (C) The appointment of a Councilmember as Mayor or Deputy Mayor shall not in any way abridge his/her right to vote on matters coming before the Council at such meeting.
- (D) The Mayor shall preserve strict order and decorum at all meetings of the Council. The Mayor shall state all questions coming before the Council, provide opportunity for discussion by Councilmembers, and announce the decision of the Council on all subjects. Procedural decisions made by the Mayor may be overruled by a majority vote of the Council.

## Section 3. Council Committees and Representatives

### (A) Ad Hoc Committees:

The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that require a special approach or emphasis. Such Ad Hoc Committees shall be established and matters referred to them, at Regular Council Meetings.

- (1) Council action is required to establish the committee, and appoint the original membership, if known.
- (2) The Mayor will appoint the members of Ad Hoc Committees. For the original appointment, the membership should be included in the action establishing the committee. If the membership is not known when the committee is established, or new members are needed to fill vacancies, this will be done by the Mayor making the appointment and announcing the appointments as a presentation item on a Regular Council Meeting agenda. Council confirmation is not required.
- (3) Ad Hoc Committee members' terms are for the length of the committee focus or until resignation.
- (4) Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

### (B) Local, Regional, State, Other Committees:

The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees without Council confirmation, when appropriate. Councilmembers will notify the City Council by email when they are appointed to any committee.

The City Council representation list is maintained by the Executive Assistant and linked on the City Council web page of the City's website:

<https://www.seatacwa.gov/government/city-council>

### (C) Standing Committees:

- (1) There are established the following five (5) Standing Committees of the City Council:
  - **Transportation and Public Works (T&PW) Committee**, which shall consider matters related to transportation policy, transportation projects, sidewalks, and utility issues.

- **Administration and Finance (A&F) Committee**, which shall consider matters related to administrative and procedural issues, financial issues, and contracts/negotiations.
  - **Planning and Economic Development (PED) Committee**, which shall consider matters related to land use, development regulation issues, and economic development issues.
  - **Public Safety and Justice (PS&J) Committee**, which shall consider matters related to police and fire issues, and parking and traffic related issues, and code compliance issues.
  - **Parks and Recreation (P&R) Committee**, which shall consider matters related to parks, community services, and human services.
- (2) Standing Committee membership: standing committees shall consist of not more than three (3) members each.

The Mayor shall appoint the Chairperson and the membership of each Committee.

(3) Standing Committee absences: Committee members will inform the Committee Chair and Staff Coordinator if they are unable to attend any Committee Meeting. Notice of any absence should be provided as soon as possible, but no less than two hours prior to the meeting, unless an emergency exists. The Chair will announce any absences at the beginning of the meeting. If there is no objection from the Committee, the absence will be deemed excused and noted accordingly in the minutes. If no prior notice is received, or the committee objects by majority consensus, the absence will be marked as unexcused.

~~(34)~~ Standing Committee Quorum: In the event a Standing Committee member will be absent from a Standing Committee meeting, it will be that Councilmember's responsibility to attempt to find a Councilmember to fill in on his or her behalf.

In the event there is no quorum (two Councilmembers) for a scheduled meeting, any one (1) other Councilmember present may fill in as an alternate member in order to establish a quorum.

If no quorum is present, the meeting must be cancelled. Items will either be moved to a future regular or special committee meeting, or if time does not allow, Council may suspend the rules at the next Regular Council Meeting to address these items.

~~(45)~~ Standing Committee meetings: Notice of meetings times, locations, and the agenda for any Standing Committee Meeting shall be posted to ensure compliance with RCW 42.30. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Council or the City Manager.

~~(56)~~ Council Committees shall meet in accordance with the following monthly schedule:

<del>P&amp;R Committee</del>	<del>First Thursday</del>	<del>4:00 p.m.—5:30 p.m.</del>
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<del>T&amp;PW Committee</del>	<del>First Thursday</del> <del>Third Thursday</del>	<del>5:30 p.m. — 6:30 p.m.</del> <del>4:30 p.m. — 6:00 p.m.</del>
A&F Committee	<del>Second</del> <u>First</u> Thursday	4:00 p.m. – 6:00 p.m.
PS&J Committee	<del>Second</del> <u>First</u> Thursday, <u>quarterly,</u> <u>Jan./Apr./July/Oct.</u>	6:00 p.m. – 7:30 p.m.
<u>P&amp;R Committee</u>	<del>First</del> — <u>Second</u> <u>Thursday</u>	<u>4:00 p.m. – 5:30 p.m.</u>
<u>T&amp;PW Committee</u>	<u>First</u> <u>Second</u> <u>Thursday</u> <u>Third</u> <u>Fourth</u> <u>Thursday</u>	<u>5:30 p.m. – 6:30 p.m.</u> <u>4:30 p.m. – 6:00 p.m.</u>
<del>Sidewalk Advisory Committee</del>	<del>Third Thursday</del>	<del>6:00 p.m. — 7:00 p.m.</del>
PED Committee	<del>Fourth</del> — <u>Third</u> Thursday	4:00 p.m. – 5:30 p.m.

- (67) Standing Committee Status Report and recommendations: The Chair of a Council Standing Committee shall issue a status report at the next Council Meeting following the Committee Meeting. This includes items reviewed in which the committee recommendation is to not approve the item.

If the committee recommendation is to not move the item forward for Council action, any Councilmember may make a Motion after the report has been made for the City Council to consider the item at a future Council meeting. A second is required. If no second is received, the Motion dies and the committee recommendation stands.

- (78) Items reviewed by a Standing Committee, will be referred with one of the following recommendations:
- To a Council Study Session for further discussion
  - To a Regular Council Meeting with committee recommendation for approval, as a Consent Agenda Item (this will be the default referral for all items with full committee recommendation for approval)
  - To a Regular or Special Council Meeting with committee recommendation for approval, as an Action Item
  - To a Regular or Special Council Meeting without committee recommendation for further discussion

An Agenda Bill will be required for all items for Council action, including the Consent Agenda.



- (89) See Exhibit ~~8CB~~ for a list of items that the City Council automatically referred to Standing Committees.
- (910) The chairperson, at his or her discretion, may call on a non-committee Councilmember to hear their comments on a subject that is being discussed.

All remarks must be brief and relevant to the agenda subject and the Chair has the responsibility to keep remarks on track.

- (~~1011~~) In an effort to keep the meetings on schedule, the following efficiencies shall be followed:
- a. The Chair is responsible for ensuring the meeting is on schedule.
  - b. Any extension to the meeting time should be agreed to by all committee members and should be the exception, not the norm.
  - c. The minute taker is also assigned as the ‘time-keeper’ for each meeting.
  - d. The agenda should include specific time allocations (5:00 - 5:15 pm, etc.) for each agenda item to help assist the Committee with time management as appropriate.
  - e. Public comments will be limited only to the public comment portion of the meeting. However, committee members may request public comments throughout the committee meeting when an “expertise” comment is warranted. The Chair will decide whether these comments will be made. This should be the exception, not the norm.
  - f. If it is known prior to the meeting that a subject matter expert is required, the expert should be invited to attend and participate in the meeting.

(~~1112~~) Parliamentary Procedures

Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition). When present, the City Attorney or Legal Department representative shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Committee meeting. Otherwise, such interpretations will be decided by the Chair.

(~~1213~~) Voting

Silence of a committee member during a vote shall be recorded as a vote with the prevailing side, except where such a committee member abstains because of a stated conflict of interest or appearance of fairness. Each committee member present must vote on all questions before the committee and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting, and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or

construed by judicial review.

## Section 4. Meetings

- (A) **Meetings declared open and public.** All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.
- (B) **Council Study Session.** The City Council shall meet regularly on the second Tuesday of each month at 4:00 p.m. except when a Council Study Session falls on a holiday, then the Council will meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced.
  - (1) Meetings will be cancelled by one of the following methods depending on the purpose of the cancellation:
    - (a) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests a Council meeting be cancelled and/or rescheduled as a Special Council Meeting, for any reason other than lack of a quorum, lack of action items, or an emergency, a majority vote of the Council is required.
    - (b) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.
    - (c) Lack of agenda items: In the event that an upcoming agenda will have no discussion topics, the Mayor and City Manager will determine whether to cancel the meeting.

If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no Council Study Session during the months of August and December for summer and winter recess, unless a special meeting is scheduled.

- (2) The purpose of a Council Study Session is to have the entire Council hear the same information at the same time and be able to discuss topics requiring a deeper conversation.
- (3) Items would be referred to the Council Study Session by one of two ways:
  - (a) Council referral during Key City Issues; or
  - (b) Council Committee referral

- (C) **Regular Meetings.** The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall in a hybrid format, unless otherwise publicly announced. The Council shall meet regularly, at least once a month.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

- (1) Cancellation for any reason other than lack of a quorum, lack of action items, or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum, lack of action items, or an emergency, majority vote is required.
- (2) Lack of a quorum: In the event the City Manager and/or City Clerk are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either the entire meeting will be rescheduled as a Special Council Meeting or the items will be moved to a future Council Meeting as appropriate.
- (3) Lack of agenda action items: In the event that an upcoming agenda will have no action items, the Mayor and City Manager will determine whether to cancel the meeting.

Note: If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

- (D) **Special Meetings.** Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.
- (E) **Continuances.** Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.
- (F) **Executive Sessions.** The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law. See Section 14. for more details.
- (G) **Quorum.** At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.
- (H) **Seating.** Members of the City Council who attend the meeting in person will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may

be seated directly to the left of the Mayor.

- (I) **Minutes.** Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

## **Section 5. Format for Agendas for Council Meetings**

- (A) The City Manager and the City Clerk will prepare a proposed agenda for all meetings of Council, which shall be approved by the Mayor or designee. After the proposed agenda has been approved, the City Clerk shall prepare the final Council packet, which shall be distributed.

- (B) The format of the Council Study Session agenda shall substantially be as follows:

(1) Call to Order.

(2) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.

(3) Public Comments (related to items on the agenda).

(a) The City Council may receive in-person or remote oral and/or email/text public comments.

- No speaker may donate his or her time for speaking to another speaker.
- The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.

i. In-Person AND Remote Oral Public Comment

- Registration on the City’s website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
- In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting
- Individual comments shall be limited to three minutes.
- Comments will be recorded.
- The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
- Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.

ii. Remote Oral Public Comment

- An email will be sent to the speakers with instructions on joining the live meeting.
- Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options.

iii. Written Public Comment

- Submit comments by email or text to [PublicComment@seatacwa.gov](mailto:PublicComment@seatacwa.gov) by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.
- Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
- Written comments will be placed on the City’s website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
- Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.

iv. Group Public Comments

- Group public comments will only be taken in-person.
- A group is four (4) or more people, including the speaker, physically present at the meeting.
- Members of the group shall sign in as a group and identify the group’s spokesperson.
- A representative speaking for a group, shall be limited to 10 minutes.
- Individuals identified as a part of the group will not be allowed to speak individually.

(4) Presentations (including but not limited to information only or requests for direction)

(5) Agenda Bills.

(a) This section is for presentation of Ordinances, Resolutions, and Motions, which will require Council action.

(b) The following procedures shall apply to each item listed on the agenda under this section:

(i) Staff will prepare agenda bills and attachments for discussion during the Council Study Session. The same documents, with any required revisions, will also be included in the RCM packet when action is scheduled.

(ii) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.

(iii) Council will provide consensus to refer the agenda bill to one of the following:

- (a) the Regular Council Meeting on the 4<sup>th</sup> Tuesday of the month
  - Consent Agenda (this requires consensus of all Councilmembers present)
  - Action Item (without presentation, except to present any revisions since the CSS)

(b) future Regular Council Meeting as an Action Item, if Council directs staff to make revisions which may take time to complete (without presentation, except to present revisions)

(c) future Council Study Session for additional discussion if needed

(6) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 14 of these Administrative Procedures. No action will be taken during the Council Study Session.

(7) Adjournment. The Mayor, or designee, will adjourn the meeting. Any items which weren't completed due to time constraints, will automatically be continued to the next regularly scheduled Council Study Session unless Council provides other direction prior to adjournment.

(C) The format of the Regular City Council Meeting agenda shall substantially be as follows:

(1) Call to Order.

(2) Roll Call.

(3) Pledge of Allegiance.

(4) Agenda Review – If there are any changes to the agenda since publication, the Mayor shall announce the changes.

(5) Public Comments.

(a) The City Council may receive in-person or remote oral and/or email/text public comments.

- No speaker may donate his or her time for speaking to another speaker.
- The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.

i. In-Person AND Remote Oral Public Comment

- Registration on the City’s website is required for remote comments and encouraged for in-person comments by 2:00 p.m. the day of the meeting unless otherwise stated in the meeting agenda, notice, or calendar appointment.
  - In-person speakers who do not register will be required to sign up on the sign-in sheet prior to the start of the meeting.
  - Individual comments shall be limited to three minutes.
  - ~~Public Hearing Comments shall be limited to five minutes each.~~
  - Comments will be recorded.
  - The City Council will not respond to comments during the meeting. However, if comments require a response, staff will contact the requestor at a later date.
  - Requests for oral public comment not submitted using the provided form or after the deadline, will not be accepted.
- ii. Remote Oral Public Comment
- An email will be sent to the speakers with instructions on joining the live meeting.
  - Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options.
- iii. Written Public Comment
- Submit comments by email or text to [PublicComment@seatacwa.gov](mailto:PublicComment@seatacwa.gov) ~~or [publichearing@seatacwa.gov](mailto:publichearing@seatacwa.gov) for public hearing comments~~ by at least 2 p.m. the day of the meeting, unless otherwise stated in the meeting agenda, notice, or calendar appointment.
  - Public Comments will be provided to the City Council and mentioned by name and subject during the meeting.
  - ~~Public Hearing Comments will be provided to the City Council and read into the record up to five minutes in length.~~
  - Written comments will be placed on the City’s website for viewing after the meeting. Comments will be placed on the website in their entirety with personal information redacted.
  - Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- iv. Group Public Comments
- Group public comments will only be taken in-person.
  - A group is four (4) or more people, including the speaker, physically present at the meeting.
  - Members of the group shall sign in as a group and identify the group’s spokesperson.
  - A representative speaking for a group, shall be limited to 10 minutes.

- Individuals identified as a part of the group will not be allowed to speak individually.

(6) Presentations, including but not limited to the following:

- Introductions (including new City Employees)
- Awards
- Proclamations
- Confirmation of Mayoral Appointment (Certificates of Appointment)
- Certificates of Appreciation or Recognition
- Key City Issues and Requests for Direction (by City Manager, including review and/or referral of major Council Requests)
  - The City Manager will have the following options when requesting Council concurrence on referring items:
    - Request to refer items to a committee
    - Request to refer items to a Council Study Session
    - Request to refer ~~administrative or housekeeping~~ items not requiring committee review, directly to the Regular Council Meeting as an Action Item or Consent Agenda item.

Requests to refer items directly to a Regular Council Meeting require the City Manager to provide a detailed reason for the request, in addition to Council concurrence.

Agenda Bills are required for any item referred directly to the Regular Council Meeting to provide details to Council and the public.

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

(7) Consent Agenda.

- (a) Contains items placed on the Consent Agenda by the Mayor, Council, or Council Standing Committee, including but not limited to:
- Approval of vouchers.
  - Approval of donations \$500 or greater to be received by the City.
  - Approval of Summary of Contracts \$100,000.01 - \$150,000 approved by the City Manager.
  - Approval of Summary of Contracts over the City Manager's signing authority and approved by corresponding Standing Committee.
  - Approval to apply for grants when Council action is required by the



grantor to apply.

