

ORDINANCE NO. 23-1001

AN ORDINANCE of the City Council of the City of SeaTac, Washington amending SeaTac Municipal Code 2.15 related to Citizen Advisory Committees, Commissions, and Boards to sunset the Sidewalk Advisory Committee.

WHEREAS, RCW 35A.13.080(2) authorizes the City Council to provide for appointment of certain citizens' committees, commissions, and boards advisory to the City Council; and

WHEREAS, pursuant to the said authority, the City Council, by Ordinances created certain advisory committees, commissions, and boards; and

WHEREAS, the Sidewalk Advisory Committee's primary purpose is complete and the City Council desires to officially sunset the committee

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

Section 1. The following section is repealed:

2.15.220 Sidewalk Advisory Committee.

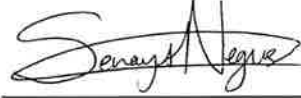
Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations, or Ordinance numbering and section/subsection numbering.

Section 4. Effective Date. This Ordinance shall be in full force and effect thirty (30) days after passage and publication as required by law.

ADOPTED this 24th day of January, 2023, and signed in authentication thereof on this 24th day of January, 2023.

CITY OF SEATAC



Senayet Negusse, Deputy Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: March 1, 2023]

[Sunset Sidewalk Advisory Committee]

ORDINANCE NO. 23-1002

AN ORDINANCE of the City Council of the City of SeaTac, Washington, related to Citizen Advisory Committees, Commissions, and Boards by amending the Planning Commission section in SeaTac Municipal Code 2.15.

WHEREAS, RCW 35A.13.080(2) authorizes the City Council to provide for appointment of certain citizens' committees, commissions, and boards advisory to the City Council; and

WHEREAS, pursuant to the said authority, the City Council, by Ordinances created certain advisory committees, commissions, and boards; and

WHEREAS, the City Council requested changes to the scope of work and membership requirements for the Planning Commission to ensure that members are more representative of SeaTac residents and that renter-related policies are reviewed by the Planning Commission.

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

Section 1. Section 2.15.200 of the SeaTac Municipal Code is hereby amended as follows:

A. Duties and Responsibilities. The Planning Commission acts in an advisory capacity to the City Council with the following purposes:

1. ~~In order to m~~ Maintain and achieve the highest level of the City's attributes so that all SeaTac residents and businesses can enjoy and be proud to reside in this community;
2. ~~s~~ Study and make recommendations to the City Council for adoption of long range comprehensive plans, policies, programs, services, and development regulations that are consistent with and implement the Comprehensive Plan and Growth Management Act (RCW 36.70A) related- including but not limited to:
 - a. Growth management;
 - b. Land use;
 - c. Housing, including variety, availability and demand, preservation and sustainability, health and safety, renter and owner issues, and affordability;
 - d. Transportation, including all modes and accessibility;
 - e. Community facilities, parks and open space, including access to parks and services;
 - f. Community design and historic resources;
 - g. Economic development;
 - h. Utilities and capital facilities;
 - i. Environmental management~~and development regulations which shall be consistent with and implement the Comprehensive Plan.~~
- 2-3. ~~Recommend to the City Council such~~ Recommend to the City Council such development regulations as defined by RCW 36.70A.030 which that may be deemed necessary, but which shall be and

are consistent with and shall implement the Comprehensive Plan, to
Development regulations shall include but are not limited to the following:

- a. Subdivision Code, SMC Title 14;
 - b. Zoning Code, SMC Title 15, including the Official Zoning Map;
 - c. Development Review Code, SMC Title 16A;
 - d. Crime Prevention Through Environmental Design Code, SMC Title 17;
and
 - e. Shoreline Master Program, Chapter 18.05 SMC.
- ~~3-4.~~ Conduct required public hearings ~~as required~~, review individual or City-wide rezones initiated by the City, and such other actions as may be requested by the City Council.
- ~~4-5.~~ Conduct ~~Research~~ and fact finding, which may include undertaking such surveys, analyses, research, and reports in order to fulfill the purposes set forth in this section. The Planning Commission is specifically authorized to join with and cooperate with the planning agencies of other cities and counties, to include regional planning agencies, in furtherance of such research and planning.
- ~~5-6.~~ Work Plan. Annually, by July 15th of each calendar year, to coincide with the City's preliminary budget or mid-year biennial review process, submit to the City Council a work plan for the ensuing calendar year, together with a report on progress made in implementing the goals and requirements of State law and on the status of land use policies and procedures within the City, for the purpose of assisting the Council in establishing a budget to support the Commission. The work plan may include:
- a. A description of all anticipated amendments to the Comprehensive Plan;
 - b. Anticipated preparation of subarea plans;
 - c. Anticipated area rezones;
 - d. Anticipated amendments of development regulations;
 - e. Any other studies and projects reasonably expected to be undertaken; and
 - f. Any estimated direct expenses.

B. Membership. ~~The Planning Commission shall consist of seven (7) members that are composed of:~~ The Planning Commission's membership should reflect the City's diverse community in a manner that represents the City's interests and population.

- ~~1. Four (4) members who are residents of the City; and~~
- ~~2. Three (3) members who shall own, operate or be employed by business entities located within the City, but if such candidates cannot be found, then these positions shall be residents of the City.~~
1. The Commission should consist of members qualified by experience or interests in areas related to topics referenced in subsection (A)(2) of this section. Members should represent a cross-section of the community, including but not limited to, occupations, skills, experiences, ages, ethnicities, demographics, and geographic areas.
2. The Planning Commission shall consist of seven (7) members.
3. If qualified candidates are available, one (1) member should represent each of the following interests:
 - a. Homeowner, two (2) members preferred.
 - b. Renter, two (2) members preferred.

- c. Owner, operator, or employee of a small business within the City limits
 - d. Representative of the construction community, such as, builder, architects, engineers, urban planners, and designers.
4. Requirements for Residency.
- a. After March 16, 2023, at least six (6) members of the Commission shall be residents of the City who have lived within the City for at least one year (365 days) prior to appointment to the Commission.
 - b. One (1) member of the Commission may be a non-resident if the member has been an owner, operator or employee of a small business operating within the City limits for at least one year (365 days) prior to appointment to the Commission.
5. Effective date of Residency. Any member of the Commission appointed prior to March 16, 2023, who does not meet the requirement of Section (B)(4) may nevertheless serve out their current term as a Commission member until that term ends consistent with Section 2.15.080 of this Chapter. At the end of the member's term, no member of the Commission shall be re-appointed to a subsequent term unless the member meets the requirements of Section (B)(4).

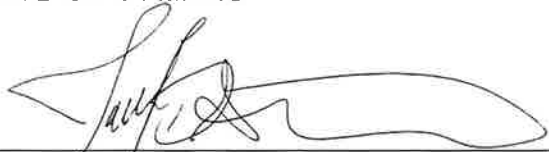
Section 2. Corrections. Upon approval of the City Attorney's Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations; or Ordinance numbering and section/subsection numbering.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. This Ordinance shall be in full force and effect thirty (30) days after passage and publication as required by law, but no sooner than March 16, 2023.

ADOPTED this 14th day of February, 2023, and signed in authentication thereof on this 14th 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: 3/22/2023]
[Planning Commission - 7 members]

ORDINANCE NO. 23-1003

AN ORDINANCE of the City of SeaTac, Washington, creating land use and zoning regulations related to Reentry Center facilities; by adding section 15.415.400, amending sections 15.105.080, 15.105.180, 15.115.040, 15.205.040, 15.300.055, 15.305.055, 15.310.055, 15.415.005, 15.415.010, 15.445.210, and 15.455.120 of the SeaTac Municipal Code; repealing Ordinance 21-1027 enacting a Moratorium on the permanent establishment of “Halfway House”, Work Release Facilities”, and similar uses; repealing Ordinance 22-1009, extending a Moratorium on the permanent establishment of “Halfway House”, Work Release Facilities”, and similar uses; and declaring an emergency and establishing an effective date.

WHEREAS, on February 9, 1999, the SeaTac City Council passed Ordinance No. 99-1005 establishing “Halfway House” as an allowed use within some zoning designations in the City of SeaTac, subject to development regulations requiring a Conditional Use Permit, compliance with standards related to landscaping and parking, and requirements related to the establishment of an Essential Public Facility; and

WHEREAS, Ordinance No. 99-1005 defined “Halfway House” as “State licensed work/release facilities and other housing facilities serving as an alternative to incarceration”; and

WHEREAS, the City of SeaTac City Council has amended the SeaTac Municipal Code periodically between 1999 and 2021, resulting in substantial changes to land use regulations within the City of SeaTac, however such amendments have not substantially amended the standards or requirements for the “Halfway House” use; and

WHEREAS, the City Council desires to amend the development regulations for “Halfway House” uses to ensure that the regulations serve the good of the community, ensure compatibility between adjacent land uses, and are consistent with the City of SeaTac Comprehensive Plan; and

WHEREAS, on September 16, 2022, City staff properly and timely transmitted a copy of the proposed code amendments to the Washington State Department of Commerce for review and comment, pursuant to RCW 36.70A.106, and no comments were received; and

WHEREAS, on October 3, 2022, a SEPA threshold Determination of Nonsignificance was issued for the proposed amendments and no comments were received nor was an appeal filed; and

WHEREAS, on October 4, 2022, the Planning Commission held a public hearing on the proposed amendments. On November 1, 2022, the Planning Commission recommended approval of the amendments with additional changes; and

WHEREAS, on November 29, 2022, the Planning and Economic Development Committee of the Council reviewed the Planning Commission’s recommendation. On January 26, 2023, the Planning and Economic Development Committee of the Council reviewed the amendments and recommended approval of the amendments with the changes recommended by staff; and

WHEREAS, the City Council recognizes that in the interest of public health and safety that it is necessary to create standards that will regulate the siting and safe operation of Reentry Center facilities within the City of SeaTac; and

WHEREAS, the City Council desires to repeal Ordinance 21-1027, enacting a Moratorium on enacting a Moratorium on the permanent establishment of “Halfway House”, Work Release Facilities”, and similar uses; and

WHEREAS, the City Council desires to repeal Ordinance 22-1009, extending a Moratorium on the permanent establishment of “Halfway House”, Work Release Facilities”.

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

Section 1. Section 15.105.080 “H” Definitions, of the SeaTac Municipal Code is hereby amended to delete the definition of Halfway House in this Chapter, and all other definitions in this section remain the same:

Halfway House

~~State-licensed work/release facilities and other housing facilities serving as an alternative to incarceration.~~

Section 2. Section 15.105.180 “R” Definitions, of the SeaTac Municipal Code is hereby amended to add the following definition:

Reentry Center

A facility or institution operated under contract with the Department of Corrections, and/or owned by the state or a government agency used for incarcerated individuals to serve the remainder of a court imposed sentence for a period not to exceed twelve months in partial confinement. Also referred to as “Work Release” in accordance with RCW 72.65. This definition excludes at-home electronic surveillance.

Section 3. All references in Title 15 of the SeaTac Municipal Code to “Halfway House” shall be changed to “Reentry Center”.

Section 4. Section 15.115.040 of the SeaTac Municipal Code is hereby amended to read as follows:

15.115.040 Essential Public Facilities

B. Included Essential Public Facilities. EPFs subject to this section include, but are not limited to, those facilities identified in the EPF definition (SMC 15.105.050), the Seattle-Tacoma International Airport, Interstate 5, State Route 509 (both current and proposed extensions), State Route 518, the Federal Detention Center, the King County Bow Lake Solid Waste Transfer Station, and the Sound Transit’s “LINK” Light Rail System. Reentry Centers are not subject to the CUP-EPF review procedure and are permitted as a Major Conditional Use, subject to the criteria in SMC 15.115.020(D), Conditional Use Permit (CUP).

Section 5. Section 15.205.040 “General Use Chart” of the SeaTac Municipal Code is hereby amended by removing “C” from the O/CM column (Office/Commercial Medium). The Reentry Center land use shall be labeled as “C” (Conditional Use Permit required) in the following zones: CB, CB-C, RBX, and I. The Additional Standards column is hereby amended to read as follows, and all other provisions of this Use Chart section remain the same.

~~As part of the CUP process a determination will be made as to whether an essential public facility (EPF) siting process is needed. See SMC 15.115.040, Essential Public Facilities. These requirements shall not be construed to limit the appropriate use of schools and other facilities for emergency shelters in disaster situations. Permitted as a Major Conditional Use, subject to the criteria in 15.115.020(D), Conditional Use Permit (CUP).~~

LAND USE	UL	UM	UH	UH-UCR	T	MHP	NB	O/C/MU	O/CM	CB	CB-C	RBX	I	P	ADDITIONAL STANDARDS
Halfway House Reentry Center									C	C	C	C	C		<p>As part of the CUP process a determination will be made as to whether an essential public facility (EPF) siting process is needed. See SMC 15.115.040, Essential Public Facilities. These requirements shall not be construed to limit the appropriate use of schools and other facilities for emergency shelters in disaster situations.</p> <p>Permitted as a Major Conditional Use, subject to the criteria in 15.115.020(D), Conditional Use Permit (CUP).</p>

Section 6. Section 15.300.055 “City Center Overlay District Use Chart” of the SeaTac Municipal Code is hereby amended by adding Reentry Center under Health and Human Services land use column, and all other provisions of this Use Chart section remain the same.

Section 7. Section 15.415.0005 is hereby amended to read as follows:

15.415.005 Purpose

The purpose of this chapter is to delineate regulations that apply to the following commercial uses: fueling/service stations, sexually oriented businesses, ~~and~~ mobile food vending and Reentry Centers.

Section 8. Section 15.415.010 is hereby amended to read as follows:

15.415.010 Authority and Application

The provisions of this chapter shall apply to all fueling/service stations, sexually oriented businesses, ~~and~~ mobile food vending uses and Reentry Centers, regardless of where located.

Section 9. Section 15.415.400 is hereby added as a new section to the SeaTac Municipal Code and to read as follows:

15.415.400 Reentry Center Standards

A. Purpose.

The purpose of this section is to establish reasonable standards for the siting of a Reentry Center to minimize impacts and ensure neighborhood compatibility within the City of SeaTac, while protecting the public health, safety, welfare and peace of both facility residents and the broader community.

B. Applicability.

This Section is applicable to Reentry Centers and does not include regulations for federal, state and/or local correction facilities, or other uses as regulated by SMC 15.115.040 Essential Public Facilities. Specific needs of each Reentry Center facility will be reviewed through the conditional use permit process in SMC 15.115.020.

C. Siting.

1. Buffer.

- a. A Reentry Center shall not be located closer than one thousand seven hundred fifty (1,750) feet from the property of any elementary-middle school, high school, park, or community center (including teen centers and YMCA) within or outside of City limits.
- b. For the purposes of this subsection, distance shall be measured in a straight line from the closest property line upon which the proposed Reentry Center is to be located, to the closest property line from which the proposed Reentry Center is to be separated.

2. Dispersion.

- a. A new or expanding Reentry Center shall not be located closer than one-half (1/2) mile from the closest property line of any other Reentry Center.

3. Siting Process Requirements.

- a. Following identification of a site under consideration within the City of SeaTac, written notification of site selection shall be provided directly to the Community and Economic Development Director.
- b. Prior to scheduling the mandatory pre-application meeting with the City, the Applicant shall hold a minimum of one public meeting within the City limits to inform the neighborhood and solicit public comment.
 - i. Public meeting(s) shall occur between the hours of 5pm-9pm on weekdays, or anytime on a weekend.

- ii. Public meeting(s) subject to this section shall occur within the corporate city limits of SeaTac.
- iii. At least fourteen (14) days prior to the public meeting, written notification of the public meeting shall be provided to all parcels and associated addresses, including residents, owners, and tenants within a one-half (1/2) mile radius of the proposed site(s). The written notification shall also be published in the City's officially designated newspaper and be provided to the Community and Economic Development Director.
- iv. The Applicant shall provide a public meeting agenda, which shall include, at a minimum, a description of the proposed project description, site location, timeline, and proposed site and building layout. The neighborhood meeting should provide a time for verbal public comments from attendees and provide contact information for the Applicant for written comments.
- c. All public notifications shall include:
 - i. Date, time and location of the meeting;
 - ii. A description of the proposed project;
 - iii. A description of the site, including current zoning classification, site address/parcel number, and vicinity map reasonably sufficient to inform the reader of the general location;
 - iv. The name, address and telephone number of the applicant and/or agent;
 - v. A statement that persons may appear at the meeting and provide public comment and/or may provide written comment to the applicant and/or agent listed.
- d. Copies of the mailing list, agenda, attendance sign-in sheet, minutes, written comments received, presentation materials, handouts and documents shall be included in the mandatory pre-application meeting submittal.
- e. In addition to compliance with local siting and development requirements, the Department of Corrections ("DOC"), its agents, or any private or public entity under contract with the DOC shall provide verifiable proof of compliance with the siting requirements and site selection process as required under RCW 72.65.220 and WAC 137-57-050 including a copy of the Local Advisory Committee recommendation to the Secretary and Secretary preliminary approval (if applicable) at time of conditional use permit application.

D. Development Standards.

1. Occupancy.

- a. A Reentry Center shall house no more than thirty (30) persons, excluding resident staff.

2. Appearance.

- a. The Reentry Center shall match the bulk and scale of the uses allowed in the zone where the Reentry Center is located. The design, construction, appearance, physical integrity, and maintenance of the Reentry Center shall provide an environment that is attractive, sustainable, functional, appropriate for the surrounding community, and conducive to residents' stability. Building entries shall be prominent and highly visible from other buildings and public areas.
- b. Exterior lighting to be located as to minimize spillover light on surrounding properties while maintaining appropriate intensity and hours of use to ensure that security is maintained.

3. Street Frontage.

- a. The Reentry Center shall not be located on a property that has street frontage on a principal or minor arterial road.

4. Open Space.

- a. **Minimum Area Required.** A minimum of 120 square feet of open space shall be provided per person, allocated by type as follows:

Outdoor Common Space	Minimum 50%
Outdoor Single-Purpose Space	Up to 50%
Indoor Common Space	Up to 50%

- b. **General Location and Design Requirements.**

- i. To the extent possible, all open space shall be centrally located, accessible, and usable to residents while maintaining a high level of visibility from the structure.
- ii. Open space shall not be located adjacent to dumpster enclosures, loading/service areas, or other incompatible uses.
- iii. Vehicular use areas, critical areas and associated buffers, setbacks, and landscaping shall not count towards open space requirements.

- c. **Outdoor Common Space.** Outdoor common space shall be usable outdoor multi-purpose space accessible by all residents, including but not limited to: courtyards, plazas and multi-purpose green spaces.