- Acceptance of grants to be received by the City as authorized in SMC 3.31.190. Council approval of the grant acceptance also authorizes the City Manager to execute the grant contract. (The contract for expending the money is handled per the contract policy.)
- Approval of minutes.
- Enactment of Ordinances, Resolutions, and Motions when placed on the Consent Agenda at a previous Council Meeting.
- Enactment of ~~administrative or housekeeping~~ Ordinances, Resolutions, and Motions, when placed on the Consent Agenda by Council concurrence of a City Manager request or referred by a Standing Council Committee
- Final Acceptance of public works projects within the authorized expenditure amount.
  - Under \$1 million in total cost – placed directly on the consent agenda, however the City Manager will provide the City Council with a brief written description of the project and a budget synopsis (performance to budget) with the City Council packet.
  - \$1 million or greater in total cost – placed directly on the consent agenda with a presentation made the same night at the beginning of the Regular Council Meeting to present before and after pictures prior to Consent Agenda action.
- Final Acceptance of in-kind preservation, repair, or replacement projects within the authorized expenditure amount.
- Notwithstanding the above, any item may be removed from the Consent Agenda for consideration under unfinished business if so requested by any Councilmember. **Any Councilmember requesting an item be removed from the Consent Agenda will let the City Manager and City Clerk know by email one (1) day before the meeting to ensure appropriate staff is in attendance and efficiency in handling the issue.**

(b) A motion at this time will be in order and Council will vote upon the Consent Agenda.

(8) Public Hearings.

- (a) At Public Hearings required by City, State, or Federal law or as Council may direct, where a general audience is in attendance to present input or arguments for or against a public issue:
- The City Manager or designee shall present the issue to the Council and respond to questions.
  - Public Hearing comments shall follow Section 5(C)(5) above except for the following:
    - ~~that~~ Oral comments shall be limited to five minutes
  - ~~and~~ ~~—w~~ Written comments submitted to PublicHearing@seatacwa.gov by 2:00 p.m. the day of the meeting will be provided to the City Council and relevant staff and will be read into the record up to five minutes. ~~Councilmembers~~ may ask questions of the speaker and the speaker may respond but may not engage in further debate.
  - The public comments will then be closed but Councilmanic discussion may ensue if the Council so desires. In the alternative, the Public Hearing may be continued by majority vote, or the Council may recess to deliberate and determine findings of fact, if appropriate, and to reach a final decision which may be announced immediately following such deliberations or at a subsequent date.
- (b) The following procedure shall apply to quasi-judicial Public Hearings:
- The Hearings Examiner, City Manager, or designee will present a summary of the subject matter and any findings and will respond to Council questions.
  - The proponent spokesperson shall speak first and be allowed twenty minutes and Council may ask questions.
  - The opponent spokesperson shall be allowed 20 minutes for presentation and Council may ask questions.
  - Each side shall then be allowed five minutes for rebuttal.
  - After each proponent and opponent has used his/her speaking time, Council may ask further questions of the speakers, who may respond.
  - The Mayor may exercise a change in the procedures but said decision may be overruled by a majority vote of the City Council.

- (9) Action Items (as related to a Public Hearing).
  - (10) Action Items. This section of the agenda shall include Ordinances, Resolutions, and Motions. The following procedures shall apply to each item listed on the agenda under this section:
    - (a) The Mayor or designee may read the item by title only, or if requested by any Councilmember, the document may be read in its entirety.
    - (b) The City Manager or designee may give a presentation to provide clarification or to discuss changes in an agenda item from what was discussed at a Council Committee meeting. Appropriate Staff, appropriate members of City Commissions or Advisory Committees, or appropriate subject matter experts should be available to answer any questions posed by the City Council.
    - (c) A motion at this time will be in order.
    - (d) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.
    - (e) The Council will vote upon the item under consideration.
  - (11) Unfinished Business. This section shall include items removed from the Consent Agenda at the same meeting. The procedures that apply during this section shall be the same as those under Section 9, Action Items.
  - (12) Council Comments.
  - (13) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 14 of these Administrative Procedures.
  - (14) Adjournment. Per Robert's Rules of Order, the Mayor, or designee, may adjourn the meeting without a motion as long as there is no further business to discuss.
- (D) The format of any Special Meeting shall be as follows:
- (1) Special Meetings are meetings in which the date and/or time are set outside of a regular schedule, or the meeting place is different than the regularly scheduled meeting.
  - (2) Only the designated agenda item(s) shall be considered.

- (3) The format will follow that of a Regular Meeting, as appropriate. Applicable provisions of Section 7 shall govern conduct of Special Meetings.
- (4) The Mayor, in setting the agenda, will determine the need for, and length of, the public comment period, as well as the length of the comments. Public comments must be related to the items on the agenda and speakers must sign up PRIOR to the meeting.

**Section 6. Miscellaneous Agenda Procedures**

- (A) The City Council desires to provide adequate time for administration and staff analysis, fact finding and preparation.

Except in extraordinary or unusual circumstances, all items that are not routine in nature shall, when presented, include a completed Council agenda bill. The author of the agenda bill shall be responsible for attachments.

- (B) The Mayor or City Manager may affix an approximate time limit for each agenda item at the time of approval of the agenda.
- (C) All proposed Ordinances, Resolutions, and Motions shall be reviewed by the City Attorney to ensure they are in correct form prior to its final passage. All accompanying documents shall be available before Ordinances, Resolutions, and Motions can be passed.
- (D) Ordinances and Resolutions of the City Council shall be signed by the Mayor, City Attorney, and City Clerk (or their designees) upon Council approval.
- (E) A joint Resolution of the City Council and the Mayor may be proposed when:
  - (1) The subject of the Resolution is of broad City concern, and the subject contains Council policy and administrative procedure; or
  - (2) The subject of the Resolution is of ceremonial or honorary nature.
    - \* Joint Resolutions will be subject to the voting rules and will be signed by the Mayor, City Attorney and City Clerk (or their designees). The Council may provide for all Councilmembers signing the joint Resolution enacted.

- (F) Councilmembers will inform the City Manager and City Clerk if they are unable to attend any Council Meeting (Regular Council Meeting, Council Study Session, Workshop, etc.) as soon as possible, but no less than two hours prior to a meeting, unless an emergency exists. The Mayor or City Clerk will announce any absences at the beginning of any meeting or during roll call as appropriate at a Regular Council Meeting. Unless there is an emergency, any Councilmember who does not provide prior notice will be marked as unexcused. If prior notice is received, the absence will be marked as excused unless a majority of the Council objects by majority vote after a motion and second at a Regular Council Meeting or by consensus at a Council Study session, Workshop, Special meeting, etc. motion is made with majority vote to not excuse the absence. This ~~The~~ motion at a

Regular Council Meeting shall be made immediately after roll call. The consensus shall be made immediately after the absences are announced at the beginning of all other meetings.

- (G) Placards or signs that support or oppose any ballot proposition or candidate for public office shall not be allowed (see RCW 42.17A.555). Any other placards or signs that are disruptive or impede another participant's view will not be allowed.
- (H) No person(s) shall interrupt a Council meeting so as to render the orderly conduct of such meeting unfeasible. (RCW 42.30.050) The Mayor shall determine when this threshold has been met.
- (I) Use of electronic devices by Councilmembers during a City Council meeting should be limited so as not to disturb other Councilmembers or interfere with the conduct of the meeting.
- (J) Use of any technology that will introduce/capture information from the internet will generally be permitted during Committee meetings, and the Committee and Council Comments sections of Regular or Special Council Meetings. However, in order to maintain the public record, use should be limited during other portions of the Regular or Special Council meetings.

Any connection to the internet by Councilmembers while in City facilities using City equipment must be from within the City's protected Wi-Fi, not from the unsecured public Wi-Fi. Do not connect to the secure Wi-Fi on personal devices.

URL's need to be provided to the City Clerk for inclusion in the public record.

- (K) Councilmembers must have video and audio capabilities and turn them on during all meetings, including Standing Committee Meetings, whenever possible. If technical difficulties prevent a Councilmember from doing so, they must attempt to contact IT in order to fix the problem prior to the meeting. If the issues cannot be resolved, then the participant must contact the City Clerk for Council Meetings, or the Chair of the meeting for Standing Committee Meetings, to let them know prior to the meeting.

- (L) Proclamations  
The Mayor is privileged to consider requests to proclaim certain events or causes when such proclamations pertain to a City of SeaTac event, person, organization, or cause with local implications or pertain to an event, holiday, observance, organization or cause with National and local implications. The Mayor will consider requests that are timely, have potential relevance to a majority of the City of SeaTac's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations:

- (1) Submit the request:

- a. Councilmember. A Councilmember making the request must submit a completed Council Request Form and submit a copy of the proposed proclamation along with the requested date of the proclamation.
  - b. Person(s) or organization. The person(s) or organization making the request must make the request via email to the City Clerk and submit a copy of the proposed proclamation, nature of the action requested (public proclamation or printed/signed and returned to the requestor) along with the requested date of the proclamation.
  - c. The City Clerk and Government Relations & Communications Manager have developed an ongoing list of recurring proclamations. This list will be reviewed with the Mayor at the beginning of each year and that Mayor will determine how to move forward with these items without having to wait for the specific requests.
- (2) The request should be made at least two weeks in advance of the date of the requested Council meeting. The requested Council meeting date should be prior to the date of the proclamation.
  - (3) The Mayor will determine if the proposed proclamation meets the intent of this policy.
  - (4) The Mayor retains the right to decide if the proclamation will be issued and has the following options:
    - a. Approve the request and have the proclamation read at the City Council meeting by the Mayor or his/her designee. A representative may attend the meeting to accept the proclamation.
    - b. Approve the request and have the proclamation mailed to the requestor without being read at a meeting.
    - c. Deny the request and notify the requestor of the decision.
  - (5) The Mayor retains the right to limit the number of proclamations at a Council Meeting.
  - (6) The Mayor and appropriate staff retains the right to modify, edit, or otherwise amend the proposed proclamation to meet the requirements, needs, or policy determinations of the City/City Council.

## **Section 7. Speaking Procedures**

- (A) Speaking procedure for agenda items under consideration is as follows:
  - (1) A Councilmember desiring to speak shall address the Mayor or Presiding Officer and upon recognition shall confine him/ herself to the question under debate.

- (2) Any member, while speaking, shall not be interrupted unless it is to call him/her to order.
  - (3) Any member shall have the right to challenge any action or ruling of the Mayor or Councilmember, as the case may be, in which case the decision of the majority shall govern.
  - (4) Any member shall have the right to question the City Manager on matters before the Council. Under no circumstances shall such questioning be conducted in a manner that would constitute a cross examination or an attempt to ridicule or degrade the individual being questioned.
  - (5) No Councilmember shall speak a second time upon the same motion before opportunity has been given each Councilmember to speak on that motion.
- (B) Procedures for addressing the Council shall be as follows:
- (1) Any person, with the permission of the Mayor, may address the Council.
  - (2) In addressing the Council, each person shall stand and, after recognition, give his/her name and address. All remarks shall be civil and respectful in tone and content, made to the Council as a body, and not to any individual member.
  - (3) No person shall be permitted to enter into any discussion from the floor without first being recognized by the Mayor.

### **Section 8. Parliamentary Procedures and Motions**

- (A) Questions of parliamentary procedure not covered by this Chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition).
- (1) If a motion does not receive a second, it dies. Motions that do not need a second include Nominations, withdrawal of motion by the person making the motion, agenda order, request for a roll call vote, and point of order or privilege.
  - (2) A motion that receives a tie vote is deemed to have failed.
  - (3) When making motions, be clear and concise and not include arguments for the motion within the motion.
  - (4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.
  - (5) After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote.
  - (6) If any Councilmember wishes to abstain from a vote on the motion, pursuant to the provisions of Section 9 hereof, that Councilmember shall so advise the City

Council, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Councilmember perceives a need to abstain, provided that, prior to the time that a Councilmember gives advice of an intent to abstain from an issue, the Councilmember shall confer with the City Attorney to determine if the basis for the Councilmember's intended abstention conforms to the requirements of Section 9. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the City Council. If that cannot be done, the Councilmember should advise the City Council that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the Councilmember for that purpose.

- (7) A motion may be withdrawn by the maker of the motion at any time without the consent of the Council.
- (8) A motion to table is not debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Councilmembers' consideration of the matter before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds majority vote.
- (9) A motion to postpone to a certain time is debatable, amendable and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Council Meeting.
- (10) A motion to postpone indefinitely is debatable, not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- (11) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.
- (12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (13) Motions that cannot be amended include Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- (14) Amendments are voted on first, then the main motion as amended (if the



amendment received an affirmative vote).

- (15) Debate of the motion only occurs after the motion has been moved and seconded.
- (16) The Mayor or City Clerk should repeat the motion prior to voting.
- (17) In the event a reason exists to proceed in a manner inconsistent with these rules, a motion to Suspend the Rules is appropriate. Suspend the Rules requires a second, may neither be amended nor debated, and requires a two-thirds vote.
- (B) The City Clerk will take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law.
- (C) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Council Meeting.
- (D) The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council Meeting. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised.

### **Section 9. Voting**

- (A) Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness. Each member present must vote on all questions before the Council and may abstain only by reason of conflict of interest or appearance of fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

- (B) A roll call vote may be requested by the Mayor or any member of the Council.
- (C) All matters before the Council shall require the affirmative vote of a majority of the Councilmembers present, unless otherwise provided by State Law (RCW Chapter 35A et. seq.).
- (D) Any Councilmember who is unable to be physically present for any meeting of the Council may participate in discussions and may vote on any matter before the Council, including proposed Ordinances, Resolutions, and Motions, by telephone or other means of telecommunication, providing that:
  - (1) Electronic facilities exist and are operational so that the absent Councilmember(s)

will participate in Council discussions in a manner that comments, discussions, and voice votes of the absent Councilmember(s) are audible to the assembled Council and audience, and that the absent Councilmember(s) can hear all comments, discussions, and votes that are audible to all Councilmembers who are physically present.

- (2) Councilmembers are provided technology which allows them to attend meetings remotely. Any additional related costs will be the responsibility of the Councilmember(s).

## **Section 10. Council Standards of Conduct**

Elected Officials need to lead by example by conducting themselves with the highest levels of civility and decorum. The City Council agrees to the following Standards of Conduct:

- Practice civility, professionalism and decorum during discussions and debate.
- Respect the role of the Mayor in maintaining order, including the Point of Order process.
- Provide honest, accurate and complete information at all times, including blog posts and social media accounts
- Listen to and show respect for the views of all members.
- Criticize ideas and not people.
- Work for the common good, not personal interest.
- Actively participate in discussions and decision making to ensure the success of the Council.
- Respect the roles of elected officials and city staff in ensuring open and effective government

## **Section 11. Council Relations with Staff**

- (A) There will be mutual respect from both Councilmembers and staff of their respective roles and responsibilities when, and if expressing criticism in a public meeting. City staff acknowledges the Council as policy makers and the Councilmembers acknowledge staff as administering the Council's policies.
- (B) Council Request Form (CRF):
  - (1) The CRF is used for all requests by a Councilmember.
  - (2) The CRF shall be directed to the Executive Assistant by means of hardcopy or electronic version (e-mail) of the CRF. The Executive Assistant shall acknowledge receipt by e-mail.
  - (3) The City Manager shall forward the request to the appropriate Department Director for written or electronic response and to determine the estimated time or date for substantive response.
  - (4) The City Manager shall determine the appropriate level (see below):
    - (a) "Major" means any effort which is reasonably estimated to entail more than three hours of staff time.