- i. **Design Features.** Courtyard/plaza areas shall include:
 - a. Minimum width of twenty (20) feet and a minimum depth of fifteen (15) feet.
 - b. A minimum of one (1) tree for each two hundred (200) square feet of required area.
 - c. Include one (1) lineal foot of seating per each forty (40) square feet of required area.

d. Outdoor Single-Purpose Space. Outdoor single-purpose facilities shall be usable and accessible by all residents, including but not limited to: swimming pools, tennis and sport courts.

e. Indoor Common Space. Indoor common space shall be usable and accessible by all residents, including but not limited to: amenities and/or equipment for recreational uses such as, lounge rooms, game rooms and exercise rooms. Lobbies and hallways do not count as indoor common space.

E. Performance Standards.

1. Operations.

a. A security plan containing, but not limited to the following, shall be provided at time of conditional use permit application:

i. Staffing, scheduling and level of responsibilities;

ii. Onsite and off-site security and surveillance measures;

iii. Policy and procedure for locating a missing Reentry Center participant.

2. Site and Transit.

a. A written transit, pedestrian, and bicycle access plan from the subject site to services shall be submitted at time of conditional use permit application.

3. Compliance with Additional Regulations.

a. In addition to the Zoning Code under SMC Title 15, Reentry Centers shall comply with the provisions of the Building and Construction Code under SMC Title 13 and are subject to the provisions of crime prevention through environmental design (CPTED) under SMC Title 17.

b. Reentry Centers shall abide by all federal and state laws and regulations, as well as Department of Corrections policies.

Section 10. Ordinances 21-1027 and 22-1009 are hereby repealed.

Section 11. **Declaration of Emergency.** The SeaTac City Council hereby finds and declares that an emergency exists which necessitates that this ordinance become effective immediately in order to preserve the public health, safety and welfare of the City of SeaTac, pursuant to RCW 35A.13.190.

Section 12. **Corrections.** Upon approval of the City Attorney's Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 13. **Severability.** If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity

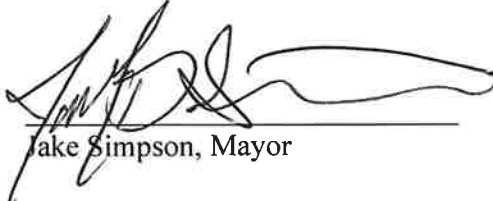
shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 14. **Effective Date.** This Ordinance shall take effect and be in full force and effect immediately upon passage as set forth herein.

This Ordinance shall be in full force and effect immediately after passage as required by law.

ADOPTED this 28th day of February, 2023, and signed in authentication thereof on this 28th 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]

[Reentry Center Facilities]

ORDINANCE NO. 23-1004

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the execution of a professional services contract with Hans Van Dusen, for assistance with the Solid Waste Hauler procurement process and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the comprehensives garbage, recyclables and compostables services contract with Recology King County will end on 5/31/2025; and

WHEREAS, to ensure that a new service provider contract is in place upon the completion of the current contract, thereby allowing for comprehensives garbage, recyclables and compostables services to continue uninterrupted; and

WHEREAS, staff require additional expertise and assistance with the procurement process to ensure that the residents and businesses of SeaTac receive the highest level of service for the best price; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority for professional services associated with the procurement of a new Solid Waste Hauler for the City of SeaTac;

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

Section 1. The City Manager is authorized to execute a professional services contract with Hans Van Dusen, to provide assistance on the Solid Waste Hauler procurement processes in an amount not to exceed \$45,000.

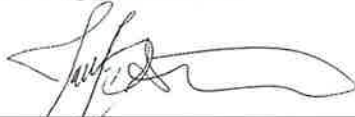
Section 2. The City's 2023-2024 Biennial Budget is amended to increase expenditures in the Solid Waste Fund (404) by \$45,000, for needed professional services.

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

ADOPTED this 14th day of March, 2023, and signed in authentication

thereof on this 14th day of March, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 03/25/2023]

ORDINANCE NO. 23-1005

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing funding for the purchase of streetlights and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the City recognizes an opportunity to have the newly adopted streetlight poles installed as part of frontage improvements associated with the Polaris at SeaTac development, thereby achieving the look and feel desired for the area; and

WHEREAS, Olson Projects, the developer of Polaris at SeaTac, has agreed to construct the foundation system and install at their expense, streetlights furnished by the City; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority for the purchase of streetlights;


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

Section 1. The City's 2023-2024 Biennial Budget is amended by increasing expenditures in the Street Fund (102) by \$90,000 to fund the purchase of streetlights.

Section 2. This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this 14th day of March, 2023, and signed in authentication thereof on this 14th day of March, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg

Kristina Gregg, City Clerk

Approved as to form:


Mary E. Mirante Bartolo, City Attorney

[Effective Date: 03/25/2023]

ORDINANCE NO. 23- 1006

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the addition of five (5) Recreation Leader 3 positions within the Parks and Recreation Department and amending the City's 2023-2024 Biennial Budget.

WHEREAS, on March 9, 2023, the Administration and Finance Committee reviewed a Decision Card submitted by the Parks and Recreation Department to add five (5) Regular Part-time Recreation Leader 3 positions to allow for program enhancement and expansion; and

WHEREAS, the addition of five (5) Recreation Leader 3 positions (3.38 Full-time Equivalent) will eliminate nine (9) Regular Part-time Recreation Leader 2 positions and one (1) Regular Part-time Preschool Instructor (3.50 Full-time Equivalent); and

WHEREAS, the Administration and Finance Committee recommended approval of the Decision Card; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority to fund these positions.

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

Section 1. Five (5) Recreation Leader 3 positions are approved for the Parks and Recreation Department.

Section 2. The City's 2023-2024 Biennial Budget is amended by increasing revenue in the General Fund (001) \$45,000 and expenditures in the Recreation Division Budget by \$225,945 to fund the five (5) Recreation Leader 3 positions.

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


ADOPTED this 11th day of ~~March~~ ^{April}, 2023, and signed in authentication thereof on this 11th day of ~~March~~ ^{April} 2023.

CITY OF SEATAC



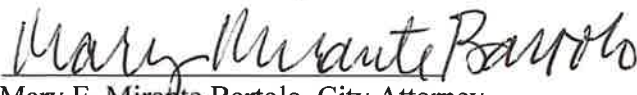
Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

APPROVED AS TO FORM:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 4/22/23]
[Addition of Five (5) Recreation Leader 3 Positions]

ORDINANCE NO. 23-1007

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute an agreement for the design services for renovations to the SeaTac Maintenance Facility, authorizing project expenditures, and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the existing Maintenance Facility was constructed in 2003, and is in need of expansion to meet operational growth; and

WHEREAS, the City followed procurement processes for professional services as set forth in SMC 3.31.080 and RCW 39.80.050 and

WHEREAS, the City selected ARC Architects and entered into negotiations for design services and

WHEREAS, the City has \$300,000 budgeted in the Municipal Capital Improvement Fund for this project; and

WHEREAS, in order to enter into design contract with ARC Architects, a budget amendment to the 2023-2024 Biennial Budget is required that increases expenditures in fund #301 by \$230,707;

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

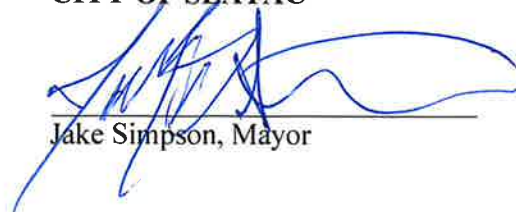
Section 1. The City Manager is authorized to execute a Professional Services Agreement for design services and for renovations to the SeaTac Maintenance Facility, in an amount not to exceed \$530,707.

Section 2. The City's 2023-2024 Biennial Budget is amended by increasing expenditures in the Municipal Capital Improvement Fund (Fund #301) by \$230,707 in order to fund the design services and construction contract administration for the renovations to the SeaTac Maintenance Facility.

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

ADOPTED this 11th day of April, 2023, and signed in authentication thereof on this 11th day of April, 2023.

CITY OF SEATAC



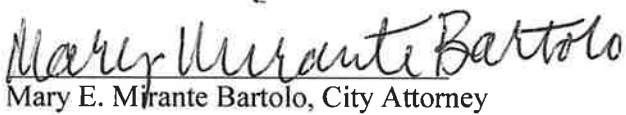
Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 4/22/23]

[Professional Services Contract with ARC Architects and Budget Amendment for SeaTac Maintenance Facility Design Improvements]

ORDINANCE NO. 23-1008

AN ORDINANCE of the City Council of the City of SeaTac, Washington, establishing the addition of a Human Services Manager position within the Community and Economic Development Department and amending the City's 2023-2024 Biennial Budget.

WHEREAS, on March 9, 2023, the Administration and Finance Committee reviewed a Decision Card submitted by the Community and Economic Development Department to add Human Services Manager position to allow for enhancement and expansion of the City of SeaTac Human Services programs; and

WHEREAS, the addition of the Human Services Manager position will allow the City of SeaTac to collaborate with regional, state, and federal organizations to secure additional resources and funding to support Human Services programs in SeaTac; and

WHEREAS, the Human Services Manager position will be responsible for supporting the existing Human Services programs and personnel; and

WHEREAS, the Human Services Manager position will work with the SeaTac community to develop long-term strategies for the provision of Human Services in SeaTac; and

WHEREAS, the Administration and Finance Committee recommended approval of the Decision Card; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority to fund this position;

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

Section 1. The Human Services Manager position is approved for the Community and Economic Development Department.

Section 2. The City's 2023-2024 Biennial Budget is amended by increasing expenditures in the Community and Economic Development Department by \$307,079 in order to fund the Human Services Manager position.

Section 3. This Ordinance shall be in full force and effect five (5) days after passage and

publication as required by law.

ADOPTED this 11th day of ~~March~~ ^{April}, 2023, and signed in authentication thereof on this 11th day of ~~March~~ ^{April}, 2023.

CITY OF SEATAC



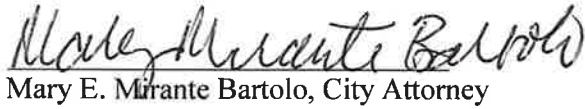
Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 4/22/23]

[Human Services Manager Position]

ORDINANCE NO. 23-1009

AN ORDINANCE of the City Council of the City of SeaTac, Washington, adopting a new Title 4, Rental Housing, and a new Chapter 4.05 within Title 4, Rental Housing Protections, amending Chapter 1.15 Code Enforcement, providing for severability, and establishing an effective date.

WHEREAS, the SeaTac Comprehensive Plan Housing and Human Services element establishes Policy 3.5A, which reads: “*Use City programs to support physical and social stability in established residential neighborhoods.*”; and

WHEREAS, the City Council adopted the SeaTac Housing Action Plan on September 14, 2021, by Resolution No. 21-010, and the SeaTac Housing Action Plan establishes Objective 5, which reads: “*Help residents and businesses stay in SeaTac, and prevent disruption to communities*”; and

WHEREAS, the SeaTac Housing Action Plan indicates that approximately fifty percent of the SeaTac residential community occupies rental housing, and that average rents in SeaTac increased by forty-eight percent between 2012 and 2020 while area median income only increased by twenty-nine percent in the same time period; and

WHEREAS, SeaTac, together with the King County region, is facing an affordable housing crisis and several other cities, such as Auburn, Burien, Federal Way, Kenmore, Kent, Redmond, Seattle, Tukwila, and King County have adopted tenant protections; and

WHEREAS, the City Council finds and declares that this ordinance is necessary to stabilize rental housing within SeaTac; and

WHEREAS, the City Council desires to reduce the risk of displacement of residents by adopting rental housing regulations for inclusion in the SeaTac Municipal Code.

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

Section 1. **Adopting a New Title 4, Rental Housing, and Chapter 4.05, Rental Housing Protections within the SeaTac Municipal Code (SMC).** There is adopted a new SeaTac Municipal Code Title 4, Rental Housing, and a new SeaTac Municipal Code Chapter 4.05, Rental Housing Protections to read as set forth attached hereto as Exhibit “A”, incorporated by this reference as if fully set forth herein.

Section 2. **Amending SMC 1.15.025, Code Enforcement.** SMC 1.15.025 is amended to read as follows:

A. Violations of the following titles and chapters of the SeaTac Municipal Code shall be remedied in accordance with SMC 1.15.045 through 1.15.075 by way of correction agreement and/or notice of infraction:

1. Chapter 5.05 SMC, regarding business licenses and regulations;
2. Chapter 5.10 SMC, relating to solicitors and canvassers;
3. Chapter 7.15 SMC, regarding property maintenance;
4. Chapter 7.25 SMC, regarding junk vehicles and vehicle storage;
5. Chapter 7.40 SMC, relating to garbage code; and
6. Repeat violations of any City code.

B. Violations of the following titles and chapters of the SeaTac Municipal Code shall be remedied in accordance with SMC 1.15.120 through 1.15.160, the notice and order procedures:

1. Chapter 4.05, relating to rental housing protections;
2. Chapter 11.05 SMC, relating to road standards;
- ~~23.~~ Chapter 11.10 SMC, relating to right-of-way use;
- ~~34.~~ Chapter 12.10 SMC, relating to storm water management;
- ~~45.~~ SMC Title 13, related to buildings and construction, unless otherwise specified; and
- ~~56.~~ SMC Title 15, Zoning Code violations, unless provided otherwise.

However, repeat violations of Chapter 11.05, 11.10 or 12.10 SMC or SMC Title 13 or 15 may be remedied in accordance with SMC 1.15.065 through 1.15.075, notice of infraction procedures.

C. Monetary Penalties – General. Any person violating any provision or regulation of the SeaTac Municipal Code may be subject to the assessment of civil penalties pursuant to this chapter. The monetary penalty for each violation per day or portion thereof shall be as follows:

1. For nonresidential violations:
 - a. First day of each violation, one hundred dollars (\$100.00);
 - b. Second day of each violation, two hundred dollars (\$200.00);
 - c. Third day of each violation, three hundred dollars (\$300.00);
 - d. Fourth day of each violation, four hundred dollars (\$400.00);
 - e. Each additional day of violation beyond four days, five hundred dollars (\$500.00) per day.
2. For residential violations, the penalty is one hundred dollars (\$100.00) per day of violation.
3. Payment of a monetary penalty does not relieve the person to whom the penalty was issued or assessed against of the duty to correct the violation.

D. Monetary Penalties – Environmentally Sensitive Areas. The code compliance provisions for environmentally sensitive areas as codified under Chapter 15.700 SMC are intended to encourage compliance and to protect environmentally sensitive areas and the general public from harm and to further the remedial purposes of this title. To achieve this, persons responsible for code compliance will not only be required to restore damaged or altered environmentally sensitive areas, insofar as that is possible and beneficial, but will also be required to pay a civil monetary penalty for the redress of ecological, recreation, and economic values lost or damaged due to their unlawful action.

1. The provisions of this section are in addition to and not in lieu of any other penalty, sanction or right of action provided by law for other related violations.
2. In addition to any other persons who may be responsible for violations occurring within or on environmentally sensitive areas, the owner of the land upon which the violation occurred shall be jointly and severally liable for the restoration of the site and the payment of any civil monetary penalty imposed.
3. Any person in violation of the environmentally sensitive areas under Chapter 15.700 SMC shall be subject to both the civil monetary penalties set forth in subsection (C) of this section and an amount reasonably determined by the City to be equivalent to:
 - a. The economic benefit that the person responsible for the violation derives from the violation, as measured by the greater of the resulting increase in market value of the property or the value received by the person responsible for the violation; and/or
 - b. Savings of construction costs realized by the person responsible for the violation as a result of performing any act in violation of Chapter 15.700 SMC; and/or
 - c. Reasonable value of property damaged.

Section 3. **Corrections.** Upon approval of the City Attorney’s Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations; or Ordinance numbering and section/subsection numbering.

Section 4. **Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. **Effective Date.** This Ordinance shall be in full force and effect thirty (30) days after passage and publication as required by law.

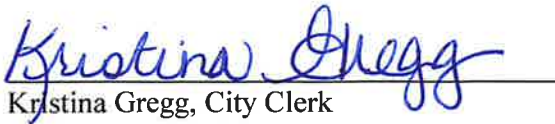
ADOPTED this 11th day of April, 2023, and signed in authentication thereof on this 11th day of April, 2023.

CITY OF SEATAC



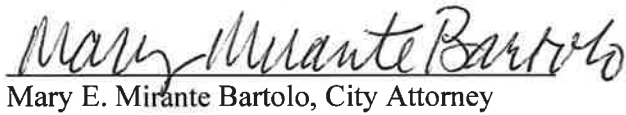
Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante Bartolo, City Attorney

Effective: 5/17/23

1 Exhibit A to Ordinance No. 23-1009

2 SeaTac Title 4, Rental Housing

3 Chapter 4.05, Rental Housing Protections

4

- 5 4.05.010 Purpose and intent
- 6 4.05.020 Applicability
- 7 4.05.030 Definitions
- 8 4.05.040 Distribution of information required
- 9 4.05.050 Deposit requirements and installment payments permitted
- 10 4.05.060 Late fees
- 11 4.05.070 Rent increases
- 12 4.05.080 Due date adjustments
- 13 4.05.090 Just cause eviction
- 14 4.05.100 Social Security numbers
- 15 4.05.110 Enforcement

16

17

18 **4.05.010 Purpose and intent.**

19 The purpose of this chapter is to promote increased housing security in SeaTac by establishing
20 regulations and standards, related to the terms established within a rental agreement between a
21 landlord(s) and tenant(s), and supplementing those provisions contained in RCW 59.18, the
22 Residential Landlord Tenant Act of 1973 (“RLTA”), as amended. To achieve this purpose, this
23 chapter establishes minimum notice requirements for rental rate increases, establishes maximum
24 fee amounts, protects renter privacy, allows for the adjustment of rental due dates, and
25 establishes additional just cause protections for renters.

26 The intent of this chapter is to establish a rental program to support physical and social stability
27 in established residential neighborhoods. The regulations contained in this chapter are intended
28 to balance the needs of the landlord and tenant. SeaTac recognizes that the renting of residential
29 property is a commercial venture where owners and landlords must evaluate risk, profit, and loss.
30 Providing housing for SeaTac residents directly impacts quality of life, and therefore requires
31 regulations to ensure that it is equitably undertaken. This chapter strives to ensure housing
32 security for current and future residents and addresses potential retaliation against tenants who
33 make complaints about housing conditions.

34 **4.05.020 Applicability**

35 SMC 4.05.020 through 4.05.110 apply to tenancies governed by Chapter 59.18 RCW (RLTA)
36 and Chapter 59.20 RCW (Manufactured / Mobile Home Landlord Tenant Act) and are in
37 addition to the provisions provided in said chapters. The provisions of this chapter shall not

1 apply to rental agreements between an owner and tenant where the owner shares the dwelling
2 unit as a primary residence with the tenant.

3
4 **4.05.030 Definitions**

5 The definitions of this section apply throughout this chapter unless the context clearly requires
6 otherwise. The definitions of RCW 59.18.030 (RLTA) also apply to this chapter unless otherwise
7 defined in this section.

8 “Days” means calendar days unless otherwise provided.

9 “Director” means the city of SeaTac Director of the Community and Economic Development
10 department, or the director’s designee.

11 “Dwelling unit” has the same meaning as RCW 59.18.030(10), as may be amended. At the time
12 of passage of the ordinance codified in this chapter, the RLTA defined “dwelling unit” to mean a
13 structure or that part of a structure which is used as a home, residence, or sleeping place by one
14 person or by two or more persons maintaining a common household, including but not limited to
15 single-family residences and units of multiplexes, apartment buildings, and mobile homes.

16 “Immediate family member” has the same meaning as RCW 59.18.030(10), as may be amended.
17 At the time of passage of the ordinance codified in this chapter, the RLTA defined “immediate
18 family member” to include the spouse or domestic partner, dependent children, and other
19 dependent relatives.

20 “Landlord” has the same meaning as RCW 59.18.030 as may be amended and excluding living
21 arrangements identified in RCW 59.18.040. At the time of passage of the ordinance codified in
22 this chapter, the RLTA defined "Landlord" as the owner, lessor, or sublessor of the dwelling unit
23 or the property of which it is a part, and in addition means any person designated as
24 representative of the owner, lessor, or sublessor including, but not limited to, an agent, a resident
25 manager, or a designated property manager.

26 “Nonrefundable move-in fees” means nonrefundable payment paid by a tenant to a landlord to
27 cover administrative, pet, or damage fees, or to pay for cleaning of the dwelling unit upon
28 termination of the tenancy but does not include payment of a holding fee authorized by RCW
29 59.18.253(2).

30 “Rent” means recurring and periodic charges identified in the rental agreement for the use and
31 occupancy of the premises, which may include charges for utilities. These terms do not include
32 nonrecurring charges for costs incurred due to late payment, damages, deposits, legal costs, or
33 other fees, including attorneys’ fees. Provided, however, that if, at the commencement of the
34 tenancy, the landlord has provided an installment payment plan for nonrefundable fees or
35 deposits for the security of the tenant’s obligations and the tenant defaults in payment, the
36 landlord may treat the default payment as rent owing.

1 “Rental agreement” has the same meaning as RCW 59.18.030(30), as may be amended. At the
2 time of the passage of the ordinance codified in this chapter, the RLTA defined “rental
3 agreement” as all agreements which establish or modify the terms, conditions, rules, regulations,
4 or any other provisions concerning the use and occupancy of a dwelling unit.

5 “Security deposit” means a refundable payment or deposit of money, however designated, the
6 primary function of which is to secure performance of a rental agreement or any part of a rental
7 agreement. “Security deposit” does not include a fee.

8 “Subsidized housing” has the same meaning as RCW 59.18.030(33), as may be amended. At the
9 time of the passage of the ordinance codified in this chapter, the RLTA defined “subsidized
10 housing” as rental housing for very low-income or low-income households that is a dwelling unit
11 operated directly by a public housing authority or its affiliate, or that is insured, financed, or
12 assisted in whole or in part through one of the following sources: (a) a federal program or state
13 housing program administered by the department of commerce or the Washington State Housing
14 Finance Commission; (b) a federal housing program administered by a city or county
15 government; (c) an affordable housing levy authorized under RCW 84.52.105; or (d) the
16 surcharges authorized in RCW 36.22.178 and 36.22.179 and any of the surcharges authorized in
17 Chapter 43.185C RCW.

18 “Substantial rehabilitation” means extensive structural repair or extensive remodeling and
19 requires a building, electrical, plumbing, or mechanical permit for the tenant’s dwelling unit at
20 issue. Any “substantial rehabilitation” as provided herein requires displacement of a tenant.

21 “Tenant” has the same meaning as RCW 59.18.030(34), as may be amended, and excluding the
22 living arrangements identified in RCW 59.18.040 and 59.20.030(24), as may be amended. At the
23 time of passage of the ordinance codified in this chapter, the RLTA defined “tenant” as any
24 person who is entitled to occupy a dwelling unit primarily for living or dwelling purposes under
25 a rental agreement, and RCW 59.20.030 defined “tenant” as any person, except a transient, who
26 rents a mobile home lot.

27 **4.05.040 Distribution of information required.**

28 (1) Distribution of Information Packets by Landlord.

29 (a) The director shall prepare, and update as necessary, summaries of this chapter, the
30 SeaTac Property Maintenance Code (Chapter 13.210 SMC), state RLTA (Chapter 59.18
31 RCW), Forcible Entry and Forcible and Unlawful Detainer (Chapter 59.12 RCW), and
32 fair housing laws, describing the respective rights, obligations, and remedies of landlords
33 and tenants, including information about legal resources available to tenants.

34 (b) A landlord shall provide a copy of the summaries prepared by the director to any
35 tenant or prospective tenant when a rental agreement is offered, whether or not the
36 agreement is for a new or renewal agreement.

1 (c) Where there is an oral rental agreement, the landlord shall give the tenant copies of
2 the summaries described herein, either before entering into the oral rental agreement or as
3 soon as reasonably possible after entering into the oral rental agreement.

4 (d) For existing tenants, landlords shall, within 30 days after the summaries are made
5 available by the city, distribute current copies of the summaries to existing tenants.

6 (e) The initial distribution of information to tenants must be in written form and landlords
7 shall obtain the tenant's signature documenting tenant's receipt of such information. If a
8 tenant refuses to provide a signature documenting the tenant's receipt of the information,
9 the landlord may draft a declaration stating when and where the landlord provided tenant
10 with the required information. After the initial distribution of the summaries to tenants, a
11 landlord shall provide existing tenants with updated summaries by the city, and may do
12 so in electronic form unless a tenant otherwise requests written summaries.

13 (f) The packet prepared by the director includes informational documents only, and
14 nothing in the summaries therein shall be construed as binding on or affecting any
15 judicial determination of the rights and responsibilities of landlords and tenants, nor is the
16 director liable for any misstatement or misinterpretation of the applicable laws.

17 (2) Notice of Resources. A landlord is required to provide a copy of a resource summary,
18 prepared by the city, to any tenant when the landlord provides a notice to a tenant under RCW
19 59.12.030.

20
21 **4.05.050 Deposit requirements and installment payments permitted**

22 (1) Installment Payments, Generally.

23 (a) Upon a tenant's written request, tenants may pay security deposits, nonrefundable
24 move-in fees, and/or last month's rent in installments as provided herein; except that the
25 tenant cannot elect to pay the security deposit and nonrefundable move-in fees in
26 installments if:

27 (i) the total amount of the security deposit and nonrefundable move-in fees does
28 not exceed 25 percent of the first full month's rent for the tenant's dwelling unit;
29 and,

30 (ii) payment of last month's rent is not required at the inception of the tenancy.

31 (b) Landlords may not impose any fee, charge any interest, or otherwise impose a cost on
32 a tenant because a tenant elects to pay in installments.

33 (c) Installment payments are due at the same time as rent is due.

34 (d) All installment schedules must be in writing, signed by both parties.

35 (e) The sum of any security deposits, nonrefundable move-in fees, and/or last month's
36 rent may not exceed one month's rent, except in subsidized housing where the amount of
37 rent is set based on the tenants' income.

38 (f) The exception for subsidized housing shall not include tenancies regulated under
39 Section 8 of the Housing Act of 1937, 42 U.S.C. Section 1437f, commonly known as the
40 "choice voucher program."

1
2 (2) Fixed-Term Tenancies for Six Months or Longer. Tenants entering rental agreements with
3 terms lasting six or more months may choose to pay the security deposit, nonrefundable move-in
4 fees, and last month's rent, excluding any payment made by a tenant to the landlord prior to the
5 inception of tenancy to reimburse the landlord for the cost of obtaining a tenant screening report,
6 in six equal monthly installments over the first six months occupying the dwelling unit.

7
8 (3) Month-to-Month or Tenancy Lasting Fewer Than Six Months. Tenants entering rental
9 agreements with terms lasting fewer than six months or month-to-month rental agreements may
10 choose to pay the security deposit, nonrefundable move-in fees, and last month's rent, excluding
11 any payment made by a tenant to the landlord prior to the inception of tenancy to reimburse the
12 landlord for the cost of obtaining a tenant screening report, in two equal installments. The first
13 payment is due at the inception of the tenancy, and the second payment is due on the first day of
14 the second month or period of the tenancy.

15
16 (4) Paying in installments does not apply to a landlord obtaining a tenant screening report, which
17 report cost paid by the tenant shall be limited to the standard and actual cost of the tenant
18 screening report.

19
20 (5) No security deposit may be collected by a landlord unless the rental agreement is in writing
21 and a written checklist or statement specifically describing the condition and cleanliness of or
22 existing damages to the premises and furnishings, including, but not limited to, walls, floors,
23 countertops, carpets, drapes, furniture, and appliances, is provided by the landlord to the tenant at
24 the beginning of the tenancy. The checklist or statement shall be signed and dated by the
25 landlord and the tenant, and the tenant shall be provided with a copy of the signed checklist or
26 statement.

27
28 (6) Nothing in this chapter prohibits a landlord from bringing an action against a tenant to
29 recover sums exceeding the amount of the tenant's security deposit for damage to the dwelling
30 unit for which the tenant is responsible. The landlord may seek attorney's fees for such an action
31 as authorized by Chapter 59.18 RCW.

32
33 **4.05.060 Late fees**

34 (1) Any fees for late payment of rent shall not exceed ~~\$10.00 per month~~ two percent (2%) of
35 monthly rent per month. No other fees may be charged for late payment of rent. Any rental
36 agreement provision providing for such fees shall be deemed void with respect to any provision
37 prohibited by this subsection. This section shall not apply to or limit decisions, orders, and
38 rulings of courts of competent jurisdiction.

39
40 (2) Any notice to pay or vacate served under RCW 59.12.030(3) shall include within the notice
41 in at least 16 point bold font the following information: "You have 14 days to pay the rent
42 required by this notice. After 14 days, you may pay the rent but will have to include a late fee
43 totaling at most ~~\$10.00 per month~~ two percent (2%) of monthly rent per month for each month of

1 rent owed. If the landlord has started a court case to evict you and the case is filed in court, you
2 will need to pay court costs as well before the hearing date to avoid eviction.”

3
4 **4.05.070 Rent increases**

5 (1) Rent increases shall comply with the provisions of the Washington State Residential
6 Landlord-Tenant Act as established by Chapter 59.18 RCW.

7
8 (2) A landlord may not increase the rent or charge any non-rent charges except in accordance
9 with this section. Any rental agreement or renewal of a rental agreement shall state the dollar
10 amount of the rent or rent increase and include, or shall be deemed to include, a provision
11 requiring not less than:

12 (a) 120 days’ prior notice to the tenant of a rent increase over three percent.

13 (b) 180 days’ prior notice to the tenant of a rent increase over ten percent.

14 (3) If the rental agreement governs a subsidized tenancy where the amount of rent is based on the
15 income of the tenant or circumstances specific to the subsidized household, the landlord shall
16 provide a minimum of 30 days’ prior written notice of an increase in the amount of rent to each
17 affected tenant. In the event of such an increase, the tenant may terminate the tenancy
18 immediately upon surrendering the dwelling unit prior to the increase taking effect. The tenant
19 shall only owe pro rata rent through the date upon which the premises are surrendered. Any
20 notice increasing the current rent shall inform the tenant that they may terminate the tenancy at
21 any time and owe pro rata rent through the date the tenant surrenders the dwelling unit.

22 (4) A landlord shall not increase the rent to be charged to a tenant by any amount if the dwelling
23 unit has defective conditions making the dwelling unit uninhabitable or is otherwise in violation
24 of RCW 59.18.060, Landlord duties, as it exists or may be amended. If the tenant believes the
25 dwelling unit has defective conditions making the unit uninhabitable the tenant shall notify the
26 landlord in writing as required by RCW 59.18.070 before the effective date listed in the notice of
27 rent increase.

28
29 **4.05.080 Due date adjustments**

30 All rental agreements executed after the adoption of the ordinance codified in this chapter shall
31 include a provision allowing tenants to adjust the due date of rent payments if the tenant has a
32 regular primary source of income, monthly source of governmental assistance, or fixed income
33 source (e.g., social security) that the tenant receives on a date of the month that is incongruent
34 with paying rent on the date otherwise specified in the rental agreement. A landlord shall not
35 refuse to rent to a prospective tenant or terminate a lease based on a request for a due date
36 adjustment.

37
38 **4.05.090 Just cause eviction.**

39 (1) Tenant evictions within the City of SeaTac shall comply with the provisions of the
40 Washington State Residential Landlord-Tenant Act as established by Chapter 59.18 RCW.

41
42 ~~(2) A landlord of housing units shall not evict or attempt to evict any tenant, or otherwise~~
43 ~~terminate or attempt to terminate the tenancy of any tenant or refuse to renew or continue the~~

1 rental agreement after the expiration of the rental agreement, unless the landlord can prove in
2 court that just cause exists.

3
4 (2) If the reason for the eviction proceedings is due to the tenant being past due on rent, the
5 landlord shall terminate eviction proceedings when the tenant has paid the landlord the past due
6 amount for rent or when a payment plan has been agreed upon between the landlord and tenant.
7

8 (3) A landlord may not evict residential tenants from rental housing units if the units are not
9 licensed with the city of SeaTac, regardless of whether just cause for eviction may exist.

10 (a) A landlord is in compliance with licensing requirement if the rental housing unit is
11 licensed with the city of SeaTac pursuant to Chapter 5.05 SMC before entry of a court
12 order authorizing eviction or before a writ of restitution is granted.

13 (b) A court may grant a continuance in an eviction action in order to give the landlord
14 time to license the rental housing unit.

15
16 (4) The reasons for termination of tenancy listed below, ~~and no others~~, shall constitute just cause
17 under this section:

18 (a) The tenant fails to comply with a 14-day notice to pay rent or vacate pursuant to RCW
19 59.12.030(3); a 10-day notice to comply or vacate pursuant to RCW 59.12.030(4); or a
20 three-day notice to vacate for waste, nuisance (including a drug-related activity nuisance
21 pursuant to Chapter 7.43 RCW), or maintenance of an unlawful business or conduct
22 pursuant to RCW 59.12.030(5);

23 ~~(b) The tenant habitually fails to pay rent when due which causes the owner to notify the~~
24 ~~tenant in writing of late rent four or more times in a 12-month period;~~

25 ~~(be)~~ The tenant fails to comply with a 10-day notice to comply or vacate that requires
26 compliance with a material term of the rental agreement or that requires compliance with
27 a material obligation under RCW 59.18.130;

28 ~~(d) The tenant habitually fails to comply with the material terms of the rental agreement~~
29 ~~which causes the owner to serve a 10-day notice to comply or vacate three or more times~~
30 ~~in a 12-month period;~~

31 ~~(ce)~~ The owner seeks possession so that the owner or a member of his or her immediate
32 family may occupy the unit as that person's principal residence and no substantially
33 equivalent unit is vacant and available in the same building, and the owner has given the
34 tenant at least 90 days' advance written notice of the date the tenant's possession is to
35 end. The director may reduce the time required to give notice to no less than 60 days if
36 the director determines that delaying occupancy will result in a personal hardship to the
37 owner or to the owner's immediate family. Personal hardship may include but is not
38 limited to hardship caused by illness or accident, unemployment, or job relocation. There
39 is a rebuttable presumption of a violation of this subsection (4)(~~ec~~) if the owner or a
40 member of the owner's immediate family fails to occupy the unit as that person's
41 principal residence for at least 60 consecutive days during the 90 days immediately after
42 the tenant vacated the unit pursuant to a notice of termination or eviction using this
43 subparagraph as the cause for eviction;

1 (d~~f~~) The owner elects to sell a dwelling unit subject to the provisions of this chapter and
2 gives the tenant at least 90 days' written notice prior to the date set for vacating, which
3 date shall coincide with the end of the term of a rental agreement, or if the agreement is
4 month to month, with the last day of a monthly period. The director may reduce the time
5 required to give notice to no less than 60 days if the director determines that providing 90
6 days' notice will result in a personal hardship to the owner. Personal hardship may
7 include but is not limited to hardship caused by illness or accident, unemployment, or job
8 relocation. For the purposes of this subsection, an owner "elects to sell" when the owner
9 makes reasonable attempts to sell the dwelling within 30 days after the tenant has
10 vacated, including, at a minimum, listing it for sale at a reasonable price with a realty
11 agency or advertising it for sale at a reasonable price in a newspaper of general
12 circulation. There shall be a rebuttable presumption that the owner did not intend to sell
13 the unit if:

- 14 (i) Within 30 days after the tenant has vacated, the owner does not list the single-
15 family dwelling unit for sale at a reasonable price with a realty agency or
16 advertise it for sale at a reasonable price in a newspaper of general circulation, or
17 (ii) Within 90 days after the date the tenant vacated or the date the property was
18 listed for sale, whichever is later, the owner withdraws the rental unit from the
19 market, rents the unit to someone other than the former tenant, or otherwise
20 indicates that the owner does not intend to sell the unit;

21 (e~~g~~) The tenant's occupancy is conditioned upon employment on the property and the
22 employment relationship is terminated;

23 (f~~h~~) The owner seeks to do substantial rehabilitation in the building and gives the tenant
24 at least 120 days' written notice prior to the date set for vacating. To utilize this basis as
25 the rationale for termination, the owner must obtain at least one permit necessary for the
26 rehabilitation before terminating the tenancy;

27 (g~~i~~) The owner elects to demolish the building, convert it to a cooperative, or convert it to
28 a nonresidential use and gives the tenant at least 120 days' written notice prior to the date
29 set for vacating. To utilize this basis as the rationale for termination, the owner must
30 obtain a permit necessary to demolish or change the use before terminating any tenancy
31 or converting the building to a condominium;

32 (h~~j~~) The owner seeks to discontinue use of a housing unit unauthorized by SMC Title 15
33 after receipt of a notice of violation;

34 (i~~k~~) The owner seeks to reduce the number of individuals residing in a dwelling unit to
35 comply with the maximum limit of individuals allowed to occupy one dwelling unit as
36 required by SMC Title 13; and

37 (i)

38 (A) The number of such individuals was more than is lawful under the
39 current version of SMC Title 13; and

40 (B) That number has not increased with the knowledge or consent of the
41 owner; and

42 (C) The owner is either unwilling or unable to obtain a permit to allow the
43 unit with that number of residents; and

1 (ii) The owner has served the tenants with a 30-day notice, informing the tenants
2 that the number of tenants exceeds the legal limit and must be reduced to the legal
3 limit; and

4 (iii) After expiration of the 30-day notice, the owner has served the tenants with
5 and the tenants have failed to comply with a 10-day notice to comply with the
6 limit on the number of occupants or vacate; and

7 (iv) If there is more than one rental agreement for the unit, the owner may choose
8 which agreements to terminate; provided, that the owner may either terminate no
9 more than the minimum number of rental agreements necessary to comply with
10 the legal limit on the number of occupants, or, at the owner's option, terminate
11 only those agreements involving the minimum number of occupants necessary to
12 comply with the legal limit;

13 (~~jl~~) An emergency order requiring that the housing unit be vacated and closed has been
14 issued pursuant to SMC Title 13 and the emergency conditions identified in the order
15 have not been corrected;

16 (~~km~~) The owner seeks to discontinue sharing with a tenant of the owner's own housing
17 unit, i.e., the unit in which the owner resides, seeks to terminate the tenancy of a tenant of
18 an accessory dwelling unit that is accessory to the housing unit in which the owner
19 resides, or seeks to terminate the tenancy of a tenant in a single-family dwelling unit and
20 the owner resides in an accessory dwelling unit on the same lot. This subsection does not
21 apply if the owner has received a notice of violation of the development standards of
22 SMC Title 15;

23 (~~ln~~) A tenant, or with the consent of the tenant, the tenant's subtenant, sublessee, resident,
24 or guest, has engaged in criminal activity on the premises, or on the property or public
25 right-of-way abutting the premises, and the owner has specified in the notice of
26 termination the crime alleged to have been committed and the general facts supporting
27 the allegation, and has assured that the department has recorded receipt of a copy of the
28 notice of termination. For purposes of this subsection a person has "engaged in criminal
29 activity" if he or she:

30 (i) Engages in drug-related activity that would constitute a violation of Chapter
31 69.41, 69.50, or 69.52 RCW; or

32 (ii) Engages in activity that is a crime under the laws of this state, but only if the
33 activity substantially affects the health or safety of other tenants or the owner.