- (b) “Significant” means any effort which is reasonably estimated to entail one hour or more, but less than three hours, of staff time.
  - (c) “Minor” means any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.
- (5) The Executive Assistant will forward a copy of the request to the entire Council.
  - (6) Approval for action or referral to a Council Committee is requested at a Regular Council Meeting.
    - (a) Major requests require approval/referral from a majority of the Council.
    - (b) The City Manager may also ask for Council approval/referral of minor and significant requests at his/her discretion due to the nature of the request.
    - (c) The progress of the CRF will be tracked through final resolution on the CRF Status Report and will then be closed.
  - (C) All written material accumulated and/or prepared in response to an individual Councilmember shall be provided by the Executive Assistant, to all Councilmembers.
  - (D) Councilmembers shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
  - (E) The Council shall not attempt to change or interfere with the operating rules and practices of any City department.

## **Section 12. Media Relations**

- (A) In an effort to provide a consistent message through all media platforms, the City’s Government Relations and Communications Manager is deemed to be the City’s single source contact for the media.

Consistent with state law, individual councilmembers can speak on how they voted on policy-level decisions. However, any questions on the City’s position on an issue should be directed to the Government Relations and Communications Manager.

Guidelines for speaking to the media as an individual Councilmember:

- Do not speak on behalf of other Councilmembers, staff, or organizations, and specify to the media contact you are providing your personal viewpoint
- Do not speculate on future actions or council “position” on any issue.
- Only speak to facts, past council actions, upcoming schedules

- (B) The Mayor is the designated spokesperson for the entire Council on policy decisions already made by the Council but may not speculate about future policy decisions.

- (C) Report any media contacts or interviews to the City Manager and Government Relations and Communications Manager.

### **Section 13. Confidentiality**

- (A) Councilmembers shall keep all written materials and/or verbal information related to matters that are confidential under law in complete confidence to ensure that the City's position is not compromised. No mention of confidential information should be made to anyone other than other Councilmembers, the City Manager, the City Attorney, or City staff designated by the City Manager.
- (B) If the Council, in Executive Session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party shall be conducted by the designated staff representative(s) handling the issue. A Councilmember should not have any contact or discussion with the other party, or their representative involved with the issue, and shall not communicate any information learned in Executive Session.

### **Section 14. Executive Sessions**

- (A) It is acknowledged that the Open Public Meetings Act (OPMA) of Chapter 42.30 RCW is a mandate that the “people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know”. Any action taken in violation of the OPMA is subject to being declared by the courts to be “null and void”, participating Councilmembers may be personally liable for fines, and the City may be subject to payment of court costs and attorney’s fees. Accordingly, Executive Sessions of the Council shall be used only when allowed by law and when confidentiality is deemed necessary.
- (B) The scheduling, notification, announcing, and conduct of an Executive Session during a Council Meeting, as permitted by Section 4(G) of these Administrative Procedures and applicable law, shall conform to the OPMA and shall comply with this Section.
- (C) Whenever possible, an Executive Session shall be noted on the Council Meeting agenda provided and posted pursuant to Section 5 of these Administrative Procedures. If deemed necessary by the Mayor or by action of the Council, an Executive Session may be called and added to the agenda during a Council Meeting. If an Executive Session is to be held during a Special Meeting, every effort shall be made to set forth the intent to hold an Executive Session on the notice of the Special Meeting as required by law.
- (D) Certain Council deliberations, discussions, considerations, reviews, evaluations, and final actions (“actions” as defined by the OPMA) are, by law, exempt from all provisions of the OPMA. Examples include the following: Proceedings concerned with business, occupation, or professional licenses and related disciplinary proceedings; deliberations following an appeal or other quasi-judicial matter; and collective bargaining strategy,

positions, and proposals, as well as union grievance procedures and mediation. Nonetheless, the provisions of this Section 14 may be used to recess a Council Meeting to such an exempt proceeding just as if it were an Executive Session.

- (E) In addition to topics exempt from the OPMA, as described in Subsection (D), above, the OPMA permits discussion and consideration (but not “final action”) in an Executive Session closed to the general public for certain, limited, purposes. These limited purposes are summarized on Exhibit “A” to these Administrative Procedures, which is generally an extract from MRSC Report No. 39.
- (F) In the event an Executive Session is necessary for any of the allowed purposes, the agenda, if possible, shall list the fact of the Executive Session and its purpose. Immediately prior to recessing to an Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, generally in the following language, and shall state the estimated time of return of the Council to the open public meeting:
  - To consider the selection of a site or acquisition of real estate.
  - To consider the minimum price at which real estate will be offered for sale or lease.
  - To review negotiations on the performance of publicly bid contracts.
  - To evaluate complaints or charges against a public officer or employee.
  - To evaluate the qualifications of an applicant for public employment.
  - To review the performance of a public employee.
  - To evaluate the qualifications of a candidate or candidates for appointment to elective office.
  - To discuss with legal counsel matters relating to enforcement actions.
  - To discuss with legal counsel pending or potential litigation involving the City.
- (G) Executive Sessions will be held in a hybrid format as determined by the Information Systems Manager.
- (H) Typically, the City Manager and City Attorney will attend Executive Sessions to assist the Council. Otherwise, however, attendance shall be limited to staff members and others whose input is necessary to the purpose of the Executive Session.
- (I) No voting or other final action shall be taken during an Executive Session, except that consensus may be reached if confidentiality of such consensus is essential to the purpose of the Executive Session.
- (J) In event an Executive Session is not completed by the estimated time for return to the open public meeting, the Mayor, a Councilmember, or a staff member shall return to the open public meeting and shall announce that the Executive Session shall be extended to a stated time. Such an announcement shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.
- (K) In event the Executive Session is concluded before the time that was stated for return to the open public meeting, the Council shall not reconvene in open session until the stated

time. Such a waiting period shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

### **Section 15. Councilmember Travel & Expenses**

- (A) When determined to be in the best interests of the City of SeaTac, Councilmembers may attend conferences and workshops within the City Council's total adopted budget limit. In matters of travel incident to attending conferences and meetings for City business and in incurring costs related thereto, Councilmembers shall comply with the current edition of the City of SeaTac Travel Policies, Regulations, and Procedures, ~~attached as Exhibit B.~~

Upon return from a conference or workshop, Councilmembers shall complete the City Council Post Trip Report and submit it to the Executive Assistant within 15 days for inclusion in the next A&F Committee meeting packet. An electronic version of the form can be found in the City Council folder at Document Central on the City website.

- (B) The Finance and Systems Department shall provide a quarterly summary of actual Council expenditures reported by each Councilmember. This summary will be used to assist the Council in monitoring the status of actual expenditures in comparison to the budgeted expenditures.

### **Section 16. Councilmember Equipment and Technology**

- (A) The City will provide each Councilmember a device (e.g., laptop, iPad) and a cell phone with hotspot capabilities consistent with similar devices issued to other City employees and supported by the City's Information System.
- (B) The City will not provide reimbursement for non-typical computer or cell phone accessories, other electronic devices, internet services, printers or printer supplies.
- (C) All devices or programs used on City provided devices require City approval through the Finance and Systems Department.

### **Section 17. Virtual Meetings**

- (A) In the event of an emergency, as declared by the Mayor, County Executive, Governor, or President of the United States, where in-person or hybrid meetings are not possible, the City Council may use remote capabilities to host Virtual Meetings. As long as these meetings are held on the same day and time as a regular meeting, they will not be deemed as special meetings.
- (B) The meeting link will be emailed to the appropriate group (Council and staff only, unless outside presenters are being included) and the program will be made ready at least 15

minutes prior to the meeting to ensure all technology is working correctly. The link will not be forwarded to any other person without the approval of the meeting coordinator.

- (C) All meetings of the Council and Standing Committees will be livestreamed from the Council Chambers unless circumstances dictate otherwise (see the section on interviewing potential new CM's).
- (D) Council meetings will be audio recorded by the City Clerk and video recorded by the City's video recording company under contract at the time.
- (E) The chat function for the meeting program will be turned off prior to the meeting.
- (F) A call-in phone line will be provided for members of the public to listen to the meeting.
- (G) The City Council may receive remote oral and or email/text public comments.
  - a. Remote Oral Public Comment
    - i. Speakers must pre-register at least two hours prior to the meeting (a website link will be provided to register).
    - ii. An email will be sent to the speakers with instructions on joining the live meeting.
    - iii. Comments will be recorded, and each speaker is allotted 3 minutes.
    - iv. The City Council will not respond to comments during the meeting. However, staff will contact the requestor at a later date.
    - v. Once comments are complete, speakers will leave the live meeting. However, they may continue to view and/or listen to the live meeting by accessing the live stream options and/or call-in line.
  - b. Written Public Comment
    - i. Submit comments by email or text to [publiccomment@seatacwa.gov](mailto:publiccomment@seatacwa.gov) at least two hours prior to the meeting.
    - ii. Comments will be provided to the City Council and mentioned by name and subject during the meeting.
    - iii. Written comments will be placed on the City's website for viewing after the meeting. Comments will be placed on the website in their entirety.
    - iv. Public comments submitted to an email address other than the one provided, or after the deadline, will not be included as part of the record.
- (H) Councilmembers must have video and audio capabilities and turn them on during the meeting, including Standing Committee Meetings, whenever possible. ~~Any participant (staff or presenter) in the meeting must turn on their video and audio when speaking, unless technical difficulties do not allow. If technical difficulties prevent a Councilmember from doing so, they~~ Participants must attempt to contact IT in order to fix the problem prior to the meeting. If the issues cannot be resolved, then the participant must contact either the Mayor or the Chair of the meeting to let them know prior to the meeting.
- (J) Executive Sessions. Executive Sessions require a controlled environment, which cannot be guaranteed when conducting a virtual meeting from individual homes. Therefore, when an

Executive Session is needed, all participants will be required to attend the Council meeting and Executive Session from various rooms at City Hall, to be assigned by the City Clerk and IT. If for some reasons City Hall is unavailable, another location will be made available.

- (KJ) The above sections related to Virtual Meetings, will also apply to Council Committees and Citizen Advisory Committees as applicable.
- a. Each committee staff coordinator will choose the time that oral public comments sign-up and written public comments are due in order to accommodate back-to-back committee meetings and staff schedules. Once chosen, this time must stay consistent, outside of special meetings.

## **Section 18. Council Vacancy**

- (A) Return of Materials and Equipment. During their service on the City Council, members may have acquired or been provided with equipment such as computers or other items which may entail a significant expense. These items are to be returned to the City at the conclusion of a member's term.
- (B) Filling Council Vacancies.
1. Purpose. The purpose of this section is to provide guidance to the City Council when a Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until certification of the next regular municipal election, to serve the remainder of the unexpired term.
- (C) Appointment Process
1. Upon notification of an intent to vacate a position, or a vacant position occurs for any reason other than resignation, the City Council shall direct staff to begin the appointment process and establish an interview and appointment schedule, so that the position is filled at the earliest opportunity.
  2. The City Clerk's Office shall prepare a notice seeking applicants. This notice shall be included in any information outlets the City currently has, which could include website, blog, and email.
  3. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be accepted for two weeks from the first day of notification.
  4. The applicant must (a) be a registered voter of the City of SeaTac on the day of application, and (b) have a one (1) year residency in the City of SeaTac prior to the date of appointment.
  5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk, to the Mayor and City Council.



6. The City Clerk shall prepare the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special City Council meeting.
7. The City Clerk shall notify applicants of the location, date and time of interviews.
8. Prior to the date and time of the interview meeting, the City Clerk shall accept one interview question from each Councilmember.

(D) Interview Meeting

1. This meeting will be open to the public, but conducted in such a way as to allow each candidate the same opportunity to speak but not have prior knowledge of the interview questions.
2. Interview questions must be kept as confidential as possible until the time of the interview. Therefore, if the interviews are conducted during a Special Council Meeting where the sole purpose is to conduct interviews and appoint, this meeting will not be live streamed, but will be recorded for future review by the public. If the interviews are conducted during a Council meeting where other action will be taken, only the portion for the interviews will not be live streamed.
3. Each interview of an applicant/candidate shall be no more than 20 minutes in length as follows:
  - a. The applicant shall present his or her credentials to the City Council. (5 minutes)
  - b. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same six questions, and will have 2 minutes to answer each question. (12 minutes)
  - c. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk. This will occur at a public meeting if time allows.
  - d. The Council may elect not to interview all of the applicants if the number exceeds ten (10) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms. The Councilmembers will review the applications and provide the City Clerk with their top 3 choices. The City Clerk will rank the applicants based on the Councilmember responses and provide the final interview list.
  - e. Voting.

- i. Upon completion of the interviews, Councilmembers will convene into an Executive Session to discuss the qualifications of the applicants. However, all interviews, deliberations, nominations and votes taken by the Council shall be in open public session.
  - ii. The Mayor shall ask for nominations from the Councilmembers for the purpose of creating a group of candidates to consider. No second is needed.
  - iii. Nominations will be deemed closed by the Mayor when no other nominations are provided.
  - iv. Councilmembers may deliberate on such matters as criteria for selection and the nominated group of candidates.
  - v. The Mayor shall poll Councilmembers to ascertain that Councilmembers are prepared to vote.
  - vi. The Mayor will call for votes on candidates in the order they were nominated and until a nominee receives a majority vote.
  - vii. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and shall be sworn into office at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
- f. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications prior to the vote being taken.
- g. If the City Council does not appoint a qualified person to fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to King County.
- h. In the event a vacancy occurs within one year of previous interviews, the City Council may fill the new vacancy using the previous pool of candidates. Council will agree to this by majority vote.
- i. Any portion of this section, or any section of the Admin Procedures, may be suspended during an emergency or if the Council is in favor of a different process by a two-thirds vote.

## EXHIBIT A

### TO THE SEATAC CITY COUNCIL ADMINISTRATIVE PROCEDURES

#### What are the allowed purposes for holding an Executive Session?

An Executive Session may be held only for one or more of the purposes identified in RCW 42.30.110(1). The purposes addressed below are those which have application to Cities and Counties. A governing body of a City or County may meet in Executive Session for the following reasons:

- **To consider matters affecting national security [RCW 42.30.110(1)(a)].**

As a result of the September 11, 2001 attack on America and passage of the Homeland Security Act, this purpose may now be utilized at the local level.

- **To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; [ RCW 42.30.110(1)(b)].**

This provision has two elements:

- the governing body must be considering either purchasing or leasing real property; and
- public knowledge of the governing body's consideration would likely cause an increase in the price of the real property.

The consideration of the purchase of real property under this provision can involve condemnation of the property, including the amount of compensation to be offered for the property. [Port of Seattle v. Rio, 16 Wn. App. 718 (1977)]

Since this provision recognizes that the process of purchasing or leasing real property or selecting real property to purchase or lease may justify an Executive Session, it implies that the governing body may need to reach some consensus in closed session as to the price to be offered or the particular property to be selected. The purpose of allowing this type of consideration in an Executive Session would be defeated by requiring a vote in open session to select the property or to decide how much to pay for the property, where public knowledge of these matters would likely increase its price.

- **To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; [RCW 42.30.110(1)(c)].**

This subsection, the reverse of the previous one, also has two elements:

- the governing body must be considering the minimum price at which real property belonging to the City or County will be offered for sale or lease; and
- public knowledge of the governing body's consideration will likely cause a decrease in the price of the property.