34
35 (~~54~~) Any rental agreement provision which waives or purports to waive any right, benefit or
36 entitlement created by this section shall be deemed void and of no lawful force or effect.

37
38 (~~65~~) With any termination notices required by law, owners terminating any tenancy protected by
39 this section shall advise the affected tenant or tenants in writing of the reasons for the termination
40 and the facts in support of those reasons.

41
42 (~~76~~) If a tenant who has received a notice of termination of tenancy claiming subsection (4)(~~ce~~),
43 (~~df~~) or (~~km~~) of this section as the ground for termination believes that the owner does not intend

1 to carry out the stated reason for eviction and makes a complaint to the director, then the owner
2 must, within 10 days of being notified by the director of the complaint, complete and file with
3 the director a certification stating the owner's intent to carry out the stated reason for the
4 eviction. The failure of the owner to complete and file such a certification after a complaint by
5 the tenant shall be a defense for the tenant in an eviction action based on this ground.
6

7 (~~§7~~) In any action commenced to evict or to otherwise terminate the tenancy of any tenant, it
8 shall be a defense to the action that there was no just cause for such eviction or termination as
9 provided in this section.
10

11 (~~98~~) It shall be a violation of this section for any owner to evict or attempt to evict any tenant or
12 otherwise terminate or attempt to terminate the tenancy of any tenant using a notice which
13 references subsection (4)(~~ce~~), (~~df~~), (~~fh~~), (~~ik~~), (~~jl~~) or (~~km~~) of this section as grounds for eviction or
14 termination of tenancy without fulfilling or carrying out the stated reason for or condition
15 justifying the termination of such tenancy.
16

17 (~~109~~) An owner who evicts or attempts to evict a tenant or who terminates or attempts to
18 terminate the tenancy of a tenant using a notice which references subsection (4)(~~ce~~), (~~df~~) or (~~fh~~)
19 of this section as the ground for eviction or termination of tenancy without fulfilling or carrying
20 out the stated reason for or condition justifying the termination of such tenancy shall be liable to
21 such tenant in a private right for action for damages up to \$2,000, costs of suit, or arbitration and
22 reasonable attorney's fees.
23
24

25 **4.05.100 Social Security numbers**

26 (1) Tenants may be required to provide the landlord with a social security number, if the tenant
27 has one, as part of the application process for a rental agreement. If the tenant does not have a
28 social security number, then no landlord shall require a tenant to provide a social security
29 number. No landlord shall require that any tenant, prospective tenant, occupant, or prospective
30 occupant of rental property provide a social security number. Alternative proof of financial
31 eligibility such as portable screening reports or other proof of income must also be accepted,
32 where available, if offered by the tenant.
33

34 (2) Nothing in this section shall prohibit a rental housing owner or nonowner manager from
35 either:

- 36 (a) Complying with any legal obligation under federal law.
- 37 (b) Requesting information or documentation necessary to determine or verify the
38 financial qualifications of a prospective tenant, or to determine or verify the identity of a
39 prospective tenant or prospective occupant. However, if the rental housing owner or
40 nonowner manager requests a social security number for verifying financial
41 qualifications, other documentation sufficient to verify financial qualifications must also
42 be accepted, such as portable screening reports, Individual Taxpayer Identification
43 Number (ITIN) or other proof of income, and if a person is offering alternative means,

1 the rental housing owner or nonowner manager must offer the same terms to the applicant
2 as if a social security number was provided.

3 (3) A landlord may utilize information including, but not limited to, previous names, addresses,
4 personal references, and work history to screen prospective tenants. A landlord shall maintain the
5 right to take adverse action because of inaccurate, unfavorable, or unavailable screening results.
6

7 **4.05.110 Enforcement**

8 (1) A violation of this Chapter 4.05 shall be a violation as defined by SMC 1.15.020 and shall be
9 subject to the code enforcement provisions of SMC 1.15 Code Enforcement.

10 (2) Powers and Duties of the Director.

11 (a) The director is authorized to enforce this chapter consistent with the provisions of
12 SMC 1.15 Code Enforcement.

13 (b) The director shall attempt to settle by agreement any alleged violation or failures to
14 comply with the provisions of this chapter; provided, that nothing herein shall create a
15 right or entitlement of a landlord to settlement by agreement.

16 (c) The director is authorized to request records from landlord and the landlord shall
17 allow the director access to such records, as well as a complete roster of tenants' names
18 and contact information, when requested, with at least five business days' notice and at a
19 mutually agreeable time, to investigate potential violations of the requirements of this
20 chapter.

21 (3) Any provision in violation of SMC 4.05.040 through 4.05.100 in a rental agreement are null
22 and void and of no lawful force and effect.

23 (4) A landlord found in violation of any of the provisions in this chapter, unless otherwise
24 provided in this chapter, shall be liable to such a tenant in a private right of action for the greater
25 of double the tenant's economic and noneconomic damages or three times the monthly rent of
26 the dwelling unit at issue, and reasonable litigation costs and attorneys' fees.

ORDINANCE NO. 23-1010

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending Chapter 3.31 of the SeaTac Municipal Code related to Purchasing.

WHEREAS, the City Council discussed amending the City's Purchasing Code to increase the City Manager's authority to make purchases, execute contracts, and accept grants when the value does not exceed \$100,000 at the August 9, October 8, and December 13, 2022 Council Study Sessions; and

WHEREAS, the City Council also discussed amending the procedures for how making purchases, executing contracts, and accepting grants exceeding \$100,000, but not exceeding \$150,000, are handled; and

WHEREAS, the City Council has determined that it is appropriate to amend the City's Purchasing Code;

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

Section 1. Section 3.31.050 of the SeaTac Municipal Code is hereby amended to read as follows:

3.31.050 Cost Threshold--Contract Approval Levels and Contract Amendments.

- A. The following approval levels are designed for all contracts and ~~purchases~~agreements. Contracts, agreements, and purchases that require additional budget appropriations must be approved by the City Council, regardless of amount.
1. Contracts and ~~purchases~~agreements not exceeding \$~~5~~100,000 may be approved by the City Manager or designee without City Council approval.
 2. Contracts and agreements exceeding \$100,000, but not exceeding \$150,000, shall be reported on the Consent Agenda, for City Council approval.
 - i. This is for a trial period of one year from the effective date of this Ordinance at which time this amount will be reviewed by the City Council.
 - ~~2.3.~~ Contracts and ~~purchases~~agreements exceeding \$150,000 shall be presented to the City Council for approval as referred by the Council Standing Committee or City Council.

B. The approval process for contract amendments, except contract amendments for public works, is set forth in this Subsection.

1. The City Manager ~~or designee~~ may execute an amendment without City Council approval, provided that the amendment:
 - i. Extends the time of completion for a project. Such an extension can be for up to six months; and/or
 - ii. Provides for a cost increase that does not exceed 10% of the original contract cost or ~~\$10050,000~~, whichever is less, and such cost increase does not require additional budget appropriations; or
 - iii. The total value of the contract does not exceed ~~\$10050,000~~ after the cost increase.

C. The approval process for amendments to public works contracts exceeding ~~\$150,000~~ in value (including change orders) is set forth in this Subsection.

1. The City Manager or designee may execute an amendment to a public works contract, including change orders, without City Council approval, provided that the amendment or change order does not increase the cost of the original contract amount beyond any contingency authorized by the City Council when the contract was awarded.

Section 2. Section 3.31.190 of the SeaTac Municipal Code is hereby amended to read as follows:

3.31.190 Acceptance of Grants, Lease or Rental of City Facilities and Contracts for which City Receives Payment.

The City Manager or designee, on behalf of the City, is granted the authority to accept grants, lease or rent City facilities, or let any contract in which the City receives either monetary or nonmonetary payment for material, equipment, services, or supplies under such terms and conditions the City Manager deems is in the best interest of the City and does not interfere with public use; provided that annual payment to the City for any such lease, rental agreement, or contract ~~does not exceed is less than fifty-one hundred~~ thousand dollars (~~\$100,00050,000~~) in value.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations, or Ordinance numbering and section/subsection numbering.

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

ADOPTED this 25th day of April, 2023, and signed in authentication thereof on this 25th 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

[Effective Date: 5/6/2023]

[SMC 3.31 - Purchasing]

ORDINANCE NO. 23-1011

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a professional services agreement between the City of SeaTac and Klinge and Associates Inc. in the amount of \$440,732.61 and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the City of SeaTac approved a decision card for a 'SeaTac Police Community Outreach Center' in the 2021-2022 Biennial Budget, and the project was carried forward in the Facility Construction CIP Fund (306 fund) for the 2023-2024 Biennial Budget; and

WHEREAS, the City of SeaTac signed a lease agreement for rental of the office space with Sunset Management Inc on January 30, 2023; and

WHEREAS, the lease agreement provides revenue of \$62,600 to the City of SeaTac to be put towards 'Lessee Improvements' and this revenue will be delivered to the City within 30 days upon satisfactory completion and close out of the project; and

WHEREAS, the desired scope of work provides construction services for the complete build out of the office space through a tenant improve; and

WHEREAS, an amendment to the 2023-2024 Biennial Budget is required to provide for additional monies to fund the project;

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

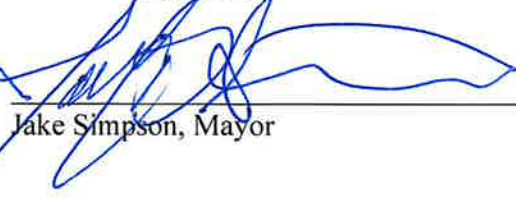
Section 1. The City Manager is authorized to execute a professional services contract with Klinge & Associates Inc. for construction services for the Police substation in an amount not to exceed \$440,732.61.

Section 2. The City's 2023-2024 Biennial Budget is amended to increase revenue in the Facility Construction CIP Fund (306 fund) by \$62,600 and expenditures by \$275,737.61, for needed professional services.

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


ADOPTED this 25th day of April, 2023, and signed in authentication thereof on this 25th 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

[Effective Date: 5/6/2023]

[Klinge and Associates Inc. Agr and amend budget]

ORDINANCE NO. 23-1012

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2023-2024 Biennial Budget Beginning Fund Balances and other miscellaneous items.

WHEREAS, the Administration and Finance Committee, on April 13, 2023, reviewed the proposed amendment submitted by the City Manager and Finance and Systems Director which details recommended changes in various expenditure line items in the 2023-2024 Biennial Budget; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority to fund certain expenditures identified in Exhibit A.

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

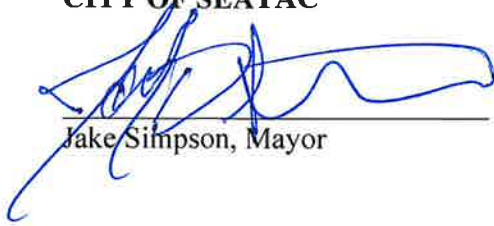
Section 1. A listing of the adjustment requests is included by line item, amount, and fund in summary format as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

Section 2. The 2023-2024 Biennial Budget for the City of SeaTac, covering the period from January 1, 2023, through December 31, 2024, is hereby amended with a total 2024 ending fund balance in the amount of \$112.7 million for all budgeted funds. The City's 2023-2024 biennial budget is attached as Exhibit B and includes budgeted revenues and expenditures for the 2023-2024 biennium in the amounts and for the purposes shown separately and in the aggregate totals for all such funds as displayed.

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

ADOPTED this 25th day of April, 2023, and signed in authentication thereof on this 25th 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

[Effective Date: 5/6/2023]

[2023-2024 Biennial Budget Amendment Ordinance]

EXHIBIT A

2023-2024 Biennial Budget Amendment

Revenue

		2023-2024	
		TOTAL	
001	001.334.01.20.003	\$600,000	Therapeutic Court - AOC
	001.334.01.20.004	\$149,950	Community Justice Counselor - AOC
	001.334.04.20.003	\$125,000	Dept of Commere Comp Plan Grant
113	113.332.92.10.000	\$3,547,361	ARPA Coronavirus Local Allocation
301	301.337.07.00.009	\$9,175	KC Youth Sports Pump Track Design
307	307.334.03.81.013	\$622,193	34th Ave, S 160th to S 166th TIB Grant
501	501.348.30.00.001	\$7,126	Vehicle/Equip MTC & Repair Charges
	501.348.30.00.002	\$13,134	Vehicle/Equip Cap Recovery Charges
		\$5,073,939	

Expenditures

		2023-2024	
FUND #	BARS#	TOTAL	Description
001	001.000.02.512.51.41.000	\$600,000	Professional Services - Community Court
	001.000.02.512.51.49.061	\$149,950	Registration - Community Court
	001.000.04.518.88.41.000	\$4,413	Professional Services - Cityworks Review & Configuration
	001.000.04.518.88.41.000	\$7,900	Professional Services - OnBase Upgrade
	001.000.04.518.88.41.000	\$3,853	Professional Services - Phoenix Systems Upgrade
	001.000.04.518.88.48.049	\$20,444	Equipment Repair & Maint - Network Infrastructure Refresh
	001.000.04.518.88.48.050	\$1,035	Enterprise SW & Maint - Pheonix Systems Upgrade
	001.000.06.515.45.41.022	\$173,000	Special Legal Services
	001.000.07.517.91.43.032	\$6,907	Meals - Awards Banquet
	001.000.09.525.60.35.000	\$21,267	Small Tools & Minor Equip - Projector & Screen Replacement ECC
	001.000.13.558.60.41.000	\$500,000	Professional Services - Comp Plan Update
	001.000.13.558.60.41.000	\$254,057	Professional Services - City Center/Airport Business District Plan
	Various	\$748,615	Salaries & Benefits Adjustment
Total General Fund (001)		\$2,491,441	
102	102.000.11.544.40.41.000	\$12,000	Professional Services - On-Call Geotechnical Engineering Services
	102.000.11.595.30.63.211	\$775,000	Miller Creek Daylight Project
	102.000.11.595.30.63.222	\$10,000	2022 Overlay Project
	102.000.11.595.30.63.223	\$103,261	2023 Overlay Project
	Various	\$87,569	Salaries & Benefits Adjustment
Total Street Fund (102)		\$987,830	
107	107.000.13.557.30.41.136	\$100,000	Tourism Destination Development Plan (TDDP)
	Various	\$10,899	Salaries & Benefits Adjustment
Total Hotel/Motel Fund (107)		\$110,899	
113	113.000.13.518.63.41.001	\$1,500,000	SeaTac Business Capital Access Program
	113.000.13.518.63.41.002	\$242,700	SeaTac Digital Marketplace
	113.000.13.518.63.41.003	\$1,800,000	SeaTac Regional FastTrack Childcare Initiative
	Various	\$4,661	Salaries & Benefits Adjustment
Total ARPA Grant Fund (113)		\$3,547,361	

EXHIBIT A

2023-2024 Biennial Budget Amendment

Expenditures

<u>FUND #</u>	<u>BARS#</u>	<u>2023-2024</u> <u>TOTAL</u>	<u>Description</u>
301	301.000.04.518.88.35.000	\$52,987	Small Tools & Minor Equip - Network Infrastructure Refresh
	301.000.04.518.88.35.000	\$2,500	Solid Waste Intern DC - Small Tools & Minor Equip
	301.000.10.594.18.62.001	\$1,102,482	City Hall HVAC Upgrade
	301.000.10.594.75.62.003	\$323,006	Community Center HVAC Upgrade
	301.000.10.594.75.62.002	\$191,340	SeaTac Comm Center Impr - Comm Center Playground Equip
	301.000.10.594.76.63.217	\$74,489	Angle Lake Fishing Pier
	301.000.10.594.76.63.219	\$137,704	Riverton Heights Spray Park
	301.000.10.594.76.63.221	\$120,000	Botanical Garden Entry Sign
	301.000.10.594.76.63.222	\$15,033	Bicycle Pump Track
	301.000.13.594.18.64.092	\$212,355	Permitting Software
	301.000.10.594.40.62.073	-\$230,707	Maint. Facility Design - See 306 Fund
	Total Municipal CIP Fund (301)	\$2,001,189	
306	306.000.10.594.21.62.001	\$164,994	SeaTac Police Community Outreach
	306.000.10.594.44.62.001	\$230,707	Maint. Facility Renovations
	Total Facility Constr. CIP (306)	\$395,701	
307	307.000.11.599.99.65.105	\$500,000	Transportation Master Plan Update
	307.000.11.599.99.65.307	\$471,203	River Ridge Elementary Sidewalk
	307.000.11.599.99.65.601	\$2,759,040	34th Ave S
	307.000.11.599.99.65.602	\$3,051,734	ST-141 (32nd, 180th, 176th)
	Various	\$47,600	Salaries & Benefits Adjustment
	Total Transportation CIP (307)	\$6,829,577	
308	308.000.10.576.10.41.000	\$42,666	Professional Services - Gateway Project
	Total Light Rail Station (308)	\$42,666	
403	403.000.11.531.32.41.000	\$48,392	Professional Services - SW Management Action Planning
	403.000.11.595.40.63.211	\$985,000	Miller Creek Daylight Project
	Various	\$77,827	Salaries & Benefits Adjustments
	Total SWM (403)	\$1,111,219	
404	404.000.11.537.90.XX.XXX	\$48,111	Solid Waste Intern DC - Salaries & Benefits
	404.000.11.537.92.43.031	\$800	Solid Waste Intern DC - Lodging
	404.000.11.537.92.43.032	\$600	Solid Waste Intern DC - Meals
	404.000.11.537.92.43.033	\$300	Solid Waste Intern DC - Transportation
	404.000.11.537.90.49.053	\$480	Solid Waste Intern DC - Subscriptions
	404.000.11.537.92.49.061	\$1,300	Solid Waste Intern DC - Registration
	Various	\$6,439	Salaries & Benefits Adjustments
	Total SWE (404)	\$58,030	
501	501.000.11.548.65.41.000	\$1,272	Professional Services - Fleet Electrification
	501.000.11.594.48.64.095	\$314,085	Vehicles/Heavy Equipment
	Various	\$6,970	Salaries & Benefits Adjustments
	Total Equip Rental Fund (501)	\$322,327	
	Grand Total - ALL FUNDS	\$17,898,240	

CITY OF SEATAC, WASHINGTON
2023-2024 BIENNIAL BUDGET: EXHIBIT B

4/25/2023

2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 293,781,571				
FUND	BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
001 General Fund	\$ 40,874,342	\$ 94,669,283	\$ 104,666,708	\$ 30,876,916
102 Street Fund	9,127,607	21,028,486	13,060,363	\$ 17,095,730
105 Port ILA	13,049,905	3,066,578	3,171,751	\$ 12,944,732
106 Transit Planning	410,101	570,960	151,045	\$ 830,016
107 Hotel/Motel Tax	11,331,778	3,859,200	3,304,689	\$ 11,886,289
108 Building Management	3,727,788	566,022	578,336	\$ 3,715,474
111 Des Moines Creek Basin ILA	4,320,685	727,100	3,404,445	\$ 1,643,340
112 Affordable Housing Sales Tax	221,408	297,290	378,000	\$ 140,698
113 ARPA Grant	68,336	5,138,442	5,099,052	\$ 107,726
114 Restricted Public Safety Fund	-	156,526	120,400	\$ 36,126
207 SCORE Bond Servicing	390,871	287,863	283,063	\$ 395,671
301 Municipal Capital Improvements	19,345,703	6,608,429	15,246,592	\$ 10,707,540
306 Facility Construction CIP	3,750,367	41,700	995,701	\$ 2,796,366
307 Transportation CIP	18,602,849	5,889,948	15,433,768	\$ 9,059,029
308 Light Rail Station Areas CIP	3,030,848	120,750	842,666	\$ 2,308,932
403 SWM Utility	7,006,547	8,582,000	9,553,297	\$ 6,035,250
404 Solid Waste & Environmental	1,467,037	863,900	678,278	\$ 1,652,659
501 Equipment Replacement	2,259,169	2,321,753	4,131,997	\$ 448,925
TOTAL BIENNIAL BUDGET	\$ 138,985,341	\$ 154,796,230	\$ 181,100,151	\$ 112,681,420

City of SeaTac Decision Card

<p>Title: Increase 2023 COLA</p> <p>Fund(s): Several</p> <p>Amount: \$ 990,581</p>	<p>Department: City Manager</p> <p>Director: Carl Cole</p> <p>Program: All</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 04/04/2023</p> <p>Preparer: Carl Cole</p>

Description: *(Provide a brief overview of what is being requested)*

City Manager recommendation the Council approve an additional 2023 Cost of Living Adjustment (COLA) of 4.5% for all employees, effective July 1, 2023.

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

Over the course of the last budget process, several Councilmembers expressed concern that the City of SeaTac was not competitive in the job market and expressed interest in assessment of comparative wages. Recent salary surveys have shown the City lagged in a few job classifications (corrections were made in all cases), but that base wages across the board are substantively within Council policy. The one area where the City is falling behind is in annual adjustments to wages based on economic factors. The current Collective Bargaining Agreement (CBA) requires an annual Cost of Living Adjustment (COLA) equal to 95% of the CPI-W Seattle-Tacoma-Bellevue June to June index, up to a maximum of 5%. Because economic factors have resulted in two years of higher than average inflation (2021-6.3%, 2022-9.5%), the buying power of City employees is being reduced as a consequence of the 5% cap. Additionally, current City employees are beginning to seek employment elsewhere in order to receive higher compensation, and exit interviews with those that have left indicate compensation was a primary reason for leaving. Recruiting, hiring and training are significant expenses and addressing the COLA gap will hopefully slow the flow of employees leaving the City for better financial opportunities.

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

Council can approve a different adjustment amount or not fund this request at all.

City Goal: *(Identify how this request works towards the City's Goals):*

Building Effective & Accountable Government requires staff dedicated to their jobs and eager to provide public service. Failing to retain qualified staff works against this goal.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	001, 102, 107, 113, 307, 403, 404, 501	277,481	713,100
Total Expenditures		\$ 277,481	\$ 713,100
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 277,481	\$ 713,100

City of SeaTac Decision Card

<p>Title: Solid Waste Intern</p> <p>Fund(s): 404 Solid Waste/301 Fund</p> <p>Amount: \$ 54,091</p>	<p>Department: Public Works</p> <p>Director: William Appleton</p> <p>Program: Solid Waste</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 02/17/2023</p> <p>Preparer: Mason Giem</p>

Description: *(Provide a brief overview of what is being requested)*

Creation of a Solid Waste intern position.

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

The Solid Waste Division is requested to provide an increased level of service for the community of SeaTac which both the Community and Council have asked for. Additionally, the creation of an intern position will create opportunity for people planning a career in public service to work within the field while going to school or having completed school but lacking experience. The Solid Waste Division, with the addition of an intern position would be well positioned to increase level of service within SeaTac.

Externally, our residents and businesses would see improvements in: litter pick-up and response to dumping in the rights-of-way and improved event/program coordination and execution. Specific programs include the Adopt-A-Street program which has grown to 11 volunteer groups and one community event but could have more impact with additional staffing. The position would also help volunteer groups improve at recruitment and program execution. Promoting and growing the Adopt-A-Street program including the new Adopt-A-Trail program would also be an assigned responsibility. Internally, the position would assist with hosting field staff training, conducting bi-weekly checks on hazardous waste management at City facilities and assist with reporting and documentation requirements for our hazardous waste materials management program. A dedicated staff member will ensure improved compliance with these regulations.

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

Continue to operate without an intern position. However, while programs will continue to run, they likely won't be as effective as they could be without additional staff support.

City Goal: *(Identify how this request works towards the City's Goals):*

This request Promotes our Neighborhoods and works to Build Effective and Accountable Government by improving the level of service SeaTac receives around solid waste related issues using sustainable funding generated by the solid waste franchise. It will ensure that our neighborhoods are cleaner and have greater opportunities to participate in waste reduction activities.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	301 Fund	2,500	
On-Going Costs	404- Solid Waste	16,966	34,625
Total Expenditures		\$ 19,466	\$ 34,625
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 19,466	\$ 34,625

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Solid Waste Intern

Position Title (Provided by HR) : Solid Waste Intern

Salary Range (Provided by HR) : \$23-\$28/hour

Limited Term Position? (Y/N) yes

Primary Duties/Responsibilities:

Provide intern level assistance within the Solid Waste Division 10-20 hours/week (1,040 hours/year) for the following activities/programs:

1. The Adopt-A-Street and Adopt-A-Park Programs, including volunteer management and promotion.
2. The Citywide Hazardous Materials Storage and Handling Program, including Department of Ecology reporting, documentation and staff training.
3. Solid Waste Division Events, including the Recycle events, The Great SeaTac Scrub Down and Get Your Green On.
4. The litter control program, including identification and coordination of illegal dumping cleanup.
5. Grant reporting for department of Waste Reduction and Recycling grant, the King County Hazardous Waste grant and the Local Solid Waste Financial Assistance grant.
6. Providing solid waste education (contamination reduction and compost service setup) to residents and businesses.

	2023	2024
Total Salary <i>(provided by Finance)</i>	13,440	29,120
Total Benefits <i>(provided by Finance)</i>	1,786	3,765
Subtotal Salary and Benefits	\$ 15,226	\$ 32,885

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	2,500
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	
Software Subscriptions	XXX.XX.49.053	240
Training & Conferences		240
Lodging	XXX.XX.43.031	400
Meals	XXX.XX.43.032	300
Transportation	XXX.XX.43.033	150
Registration	XXX.XX.49.061	650
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	
Other <i>(specify) :</i>		
Subtotal Associated Costs		\$ 4,240
TOTAL:		\$ 19,466
		\$ 34,625

ORDINANCE NO. 23-1013

AN ORDINANCE of the City Council of the City of SeaTac, Washington amending and repealing certain sections of Chapter 5.35 of the SeaTac Municipal Code relating to fireworks.

WHEREAS, the City Council adopted Ordinance No. 05-1006, codified in Chapter 5.35 of the SeaTac Municipal Code, which prohibited the sale, use, and possession of fireworks within the City of SeaTac except for public or religious displays of fireworks subject to the issuance of proper permits; and

WHEREAS, the City Council would like to repeal and amend certain sections of Chapter 5.35 in order to allow for the sale, use, and possession of consumer fireworks subject to the issuance of proper permits; and

WHEREAS, this has been before the Public Safety and Justice Committee on February 9 and May 4, 2023; and

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

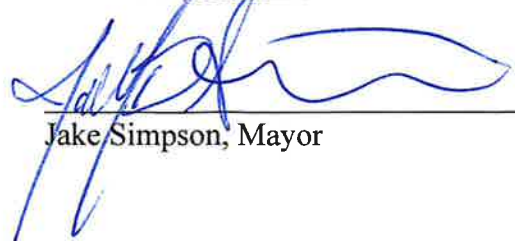
Section 1. Chapter 5.35 of the SeaTac Municipal Code is hereby amended as set forth in Exhibit A.

Section 2. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 3. This Ordinance shall be in full force and effect thirty (30) days after passage as required by law.

ADOPTED this 9th day of May, 2023, and signed in authentication thereof on this 9th day of May, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:

Kristina Gregg
Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 6/8/2023]

[Fireworks Code]

Chapter 5.35
FIREWORKS

Sections:

- 5.35.010** Definitions.
- 5.35.015** Reckless discharge of fireworks.
- 5.35.020** General provisions.
- ~~**5.35.025** Enforcement. Repealed.~~
- 5.35.030** ~~Repealed.~~ Sale – Application and Permit
- 5.35.040** ~~Repealed.~~ Fireworks Stand.
- 5.35.050** Public or religious displays of fireworks.
- 5.35.055** Issuance – Nontransferable – Voiding.
- 5.35.060** Repealed.
- 5.35.070** Repealed.
- ~~**5.35.080** Exceptions. Repealed.~~
- 5.35.085** Construction.
- 5.35.090** Violation – Enforcement and Penalty.

5.35.010 Definitions.

~~A. “Chief” or “Fire Chief” Chief of City of SeaTac Fire Department~~

A. “City” means the City of SeaTac.

B. “Fire code official” means the Puget Sound Regional Fire Authority Fire Chief or other designated authority charged with the administration and enforcement of the fire code, or duly authorized representative. ~~“Fire Department” means the City of SeaTac Fire Department.~~

5.35.015 Reckless discharge of fireworks.

RCW 70.77.488 is hereby incorporated as now stated or hereinafter amended, and all other statutes adopted by reference therein as if fully set forth herein.

5.35.020 General provisions.

A. Fireworks shall be regulated in accordance with the provisions of this Chapter, the Fire Code under SMC 13.150, and 70.77 RCW as referenced and hereby incorporated, now stated, or hereinafter amended.

~~A. It shall be unlawful for any person, firm, or corporation to offer for sale, at retail or wholesale, or to sell, at retail or wholesale, any fireworks within the City; provided, that this prohibition does not apply to duly authorized public displays.~~

B. It shall be a civil infraction, with a monetary penalty of two hundred fifty dollars (\$250.00), including costs and assessments, for any person to purchase, possess, use, discharge, ignite, or explode any fireworks within the City except:

1. As authorized by City permit to operate a public display of fireworks, ~~granted~~ pursuant to this chapter and RCW 70.77.260(2); or
2. As authorized by RCW 70.77.311(2) (use by individual or group for religious purpose on approved date and at approved location); provided, that a permit is obtained from the ~~Fire Chief~~ fire code official pursuant to this chapter; or
3. Used as trick and novelty devices, and use of agricultural and wildlife fireworks as defined in WAC 212-17-045 now stated or as hereinafter amended; or
4. As authorized under RCW 70.77.405, 70.77.530, and 70.77.535.

C. Limitation on Use of legal Consumer Fireworks.

1. Legal consumer fireworks, as defined by RCW 70.77.136 are small devices designed to produce: (a) visible effects by combustion and which must comply with the construction, chemical composition, and labeling regulations of the United States Consumer Product Safety Commission; and (b) audible effects such as a whistling ground device containing 50 milligrams or less of explosive materials.
2. Devices that are aerial, airborne, discharged, launched, or explode that may otherwise be considered consumer fireworks are prohibited.
3. It is unlawful for any person under the age of 16 years to possess, use, discharge, or transport any fireworks unless under immediate supervision of an adult who is 18 years old or older. It is unlawful for any person or entity to sell or give fireworks to anyone under the age of 16 years unless that person is under the immediate supervision of an adult who is 18 years old or older.
4. It is unlawful for any person to smoke within 25 feet of any building or stand in which fireworks are sold at retail or stored after hours.
5. It is unlawful for any person to discharge any fireworks, or to permit the discharge of fireworks, within 300 feet of any structure, combustible material, or person, or any building or stand in which fireworks are sold at retail or stored after hours.
6. It is unlawful at any time to throw or toss any fireworks at any person, animal, vehicle, thing or object.
7. It is unlawful to have in possession of or to use, fire, or discharge any fireworks in any public park within the City, including vehicle parking areas within or adjacent to a park.
8. During periods of extreme fire danger, the local fire code official may prohibit the discharge of all fireworks including those described in this chapter.

9. Legal consumer fireworks may only be used or discharged within the City on the following days and times pursuant to RCW 70.77.395:

From 12:00 noon to 11:00 p.m. on June 28 of each year;

From 9:00 a.m. to 11:00 p.m. on each day from June 29 through July 3 of each year;

From 9:00 a.m. to 12:00 midnight on July 4 of each year; From 9:00 a.m. to 11:00 p.m. on July 5 of each year; and

From 6:00 p.m. on December 31 until 1:00 a.m. on January 1 of the subsequent year.

~~D.C.~~ It shall be unlawful for any person, firm, or corporation to hold, conduct, or engage in any public or religious display of fireworks within the City without first having obtained and being a valid holder of a valid permit under the provisions of this chapter and in accordance with RCW 70.77.311.

~~5.35.025~~ Enforcement.

~~Law enforcement and the Fire Department are authorized to enforce the provisions of this chapter, including, but not limited to, the issuance of civil infractions pursuant to this chapter.~~

5.35.030 Sales ~~application~~ – Application and Permit.

A. Temporary Fireworks Stands. Retail sales of fireworks shall be permitted only from within temporary fireworks stands, and sale from any other building or structure is prohibited. Temporary stands shall be subject to the following conditions:

1. Any person, firm or corporation engaging in the retail sale of any fireworks within the city limits of SeaTac shall obtain a City business license in accordance with SMC Chapter 5.05.
2. Applications for temporary fireworks stand permits shall be made to the City and must be accompanied by the appropriate application fee in accordance with the fee schedule as required under SMC Chapter 5.05. In 2023, applications may be filed between June 8, 2023 through June 21. In 2024, and every year thereafter, applications may be filed only during the period between April 15 and June 1 of the year for which the permit is sought.
3. Any issued permit shall be used only by the designated permittee and shall be non-transferable.
4. The maximum number of permits issued by the City in any year shall not exceed four. Applications shall be reviewed on a first-come-first-served basis.

B. Temporary fireworks stand permits shall be issued only upon compliance with the following terms and conditions:

1. The applicant shall have a valid and subsisting Washington State fireworks license issued by the Washington State Patrol authorizing the holder thereof to engage in the fireworks business.

2. The applicant shall provide proof of a liability insurance policy with coverage of not less than \$50,000; and \$500,00 for bodily injury liability for each person and occurrence, respectively; and not less than \$50,000 for property damage liability for each occurrence, or such policy as may comply with, or exceed, the requirements of RCW 70.77.270.

3. Prior to issuance of a permit, the applicant shall provide the local fire code official with a list of all combustible items that will be offered for sale at fireworks stands.

4. Prior to issuance of a permit, the applicant shall provide copies of their City Business License to the local fire code official

5.35.040 Fireworks stands.

Temporary fireworks stands shall be erected under the supervision of the fire code official and shall conform to the following minimum standards:

1. Temporary fireworks stands shall not be located:

(a) within 100 feet of any gasoline stations, oil storage tanks, or premises where flammable liquids are kept or stored;

(b) closer than 20 feet to buildings, combustibles, parking, storage, public roads, motor vehicle traffic, or generators;

(c) within 25 feet of any property line;

(d) within 100 feet of tents, other fireworks stands, fuel dispensing devices, retail propane dispensing stations, flammable liquid storage, and combustible storage; and

(e) within 300 feet of bulk fuel storage.

2. Each temporary fireworks stand shall have at least two exits that shall be unobstructed at all times and located as far from each other as possible. Parking for customers shall be located at least 20 feet away from the stand.

3. Each temporary fireworks stand shall have fire extinguishers in a readily accessible place and approved by the fire code official as to location within the stand, number and type. No smoking shall be permitted within 25 feet of a fireworks stand, and signs reading "NO SMOKING WITHIN 25 FEET" shall be conspicuously posted on all four sides of the fireworks stand.

4. Each stand shall only be operated and occupied by adults (18 years old or older). No fireworks shall be left unattended in a stand.

5. All vegetation and combustible materials shall be cleared from the location of the stand to at least a distance of 20 feet.

6. All unsold fireworks, cartons and other rubbish shall be removed from the location and from the City by 12:00 noon on July 6 each year. The fireworks stand shall be dismantled and removed from the location by 12:00 noon on July 10 each year.

7. Fireworks shall not be discharged within 300 feet of a fireworks stand. Signs reading "NO FIREWORKS DISCHARGE WITHIN 300 FEET" shall be in letters at least two inches high, with a principal stroke of not less than one-half inch on contrasting background, and such signs shall be conspicuously posted on all four sides of the stand.

8. Fireworks retailers shall not knowingly sell fireworks to persons under the age of 16 and shall require proof of age by means of a driver's license or photo identification card containing a photograph with a date of birth, issued by a public or private school, state, federal or foreign government.