The requirement here of taking final action selling or leasing the property in open session may seem unnecessary, since all final actions must be taken in a meeting open to the public. However, its probable purpose is to indicate that, although the decision to sell or lease the property must be made in open session, the governing body may decide in Executive Session the minimum price at which it will do so. A contrary interpretation would defeat the purpose of this subsection.

If there would be no likelihood of a change in price if these real property matters are considered in open session, then a governing body should not meet in Executive Session to consider them.

- **To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; [RCW 42.30.110(1)(d)].**

This subsection indicates that when a City or County and a contractor performing a publicly bid contract are negotiating over contract performance, the governing body may "review" those negotiations in Executive Session if public knowledge of the review would likely cause an increase in contract costs. MRSC is not aware of an Executive Session being held under this provision. It is not clear what circumstances would result in a City or County governing body meeting in Executive Session under this provision.

However, this exception could well be used to consider potential change orders, requests for equitable adjustment, or delay damages.

- **To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; [RCW 42.30.110(1)(f)].**

For purposes of meeting in Executive Session under this provision, a "charge" or "complaint" must have been brought against a City or County officer or employee. The complaint or charge could come from within the City or County or from the public, and it need not be a formal charge or complaint. The bringing of the complaint or charge triggers the opportunity of the officer or employee to request that the discussion be held in open session.

As a general rule, City governing bodies that are subject to the Act do not deal with individual personnel matters. [The Civil Service Commission is an obvious exception. It, however, addresses personnel actions taken against a covered officer or employee, and it does so in the context of a formal hearing]. For example, the City Council should not be

involved in individual personnel decisions, as these are within the purview of the administrative branch under the authority of the Mayor or City Manager. [An exception is where the Council, in a Council-Manager City, may be considering a complaint or charge against the City Manager]. This provision for holding an Executive Session should not be used as a justification for becoming involved in personnel matters which a governing body may have no authority to address.

- **To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; [RCW 42.30.110(1)(g)].**

There are two different purposes under this provision for which a governing body may meet in Executive Session. For both purposes, the references to "public employment" and to "public employee" include within their scope public offices and public officials. This means that a governing body may evaluate, in Executive Sessions, persons who apply for appointive office positions, such as City Manager, as well as those who apply for employee positions. [The courts have, for various purposes, distinguished between a public "office" and a public "employment." See, e.g., *Oceanographic Comm'n v. O'Brien*, 74 Wn.2d 904, 910-12 (1968); *State ex rel. Hamblen v. Yelle*, 29 Wn.2d 68, 79- 80 (1947); *State ex rel. Brown v. Blew*, 20 Wn.2d 47, 50-52 (1944). A test used to distinguish between the two is set out in *Blew*, 20 Wn.2d at 51].

The first purpose involves evaluating the qualifications of applicants for public employment. This could include personal interviews with an applicant, discussions concerning an applicant's qualifications for a position, and discussions concerning salaries, wages, and other conditions of employment personal to the applicant. As with the previous Executive Session provision, this purpose is not one that generally will have application to a governing body in a City, because City governing bodies do not, as a general rule, have any hiring authority. [One obvious exception is the City Council in a Council-Manager City, who hires the City Manager. RCW 35A.13.010; RCW 35.18.010].

This authority to "evaluate" applicants in closed session allows a governing body to discuss the qualifications of applicants, not to choose which one to hire (to the extent the governing body has any hiring authority). However, since this subsection expressly mandates that "final action hiring" an applicant for employment be taken in open session, the implication is that a governing body may take something less than final action in Executive Session to eliminate applicants or to choose applicants for further consideration.

The second part of this provision concerns reviewing the performance of a public employee. Typically, this is done where the governing body is considering a promotion or a salary or wage increase for an individual employee or where it may be considering disciplinary action. [As with hiring, a City Council has little or no authority regarding

discipline of public officers or employees. Again, an exception would be a City Manager over which the Council has removal authority. RCW 35A.13.130; 35.18.120].

The result of a governing body's closed session review of the performance of an employee may be that the body will take some action either beneficial or adverse to the officer or employee. That action, whether raising a salary of or disciplining an officer or employee, must be made in open session.

Any discussion involving salaries, wages, or conditions of employment to be "generally applied" in the City or County must take place in open session. However, discussions that involve collective bargaining negotiations or strategies are not subject to the Open Public Meetings Act and may be held in closed session without being subject to the procedural requirements for an Executive Session. [See RCW 42.30.140(4)].

- **To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public; [ RCW 42.30.110(1)(h) ] .**

This provision applies to a City or County legislative body only when it is filling a vacant elective position. Under this provision, the legislative body may meet in Executive Session to evaluate the qualifications of applicants for the vacant position. However, any interviews with the candidates must be held in open session. As with all other appointments, the vote to fill the position must also be in open session.

- **To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. [RCW 42.30.110(1)(i)].**

Three basic requirements must be met before this provision can be used by a governing body to meet in closed session: [This provision for holding an Executive Session is based on the legislative recognition that the attorney-client privilege between a public agency governing body and its legal counsel can co-exist with the Open Public Meetings Act. However, that privilege is not necessarily as broad as it may be between a private party and legal counsel].

- The City or prosecuting attorney or special legal counsel representing the City or County governing body must attend the Executive Session to discuss the enforcement action or the litigation or potential litigation (presence of an attorney without such discussion is not sufficient);
- The discussion with legal counsel must concern either an enforcement action or litigation or potential litigation to which the City or County, a governing body, or one of its members is or is likely to become a party;

- The potential litigation must be specifically threatened, or be reasonably believed to be likely; or
- The potential litigation, or legal risk, is applicable to a proposed action or current practice; and
- Public knowledge of the discussion would likely result in adverse legal or financial consequence to the City or County.

The probability of adverse consequence to the City or County. It is probable that public knowledge of most governing body discussions of existing litigation would result in adverse legal or financial consequence to the City or County. Knowledge by one party of the communications between the opposing party and its attorney concerning a lawsuit will almost certainly give the former an advantage over the latter. The same probably can be said of most discussions that qualify as involving potential litigation.

Again, no final action in Executive Session. The purpose of this Executive Session provision is to allow the governing body to discuss litigation or enforcement matters with legal counsel; the governing body is not authorized to take final action regarding such matters in an Executive Session. Nevertheless, a governing body will likely need to make certain strategic decisions in Executive Session to advance the litigation or enforcement action, while protecting the secrecy of such decisions. For example, a County Council can probably take an informal vote or reach a consensus in Executive Session to authorize the County Prosecuting Attorney to settle a case for no higher than a certain amount. However, it is clear that the Council's vote to give final approval to a settlement agreement must occur in an open meeting.

**EXHIBIT B**

~~CITY OF SEATAC, WASHINGTON  
TRAVEL POLICIES, REGULATIONS AND PROCEDURES  
Per Resolution #10-004~~

~~ARTICLE I: POLICY~~

- ~~1. **PURPOSE:** The purpose of this policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which public officials and employees of the City may qualify for payment or reimbursement.~~
- ~~2. **PERSONS AFFECTED:** This policy applies to all employees and appointed and elected public officials of the City of SeaTac (collectively referred to as employees/officials).~~
- ~~3. **REFERENCES:** Internal control procedures of Finance, Resolution 94-009, Resolution 99-021, Resolution 03-015, Resolution 05-005, Resolution 08-007, Resolution 10-004, and Chapter 42.24 RCW.~~
- ~~4. **POLICY STATEMENT**~~

~~A. It shall be the policy of the City of SeaTac to allow the attendance and participation of employees/officials at meetings, training sessions, and conventions where such participation is determined to be in the best interests of the City of SeaTac. Those employees/officials who attend such meetings and conventions shall be reimbursed or shall be provided a City credit card for all valid business expenses related to the attendance and participation of such meetings, training sessions, and conventions. Spouses, other family members or guests may attend these functions, but the attendance by such spouse, other family members or guest shall be at the cost and expense of the employee or public official.~~

~~B. When City travel can be accomplished at a lower cost, City financial resources can be better utilized for other City purposes. Moreover, the public expects employees/officials to spend their tax dollars in an economical and prudent manner, no matter the dollar value of the transaction. All employees/officials shall travel in a manner that keeps this in mind.~~

~~C. It shall be understood that all subsistence rates, allowances and payments provided to employees/officials through the implementation of this policy shall be paid when such employees or public officials are engaged in City business and where the attendance or participation at meetings and conventions has been authorized in advance as follows:~~

- ~~▪ Approval by the City Manager for Department Directors;~~
- ~~▪ Approval by Department Directors for all other City Employees. In~~



~~addition, the City Manager shall also approve travel for all City Employees where the estimated travel cost will exceed \$350.00 or that requires overnight lodging;~~

- ~~▪ Approval by the City Council Administration and Finance Committee for the City Manager;~~
- ~~▪ Approval by the City Council Administration and Finance Committee for members of the City Council, citizen advisory committees, the Civil Service Commission, or the Planning Commission.~~

~~D. Travel arrangements for the City Council, shall not exceed budgeted amounts.~~

~~The City Council shall be provided a quarterly accounting of expended, committed and unexpended balances in the travel related line items of the City Council budget. For the purposes hereof, travel related budget expenditures for the City Council shall refer to and consist of the following budget line items:~~

- ~~511.60.43.031 Lodging~~
- ~~511.60.43.032 Meals~~
- ~~511.60.43.033 Transportation~~
- ~~511.60.43.034 Mileage Reimbursements~~
- ~~511.60.49.061 Registration~~

~~E. Receipts, proof of payment documentation or certification in the case of no receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department within 15 days of the completion of travel.~~

~~F. If an employee/official wishes to have his/her spouse, other family members or guests accompany him/her on any City related travel, the employee/official shall advise the City at the time the advanced travel request is made. The employee/official shall provide payment to the City of any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the convention, seminar or meeting so that no obligation by the City exists to provide such payment and that payments are received in a timely manner by the sponsor.~~

~~G. If an employee/official requests travel arrangements to be made by the City, and payment is forwarded to the sponsor of the requested convention, seminar or meeting, or other travel arrangements are paid for by the City, and that employee/official fails, without good cause to attend the convention, seminar or meeting, the employee/official shall reimburse the City the amount paid by the City. Questions of good cause shall be determined in the same manner as set forth in Section C of this Article related to pre approval of travel.~~

## ~~ARTICLE II: GENERAL~~

### ~~1. CONTROL OF TRAVEL~~

- ~~A. A positive system for control over travel, reimbursable under these regulations, is established by the City. Prior authorization is required as outlined in Article I, Section C. Authorization of travel is to be exercised through the use of the current budget, or through other equally effective means.~~
- ~~B. The employee/official shall complete the Travel Pre-Approval Section of the City of SeaTac Travel/Purchase Authorization and Expense Claim Form in advance of any City travel that will require reimbursement to the employee/official of any costs incurred during such travel. Documentation shall also be submitted as required by the Claim Form.~~
- ~~C. *Itemized Receipts.* The employee/official is required to request and retain itemized receipts for all expenses incurred during the period of travel. When applicable, itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel expenses incurred shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt. Also see Article VI regarding the use of *No Receipt Certification*.~~
- ~~D. The completed *City of SeaTac Travel/Purchase Authorization and Expense Claim Form* with actual expenses incurred and the corresponding BARS line item numbers shall be provided to the Finance Department within 15 days of the completion of travel. The back of this form shall be completed and used to provide a daily accounting of the reimbursable expenses incurred. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. City Manager travel expenses and City Council travel expenses shall be signed by the chair of the Council Administration and Finance Committee after review and approval by the Committee. The City Manager (for employee expenses) or the Administration and Finance Committee (for City Manager, Advisory Committees, Civil Service Commission, Planning Commission, or City Council expenses) shall be informed of any actual travel expense reimbursement requests that exceed the estimated amount approved for such travel.~~
- ~~E. The employee/official will be reimbursed by the City in the next regular accounts payable claims cycle. Travel Expense Vouchers are to be audited by the Finance and Systems Director.~~

- ~~F. If a question arises regarding the method of reimbursement to be allowed an employee/official under these travel regulations, the option to be selected shall be the option that is most advantageous and economical to the City. The method selected is not to be influenced by the personal travel plans of the employee/official.~~
- ~~G. Employees/officials shall exercise prudent judgment when incurring travel expenses on official City business. Expenses determined to be inappropriate will not be reimbursed or paid for by the City.~~
- ~~H. For purposes of these regulations, the following definitions apply:~~
- ~~1. In State Travel means travel within the State of Washington.~~
  - ~~2. Out of State Travel means travel anywhere outside the boundaries of the State of Washington.~~
  - ~~3. City Employees means all regular, temporary or seasonal employees of the City of SeaTac, whether full time or part time, and whether represented by a bargaining agent or not, including but not limited to the City Manager, department heads, supervisory or management employees.~~
  - ~~4. Appointed Officials means all members of City boards, commissions or committees, who are not employees of the City but who have been appointed to represent the City as a non paid volunteer on such board, commission or committee.~~
  - ~~5. Elected Officials means members of the City Council holding current office, whether they have been elected to that position, or appointed to fill a vacant position on the City Council.~~
  - ~~6. Conventions, Seminars, Meetings refers to and includes any and all public, municipal and governmental gatherings, for municipal political, educational and professional purposes, the attendance at which, by City employee(s) and/or public official(s) would be beneficial to and in the best interests of the City of SeaTac.~~
- ~~I. Maximum reimbursement of transportation expenses via commercial carrier is to be no greater than coach class or its equivalent, provided that it shall be the responsibility of the employee/official to request of the transportation vendor a "government rate," if available, unless a lower rate for the same travel service is available. Preference shall not be given to any particular carrier or routing. If personal travel is combined with City related business travel, the employee/official shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. In all cases, the City shall only pay the lowest available advance purchase coach class roundtrip airfare between Sea Tac Airport~~

and the City-related business destination(s). Such payment for personal travel shall accompany the City's payment to the vendor for the air travel ticket.