9. Retail sales of legal consumer fireworks shall only be allowed within the City on the days and times identified in this ordinance pursuant to RCW 70.77.395.

10. If the fireworks stand is proposed for placement on lease, the applicant shall provide an affidavit from the property owner that the use is acceptable.

11. Additional signage required by the fire code official shall be prominently displayed on the fireworks stand.

5.35.050 Public or religious displays of fireworks.

A. Any person desiring to give or make a public or religious display of fireworks within the City shall make an application for a permit to operate the public or religious display, in writing, to the Chief of the Fire Department. The application shall set forth the following information:

1. The name of the organization sponsoring the display, together with the names and addresses of persons actually in charge of the firing/presentation of the display;
2. The date and time of day at which the display is to be held;
3. The exact location planned for the display;
4. A description setting forth the age and experience of the persons who are to do the actual discharging of the fireworks;

5. The number, type and description of fireworks to be discharged, and the name, address, and telephone number of the licensed manufacturer, importer, or wholesaler where such fireworks will be or have been purchased;
6. The manner and place of storage of such fireworks prior to the display; and
7. A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged, the location of all buildings, highways and other lines of transit or communication as well as telephone, electric and other utility lines and poles and any other structures, facilities or objects which could present overhead obstructions, located within five hundred (500) feet of the point of discharge.

B. Fee for Public Display Permit. There shall be no permit fee for a permit issued by the City under this chapter and in accordance with RCW 70.77.311(2).

C. Investigation on Site – Certificate of Compliance ~~by Fire Department~~ –

1. Notice of Approval by ~~Fire Department~~ fire code official. Upon receipt of such application, at least thirty (30) days in advance of the date set for the display, the ~~Fire Department~~ fire code official shall make an investigation of the site of the proposed display for the purpose of determining whether the provisions of these regulations are complied with in the case of the particular display.
2. If the ~~Fire Chief~~ fire code official ~~or designee~~ is satisfied that the display is lawful and there has or will be full compliance with all applicable laws, State and local, then the ~~Fire Chief~~ fire code official ~~or designee~~ shall issue a written recommendation for or against the permit which shall be kept on file ~~in the Fire Chief's or designee's office~~ with the City and available for review by authorized reviewing agencies.
3. If the ~~Fire Chief~~ fire code official ~~or designee~~ finds that the permit applicant has complied with all applicable laws, then the ~~Fire Chief~~ fire code official ~~or designee~~ may issue a certificate of compliance stating an endorsement of the display as being in conformance with all applicable laws and with these regulations.
4. For any scheduled public display, applicants must also submit such information as is deemed appropriate by the SeaTac Police Department ~~of the City~~ to ensure that adequate traffic control and crowd protection policing and any other measures necessary or appropriate for public safety have been arranged either through private security agencies or through a contract with the City's Police Department or the King County Department of Public Safety. A written notice that the applicant has complied with these requirements shall be issued by the Police Chief before a public display permit is issued.

D. Every public or religious display of fireworks shall be handled by at least two (2) competent operators approved by the ~~Fire Chief~~ fire code official ~~or designee~~, and every public or religious display of fireworks shall be of such character, and so located, discharged or fired that, in the

opinion of the ~~Fire Chief~~ fire code official or designee, after proper investigation, it would not constitute a hazard to property or endanger any person.

E. At least one (1) operator at each public or religious display of fireworks shall be a pyrotechnic operator licensed by the Chief of the Washington State Patrol, through the Director of Fire Protection, under RCW 70.77.255. The State-licensed pyrotechnic operator shall be the person who actually discharges or ignites the fireworks.

F. A bond or certificate of insurance must be furnished to the ~~Fire Chief~~ fire code official or designee before a permit is issued. The bond shall be in the amount of one million dollars (\$1,000,000) and shall be conditioned upon the applicant's payment of all damages to persons and property resulting from or caused by any public display of fireworks, or by any negligence on the part of the applicant or its agents, servants, employees or subcontractors in the presentation of the display. The certificate of insurance shall evidence a comprehensive general liability (including automobile coverage) insurance policy providing limits of one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregate, naming the City of SeaTac as an additional insured. Any such bond or insurance policy must be approved by the City Attorney.

G. A ~~cash~~ deposit in the amount of three hundred dollars (\$300.00) must be posted with the fire code official ~~Fire Chief or designee~~ at least thirty (30) days in advance of the public or religious display date to provide for the costs of site cleanup. The deposit shall be forfeited to the City if the operator fails to perform such cleanup within three (3) days of the display. If the operator properly performs the cleanup, the deposit shall be returned to the operator.

~~H. Storage:~~

~~1. As soon as the fireworks have been delivered to the display site, they shall be attended and shall remain dry.~~

~~2. All shells shall be inspected upon delivery to the display site by the display operator. Any shells having tears, leaks, broken fuses or showing signs of having been wet shall be set aside and shall not be fired. After the display, any such shells shall be either returned to the supplier or destroyed according to the supplier's instructions.~~

~~3. All fireworks at the firing site must be stored in ready boxes (substantially constructed wood magazines). During the display, magazines must be twenty five (25) feet upwind (in relation to the firing item) from the nearest mortar. Magazine lids must be open in the opposite direction of the firing. All ready boxes are to be protected by a flameproof water-repellent canvas cover until emptied.~~

~~4. The shell storage area shall be located at a minimum distance of not less than twenty-five (25) feet from the discharge site.~~

~~5. During the display, shells shall be stored upwind from the discharge site. If the winds shift during the display, the shell storage area shall be relocated to be upwind from the discharge site.~~

~~6. There shall be at least two (2) 2A-rated fire extinguishers (two and one-half (2-1/2) gallon water), UL approved kept as widely separated as possible within the actual area where the discharging will occur.~~

~~I. Preparation of Site Crowd Control.~~

~~1. All dry grass, weeds and other combustible waste within fifty (50) feet of the firing site shall be removed.~~

~~2. The site shall be located so that the trajectory of shells shall not come within fifty (50) feet of any overhead object including but not limited to above ground telephone, telegraph or electric lines, trees or wooded areas.~~

~~3. Discharged fireworks shall not come within one hundred (100) feet of any tent or canvas shelter.~~

~~4. The firing and storage site shall be located not less than two hundred (200) feet from any building, public highway or railroad or other means of travel.~~

~~5. No boats shall be allowed within two hundred (200) feet of the firing or storage site.~~

~~6. The operators shall provide sufficient personnel to assure that no unauthorized persons are allowed within two hundred (200) feet of the firing and storage site. This requirement shall be in effect from one-half (1/2) hour prior to the arrival of fireworks until the fireworks debris, equipment and fireworks have been removed from the site.~~

~~7. Spectators shall be restrained behind lines or barriers at least two hundred (200) feet from the firing and storage locations.~~

~~J. Installation of Mortars.~~

~~1. Mortars shall be inspected by the operators for dents, bent ends, and cracked or broken plugs prior to ground placement. Mortars found to be defective in any way shall not be used. Any scale on the inside surface of the mortars shall be removed.~~

~~2. Mortars shall be positioned so that the shells are carried away from spectators and buildings. When fired over water, mortars shall be installed at an angle of not less than ten (10) degrees, pointed towards the water.~~

~~3. Mortars shall be either buried securely into the ground to a depth of two-thirds (2/3) to three-fourths (3/4) of their length or fastened securely in mortar boxes or drums. In soft~~

ground, heavy timber or rock slabs shall be placed beneath the mortars to prevent their sinking or being driven into the ground during firing.

~~4. In damp ground, a weather resistant bag should be placed under the bottom of the mortar prior to placement in the ground to protect the mortar against moisture.~~

~~5. Weather resistant bags shall be placed over the open end of the mortar in damp weather to keep moisture from accumulating inside the surface of the mortar.~~

KH. Operation of the Display.

1. The operators shall provide fire protection at the site as required by ~~the Fire Chief~~ fire code official.

2. Only fireworks approved by the ~~Fire Chief~~ fire code official are authorized for use.

~~3. When display is fired from a barge or vessel, a secured area shall be established around the barge or vessel to prevent boats from entering the fallout area. No boats shall be allowed within two hundred (200) feet of the firing or storage site. A boat shall be on standby to remove personnel from the barge and otherwise respond in the case of an emergency. Additional fire extinguishers, rated 2A minimum, shall be on the barge and so spaced that an extinguisher shall be available at all times.~~

~~43. If, in the opinion of the Fire Chief~~ fire code official ~~or designee or authorized representative~~, lack of crowd control should pose a danger, the display shall be immediately discontinued until such time as the situation is corrected.

~~54. If at any time high winds or unusually wet weather prevail such that, in the opinion of the Fire Chief~~ fire code official ~~or designee or authorized representative~~ of the display operators, a definite fire danger exists, the public display shall be discontinued or postponed until weather conditions improve so as to permit safe discharge of fireworks.

~~6. Light snow or mist need not cause cancellation of the display; however, all materials used in the display shall be protected from the weather until immediately prior to use.~~

~~7. Display operators and assistants shall use only flashlights or approved electrical lighting for artificial illumination.~~

~~8. No smoking or open flames shall be allowed within fifty (50) feet of the firing or storage area so long as shells are present. Signs to this effect shall be conspicuously posted.~~

~~9. The first shell fired shall be carefully observed to determine that its trajectory will carry it into the intended firing range and that the shell functions are over and any debris falls into the planned landing area.~~

~~10. Mortars shall be re-angled or reset if necessary at any time during the display to properly adjust the trajectory or landing area.~~

~~11. When a shell fails to ignite in the mortar, the mortar shall not be touched for a minimum of five (5) minutes. After five (5) minutes it shall be carefully flooded with water. Immediately following the display, the mortar shall be emptied into a bucket of water. The supplier shall be contacted as soon as possible for proper disposal instructions.~~

~~12. Operators shall not attempt to repair a damaged shell nor shall they attempt to dismantle a dry shell. In all such cases, the supplier shall be contacted as soon as possible for proper disposal instructions.~~

~~13. Operators shall not dry a wet shell, nor shall they lance or pot a wet shell for reuse.~~

~~14. The entire firing range shall be inspected immediately following the display to locate any defective shells. Any such shells found shall be immediately doused with water before handling. The shells shall be placed in a bucket of water. The supplier shall then be contacted as soon as possible for proper disposal instructions.~~

~~15. When fireworks are displayed in darkness, the operator shall ensure that the firing range is inspected early the following morning.~~

~~16. Any fireworks remaining unfired after the display shall be immediately disposed of or removed from the City in a safe manner.~~

~~17. The debris from discharged fireworks shall be disposed of in a proper manner.~~

LI. Additional Safety Measures. When, in the sole discretion of the ~~Fire Chief~~ fire code official, it is necessary to preserve the public health, safety and welfare of the City, a permit may be conditioned upon any other safety requirements as deemed appropriate by the ~~Fire Chief~~ fire code official. The applicant shall bear the cost of any additional safety requirements, and, at the sole discretion of the ~~Fire Chief~~ fire code official ~~or designee~~, may be required to pay those costs prior to the issuance of a permit.

MJ. The denial by the ~~Fire Chief~~ fire code official ~~or designee~~ of a permit issued under this chapter may be appealed to ~~the City Council in the same manner as decisions of the Hearing Examiner, as set forth in SMC 13.100.100(B)1.20.230 through 1.20.280.~~ The decision of the ~~City Council~~ Hearing Examiner shall be final and conclusive in accordance with SMC 1.20.100(H).

5.35.055 Issuance – Nontransferable – Voiding.

Each permit issued pursuant to this chapter shall be valid only for the specific authorized event, shall be used only by the designated permittee, and shall be nontransferable. Any transfer or unauthorized use of a permit is a violation of this chapter and shall void the permit in addition to all other sanctions provided in this code.

5.35.060 Sale of fireworks.

Repealed.

5.35.070 Unclassified fireworks.

Repealed.

~~5.35.080 Exceptions.~~

~~The provisions of this chapter shall not apply to “toy sparklers” and “toy caps” containing not more than 25/100ths grains of explosive compound for each cap and/or sparkler. It is further provided, that nothing contained in this chapter shall be deemed to prohibit the use of any explosive or flammable compound, blasting caps and similar items used for industrial purposes, nor to prohibit the use of any blank cartridges for use by person for bona fide ceremonial services, sporting events or demonstrations. This chapter shall not be construed so as to prohibit the use of torpedoes, flares or fuses by the operators of motor vehicles or railroads, nor by other transportation agencies for signal purposes. This chapter shall also not apply to the assembling, use and display of fireworks, of whatever nature, by any persons engaged in the production of fireworks when such use and display are necessary parts of the production and such persons possess requisite State permits to do so. This chapter shall also not apply to manufacturers, wholesalers, dealers or jobbers who possess the appropriate licenses and/or permits from manufacturing or selling any kind of fireworks for direct shipment out of the City or out of the State, nor for manufacturing and/or selling at wholesale any dangerous fireworks to properly licensed persons holding a valid permit for a public display of fireworks.~~

5.35.085 Construction.

This chapter is intended to implement Chapter 70.77 RCW, and shall be construed in connection with that law and any and all regulations issued pursuant thereto.

5.35.90 Violation – Enforcement and Penalty.

A. Any person violating any provision of this chapter for which no penalty is specifically provided is guilty of a misdemeanor, and upon conviction shall be punished by a fine in an amount not exceeding one thousand dollars (\$1,000), or by imprisonment for a term not exceeding ninety (90) days, or by both.

B. Any person who sells or offers to sell without a valid permit or license, uses or discharges fireworks in a reckless manner that creates a substantial risk of death or serious physical injury to another person or damage to the property of another is guilty of a gross misdemeanor. Upon conviction, the sentencing court may order restitution for any property damage or loss caused by the offense.

BC. A person commits a separate offense for each separate and distinct violation of any provisions of this chapter, and a person commits a separate offense for each day during which ~~he/she~~ they commits or allows to continue a violation of any provisions of this chapter.

CD. Any fireworks which are illegally sold, offered for sale, used, discharged, ignited, exploded, possessed or transported in violation of the provisions of this chapter or of Chapter 70.77 RCW shall be subject to seizure by any police officer or by the ~~Fire Chief~~ fire code official ~~or his designee~~.

DE. It shall be a civil infraction, with a monetary penalty of two hundred fifty dollars (\$250.00), including costs and assessments, for any parent, guardian, or other person having control or custody of a person under the age of eighteen (18) years of age to authorize or permit such person to violate any provision of this chapter.

F. Any person who violates any portion of this ordinance shall have their fireworks subject to seizure by the SeaTac Police Chief, or designee, as provided for in RCW 70.77.435.

G. Law enforcement and the fire code official are authorized to enforce the provisions of this chapter, including, but not limited to, the issuance of civil infractions pursuant to this chapter.

ORDINANCE NO. 23-1014

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to amend the agreement with ANEW for stipends for the apprenticeship program and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the City of SeaTac has a current Human Services Contract with ANEW for \$24,000 for 2023-24;

WHEREAS, young adults in SeaTac face limited opportunities for family wage jobs without proper training and apprenticeship or pre-apprenticeship programs help solve this issue;

WHEREAS, one of the barriers for low-income students entering the ANEW Apprenticeship Program is the need for a salary while training because many of these students work jobs to help support the family unit and taking time away from these jobs means a loss of income for the entire family;

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority for stipends for SeaTac students enrolled in ANEW Apprenticeship Programs;

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

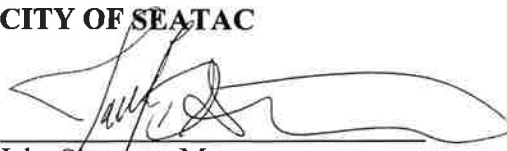
Section 1. Authorizing the City Manager add an addendum to the existing ANEW contract.

Section 2. The City's 2023-2024 Biennial Budget is amended by increasing expenditures in the ARPA (113) Fund by \$115,200 in order to fund stipends for the ANEW apprenticeship program.

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


ADOPTED this 23 day of May, 2023, and signed in authentication thereof on this 23 day of May, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: June 3, 2023]

[ANEW Agreement and Amend Budget]

**CONTRACT FOR HUMAN SERVICES
BETWEEN THE CITY OF SEATAC
AND
ANEW**

THIS AGREEMENT is entered into effective on the 1st day of January 2023, by and between the City of SeaTac, a municipal corporation of the State of Washington, hereinafter referred to as the “City”, and, ANEW, hereinafter referred to as the “Agency.”

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Independent Contractor. The Agency and City agree that the Agency is an independent contractor with respect to the services provided pursuant to this Contract. Nothing in this Contract shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Agency nor any employee of the Agency shall be entitled to any benefits accorded City employees by virtue of the services provided under this Contract. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security payments or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Agency, or any employee of the Agency.

2. Scope of Services to be Performed by Agency. The Agency shall perform those services described in the Scope of Services (*see Exhibit A*) attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Agency shall at all times comply with all federal, state, and local statutes, ordinances, and rules applicable to the performance of such services and the handling of any funds used in connection therewith.

3. Duration of Contract. This Contract shall be in full force and effect for a period commencing on January 1, 2023 and ending December 31, 2024, unless sooner terminated under the provisions hereinafter specified. However, *funding for calendar year 2023 is contingent, subject to written confirmation by the City Manager as funding may be modified or eliminated by the City Council.* Continued funding may also be dependent upon the Agency’s performance of the services identified in **Exhibit A**, contract compliance, cost-benefit analysis, and return on investment analysis.

4. Agency Compensation. The City shall pay the Agency for services rendered not to exceed \$12,000, per calendar year. Payment will be made on a quarterly basis.

5. Method of Payment and Performance Measures.

A. In order to receive payment, the Agency shall submit a signed invoice and accompanying Service Report through electronic means as directed by the City not more than fifteen (15) working days after the close of each quarter, except the fourth quarter invoice and Service Report shall be submitted within five (5) working days after the close of the quarter. The City reserves the right to delay payment if invoices and service reports are incomplete or submitted late.

B. The City will utilize a variety of measures as indicators of satisfactory

contract performance, which in turn determines the compensation paid by the City to the Agency. The Agency shall meet at least 90% of the combined yearly performance measures outlined in **Exhibit A** in order to be compensated 100%.

C. If the Agency does not meet at least 90% of the combined yearly performance measures at year-end, total compensation shall be reduced proportionately (*e.g.*, if the agency meets 70% of the combined yearly performance measures, final compensation will be 70% of the compensation set forth in Section 3 below). In such cases, the City, through its City Manager, may authorize additional compensation up to the full amount set forth in Section 3 below if it is determined by the City Manager that: 1) circumstances beyond the Agency's control impacted its ability to meet 90% of the combined yearly performance measures; and 2) the Agency demonstrates that reasonable effort was made to overcome those circumstances.

6. Discrimination Prohibited. The Agency shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Agency to be provided under this Contract on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

7. Indemnification. The Agency shall defend, indemnify, and hold harmless the City, its officials, officers, directors, employees, volunteers, and agents from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the Agency's performance of this Contract, except for injuries and damages caused by the City's sole negligence. The City's inspection or acceptance of any of Agency's work when completed shall not be grounds to avoid any of these covenants of indemnification. The provisions of this Section shall survive the expiration or termination of this Contract.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE AGENCY'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

8. Insurance. The Agency shall procure and maintain insurance as outlined below for the duration of this Contract. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A X or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, directors, employees, volunteers, and agents as Primary Non-Contributory Additional Insureds of said policies.

The Agency shall not begin work under this Contract until all required insurance has been obtained and until such insurances have been received by the City. The Agency shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

Coverage shall be at least as broad as and with limits not less than the following, which may be satisfied through a combination of primary and umbrella or excess liability coverage. The types and limits insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form

\$1,000,000 per occurrence liability/\$2,000,000 annual aggregate

Stop Gap Liability \$1,000,000

Waiver of Subrogation

Primary Non-Contributory Additional Insured coverage for the City of SeaTac, *et.al.*

AUTOMOBILE LIABILITY

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

EXCESS/UMBRELLA LIABILITY

\$1,000,000 per occurrence liability/\$1,000,000 annual aggregate

WORKER'S COMPENSATION

Employees of Agency and Subcontractors are to be insured under Washington State Industrial Insurance.

The General Aggregate provision of the Agency's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this Contract.

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

9. Tax Exempt Status, Corporate Registration, and Business License.

A. For the duration of this Contract, the Agency shall maintain tax-exempt status with the Internal Revenue Service and current corporate registration with the Washington Secretary of State.

B. The Agency shall obtain a City of SeaTac Business License, if required by City Code.

10. Record Keeping and Reporting.

A. The Agency shall maintain accounts and records, including personnel, property, financial and programmatic records that sufficiently and properly reflect all direct and indirect costs of any nature expended and services carried out in the performance of this Contract and other such records as may be deemed necessary to the City to ensure proper accounting for all funds contributed by the City for the performance of this Contract and in compliance with this Contract.

B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Washington State

Archivist in accordance with Chapter 40.14 RCW and by the City.

C. The Agency shall provide a yearly Outcomes and Demographics Report to the City containing statistical data concerning client intakes and services performed by the Agency during the year. The Agency will report the types and number of services that the Agency provided, in a Quarterly Service Report, together with information concerning the number of people who participated or received the services, and other information as agreed upon. This information shall be submitted electronically as directed by the City.

11. Audits and Inspections. The records and documents with respect to all matters covered by this Contract shall be subject at all times to inspection, review, or audit during the performance of this Contract. The City shall have the right to an annual review of the Agency's financial statements and condition.

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

13. Notices. Notices required by terms of this Contract shall be sent to the other party at the following addresses, unless otherwise requested, in writing, by one of the parties to this Contract:

CITY OF SEATAC:

City of SeaTac
City Manager's Office
Attn.: Carl Cole, City Manager
4800 South 188th Street
SeaTac, WA 98188-8605
Telephone: (206) 973-4820

AGENCY:

ANew
Attn.: Karen Dove, Executive Director
18338 Andover Park West
Tukwila, WA 98188
Telephone: (206) 381-1384
Email: karen@newcareer.org

14. Changes. All notices or communications permitted or required to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified mail, return receipt requested, and addressed, if to a party of this Contract, to the address for the party set forth above.

15. Assignment and Subcontract. The Agency shall not assign or subcontract any portion of the services contemplated by this Contract without the written consent of the City.

16. Termination. This Contract may at any time be terminated by the City upon giving to the Agency thirty (30) days written notice of the City's intention to terminate the same. If the Agency's insurance coverage is canceled for any reason, the City shall have the right to terminate this Contract immediately. In the event of contract termination, the Agency shall be

compensated for services rendered, provided that the Agency submits the required documentation as outlined in Section 2(A) above within thirty (30) days of the effective date of termination. For example, if the Agency performed services that equate to 50% of the combined yearly performance measures at the time of contract termination, the Agency shall be compensated 50% of the amount set forth in Section 3 of this Contract.

17. Continuation of Performance. In the event that any dispute or conflict arises between the parties regarding any of the performance of the Agency while this Contract is in effect, the Agency agrees that, notwithstanding such dispute or conflict, the Agency shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities. If any dispute or conflict arises that is not within the scope of work described in **Exhibit A**, the Agency may elect to stop work until the dispute or conflict is resolved.

18. Applicable Law; Venue; Attorneys' Fees. This Contract shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Contract, the parties specifically understand and agree that venue shall be King County Superior Court, Maleng Regional Justice Center, King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.

19. Entire Agreement. This Contract contains the entire agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Contract, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the Contract. Proposed changes, which are mutually agreed upon, shall be incorporated by written amendments to this Contract.

CITY OF SEATAC:

AGENCY: ANEW

By: Carl Cole
Name: Carl C. Cole
Title: City Manager
Date: Feb 14, 2023

By: Karen Dove
Name: Karen Dove
Title: Executive Director
Date: Feb 14, 2023

APPROVED AS TO FORM:

By: Mary Mirante Bartolo
Name: Mary Mirante-Bartolo
Title: City Attorney

EXHIBIT A
Scope of Services

The Agency shall furnish to residents of the City of SeaTac, under the City’s Human Services program, basic services including, but not limited to the following:

Performance Measure	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
1. Training					4
2. Individual					4
3. Residents served	2	2	2	2	8
4.					
5.					

Define each service unit.

- Unduplicated City Clients = number of unduplicated City residents served.
- Service Unit #1= 8 Residents will receive a 12-week training program with a total of 300 hours.
- Service Unit #2 = Individual assistance with career exploration, applications, resume, and interviews.

Outcome #1: 80% of its students will enter the construction industry and 70% of those apprentices will remain in the industry for at least a year.

Outcome#2:75% of the retention rate for apprentices in the construction trades two years after graduation.

The Agency must attend and have a table/booth at the following City-sponsored events throughout the life of the contract.











ANEW_Contract_Agreement_HumanServices_2023-2024

Final Audit Report

2023-02-15


Created:	2023-02-13
By:	Gillian Sayer (gsayer@seatacwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjE-iORgJMBUpuZTxDznCracdjEgNiB4I

"ANEW_Contract_Agreement_HumanServices_2023-2024" History

-  Document created by Gillian Sayer (gsayer@seatacwa.gov)
2023-02-13 - 6:27:27 PM GMT
-  Document emailed to Karen Dove (karen@anewaop.org) for signature
2023-02-13 - 6:41:55 PM GMT
-  Email viewed by Karen Dove (karen@anewaop.org)
2023-02-14 - 4:18:56 PM GMT
-  Document e-signed by Karen Dove (karen@anewaop.org)
Signature Date: 2023-02-14 - 4:19:25 PM GMT - Time Source: server
-  Document emailed to Carl Cole (ccole@seatacwa.gov) for signature
2023-02-14 - 4:19:26 PM GMT
-  Email viewed by Carl Cole (ccole@seatacwa.gov)
2023-02-14 - 4:21:15 PM GMT
-  Document e-signed by Carl Cole (ccole@seatacwa.gov)
Signature Date: 2023-02-14 - 4:21:23 PM GMT - Time Source: server
-  Document emailed to mmbartolo@seatacwa.gov for signature
2023-02-14 - 4:21:24 PM GMT
-  Email viewed by mmbartolo@seatacwa.gov
2023-02-15 - 1:29:44 AM GMT
-  Signer mmbartolo@seatacwa.gov entered name at signing as Mary Mirante Bartolo
2023-02-15 - 1:30:35 AM GMT

 Document e-signed by Mary Mirante Bartolo (mmbartolo@seatacwa.gov)

Signature Date: 2023-02-15 - 1:30:37 AM GMT - Time Source: server

 Agreement completed.

2023-02-15 - 1:30:37 AM GMT

**FIRST AMENDMENT TO CONTRACT
FOR HUMAN SERVICES BETWEEN THE
CITY OF SEATAC AND ANEW**

The contract dated January 23, 2023 between the City of SeaTac and ANEW shall be amended as follows:

Section 2. Scope of Services to be Performed by Agency. In addition to the Agency performing those services described in the Scope of Services in Exhibit A, the Agency will also performing services also described in **Exhibit B** attached hereto and incorporated by this reference as if fully set forth.

Section 4. Agency Compensation. Replace current language with following language, "The City shall pay the Agency (ANEW) for services rendered not to exceed \$139,200 for 2023-24. Payment will be made on a quarterly basis."

CITY OF SEATAC

Carl Cole
City Manager

Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

SeaTac Legal Department

ADDENDUM

EXHIBIT B

SCOPE OF SERVICES

ANEW shall furnish to residents of the City of SeaTac, under the City's Human Services program, basic services including, but not limited to the following:

- Minimum wage stipends for SeaTac residents enrolled in ANEW's apprenticeship and pre-apprenticeship programs.
- Fund 16 students a living allowance stipend during 2023-2024. The students shall receive a 20-an-hour stipend for the 280 hours of training. This equals to \$5,600 in stipend wages per student for a 2023-24 total of \$89,600.
- Fund a \$25 a week transportation stipend for 12 weeks. This equals \$300 per student for a 2023-24 total of \$4,800.
- Fund a \$20 meal stipend per student for 40 days of class. The total meal stipend per student is \$800 for a 2023-24 total of \$12,800.
- Fund 16 SeaTac student's stipends for safety equipment at a cost of \$500 per student for a 2023-24 total of \$8000.

The total cost of the Exhibit B Scope of Services shall not exceed \$115,200.

City of SeaTac Decision Card

<p>Title: ANEW Stipends</p> <p>Fund(s): ARPA</p> <p>Amount: \$ <u>115,200</u></p>	<p>Department: CED</p> <p>Director: Evan Maxim</p> <p>Program: Human Services</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 05/9/2023 Kyle</p> <p>Preparer: Moore</p>

Description: *(Provide a brief overview of what is being requested)*

Amending the ANEW Apprenticeship Program Human Services Contract to pay students stipends for living allowance, transportation, meals and safety equipment.

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

The ANEW Apprenticeship Program receives funding from the Human Services Contract. The program trains South King County residents in the construction trades leading to family wage jobs.

One barrier for lower-income students entering the program is the need to earn money to contribute to the family. By paying students a minimum wage while training allows these students to participate in the program leading to higher wage career jobs.

Students would be paid a stipend of \$20 an hour for the 280 hour training. This equals to about \$5,600 per student for the entire program. The students would continue to be paid as long as they remain in good standing with the program requirements. The total cost for two years would be \$89,600 for 16 students.

In addition, each student would receive \$25 a week in transportation costs for the entire 12 week program. The total cost per student is \$300. the total cost for two years would be \$4,800 for 16 students.

Each SeaTac student would receive \$20 a day for lunch for the entire 40 day program. This equals to \$800 a student. The total cost for two years would be \$12,800 for 16 students.

In addition to the pay stipend, students also require about \$500 worth of work gear which includes, work boots, eye protection and other safety items. The total cost for two years would be \$8,000 for 16 students.

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

The City could choose to fund less than 16 students for stipends. Each student cost about \$7,200 so the City would save this amount of money per student. The City could also choose not to fund the stipends.

City Goal: *(Identify how this request works towards the City's Goals):*

BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT – Increase community trust through better community engagement, collaboration, and transparency.

Funding Detail:

	Fund(s)/Source	Amount	Amount
Expenditures:			
One-Time Costs	ARPA Fund 113.000.13	115,200	115,200
On-Going Costs			
Total Expenditures		\$ 115,200	\$ 115,200
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 115,200	\$ 115,200

Supplemental Info Worksheet

Revenue:	BARS# (if known)	Amount	Amount
Total		\$ 0	\$ 0
Expenditures:			
Stipends & Safety Equipment	113.000.13	115,200	115,200
Total		\$ 115,200	\$ 115,200

ORDINANCE NO. 23-1015

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a professional services contract with DKS, Associates for the 2024 Transportation Master Plan, and amend the City's 2023-2024 Biennial Budget.

WHEREAS, pursuant to the requirements of the Washington State Growth Management Act (RCW 36.70A), the City of SeaTac is required to develop and adopt a Comprehensive Plan. This plan is required to include various elements for land use, housing, transportation, capital facilities and utilities, economic development, parks and recreation, and other elements such as, community design, environment, and human services; and

WHEREAS, the Growth Management Act requires that each comprehensive land use plan and development regulations be subject to continuing review and evaluation by the county or city that adopted them and periodically, requires a major update to ensure consistency with State law (RCW 36.70A.130); and

WHEREAS, the Growth Management Act provides for amendments to the Comprehensive Plan to occur no more than once per year; and

WHEREAS, the City Council authorized, by Resolution No. 97-001, a process for amending the Comprehensive Plan; and

WHEREAS, procedures for amending the Comprehensive Plan were implemented in 2022, including efforts to solicit public input, acceptance of proposals for Comprehensive Plan amendments, evaluation according to preliminary and final criteria; and

WHEREAS, the Transportation Element of the Comprehensive Plan is sourced from the City's Transportation Master Plan; and

WHEREAS, the 2024 Transportation Master Plan updates the current plan and is aligned with the delivery and adoption schedule of the 2044 Comprehensive Plan Update; and

WHEREAS, the City has selected DKS Associates to provide professional services to

develop and deliver the 2024 Transportation Master Plan; and

WHEREAS, the 2024 Transportation Master Plan project includes a task to update the Travel Demand Model which the City and Port of Seattle both use and agreed to share payment for associated costs in accordance with the terms of Section 4.4 of the 2018 Interlocal Agreement between the parties; and

WHEREAS, additional funding for the 2024 Transportation Master Plan project is needed in 2023 and 2024 resulting in increasing the allocated budgeted expenditure in the Transportation CIP Fund (#307) by \$296,600.

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

Section 1. The City's 2023-2024 Biennial Budget shall be amended by increasing expenditures in the Transportation CIP Fund (307) by \$296,600 to fund efforts for the 2024 Transportation Master Plan project and increasing revenue by \$239,499 for the Port of Seattle's cost share for Travel Demand Model related tasks.

Section 2. The City Manager is authorized to execute a contract with DKS Associates, in the amount of \$796,600 for the development and delivery of the 2024 Transportation Master Plan.

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

ADOPTED this 23rd day of May, 2023, and signed in authentication thereof on this 23rd day of May, 2023.

CITY OF SEATAC




Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 06/03/2023]

[2024 Transportation Master Plan Contract and Budget Amendment]

ORDINANCE NO. 23- 1016

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending Chapters 13.100, 13.110, 13.150, 13.160, 13.170, 13.180, 13.190, 13.210, 13.220, and 13.240 of the SeaTac Municipal Code related to Buildings and Construction.

WHEREAS, the City is required to adopt the named codes, (herein referred to as the State Building Code) in RCW 19.27.031; and

WHEREAS, the State Building Code is amended and adopted by the State at specific intervals; and

WHEREAS, the State adopted the named codes in RCW 19.27.031 with an effective date of July 1, 2023; and

WHEREAS, the Community and Economic Development Department and the City's fire Department, Puget Sound Regional Fire Authority have reviewed the current codes adopted in Title 13 and the recent amendments to the State Building Code; and

WHEREAS, Title 13 includes administrative provisions that should reflect current practice and changes to accommodate paperless permitting,

WHEREAS, the City Council desires to regulate Buildings and Construction for the safety and well being of the public and the citizens of SeaTac, and to comply with State law;

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

Section 1. The amendments Chapters 13.100, 13.110; 13.150, 13.160, 13.170, 13.180, 13.190, 13.210, 13.220, and 13.240 of the SeaTac Municipal Code related to Buildings and Construction are hereby adopted as set forth in Exhibit A to this Ordinance.

Section 2. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or

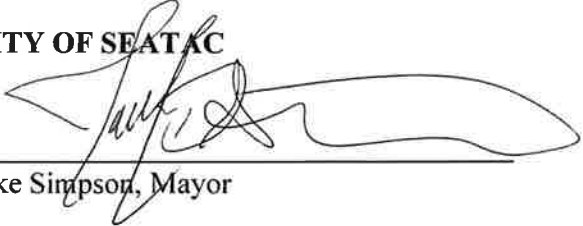
regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. This Ordinance shall be codified.

Section 4. This Ordinance shall be in full force and effect thirty (30) days after passage.

ADOPTED this 23rd day of May, 2023, and signed in authentication thereof on this 23rd day of May, 2023.

CITY OF SEATAC




Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 06/22/2023]

Building Code adoption amending certain chapters of SeaTac Municipal Code Title 13

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Exhibit A

Title 13

BUILDINGS AND CONSTRUCTION

Chapters:

- 13.100 General Provisions**
- 13.110 Building Code**
- 13.150 Fire Code**
- 13.160 Mechanical Code**
- 13.170 Plumbing Code**
- 13.180 Electrical Code**
- 13.190 Clearing and Grading Code**
- 13.200 Off-Site Improvements**
- 13.210 Property Maintenance Code**
- 13.220 Energy Code**
- 13.230 *Repealed***
- 13.240 Sound Transmission Code**
- 13.250 Recycling Space Requirements**
- 13.270 Building Addresses**

“Normal Text” is existing code language
“~~Strikethrough Text~~” is existing language that will be deleted
“Underlined Text” is new code language that will be added
“...” represents existing code language that is omitted and will not be amended

Chapter 13.100
GENERAL PROVISIONS
Sections:

- 13.100.010 Purpose and scope.
- 13.100.020 Definitions.
- 13.100.030 Modifications.
- 13.100.040 Alternate materials, design and methods of construction and equipment.
- 13.100.050 Duties and authority of Building Official and Fire Chief
- 13.100.060 Permits.
- 13.100.070 Permit and plan review fees.
- 13.100.100 Appeals.
- 13.100.110 Stop work orders.
- 13.100.120 Violations not subject to the notice and order procedures.
- 13.100.130 Copies Available.

13.100.010 Purpose and scope.

A. The purpose of Title 13 of the SeaTac Municipal Code is to adopt building construction standards as authorized and mandated by Chapters [19.27](#), [19.27A](#), and [19.28](#) RCW, as well as other Washington State laws regulating land development within the City of SeaTac. These regulations are established to promote the health, safety and welfare of the occupants or users of buildings and structures and the general public in SeaTac and are consistent with standards in effect throughout the State. Accordingly, this title is designed to effectuate the following purposes, objectives, and standards:

- (1) To require minimum performance standards and requirements for construction and construction materials, consistent with accepted standards of engineering, fire and life safety.
- (2) To require standards and requirements for construction in terms of performance and nationally accepted standards.
- (3) To permit the use of modern technical methods, devices, and improvements.
- (4) To eliminate restrictive, obsolete, conflicting, duplicating, and unnecessary regulations and requirements which could unnecessarily increase construction costs or retard the use of new materials and methods of installation or provide unwarranted preferential treatment to types or classes of materials or products or methods of construction.
- (5) To provide for standards and specifications for making buildings and facilities accessible to and usable by physically disabled persons.
- (6) An additional purpose of this chapter is to establish the administrative procedures and regulations related to construction permits, and applications for construction permits.