~~2. DIRECT PAYMENT TO VENDORS SUPPLYING SUBSISTENCE OR LODGING~~

~~A. Any employee/official who requests a direct billing to the City shall receive advance approval in the same manner as set forth in Section C of Article I related to pre-approval of travel.~~

~~B. Direct billings to the City from vendors for expenses of individuals in travel status are not to result in a cost to the City in excess of what would be payable by way of reimbursement to the individuals involved.~~

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~~ARTICLE III: MEALS AND LODGING~~

~~1. BASIS FOR REIMBURSEMENT - GENERAL~~

~~A. Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the City of SeaTac and the employee's/official's home.~~

~~B. Reimbursement for alcoholic beverage expenses is strictly prohibited.~~

~~C. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate", if available, any applicable sales taxes and/or hotel/motel taxes, and any mandatory hotel service charges. The City shall not reimburse or pay for lodging above the basic/lowest room type at a particular establishment (such as upgraded rooms). It shall be the responsibility of the employee/official to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available.~~

~~D. Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed 20% of the total cost of the meal, and any expenses for applicable sales taxes or tips or gratuities shall not be otherwise reimbursed.~~

~~E. Reimbursement for meal expenses shall not be authorized when an employee/official does not incur expenses for specific meals because the meals are furnished as a part of a meeting, seminar or conference.~~

~~F. The Finance Director, as auditing officer for the City, shall not reimburse travel expenses that are in violation of this policy.~~

~~2. LODGING, MEALS AND MILEAGE RATES~~

The City maintains the following schedules that provide for maximum reimbursement rates

~~for lodging, meals, and mileage for City employees/officials traveling on official City business:~~

~~A. LODGING~~

~~Lodging shall be approved and paid by the City for travel where the total distance (one way) is forty five (45) miles or more from City Hall.~~

~~The maximum lodging rates shall be set with regard to geographic areas (Metropolitan Statistical Area or MSA) and the different rates available as follows:~~

- ~~1. General Maximum Lodging Rates \$120.00 per night~~
- ~~2. Larger Metropolitan Areas \$150.00 per night  
(Metropolitan Areas of 500,000  
population or more)~~
- ~~3. Largest Metropolitan Areas \$200.00 per night  
(Metropolitan Areas of 1,000,000  
population or more)~~

~~The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the seminar, convention or meeting being attended, and the cost does not exceed 125% of the amount specified above.~~

~~The above lodging rates do not include taxes and other mandatory hotel service fees (such as hotel resort fees).~~

~~Internet Access Charges at Hotels. The City will reimburse an employee/official the cost of optional internet access charges at a lodging establishment when the employee/official can document the necessity of the use of the internet for business purposes. The total allowable reimbursement for hotel internet access charges shall not exceed \$12.00 per day plus applicable tax.~~

~~B. MAXIMUM MEAL ALLOWANCES~~

~~The meal costs for employees and officials of the City in connection with their city related travel shall be reimbursed, upon providing the City with a receipt for the meal(s), at the maximum daily total amount set forth below:~~

~~MAXIMUM DAILY TOTAL....\$ 64.00~~

~~The above daily amount applies to travel that extends beyond one day in duration (i.e., overnight lodging is included). In addition, the single meal rates for meetings and seminars, where the meal is not provided as a part of the meeting or seminar cost, shall be reimbursed at the single meal maximum schedule as follows: Breakfast (\$14.00), Lunch~~

~~(\$20.00) and Dinner (\$30.00). In any such case where a receipt is not available, the maximum amount that the employee/official may be reimbursed would be the amount of the maximum single meal allowance set forth above up to the maximum allowed under Article VI of this policy. Questions, concerns or reviews and decisions on challenged or questionable reimbursement meal amounts shall be determined in the same manner as set forth in Section C of Article I related to pre-approval of travel. Also see Article VI regarding the use of No Receipt Certification.~~

~~Meal allowances shall not be reimbursed when meals are furnished to the employee/official as a part of the meeting, seminar or convention being attended. If some but not all of the meals are provided as part of the meeting, convention or seminar, the meal allowance reimbursement available to the employee/official shall be only available for the specific meals not included.~~

~~*Multiple employees/officials on the same receipt.* When employees/officials travel together, the employees/officials shall attempt to obtain separate receipts. However, if separate receipts cannot be obtained, the itemized receipt shall specifically attribute each item to a specific employee/official. When determining meal allowances, it is not permissible to “split the bill.” If a specific item is shared amongst employees/officials (such as an appetizer), it is permissible to divide the cost of the particular item amongst the employees/officials.~~

#### ~~C. PRIVATE VEHICLE MILEAGE REIMBURSEMENT~~

~~The mileage reimbursement rate available for employees/officials using their own vehicles while on City related travel shall be the mileage reimbursement rate used by the Internal Revenue Service in effect at the time of the travel, or the cost of the lowest and reasonably attained, advance purchase coach class roundtrip airfare to the destination of the City-related travel, whichever is less.~~

### ~~ARTICLE IV: OTHER TRAVEL EXPENSES~~

#### ~~1. REIMBURSABLE TRANSPORTATION EXPENSES~~

~~Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance. Transportation cost shall be provided between City Hall and the site of the convention, seminar or meeting. However, if the employee/official travels directly between their home and the site of a convention, seminar, or meeting, the employee shall be reimbursed the cost of roundtrip travel from either City Hall or from the employee/official’s home, whichever is less. For example:~~

- ~~• An employee who lives in Federal Way drives directly to a conference in Vancouver, Washington. The employee would be reimbursed for round trip mileage between their home and the conference site.~~

- ~~• An employee who lives in Federal Way drives directly to a conference in Bellingham, Washington. The employee would be reimbursed for round trip mileage between City Hall and the conference site.~~
- ~~• An employee who lives in Federal Way drives directly to a conference in Vancouver, Washington. The conference ends the following morning and the employee returns to City Hall midday. The employee would be reimbursed for round trip mileage between their home and the conference site. Mileage between the employee's home and City Hall is considered part of the commute and will not be reimbursed.~~

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## ~~2. MULTIPLE ATTENDEES~~

~~Reimbursement for mileage is to be payable only to the city employee/official providing the vehicle used for the trip when two or more employees/officials are traveling in the same motor vehicle on the same trip. However, the fact that multiple attendees may share in transportation cost should be considered when determining the lowest cost of transportation.~~

## ~~3. MISCELLANEOUS TRAVEL EXPENSES~~

~~A. Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the employee/official. Reimbursable expenses include, but are not limited to:~~

- ~~(a) Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls. Under most circumstances, adequate ground transportation and shuttle services are available. These modes of transportation should be considered before renting a vehicle. For one person, a rental car is a very expensive mode of travel. As the number of persons sharing the ride increases, the more economical a rental car becomes. If there are no acceptable alternatives, motor vehicle rentals are reimbursable expenses with prior authorization as provided in Article I, Section C. Rental vehicles shall be used for official City business only, and only employees and officials covered by the City's insurance shall be authorized to drive any rented vehicle. Liability coverage through the City's insurance carrier is in effect when persons operate rental vehicles in the course of City business. The City's insurance policy also provides property coverage on a rental vehicle while the vehicle is in the employee/official's "care and custody". It is not necessary to purchase collision damage waiver insurance offered by rental car agencies. The City will not be responsible for the loss of personal items taken from a rental vehicle. Vehicle rentals for City business should be charged on a City credit card whenever possible, but the City's insurance~~

~~coverage will extend to rentals secured with an employee/official's personal credit card.~~

~~(b) Registration fees required in connection with attendance at approved meetings, seminars or conventions.~~

~~(c) Telephone charges that are for City business. The number, person called, and purpose of call should be noted on the lodging receipt.~~

~~(d) Tips and gratuities for other City related business travel expenses such as taxi and airport shuttle drivers and airport luggage skycaps, not to exceed what is customary and reasonable for those services.~~

~~B. Certain travel expenses are considered as personal and not essential to the transaction of official City business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:~~

~~1. Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc.~~

~~2. Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities.~~

~~3. Costs of personal trip insurance and medical and hospital services.~~

~~4. Personal telephone calls of an employee/official, except to the home of the employee/official where a brief call is made to advise members of the family of the employee/official of a change in travel plans, and except for not more than one brief call each day during City travel related absence, where the absence is for a period of at least two full days, to the employee's/official's home to check on the employee's/official's family.~~

~~5. Personal expenses, such as personal entertainment, vehicle rentals for other than City related activities, barbers, hairdressers, etc.~~

~~6. Any tips or gratuities associated with personal expenses.~~

## ~~ARTICLE V: CITY CREDIT CARD USE~~

### ~~1. PURPOSE OF CITY CREDIT CARDS FOR TRAVEL EXPENSES~~

~~The purpose of City credit cards for travel expenses is to provide an employee/official an alternative method to pay for allowable expenses incurred while traveling on City business other than reimbursement to the employee/official after the travel is completed.~~



~~Elected officials of the City are provided individual credit cards issued in their name. Whenever it becomes necessary for an employee or appointed official of the City to travel and incur reimbursable expenses, the City shall provide a credit card for all expenses incurred as a result of that travel. The regulations for reimbursement of transportation expenses listed in Article II of this travel policy apply to expenses incurred with a City credit card. The regulations for reimbursement of meal and lodging expenses listed in Article III of this travel policy apply to expenses incurred with a City credit card. Also, the regulations for employee/official reimbursement for other travel expenses listed in Article IV of this travel policy apply to expenses incurred with a City credit card.~~

## ~~2. CREDIT CARD USE PROCEDURES~~

- ~~A. The employee/appointed official shall present the *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* with the Travel/Purchase Pre-Approval Section completed to the Accounting Supervisor (or designee) in the Finance Department to obtain a credit card. The City Manager is required to sign where provided in the Travel/Purchase Pre-Approval Section for Department Director travel and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any employee travel requiring an overnight stay.~~
- ~~B. The employee/appointed official shall initial the City Credit Card logbook, acknowledging taking possession of the credit card. The employee/official is responsible for taking appropriate safety measures with the credit card while in his/her possession.~~
- ~~C. A credit card number may be obtained from the Finance Department to purchase airline tickets and make lodging reservations over the telephone. A *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* shall be completed, and the required approval and signature obtained prior to the purchase of tickets or securing lodging reservations. If the tickets are purchased and/or the lodging is charged to the credit card by the hotel/motel a month or more in advance of the actual commencement of travel, the employee/official should complete the form and attach the receipts to it in order to expedite payment to the credit card company. A second form should then be initiated and used for the expenses incurred during the actual period of travel, as these expenses will most likely be charged during a later billing period. Under no circumstances should a credit card number previously obtained from the Finance Department be used again without its use being recorded in the City Credit Card logbook in accordance with Section B above.~~
- ~~D. The employee/official is required to request and retain itemized receipts for all expenses incurred using the City credit card during the period of travel. Itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel~~

~~expenses incurred and charged to the City credit card shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt. The customer copy of the credit card transaction receipt shall be retained in addition to the itemized receipts noted above.~~

~~E. The credit card and the completed *City of SeaTac Travel/Purchase Authorization and Credit Card Form* with actual expenses incurred and the corresponding BARS line item numbers shall be provided to the Finance Department within 15 working days of the expenditure or within 15 working days of the return of the employee or public official from the City travel, whichever occurs later. The back of this form shall be completed and used to provide a daily accounting of the credit card use. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any actual travel expenses incurred that substantially exceeded the estimated amount approved for such travel.~~

~~F. The use of a City credit card to charge non-city business related expenditures is strictly prohibited.~~

~~G. If the City credit card is lost or stolen while in the possession of the employee/official, he/she shall immediately notify the credit card company and file a lost/stolen credit card report. The phone number of the credit card company, the account number of the issued credit card and the City's tax identification number will be provided to the employee/official on a small information card to be kept separate from the credit card. In addition, the employee/official shall notify the City's Finance Department of the lost/stolen credit card, and confirm that the credit card company has been notified.~~

~~H. Pursuant to RCW 42.24.115, the City shall establish a lien against an employee/official salary for any charges made with a City issued credit card that is not properly identified or is disallowed, unless paid by the employee/official prior to the date the credit card billing is due and payable.~~

## ~~ARTICLE VI: NO RECEIPT CERTIFICATION~~

### ~~1. MAXIMUM ALLOWABLE AMOUNT PER CALENDAR YEAR~~

~~A. The purpose of a no receipt certification is to provide a means of reimbursement when a receipt is not available. It is not intended to be used for lost receipts, or as a substitute for providing itemized receipts to the City. However, it is understood~~

~~that receipts can be lost or misplaced from time to time, and reimbursement for these expenses would be appropriate.~~

~~B. The maximum amount that any employee/official may submit to the City for reimbursement without providing a detailed, itemized receipt is \$30.00 per calendar year. Any expenses in excess of \$30.00 per calendar year that are not substantiated with an itemized, detailed receipt shall not be reimbursed.~~

~~C. This Article VI shall not apply to gratuities for services such as bellhop or hotel maid service.~~

**EXHIBIT ~~BC~~**  
**Topics Automatically Referred**

To improve timeliness and overall efficiency, the following topics are referred to Regular Council Meetings, Council Study Sessions (CSS) and Council Standing Committees:

**Administration & Finance (A&F) Committee**

- Financial Policies
- Audit Entrance or Exit Conferences
- Budget Amendments
- Discussion or matters related to the preparation of the budget process
- Council Administrative Procedures (or CSS as needed)
- Citizen Advisory Committees Ordinances (or CSS as needed)
- Hotel/Motel Tax Advisory Committee Annual review
- Seattle Southside Regional Tourism Authority (SSRTA) Budget Review and Recommendation
- Asset Disposal
- Unclaimed Property Ordinance
- Classification & Compensation
- Multi-Family Tax Exemption application approvals
- Related contracts over \$150,000

**Parks & Recreation (P&R) Committee**

- Any item recommended by the Community Services Advisory Committee (CSAC), Arts, Culture and Library Advisory Committee (ACLAC), Senior Citizen Advisory Committee (SCAC) or Tree Board for Council action.
- Special Use Permits that require City Council action
- Addressing proposal from Special Interest groups
- Park Master Plans and program Needs Assessment
- Contracts for capital project – design and construction
- Agreements for park land and non-profit sport groups
- Discussion of new public events
- Section of SMC for parks such as 2:45.17.40, etc.
- Policies for human services and funding strategies.
- Related contracts over \$150,000

**Planning & Economic Development (PED) Committee**

- Any item reviewed by the Planning Commission (PC) that has been forwarded by the PC for Council action (or CSS as needed).
- Comprehensive Plan and related policy documents (e.g., subarea plans) issues, (or CSS as needed).
- Economic Development
- Planning related topics
- Development Agreements
- Procedural Development Code Amendments

- Building Code Amendments
- Consultant contracts for Comprehensive Plan and related policy or code amendments
- Related contracts over \$150,000

#### **Public Safety & Justice (PS&J) Committee**

- SCORE
- Puget Sound RFA
- Police Statistical Reporting
- Red Light Cameras
- Municipal Court
- Sheriff's Office issues
- Security Contracts
- Permit Parking Program
- Regional Animal Services of King County (RASKC)
- School Resource Officer (SRO)
- Defense Attorney Contract
- Mailbox Replacement Program
- Code Compliance
- Related contracts over \$150,000

#### **Transportation & Public Works (T&PW) Committee**

- Capital Improvement Program (CIP)
- Transportation Improvement Plan (TIP)
- Transportation Master Plan (TMP)
- Solid Waste contracts/agreements/services
- ROW standards and uses
- Franchise Agreements & Negotiations
- Outside agency capital projects within the City (WSDOT, ST, Airport etc.)
- SWM Master Plan
- SWM CIP
- NPDES Permit
- Related contracts over \$150,000

#### **Council Study Session (CSS)**

- Council Administrative Procedures (or A&F as needed)
- Citizen Advisory Committees Ordinances (or A&F as needed)
- Legislative Agendas
- Any item referred to Council Committee where the Committee has requested CSS review
- Any item reviewed by the PC that has been forwarded by the PC for Council action (or PED as needed).
- Comprehensive Plan and related policy documents (e.g., subarea plans) issues, (or PED as needed).

#### **Regular Council Meeting (RCM)**

- Seattle Southside Regional Tourism Authority Board appointments confirmation

**RESOLUTION NO. 23-005**

A RESOLUTION of the City Council of the City of SeaTac, Washington, amending and revising the City of SeaTac Travel Policies, Regulations, and Procedures.

**WHEREAS**, in connection with the municipal operations and functions of the City of SeaTac, there are occasions when staff members, elected officials, or authorized non-staff members are required to travel on City business; and,

**WHEREAS**, in order to provide for a system of orderly processing of travel expenses the City Council adopted Resolution 94-009, City of SeaTac Travel Policies, Regulations and Procedures, identifying the parameters and procedures for handling of travel expenses, and as amended by subsequent resolutions in 1999, 2003, 2005, 2008, and 2010; and,

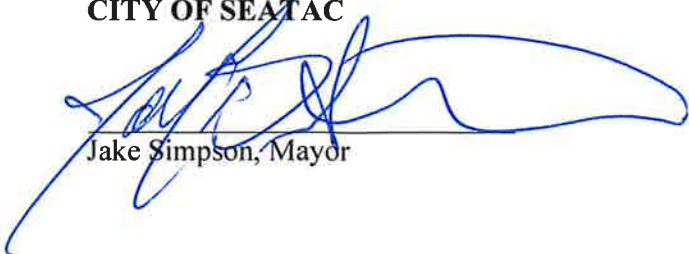
**WHEREAS**, the Travel Policies, Regulations and Procedures, as amended, warrant additional adjustments and changes to more fully meet the needs of the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:**

**Section 1.** The City of SeaTac Travel Policies, Regulations, and Procedures are hereby amended, as set forth in Exhibit A.

PASSED this 25<sup>th</sup> day of April, 2023, and signed in authentication thereof on this 25<sup>th</sup> day of April, 2023.

**CITY OF SEATAC**

  
Jake Simpson, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[2023 Amending the City of SeaTac Travel Policies, Regulations, and Procedures]



# City of SeaTac Travel Policies, Regulations, and Procedures



Adopted {DATE}

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## Purpose

It is the policy of the City to support travel and training expenditures as necessary to accomplish department goals and objectives. Additionally, an investment in training and development is essential to ensure staff at all levels remain current in the knowledge, skill, and abilities required of their positions.

To ensure accountability and fiscal responsibility, reimbursement for such necessary and reasonable expenses incurred by authorized individuals while conducting City business will be made subject to the rules contained in the policy and with RCW 42.24.

## Responsibilities

It is assumed and expected that expenses incurred under this policy will be appropriate to the circumstances and consistent with the best interests of the City and its desire to minimize travel costs. In all cases, the individual must be able to demonstrate the public purpose served by the expenditure for which the reimbursement is requested and provide reasonable documentation supporting the expenditure.

It shall be the responsibility of the Finance & Systems Department to ensure that these policies are adhered to and to provide the forms and instructions necessary for their implementation. It shall be the responsibility of individuals to become knowledgeable about appropriate expenditures and documentation requirements. Exceptions to the rules set forth herein may be made only for unusual or extenuating circumstances when such expenses reasonably relate to a benefit or service received by the City and compliance was not feasible. Policy exceptions may be authorized in writing by the City Manager or his/her designee.

## Definitions

**Accounts Payable Direct Invoice:** An invoice sent by the vendor to Accounts Payable for payment.

**Accounts Payable Claim for Expense:** Authorized expense claim submitted by the employee to claim back costs personally paid for while in travel status.

**Authorization:** Refers to the process by which all travel expenses must be approved by someone other than the traveler. Authorization should be from a direct supervisor, manager, or department director.

**Commercial Lodging Facility (CLF):** Refers to a business, non-profit, or governmental entity that provides lodging accommodations for a fee.

**Conference Hotel:** Refers to the Commercial Lodging Facility (CLF) where the conference/training is taking place or group of CLF's that provide a discounted rate if attending the conference/training.

**Detailed Receipt:** Detailed receipts include the following information: date, description of purchase, vendor identification and amount paid.

**GSA:** Office of the General Services Administration, agency setting federal per diem rates, found at <http://www.gsa.gov>

**Incidental Expenses:** Fees and tips given to porters, baggage carriers, hotel and restaurant staff, flight attendants, and others for personal services performed. This is not a miscellaneous expense. An allowance for incidental expenses is included within the per diem rates.

**Local Area:** Refers to any location within a 50-mile radius of the traveler's Official Duty Station or Official Residence, whichever is closer.

**Official residence:** Refers to the location where the traveler maintains a residence used as a primary domicile and the permanent address carried in the employee's personnel file.

**Official duty station:** Refers to the location where the traveler's office is located or where the traveler's work is performed on a permanent basis.

**Per Diem:** Allowances for lodging, meals and incidentals as established by the Office of the General Services Administration (GSA) for the area of travel. The most current per diem rates can be found at the following web address: <http://www.gsa.gov>. Per diem rates include the costs of tax and gratuity.

**Public Purpose/City Business:** Serves the benefit of the public rather than aiding the interests of an individual or specific group.

**Reimbursement:** Can also be interpreted to mean "paid for by the City." Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the City directly to the vendor.

**Transportation Network Company (TNC):** Vehicles that transport people for compensation. This includes taxis, ride-share (Uber/Lyft), airport shuttles, etc. This does not include public transportation.

**Travel Authorization Form:** Official City form used to obtain authorization for travel. See Attachment A. This form is provided by the Finance & Systems Department in PDF format.

**Traveler:** A staff member as defined in this policy, elected official, or authorized non-staff member that is in travel status while on official City business

**Travel Status:** The official status of a traveler when the traveler is away from both the official residence and the official duty station. The IRS defines this as a time when your duties require you to be away substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home.

A traveler is in travel status when travel is on behalf of the City for official City business and one of the following conditions are met:

- The traveler stays overnight, or
- Travel occurs more than 50 miles from either the official duty station or official residence excluding the normal commute.

## Overnight Travel Expenses

### Pre-Approval

Prior approval for overnight travel is required for all individuals travelling on City business. Finance staff can provide assistance, if needed, in determining allowable rates, completing forms, etc.

#### Travel Authorization

Advance authorization for travel must be obtained as documented by a properly completed and approved Travel Authorization Form (Attachment A). All anticipated travel expenses must be listed, and appropriate approval signatures obtained.

#### *Advance Travel Arrangements Required*

All travel arrangements, including but not limited to airline reservations, hotel reservations, conference registration, etc., shall be made in advance to take advantage of any available discounts and to avoid paying premium rates, but only after a Travel Authorization Form has been completed and approved.

### Documentation for Pre-Approval

#### **YOUR TRAVEL AUTHORIZATION PACKET:**

- Travel Authorization Form
- Conference or training agenda documentation that indicates the purpose, dates and times of the conference/training, and details of what registration includes
- Documentation of hotel costs for conference hotel or surrounding area
- Documentation of GSA per diem rates (print destination rates)
- Documentation of transportation estimates
- Documentation of car rental estimates
- Documentation of other transportation estimates

For additional information on allowable costs click on the title to be directed to the appropriate section.

#### [Travel Authorization Form](#)

The following section provides instructions on filling out each section of the Travel Authorization Form.

**Traveler Name, Department/Division, Regular Schedule.** Who is the traveler? What department and/or division do they work for? What is their schedule (Example: M-Th 7:30AM-6:00PM)?

**Official Residence, Official Duty Station.** Where does the traveler live? Where is the traveler's workstation located? This will be used to determine the reasonableness of departure times and mileage.

**Name of Conference/Training.** What is the name of the conference or training and who is hosting it?

**Location of Conference/Training.** Where is the conference or training taking place? Include the address.

**Conference Start and End Date/Time.** When does the conference or training start and end? This can be found on the conference or training agenda.

**Departure and Return Date/Time.** When does the traveler plan on leaving and returning? If the traveler is departing from the airport, at least 2 hours should be added to the departure time for airport checking in/bags, TSA checks, etc.

**Is This Travel Budgeted?** If this specific travel or training was included in the budget the answer is "Yes", if not, the answer is "No" and provide a brief description of how this will be funded in the comments section.

**Registration and Due Date.** Provide the date the registration is due. This information helps approvers determine how much time is available to review the request for travel. Include the conference or training agenda detailing purpose, dates and times, and other services included. Put the amount of the registration in the Estimated Amount column.

**Lodging.** On the Lodging/Meals/OT Estimator Worksheet enter the dates of travel in the Date column and the estimated lodging charges for each day. The total charge will auto-populate in the Estimated Amount column on the Travel Authorization Form.

It is appropriate to use the conference hotel. A copy of the hotel costs must be included with the Travel Authorization Form.

If a conference hotel is not available, use the GSA lodging per diem rates to determine the reasonableness of the lodging cost. Provide a printout of the GSA per diem rates for the destination. If rates are greater than the GSA lodging per diem rate the rates for three establishments contacted must be provided with the Travel Pre-Approval Request Form.

**Meals.** On the Lodging/Meals/OT Estimator Worksheet fill out the meal costs for each day using the GSA per diem for the appropriate location. The first and last day of travel are 75% of a full day as identified on the GSA webpage. If a meal is provided as part of the registration enter a "0" in the box. Include Incidentals. The total will auto-populate in the Estimated Amount column on the Travel Authorization Form. Provide a printout of the per diem destination rates with the Travel Authorization Form.

**Transportation.** Put a check mark next to the mode of transportation the traveler will be using. Put the amount estimated in the Estimated Amount column. Provide documentation of transportation estimates.

**Personal Vehicle.** Use a mapping service to determine the number of round-trip travel miles. Enter round trip miles in the No. of Miles box. Enter the current IRS rate for the dates of travel. The Estimated Amount will auto-populate. Provide the map showing the miles to the destination.

**Rental Vehicle.** Enter the number of days the rental car is needed. Enter the daily rate including taxes. The Estimated Amount will auto-populate. Provide documentation of car rental estimates.

**Other Travel Expenses.** Fill out this section for other anticipated charges or costs to travel.

- Parking costs may be included with the hotel estimate.
- TNC charges are included as needed for official business purposes.
- Tolls and ferry fees should be indicated on the mileage map.
- Baggage fees may be included on the airline estimate or can be found on the airline webpage.
- Miscellaneous Costs include public transportation, laundry, postage, phones calls, etc. as otherwise allowed in the policy. Use the comments section if needed to explain cost.

The traveler will need to look up what those charges will be and provide documentation.

**Approximate OT hours for Traveler.** Include any overtime hours that will be incurred by the traveler by filling out the Lodging/Meals/OT Estimator Worksheet. Enter the date the OT will be incurred. Enter the hours using military time (for example 1:00 PM would be entered as 1300). Provide a brief explanation of why OT will be needed. The Estimated OT Hours will auto populate in the Estimated Amount column on the Travel Authorization Form.

**Comments.** Provide any comments or explanations of estimated charges.

**Return Form To.** Enter the name of the person the Treasury Operations Manager should return the form to. For example, if someone else is filling out the form should it be returned to them or the traveler?

**Approval Signatures and Routing.** Once complete, the traveler will sign, date, and route the completed Travel Authorization Packet to their supervisor or manager. The supervisor or manager will review, sign, date, and route the Travel Authorization Packet to the Treasury Operations Manager. The Treasury Operations Manager will route to the City Manager if required or return the packet to the person designated on the form.

## Registration

Registration fees shall be included on the [Travel Authorization Form](#) and made in a timely manner to take advantage of early registration discounts. Registration can be prepaid, after the Travel Authorization has been approved, using the City Purchase card or accounts payable. If a check is to be processed, the request for payment shall be submitted in sufficient time to process the registration with regular accounts payable procedures.

## Lodging

The actual costs of commercial lodging facility accommodations are eligible for payment or reimbursement up to the maximum lodging rate allowed (excluding tax and mandatory hotel service fees) for the area of travel as established by the GSA when the destination is more than 50 miles based on the most direct route from the individual's official residence or official duty station, whichever is closer to the destination.



The GSA website can be accessed at: <http://www.gsa.gov>.

#### Exceptions to the Maximum Allowable Lodging Rates

In the following situations, the maximum allowable lodging amounts may not be adequate, and the Director may approve payment of lodging expenses that exceed the allowable amount.

Approval must be made in advance of the travel:

1. When an individual elects to stay in the Conference hotel.
2. When costs in the area have escalated due to special events or disasters.
3. When lodging accommodations in the area of travel are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.

Actual costs are limited to the room rate, applicable taxes, and mandatory fees.

The City's Travel policy excludes payment for overnight stays within 50 miles of the City. However, special circumstances will be considered when requested on the Travel Authorization Request Form. Lodging within 50 miles for multi-day functions may be authorized. Discretion should be used when doing so. Factors that should be considered are length of travel from the traveler's official residence or official duty station, length of meeting, and budget available.

Refer to the [Transportation](#) section for [Parking](#) requirements.

#### Meals

All Individuals on travel status shall be reimbursed for meal expenses using per diem rates as established by the Office of the General Services Administration (GSA) for the area of travel. The Meals and Incidental Expense rates established by the GSA are adjusted annually. Per diem rates are found at the GSA website: <http://www.gsa.gov/perdiem>. If a particular destination is not listed, the standard rate listed is used. The first and last day of travel are subject to the 75% per diem amount as listed in the GSA per diem rates by travel destination.

##### Allowable Meals

1. Per diem is used to claim meal reimbursements ONLY while in approved travel status for out-of-town trips (greater than 50 miles from SeaTac). Per diem is not allowed for local meals.
2. The per diem rate covers the cost of meals, taxes, gratuities, and incidentals. Meal expense receipts are not required when submitting for per diem.
3. Per diem reimbursements are provided through the City's normal claims cycle process via voucher using an Employee Claims Reimbursement Form after returning from approved travel.
4. The Travel Authorization Form must accompany the Employee Claims Reimbursement Form for per diem reimbursement requests.
5. City Purchase cards shall not be used for the purchase of meals.

##### Non-Allowable Meals

Any planned meals, the cost of which is included in a City-paid registration fee, whether or not the traveler actually partakes in the meal, will not be eligible for per diem. Planned meals include box

lunches and banquets. Receptions at which hors d' oeuvres are the primary offering and provided by a common carrier or a complimentary meal provided with lodging are not considered meals.

### Incidentals

Incidental expenses are included as part of the daily per diem rates and cover fees and tips given to porters, baggage carriers, bellhops, and hotel maids.

### Transportation

Actual costs of transportation including air travel, bus travel, train travel, ferry fees, TNC charges, tolls, car rentals, and parking fees will be reimbursed. The use of a City vehicle rather than a personal car is encouraged. Travelers should evaluate their individual circumstances and select the safest, most economical alternative when traveling to and from all destinations.

The City shall pay for the least costly and appropriate mode of transportation. Where feasible, individuals traveling together shall utilize carpooling methods to minimize the cost of commuting expenses.

When changes in travel plans occur, as a result of City business requirements, (i.e., delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City (see section [Changes to Travel Plans](#)). However, all increases in the cost of travel due to changes for personal convenience will be borne by the employee (see section [Combining Personal and Business Travel](#)).

General guidelines are as follows:

#### Air Travel

Individuals are expected to make their own air travel arrangements after receiving approval on the Travel Authorization Form. Individuals may use their own funds and submit a request reimbursement, or they may use their City P-card.

The City shall only pay the lowest available coach class round trip airfare for a regularly scheduled flight that allows for flight changes and reasonably accommodates the time of departure and arrival between any Puget Sound Area Airport and the business-related destination.

Individuals are expected to book flights in advance to take advantage of available credits, reduced rates or discounts to reduce the cost to the City.

All major airlines are deemed to meet the City's travel needs.

Reimbursement for travel expenses may be allowed for the day immediately preceding a Training/conference and, if necessary, the day following if one of the following conditions is met:

1. If the savings in airfare is greater than the cost of the additional hotel and meal expenses; or,
2. If the timing of the beginning or end of the conference and arrival/departure time is unreasonable.

The most direct and cost-effective mode of transportation will be the basis for the reimbursement. Documentation of cost justification should be provided at pre-approval.

## Vehicle Expenses

### *City Vehicle*

Costs of transportation and vehicle operation are acceptable, such as gas, tolls, ferry charges, parking, and necessary repairs. Except in emergency situations, employees should contact the Public Works Maintenance and Operations Manager before incurring any repair expenses.

### *Personal Vehicle – Mileage Reimbursement*

When a personal vehicle is used for a trip, mileage reimbursement shall be at the current Standard Mileage Rate allowed by the United States Internal Revenue Service.

Mileage reimbursement will be calculated based on the most direct round-trip distance between the individual's official residence or official duty station and the destination, depending on where Travel Status begins.

However, the total reimbursement shall not exceed the amount of the round-trip coach class airfare plus travel related expenses (i.e., mileage to-and-from airport or TNC/rental car, parking, baggage, etc.) if available for the same trip.

### *Rental Vehicle*

The justification for the cost of vehicle rental must be clearly stated on the Travel Authorization Form.

Vehicle rental should be classified as "compact" to provide the lowest cost to the City. When more than one person is sharing a vehicle, the smallest, most cost-effective vehicle that accommodates the passengers, luggage and equipment shall be used.

Only individuals covered by the City's insurance or officers covered under the King County Sheriff's Office Contract shall be authorized to drive any rented vehicle. The individual's automobile insurance is the primary coverage on the vehicle and the City's insurance policy provides excess liability coverage while the employee is conducting City business after the employee's coverage is exhausted. The City's policy is primary on vehicle rentals charged on a P-card. In the event of an accident in a rental car, the Risk Manager shall be notified immediately.

KCSO employees shall follow the policies and procedures of the King County Sheriff's Office.

### *Taxis/Rideshare, Shuttles, and Public Transport*

When travel is scheduled by public transport (bus, train, air, etc.), surface transportation to and from the airport/transportation depot is appropriate.

When authorized and pre-approved, your transportation expenses in the performance of official travel are reimbursable for the usual fare plus tip (not to exceed 20%) for use of a taxi, TNC, innovative mobility technology company, shuttle service, or other courtesy transportation (if charges result), in the following manner:

1. At the beginning/ending of Travel Status:

- a. From your residence or other authorized point of departure to airport/transportation depot, e.g., residence to airport.
  - b. From the airport/transportation depot to your residence or other authorized point of return, e.g., airport to residence.
2. At your destination:
- a. From the destination airport/transportation depot to your place of lodging or place of official business and return, e.g., airport to hotel.
  - b. To, from, and between your places of lodging and official business, e.g., hotel to conference location.

#### *Courtesy Transportation*

You should use courtesy transportation services furnished by the lodging facility or conference to the maximum extent possible as a first source of transportation between a place of lodging and airport/transportation depot or lodging and conference locations.

Surface transportation to obtain meals is not considered a business purpose and will not be paid for by the City.

#### *Parking*

Parking in the airport garage will only be authorized for documented necessary accommodation or if it is more cost effective.

Parking at the hotel will be reimbursed when personal or city vehicle use is authorized, and it is less than the cost of airfare and ground transportation.

### International Travel

City Manager approval is required for international travel by all employees except City Council and City Manager.

Approval by the Administration and Finance Committee is required for international travel by the City Council or City Manager.

### Combining Personal and Business Travel

When personal travel is combined with business-related travel, the traveler shall provide documentation showing the cost of airfare for travel for City business only (at the time the reservation is made) as well as the receipt for the actual cost which includes personal travel. If the addition of personal travel makes the cost higher, the traveler should use their own funds to pay the fare and request reimbursement of the lesser amount. If the addition of personal travel makes the cost lower or the same, the traveler may use a City P-card to pay the fare.

If an individual desires to have a family member or guest accompany them on any City related travel the traveler shall do so at their own expense. At no time will the City pay for expenses incurred for family or guests. Any change in itinerary made solely for the benefit of the traveler shall be done at the traveler's expense. Expenses for travelers must be kept separate from family or guest travel. The City reserves the right to reject a request for reimbursement where travel expenses have been improperly co-mingled.

## Miscellaneous Expenses

### Allowable Miscellaneous Expenses

This category includes all reasonable and necessary miscellaneous expenses and includes, but is not limited to, the following:

- Public transportation, taxi, bridge, ferry, parking fees or other tolls as allowed in the [Transportation](#) section.
- Laundry expenses if on travel status for (5) or more days.
- Checked Bag Fee – one bag per traveler.
- Postage for business purposes.
- Phone calls for business purposes.

### Laundry Service

Actual cost of laundry service is an allowable expense when travelers are required to be in travel status five or more days consecutively, or the condition under which they are required to work while away from the local area creates a need for such services.

Circumstances not covered in this policy shall be decided by the Treasury Operations Manager based on the intent of the policy and the demonstrable public purpose served.

### Ineligible Expenses

Any excess travel expenses which are brought about by the traveler's personal activities are the responsibility of the traveler. Only travel expenses directly related to City business are allowed.

None of the following expenses shall be paid by the City:

- Travel expenses paid for by another organization.
- Meals or lodging in lieu of meals or lodging included in a registration fee.
  - See Meals section for more information, including meals provided by hotels or airlines.
- Meals, lodging accommodations or any other expenses for family or guests.
- Room Service or any in-room charges for mini-bar items, movies, etc.
- Alcoholic beverages.
- Airline baggage fees for more than one checked bag.
- Mileage if traveling as a passenger or in a City vehicle.
- Parking violations, fines, or traffic tickets.
- Personal entertainment (sightseeing tours, movie rentals, sporting events), postage, or toiletry charges.
- Conference-related activities for personal entertainment.
- Fees for sightseeing tours.
- Trip insurance.
- Loss, damage, or theft of personal property.
- WiFi on the Airplane

## Changes to Travel Plans

If changes in travel plans occur that are the result of City business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City. If cancellations result in any credits in lieu of refunds, the Treasury Operations Manager shall be notified in order to document the credits. However, any increase in the cost of travel due to changes for personal convenience will be borne by the traveler.

Travelers are personally responsible for cancelling or changing all travel arrangements when cancellations arise for personal reasons. Travel charges will not be reimbursed by the City, and if prepaid may be charged to the traveler if the traveler is negligent in making arrangements to receive a refund or convert airfare to a credit for future use.

## Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel related activities. It may be necessary to alter travel plans and itineraries in consideration of hazardous inclement weather and other situations that could threaten the health and safety of the traveler. When this occurs, travelers should:

- Promptly notify the traveler's supervisor of the change in travel plans.
- Note the reason for any additional expense on the traveler's Travel Accounting Form.

## Claim and Approval Procedure

Upon return from a conference or training event, travelers shall complete the appropriate Post Trip Report and submit it to their supervisor. A copy of the Post Trip Report shall be submitted with the Accounts Payable Claim for Expense form.

Council members shall submit the Post Trip Report per City Council Administrative Procedures.

## Payment and Claim for Expenses Documentation

Payment for travel related expenses can be made either through the City's Purchase Cards, Accounts Payable Direct Invoice, or Accounts Payable Claim for Expense.

### Use of City Purchase Cards (P-cards)

City P-cards are the preferred method of payment for any expenses that cannot be prepaid through the accounts payable process, including airfare and lodging but excluding meals. Any payments made using a City P-card must comply with all City of SeaTac P-card policies and procedures. **Original, itemized receipts, the Travel Authorization Form, and the Travel Accounting Form are required for all P-card purchases and must be submitted with the P-card Transaction List.** Any P-card charges not authorized or not properly documented are the responsibility of the traveler and must be repaid to the City per Sections 6.2 and 7.0 of CW-031 Purchase Card Program.

City P-cards may only be used for the following traveler related expenses:

- Conference registration.
- Eligible transportation related costs such as airfare and parking fees.
- Eligible lodging costs.

City P-cards may not be used to pay:

- Any portion of an expense that is the responsibility of the individual. For example, if lodging costs are higher because of an additional guest in the room or extended stay, only the portion of the lodging cost attributable to the City may be charged to the City P-card.
- Meal expenses, except meals included with conference registration or included with lodging.

### Accounts Payable Direct Invoices

If a vendor is able to send an invoice directly to the City, the invoice may be submitted through the regular Accounts Payable payment process. **The Travel Authorization Form and Travel Accounting Form must be attached to the invoice when submitted for payment.** Registration would be the most common occurrence for using this method of payment.

### Accounts Payable Claim for Expense

Expenses incurred by the traveler in the conduct of business on behalf of the City may be reimbursed through the Accounts Payable Claim for Expense Form.



Accounts Payable Claim for Expense requests and a copy of the Post Trip Report must be returned to the finance department within fifteen (15) business days of returning to the City.

Claims for Expense are submitted to Accounts Payable after all authorizing signatures are obtained. Standard processing time for a reimbursement is two weeks if there are no questions regarding the forms or supporting documentation provided. Employees can reduce the probability of delayed processing by submitting required documentation and clear explanations regarding public purpose and unusual items.

**Itemized receipts, the Travel Authorization Form, and the Travel Accounting Form, and the Post Trip Report must be attached to the Accounts Payable Claim for Expense Form when submitted for payment.**

Meal expenses are reimbursed on a per diem basis and do not require receipts for reimbursement.

### Miscellaneous Documentation

Detailed receipts include the following information: date, description of purchase, vendor identification and amount paid.

Generally, each traveler is expected to submit their own Claim for Expense Form. However, expenditures for other travelers may be submitted for reimbursement by the traveler who incurred the expense. The other travelers' names must be identified on the Travel Accounting Form.

When lodging accommodations are shared between two or more travelers, lodging expenses may be submitted by the traveler paying the bill. All non-lodging charges reflected on the statement which are claimed for reimbursement must be supported on Travel Accounting Form of the individual incurring the charges.

Any charge which could reasonably raise questions should be accompanied by an explanation on the Travel Accounting Form. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the employee being personally responsible for the charges.

No Claim for Expense requests will be authorized for any expenses incurred in a previous budget year after that budget year has closed.

### No Receipt Certification

The purpose of a no receipt certification is to provide a means of reimbursement when a receipt is not available. It is not intended as a substitute for providing itemized receipts to the City. However, it is understood receipts can be lost, misplaced, or not provided from time to time, and reimbursement of certain expenses is appropriate.

A Declaration of Lost Receipt or Declaration of Lost Itemized Receipt is acceptable only after all reasonable attempts to locate or obtain a copy have been exhausted.

The maximum amount that a traveler may submit to the City for reimbursement without providing a detailed, itemized receipt is \$50.00 per calendar year. Any expenses in excess of \$50.00 per calendar year, not substantiated with a detailed receipt, shall not be reimbursed.

**RESOLUTION NO. 23-006**

A RESOLUTION of the City Council of the City of SeaTac, Washington, adopting a Six-Year Transportation Improvement Program for the years 2024-2029.

**WHEREAS**, pursuant to RCW 35.77.010, cities are required to adopt a six-year comprehensive Transportation Improvement Program (TIP); and

**WHEREAS**, the Growth Management Act, at RCW 36.70A.070(6), similarly requires adoption by the City of a Comprehensive Plan transportation element that serves as a basis for the City's Six Year TIP; and

**WHEREAS**, the City Council conducted a public hearing pursuant to state law, to hear and receive public comment on the City's TIP; and

**WHEREAS**, the City Council finds that prioritized and regularly updated road and street maintenance and capital improvement projects are essential to growth management, financial planning, and assurance of a comprehensive and coordinated transportation system;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,  
WASHINGTON, HEREBY RESOLVES as follows:**

1. The Six-Year Transportation Improvement Program (TIP) for the years 2024 – 2029, a copy of which is attached hereto as Exhibit “A”, is hereby adopted. City staff will make the appropriate applications for State and Federal grant funding for the projects included in the TIP.

**PASSED** this 13<sup>th</sup> day of June, 2023 and signed in authentication thereof this  
13<sup>th</sup> day of June, 2023.

CITY OF SEATAC

  
\_\_\_\_\_  
Jake Simpson, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristina Gregg, City Clerk

Approved as to Form:

  
\_\_\_\_\_  
Mary Mirante Bartolo, City Attorney

[Six-Year TIP 2024-2029]



**2024 - 2029 Transportation Improvement Program**

D - DESIGN  
 S - STUDY  
 ST - STREET PROJECT  
 ST-N - NON-MOTORIZED PROJECT  
 R/W - RIGHT OF WAY  
 C - CONSTRUCTION  
 MP - MISCELLANEOUS PROJECT

Project No.

and  
 Annual projects to implement the Safe and Complete Streets Plan to construct pedestrian and bicycle facilities on selected streets. Projects shown in Table 4-5 in the TMP.

Priority	Project Title and Description		Total Project Cost over 6-year TIP	2024	2025	2026	2027	2028	2029	Comp Plan TE	Council/PSRC
ST-N#	<b>Neighborhood Multi-Modal Transportation Improvement Program</b>	Citywide	\$13,500,000	\$2,250,000	\$2,250,000	\$2,250,000	\$2,250,000	\$2,250,000	\$2,250,000	Goal 4.1, 4.3, 4.4 Policy 4.1A, 4.3A, 4.4A, 4.4B, 4.4C, 4.4D, 4.4E, 4.4F, 4.4G, 4.4H, 4.4I	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24
1	Annual projects to implement the Safe and Complete Streets Plan to construct pedestrian and bicycle facilities on selected streets. Projects shown			D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000	D = \$250,000 C = \$2,000,000		
ST-886	<b>Annual Street Overlays &amp; Preservation Program</b>	Citywide	\$7,800,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	Goal 4.1, Policy 4.1A, 4.2S	Council Goal 1 PSRC MPP-G-1, T-1, 2, 14
2	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life, and overlay pavements that are structurally declining.			D/C	D/C	D/C	D/C	D/C	D/C		
MP-033	<b>Commute Trip Reduction Program Annual Element</b>	Citywide								Goal 4.1, Policy 4.1A, 4.1B	Council Goal 1 PSRC MPP-G-1, T-1, 3, 5, 9, 14, 23, 24
3	Provide for review, approval, and monitoring of the Commute Trip Reduction (CTR) programs for major employers within the City.			(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)		
ST-834	<b>Pedestrian Crossing Program</b>	Citywide	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Goal 4.1, 4.4 Policy 4.1A, 4.4A, 4.4C, 4.4F	Council Goal 1 PSRC MPP-G-1, T-1, 4, 14, 15, 16, 23, 24
4	Develop criteria and install infrastructure to facilitate safe pedestrian crossings.			C	C	C	C	C	C		
ST-887	<b>Intelligent Transportation Systems (ITS) Program</b>	Citywide	\$600,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	Goal 4.1, 4.2, Policy 4.1A, 4.2T	PSRC MPP-G-1, T-1, 3, 14
5	Implement Intelligent Transportation Systems Program to improve signal coordination and management, transit signal priority, roadway monitoring and response, ITS device management, and data collection. System could include communications equipment, traffic signal equipment, video surveillance and monitoring, video detection, or a satellite traffic management center.			C	C	C	C	C	C		
ST-162	<b>International Blvd Safety Improvements</b>	Throughout Corridor	\$500,000		\$250,000	\$250,000				Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2R, 4.4A, 4.4C, 4.4F	Council Goal 1 MPP-G-1, T-1, 4, 14
6	Implement safety improvements identified in corridor study for collision reduction. Possible improvements assumed in cost estimates include four near-side traffic signals and improvements to discourage illegal pedestrian crossings.										



**2024 - 2029 Transportation Improvement Program**

Project No.

Annual projects to implement the Safe and Complete Streets Plan to construct pedestrian and bicycle facilities on selected streets. Projects shown in Table 4-5 in the TMP.

D - DESIGN  
 S - STUDY  
 ST - STREET PROJECT  
 ST-N - NON-MOTORIZED PROJECT  
 R/W - RIGHT OF WAY  
 C - CONSTRUCTION  
 MP - MISCELLANEOUS PROJECT

Priority	Project Title and Description	Total Project Cost over 6-year TIP	2024	2025	2026	2027	2028	2029	Comp Plan TE	Council/PSRC
ST-141	<b>Airport Station Area Improvements</b> S 170th St to S 176th St	\$14,235,504	\$2,166,308	\$1,163,822	\$9,988,650	\$9,988,650			Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
7	Combines CIP project scopes for ST-141, ST-N34, and ST-N64. Project Elements include installation/improvement of sidewalks; stand alone bicycle lanes, separating bicycles from vehicular traffic; underground of overhead utilities; intersection improvements at 32nd Avenue South and South 176th Street, and installation of decorative light fixtures, street furniture and artwork.		D/RW	D/RW	C	C				
ST-134	<b>S 204th St Improvements</b> 32nd Ave S to 34th Ave S	\$6,200,000	\$550,000	\$3,150,000	\$2,500,000				Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
8	Reconstruct roadway and connectivity to 34th Ave S. Improvements to S 204th St will include: drainage, curb, gutter, sidewalks, lighting, shared bicycle lanes, and parking. Consolidated with projects ST-N19 (30th Ave S), ST-136 (32nd Ave S), and ST-N77 (S 202nd St).		D	D/ROW/C	C					
ST-126	<b>S 152nd St Improvements</b> 30th Ave S to Military Rd	\$6,008,000			\$800,000	\$2,208,000	\$3,000,000		Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1, 4 PSRC MPP-G-1, T-1, 14, 15, 16, 21, 23, 24, 26
9	Widen existing roadway and construct sidewalks, bicycle lanes/shared lanes, lighting, storm drainage, and on-street parking (where feasible). Provide access and circulation improvements for vehicle and pedestrian movements in support of redevelopment.				D = \$600,000 R/W = \$200,000	D/RW/C				
ST-161	<b>S 200th St</b> International Blvd to Military Rd	\$400,000				\$100,000	\$300,000		Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4D, 4.4E, 4.4G	Council Goal 1, 5 PSRC MPP-G-1, T-1, 14, 15, 16, 17, 18, 21, 23, 24, 26
10	After completion of the SR509 Stage 1B and Federal Way Link Extension projects, update S 200th St Corridor Plan and begin design.					S/D	D			
ST-016	<b>34th Ave S, Phase 2</b> S 166th St to S 176th St	\$15,200,000	\$700,000	\$1,200,000	\$4,650,000	\$8,650,000			Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 4, 14, 15, 16, 23, 24, 26
11	Reconstruct roadway to collector arterial standards. Construct drainage, curb, gutter, shared bicycle facilities, and sidewalks. Install traffic calming measures. Underground utility lines.		D	D/ROW	C	C				
ST-157	<b>32nd Ave S Improvements</b> S 152nd St to S 154th St	\$3,200,000				\$300,000	\$900,000	\$2,000,000	Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2H, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1, 4 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 21, 23, 24, 26
12	Reconstruct and widen roadway; install curb, gutter, storm drainage, bicycle lanes, sidewalk, lighting, and on-street parking.					D = \$150,000 R/W = \$150,000	D = \$300,000 C = \$600,000	C		



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and

Priority	Project Title and Description	Total Project Cost over 6-year TIP	2024	2025	2026	2027	2028	2029	Comp Plan TE	Council/PSRC
ST-164	<b>S 154th St</b> 32nd Ave S and SR 518 Westbound Off Ramp	\$1,129,000					\$250,000	\$879,000	Goal 4.1, 4.2 Policy 4.1A, 4.2H	Council Goal 4 PSRC MPP-G-1, T-1, 9, 14, 21, 26
13	Install traffic signal at new 32nd Ave S intersection. This is consistent with the S 154th St Station Area Plan. This project is conditioned on realignment of SR518 WB off-ramp to S 154th St by WSDOT.						D	C		
ST-158	<b>30th Ave S Improvements</b> S 152nd St to S 154th St	\$1,000,000					\$200,000	\$800,000	Goal 4.1, 4.2, 4.3, 4.4, Policy 4.1A, 4.2J, 4.2H, 4.2P, 4.3A, 4.4A, 4.4D, 4.4E	Council Goal 1, 4 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 21, 23, 24, 26
14	Reconstruct and widen roadway; install curb, gutter, storm drainage, sidewalk, lighting, and on-street parking .						D = \$150,000 R/W = \$50,000	D = \$200,000 C = \$600,000		
ST-116	<b>Military Rd &amp; S 160th St</b> International Blvd to S 166th St	\$2,230,500				\$787,000	\$700,000	\$743,500	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.1B, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24, 26
15	Reconstruct and widen to provide for drainage, bicycle lanes and pedestrian facilities, upgrade existing signals, channelization, street lighting, continuous left turn lane, and underground overhead utilities. Reconfigure the section between 34th Ave S and Military Rd from four lanes to three lanes with a two way left turn lane, bicycle lanes, and a sidewalk on the north side.					D	D	ROW		
ST-N39	<b>42nd Ave S</b> S 160th St to Military Rd	\$1,417,204					\$141,720	\$1,275,484	Goal 4.1, 4.4, Policy 4.1A, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 23, 24
16	Construct new separated bikeway and improved pedestrian facility.						D	C		
ST-069	<b>S 208th St</b> International Blvd to 28th/24th Ave S	\$350,000						\$350,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 17, 18, 23, 24, 26
17	Reconstruct roadway to urban minor arterial with pedestrian and separated bicycle facilities.							D=\$200,000 R/W=\$150,000		
ST-140	<b>S 216th St</b> Military Rd S to 35th Ave S	\$2,550,000				\$200,000	\$1,350,000	\$1,000,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G	Council Goal 1 PSRC MPP-G-1, T-1, 14, 15, 16, 23, 24, 26
18	Reconstruct roadway, install drainage, curb, gutter, sharrows, and sidewalks. Underground utility lines.					D=\$200,000	D=\$200,000 R/W=\$150,000 C=\$1,000,000	C		
ST-N22	<b>S 152nd St</b> 29th Ln S to 30th Ave S	\$200,000						\$200,000	Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4C, 4.4D, 4.4E	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24
19	Construct new pedestrian facility.							D = \$150,000 R/W = \$50,000		



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ST-N53	S 152nd St	24th Ave S to 30th Ave S	\$250,000						\$250,000	Goal 4.1, 4.4, Policy 4.1A, 4.3A, 4.4A, 4.4D, 4.4E, 4.4G	Council Goal 1 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24
20	Construct new separated bikeway and pedestrian facility.								D = \$200,000 R/W = \$50,000		
ST-044	S 198th St	International Blvd to 28th Ave S	\$3,100,000					\$920,000	\$2,180,000	Goal 4.1, 4.4, Policy 4.1A, 4.2P, 4.4A, 4.4E	PSRC MPP-G-1, T-1, 14, 26
21	Construct a new three lane roadway with sidewalks to provide an additional access point to the Angle Lake Station Area. Includes a roundabout at the intersection with 28th Ave S. On-street parking may be considered.							D/ROW	D/C		
ST-022	Military Rd S	S 128th St to S 150th St	\$3,100,000				\$550,000	\$550,000	\$2,000,000	Goal 4.1, 4.2, 4.4, Policy 4.1A, 4.1B, 4.2J, 4.2P, 4.2R, 4.4A, 4.4C, 4.4D, 4.4E, 4.4G, 4.4H	Council Goal 1, 4 MPP-G-1, T-1, 14, 15, 16, 21, 23, 24, 26
22	Reconstruct and widen to provide for drainage, bicycle lanes, and pedestrian facilities. Construct left turn lanes at high volume intersections.						D/ROW	D/ROW	C		
MP-069	Federal Way Transit Extension	S 200th St to Federal Way	\$0							Goal 4.1, 4.5, 4.9, Policy 4.1A, 4.5A, 4.5D, 4.5F, 4.9B, 4.9C	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 21, 23, 24, 26
Other Agency	Sound Transit (ST) is extending light rail from the Angle Lake light rail station on S 200th St in SeaTac to the Federal Way Transit Center, a distance of about 7.6 miles. In addition to building the light rail crossing of International Blvd, ST will also build WSDOT's SR509 bridge crossing under International Blvd.										





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Priority	Project Title and Description	Total Project Cost over 6-year TIP	2024	2025	2026	2027	2028	2029	Comp Plan TE	Council/PSRC
ST-849	Lake to Sound Trail Des Moines Memorial Dr from S 188th St/S Normandy Park Rd to 8th Ave S	\$0							Goal 4.1, 4.4, 4.9, Policy 4.1A, 4.4A, 4.4B, 4.4D, 4.4E, 4.4G, 4.9B	Council Goal 1 PSRC MPP-G-1, T-1, 9, 14, 15, 16, 23, 24
Other Agency	This portion of the multi-jurisdictional Lake to Sound Trail projects is located in Burien. A bicycle/pedestrian trail would be extended south of SR 509 along Des Moines Memorial Dr to 8th Ave S. The improvements are being designed by King County. The Lake to Sound Trail would provided a trail connection from Lake Washington to Puget Sound.									
MP-043.1	SR 509 Extension Stage 1a & 1b 28th/24th Ave S to I-5	\$0							Goal 4.1, 4.2, 4.7, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	Construct new, full access control freeway, with tolls, to connect the existing SR 509 freeway terminus with 28th/24th Ave S and I-5. Phase 1 includes two lane each way, with truck climbing lanes, between S 188th St and 28th/24th Ave S. Two lanes each way are planned between 28th/24th Ave S and I-5.									
WSDOT	S 204th St/34th Ave S/S 208th St/S 206th St Connector Road	\$0							Goal 4.1, 4.2, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	This project is included with the extension of SR 509. Install sidewalks, street lighting, and utility infrastructure. This road provides circulation to the neighborhood after S 208th St is severed by SR509.									
MP-043.2	SR 509 Extension Stage 2 S 188th St/Des Moines Memorial Dr S to 28th/24th Ave S	\$0							Goal 4.1, 4.2, 4.9, Policy 4.1A, 4.2C, 4.2D, 4.2F, 4.2M, 4.9B	Council Goal 6 PSRC MPP-G-1, T-1, 9, 14, 17, 18, 26
Other Agency	Construct new, full access control freeway, with tolls, to connect the existing SR 509 freeway terminus at S 188th St/Des Moines Memorial Dr S with 28th/24th Ave S. Stage 2 includes two lane each way, with a full interchange at S 188th St/Des Moines Memorial Dr S.									
	Total Costs	#REF!	\$7,166,308	\$9,513,822	\$21,938,650	\$26,533,650	\$12,061,720	\$15,427,984		



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<b>Comprehensive Plan Transportation Element Goal</b>		<a href="http://www.seatacwa.gov/home/showdocument?id=21325">http://www.seatacwa.gov/home/showdocument?id=21325</a>								
4.1	For the benefit of SeaTac's residents, businesses, and visitors, promote the safe and efficient transport of people and goods by implementing and maintaining an integrated multi-modal transportation system that also supports and encourages alternative and active transportation modes.									
4.1a	Continue to plan for and implement a multi-modal transportation system that supports the safe, efficient and reliable movement of people, vehicles, and goods while balancing transportation needs with other community values.									
4.1b	Develop a multi-modal transportation system that preserves and protects natural resources, reduces adverse impacts on the environment, and complies with federal, state, regional, and local policies.									
4.2	Develop and maintain an arterial street and highway system that reduces regional and airport traffic on City arterials, and cost-effectively improves safety for all travel modes, manages congestion to reduce delays and the impacts of traffic diverting through neighborhoods, and enhances the look and feel of the City.									
4.2h	Work with WSDOT to revise the existing SR 518 interchange with International Boulevard and S. 154th Street consistent with the South 154th Station Area Plan and WSDOT's SR 518 Route Development Plan (RDP).									
4.2j	Align classification of streets and arterials to reflect their desired functional use. The functional classification system should be based on the volume of present/future traffic, design, multi-modal facilities, adjacent land uses, and consistency in connections with other agency transportation facilities.									
4.2p	Establish appropriate transportation design standards for arterials, and local streets based on balancing the functional classification needs of the facility and the needs of the adjacent land uses. The design elements should accommodate and encourage alternative and active transportation modes such as transit, HOV, pedestrians, and bicycles for each classification. Amenities should enhance the mobility options by providing an improved environment for all users.									
4.2r	Invest in improvements to arterials to meet current design standards including pedestrian and bicycle facilities, turn lanes, improved drainage, and enhanced traffic control and illumination. The improvements should be designed and constructed to improve safety, reduce maintenance costs, support economic development, reduce environmental impacts, and improve the quality of the transportation system for all modes									
4.3	Design and operate neighborhood streets to maximize safety of all appropriate travel modes, reduce cut-through traffic, and enhance the look and feel of the City's transportation system in a cost-effective manner.									
4.3a	Upgrade residential neighborhood streets with pedestrian and bicycle facilities and increased access to transit in alignment with pedestrian and bicycle network plans.									
4.4	Plan for and develop a system of transportation facilities for all users and all modes including pedestrians, transit users and bicyclists.									
4.4a	Promote safe pedestrian movement as a basic means of transportation and assure adequate pedestrian facilities, amenities and connections are provided for in conjunction with other transportation facilities and developments.									
4.4b	Coordinate with King County and other agencies to advance construction of the Lake to Sound Trail.									
4.4c	Work to design and construct arterials to include safe and attractive pedestrian facilities (including crossings) on both sides of the street.									
4.4d	Serve the City's residential areas with transit and a well-connected network of sidewalks and bicycle paths.									
4.4e	Prioritize safety and pedestrian capacity improvements on streets that provide access to schools, parks, transit facilities, public facilities, and within the Urban Center.									



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4.4g	Develop and implement a network of bicycle facilities providing for safe, interconnected travel within the City and providing connections to regional facilities and major local destinations as described in the Safe and Complete Streets Plan.									
4.4h	Prioritize completing a north-south bicycle route east of International Boulevard between S. 188th Street and S. 160th Street.									
4.4i	Work to implement directional and way-finding signage to direct bicyclists to the desired bike routes and destinations within the City.									
4.5	Encourage the use of transit and other High Occupancy Vehicle (HOV)/multi-modal travel modes to more efficiently accommodate a larger proportion of existing and future travel in and adjacent to the City of SeaTac to reduce the adverse impacts of driving alone.									
4.8	Establish and maintain a consistent, sustainable, adequate, and equitable funding program to maintain, operate and improve the City's transportation system in a timely manner to support implementation of the City's Comprehensive Plan.									
4.8A	Prioritize transportation projects and programs that best improve safety and, connectivity, support economic growth, preserves prior transportation investments, and increases capacity of travel modes, reflective of available revenues.									
4.9	Actively coordinate with the Port of Seattle, WSDOT, and regional and local agencies to advance transportation projects and programs identified in this Transportation Element and in the Transportation Master Plan.									

<b>City Goals</b>	<a href="http://www.seatacwa.gov/home/showdocument?id=12893">http://www.seatacwa.gov/home/showdocument?id=12893</a>
<b>City Operations</b>	Continuously improve the effectiveness and efficiency of city government
<b>Community Engagement</b>	Actively engage the community to gather input on city governance and issues of concern
<b>Infrastructure Investment</b>	Improve the community by making capital investments
<b>Accountability</b>	Improve Public Safety
<b>Revenue and Development</b>	Steward the City's financial resources and promote economic development to ensure sustainability and future growth.