Codes and regulations adopted in this title are not intended to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of these codes and regulations.

1 A. The provisions of this title serve as a supplement to the administrative and enforcement procedures
2 found in the other adopted technical codes. In case of a conflict between these provisions and those found
3 in any of the other technical codes, these provisions shall apply.
4

5 B. Pursuant to “2018 Interlocal Agreement”, an interlocal agreement between the City and the Port of
6 Seattle, as authorized by Resolution No. 17-021, the City recognizes concurrent authority of the Port to
7 administer, implement, and enforce the technical codes and standards adopted in this title and defers to
8 the Port’s exercise of such jurisdiction as to development projects on Port-owned property within the City
9 which are for airport uses, as that term is defined in the February 17, 2018 interlocal agreement between
10 the City and the Port.

11
12 **13.100.020 Definitions.**

13 For the purposes of this chapter, the following definitions shall apply unless the context thereof shall
14 clearly indicate to the contrary:
15

16 A. “Building official” means the person, or designee, charged with the administration and enforcement of
17 Title 13, except where authority is specifically reserved for the Fire Marshal. The authority of this
18 position is held by the Building Services Manager.
19

20 B. “Building service equipment” means the plumbing, mechanical, electrical and elevator equipment, fire
21 suppression systems, fuel tanks, including piping, wiring, fixtures and other accessories which provide
22 sanitation, lighting, power, heating, ventilation, cooling, refrigeration, fire-fighting and transportation
23 facilities essential to the occupancy of the building or structure for its designated use.
24

25 C. “Cancel” or “Cancellation” means an action by a permit applicant or valid permit holder to withdraw a
26 project from active review or construction status.
27

28 D. “Construction permit” means any permit, or combination of permits issued pursuant to the provisions
29 of Title 13 SeaTac Municipal Code. Construction permits include, but are not limited to, building permits,
30 trade permits, and clearing and grading permits.
31

32 E. “Dwelling” means a building that contains one (1) or two (2) dwelling units used, intended or designed
33 to be used, rented, leased, let or hired out to be occupied for living purposes.
34

35 F. “Expire or Expiration” has the same meaning as described in the building codes adopted by this title.
36

37 G. “Extend” or “Extension” means to extend the validity of a construction permit or an application for a
38 construction permit.

39 H. “Fire marshal” means the person charged with the administration and enforcement of the Fire code or a
40 regularly authorized deputy. The authority of this position is held by the Division Chief of Puget Sound
41 Regional Fire Community Risk Reduction Department.

42 I. “Renew” or “Renewal” means to authorize the use of a permit approval past the original expiration
43 date and preserve vesting under the code which the permit was issued.

44 J. “Revision” means a change by an applicant or permit holder to an application under review or to the
45 scope of work authorized by an issued permit.

1 K. "Technical codes" means those codes adopted by this title containing the provisions for design,
2 construction, alteration, moving, demolition, repair, removal, use, location, occupancy and maintenance
3 of buildings, structures, building service equipment, and site clearing and grading. Where no applicable
4 standards or requirements are set forth in this title, or are contained within other laws, codes, regulations,
5 ordinances, or bylaws adopted by the City of SeaTac, technical codes may also include applicable
6 standards of the National Fire Protection Association or other nationally recognized standards approved
7 by the Building Official.

8 L. "Tolling" means to stop counting days against the time limitation of application period for a
9 construction permit.

10 M. "Valuation" or "value" means, as applied to a building and its building service equipment, the
11 estimated cost to replace the building and its building service equipment in kind, based on current
12 replacement costs.

13
14 **13.100.030 Modifications.**

15 Wherever there are practical difficulties involved in carrying out the provisions of the technical codes, the
16 Building Official shall have the authority to grant modifications for individual cases, upon a request by
17 the owner or owner's representative, provided the Building Official shall first find that a special
18 individual reason makes the strict letter of this code impractical and the modification is in compliance
19 with the intent and purpose of the technical codes and that such modification does not lessen health,
20 accessibility, life and fire safety, or structural requirements. The details of any action granting
21 modifications shall be recorded and entered in the files of the Building Division.

22
23 **13.100.040 Alternate materials, design and methods of construction and equipment.**

24 A. The provisions of the technical codes are not intended to prevent the installation of any material or to
25 prohibit any design or method of construction not specifically prescribed by the technical codes;
26 provided, that any such alternative has been approved. An alternative material, design or method of
27 construction shall be approved where the Building Official finds that the proposed design is satisfactory,
28 complies with the intent of the provisions of the technical codes, and that the material, method, or work
29 offered is, for the purpose intended, at least the equivalent of that prescribed in the technical codes in
30 quality, strength, effectiveness, fire resistance, durability and safety.

31
32 B. Research Reports. Supporting data, where necessary to assist in the approval of materials or assemblies
33 not specifically provided for in the technical codes, shall consist of valid research reports from approved
34 sources.

35
36 C. Tests. Whenever there is insufficient evidence of compliance with the provisions of the technical
37 codes, or evidence that a material or method does not conform to the requirements of technical codes, or
38 in order to substantiate claims for alternative materials or methods, the Building Official shall have the
39 authority to require tests as evidence of compliance to be made at no expense to the City of SeaTac. Test
40 methods shall be as specified in the technical codes or by other recognized test standards. In the absence
41 of recognized and accepted test methods, the Building Official shall approve the testing procedures. Tests
42 shall be performed by an approved agency. Reports of such tests shall be retained by the Building Official
43 for the period required for retention of public records.

44
45 **13.100.050 Duties and powers of Building Official and Fire Chief**

46 A. The Building Official is hereby authorized and directed to enforce the provisions of the technical
47 codes, except for the Fire Code. The Building Official, in consultation with other city staff shall have the
48 authority to render interpretations of the technical codes, except for the Fire Code, and to adopt policies

1 and procedures in order to clarify the application of their provisions. The Fire Chief, or designee, is
2 responsible for the enforcement and interpretation of the Fire Code. Such interpretations, policies and
3 procedures shall be in compliance with the intent and purpose of the technical codes. Such policies and
4 procedures shall not have the effect of waiving requirements specifically provided for in the technical
5 codes.
6

7 B. The Building Official is charged with the administration and enforcement of Title 13, except where
8 authority is specifically reserved for the Fire Marshal. The Fire marshal means the person charged with
9 the administration and enforcement of the Fire code or a regularly authorized deputy. The authority of
10 this position is held by the Division Chief of Puget Sound Regional Fire Community Risk Reduction
11 Department.

12 C. Inspections. The Building Official shall make all of the required inspections, or the Building Official
13 shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of
14 such inspections shall be in writing and be certified by a responsible officer of such approved agency or
15 by the responsible individual. The Building Official is authorized to engage such expert opinion as
16 deemed necessary to report upon unusual technical issues that arise.
17

18 D. Identification. The Building Official shall carry proper identification when inspecting structures or
19 premises in the performance of duties under the technical codes.
20

21 E. Right of Entry. Where it is necessary to make an inspection to enforce the provisions of the technical
22 codes, or where the Building Official has reasonable cause to believe that there exists in a structure or
23 upon a premises a condition which is contrary to or in violation of the technical codes which makes the
24 structure or premises unsafe, dangerous or hazardous, the Building Official is authorized to enter the
25 structure or premises at reasonable times to inspect or to perform the duties imposed by the technical
26 codes; provided, that if such structure or premises be occupied, that credentials be presented to the
27 occupant and entry requested. If such structure or premises is unoccupied, the Building Official shall first
28 make a reasonable effort to locate the owner or other person having charge or control of the structure or
29 premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies
30 provided by law to secure entry.
31

32 F. Department Records. The Building Official shall keep official records of applications received, permits
33 and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records
34 shall be retained in the official records for the period required for retention of public records by the City's
35 retention schedule.
36

37 **13.100.060 Permits.**

38 A. Except for those items specifically exempt in each of the technical codes, no building, structure or
39 building service equipment regulated by the technical codes shall be erected, constructed, enlarged,
40 altered, repaired, moved, improved, removed, converted, or demolished unless a separate, appropriate
41 permit for each building, structure or building service equipment has first been obtained from the
42 Building Official. Exemptions from permit requirements of the technical codes shall not be deemed to
43 grant authorization for any work to be done in any manner in violation of the provisions of those codes or
44 any other laws or ordinances of the City of SeaTac or the State of Washington.
45

46 B. Effect of a Permit. An issued permit has the effect of authorizing access to the property and
47 inspection of the scope of work for which the permit was issued. Inspections shall be conducted at
48 reasonable hours and only by credentialed designees of the Building Official. Refusal to provide access
49 to the property or work constitutes a violation of this code and is subject to the remedies provided by law.
50

1 C. Permit and Plans on Site. A copy of the permit shall be on site. Approved plans shall be available on
2 the site of the work until the completion of the project.

3
4 D. Emergency Repairs. Where equipment replacements and repairs must be performed in an emergency
5 situation, the permit application shall be submitted within the next working business day to the Building
6 Official.

7
8 E. Repairs. Application or notice to the Building Official is not required for ordinary repairs to structures,
9 replacement of lamps or the connection of approved portable electrical equipment to approved
10 permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or
11 portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or
12 change of any required means of egress, or rearrangement of parts of a structure affecting the egress
13 requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of
14 any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, fire
15 suppression, electric wiring, mechanical or other work affecting public health or general safety.

16
17 F. Application for Permit. To obtain a permit for work regulated by this title, the applicant shall file an
18 application for construction permit(s) with all required information, including an accurate description of
19 the proposed scope of work. The application shall be accompanied by construction documents and
20 information, as specified by the City, to include all data, reports, plans, specifications, calculations and
21 any other information required to document compliance with applicable laws and regulations.

22
23 The application will be deemed incomplete and no action will be taken or review performed by the City if
24 the application information and/or required documents are incomplete, inaccurate, or missing.

25
26 Payment of fees required at the time of application are required for the City to determine an application is
27 complete.

28
29 G. Action on Application. The Building Official shall ensure that complete application and required
30 construction documents for construction permits and revisions thereto are reviewed within a reasonable
31 time after filing. The purpose of the review of applications and required construction documents for
32 permits, and revisions thereto, is to confirm compliance with all applicable and pertinent codes and laws.
33 If the application or the construction documents do not conform to the requirements of applicable and
34 pertinent codes and laws, the application shall not be approved and additional information or corrections
35 to the application and construction documents shall be requested in writing from the applicant. The
36 construction permit(s) shall be issued as soon as practicable once the application and construction
37 documents have been reviewed and all applicable and pertinent laws have been addressed.

38
39 H. Time Limitation of an Application.

40 1. Expiration by Limitation. Except as otherwise provided by tolling in subsection 2., applications for
41 which no permit is issued within eighteen (18) months following the date of application shall expire
42 by limitation.

43
44 2. Tolling. The eighteen (18) month expiration by limitation of an application established in subsection 1.
45 may be tolled for a cumulative maximum of not more than one-hundred-eighty (180) days as follows:

- 46
47 a. Ninety (90) days when a land use approval is required prior to issuance of an application; or
48
49 b. One-hundred-eighty (180) days when permit issuance is only pending a related construction
50 permit application approval and provided that a schedule for responding to correction comments

1 and securing approval of the related construction permit application is received from the applicant
2 and approved by the Building Official; or
3

- 4 c. One-hundred-eighty (180) days when permit issuance is pending both an associated land use
5 application approval and a related construction permit application approval and provided that a
6 schedule for responding to correction comments and securing approval of the related construction
7 permit application is received from the applicant and approved by the Building Official.
8

9 3. Expiration due to Inactivity. Applications shall expire due to inactivity if an applicant fails to respond
10 to the department's written request for revisions, corrections, or additional information within ninety (90)
11 days of the date of request. The Building Official may approve an extension of the response period
12 beyond ninety (90) days if within the original ninety (90) day time period the applicant provides and
13 subsequently adheres to an approved schedule with specific target dates for submitting the full revisions,
14 corrections or other information needed by the department. Such approval shall not extend the time
15 limitation of the application established in subsection 1.
16

17 4. Extension. If requested by the applicant prior to the expiration date of an application, the time
18 limitation of application period established in subsection 1. may be extended one time, for a maximum of
19 30 days, for the purpose of paying fees, submitting required paperwork, and posting financial sureties.
20

21 I. Validity of Permit. The issuance or granting of a construction permit shall not be construed to be a
22 permit for, or an approval of, any violation of any of the provisions of the technical codes or of any other
23 ordinance of the City of SeaTac. Permits presuming to give authority to violate or cancel the provisions of
24 the technical codes or other ordinances of the City of SeaTac shall not be valid. The issuance of a
25 construction permit based on construction documents and other data shall not prevent the Building
26 Official from requiring the correction of errors in the construction documents and other data. The
27 Building Official is authorized to prevent occupancy or use of a structure when the structure is found to
28 be in violation of this code or other ordinances of the City of SeaTac.
29

30 J. Expiration of Permits.

31 1. New buildings and building additions. Construction permits issued for a new building(s) or building
32 addition(s) shall expire two (2) years from the date of issuance of the building permit.
33

34 2. Construction permits not necessary to complete a new building or a building addition shall expire one
35 (1) year for the date of issuance.
36

37 K. Permit Extensions. Only one extension of construction permits may be authorized by the Building
38 Official, as follows:

39 1. An extension request to extend the expiration date for construction permit(s) issued for a new building
40 or a building addition when:

41 a. a construction schedule is provided by the applicant and approved by the Building Official
42 prior to permit issuance; or

43 b. a request to extend the permit up to 12 months, maximum, is received prior to the expiration of
44 an issued permit.

45 An extension granted under 1.a. may be rescinded and the permit subject to expiration under 13.100.060

46 J.1. if a project fails to follow the approved construction schedule.
47

48 2. An extension request to extend the expiration date of mechanical, electrical, and plumbing permits up
49 to six (6) months, maximum, when received prior to the expiration of the permit.
50

1 3. Right-of-Way (ROW) and clearing and grading permits associated with a subdivision or projects other
2 than new buildings or building additions may be extended for up to twelve (12) months, maximum, when
3 the extension request is received prior to the expiration of the issued permit.
4

5 4. A thirty (30) day extension to an expired permit for the purpose of performing a final inspection and
6 closing out the permit may be authorized as long as not more than one hundred eighty (180) days has
7 passed since the permit expired. The thirty (30) day extension would commence on the date of written
8 approval, provided no changes have been made or will be made in the plans or scope of work. If work
9 required under a final inspection is not completed within the thirty (30) day extension period, the permit
10 shall expire. One additional thirty (30) day extension may be authorized if conditions outside of the
11 applicant's control are documented and the applicant provides a schedule to complete the permitted work.
12

13 5. Permits that expire after one extension under 13.100.060 K. may apply for renewal subject to
14 13.100.060 L.
15

16 L. Permit Renewal. Construction Permits may be renewed one time, for a fee, provided no changes have
17 been made to the originally approved plans.
18

19 1. Construction permits for a new building(s) or building addition(s) and construction permits for site
20 improvements associated with a new subdivision or short subdivision may be renewed for up to one (1)
21 year, provided:

- 22 a. The request for renewal is received within one (1) year of the permit expiration date
- 23 b. The one (1) year renewal period starts on the expiration date of the permit.
- 24 c. For construction permits that have been expired for longer than one (1) year, a new application
25 and construction documents must be submitted, a new permit must be obtained, and new permit
26 fees paid.

27 2. Construction permits that are not associated with a new building(s) or building addition(s) may be
28 renewed for up to six (6) months, provided:

- 29 a. The request for renewal is received within 6 months of the permit expiration date.
- 30 b. The renewal period starts on the expiration date of the permit.
- 31 c. For permits that have been expired for longer than six (6) months, a new application and
32 construction documents must be submitted, a new permit must be obtained, and new permit fees
33 paid.
34

35 3. The renewal fee shall be the currently adopted fee in the permit fee schedule.
36

37 4. Construction permits that have been renewed are not eligible for extension under 13.100.060 K. No
38 permit shall be renewed more than once.
39

40 M. Suspension, Revocation, or Limitation. The building official may suspend, revoke, or limit any
41 permit issued whenever:

42 1. The permit holder has committed a code violation in the course of performing activities subject to that
43 permit; or

44 2. The permit holder has interfered with the building official in the performance of his or her duties
45 relating to that permit; or

46 3. The permit was issued in error, or on the basis of materially incorrect information supplied to the city
47 by the permit holder; or

1 4. Permit fees or costs were paid to the city by check and returned from a financial institution marked
2 nonsufficient funds (NSF) or canceled.

3 Such suspension, revocation or modification shall be carried out through the provisions of Chapter 1.15
4 and shall be effective upon the compliance date established by the notice of violation. Such revocation,
5 suspension or cancellation may be appealed to the hearing examiner using the appeal provisions of this
6 chapter.

7
8 Notwithstanding any provision of this chapter, the Building Official may immediately suspend operations
9 under any permit by issuing a stop work order as described in SMC 13.100.110.

10
11 N. Hold on Future Permits. The Building Official may place a hold on the issuance of future construction
12 permits on a property if:

- 13 1. A notice of violation or stop work order has been issued; and
- 14 2. The appeal period has passed, or an appeal was brought but it was dismissed; and
- 15 3. The violation has not been corrected and/or penalties or fines have not been paid; and
- 16 4. The permits relate to the violation.

17 A hold on future permits will prevent the issuance of any construction permit for the subject property, and
18 for the person responsible on any other property within the city, until the violation is resolved, corrective
19 actions are taken and penalties are paid. The Building Official or Fire Marshal may use their discretion to
20 issue exceptions to this subsection for emergencies or hazardous situations, or other situations they deem
21 reasonable.

22 **13.100.070 Permit and plan review fees.**

23 A. A permit or permit revision shall not be issued until all fees owed to the City of SeaTac have been
24 paid. The permit and plan review fees, together with other fees, including shall be as set forth in the most
25 recently adopted City of SeaTac Fee Schedule.

26
27 B. Project Valuation. The applicant for a permit shall provide an estimated project value at time of
28 application. Project valuations shall include total value of work, including materials and labor, for which
29 the permit is being issued such as electrical, gas, mechanical, plumbing equipment and other permanent
30 systems. The project valuation shall be set by the Building Official.

31
32 Project valuation shall be calculated based on the then-current August Building Valuation Data Square
33 Foot Construction Costs Table published by the International Code Council or the actual value of the
34 work for work not included in the published Table.

35 C. Work Commencing Before Permit Issuance. Any person who commences any work on a building,
36 structure, electrical, gas, fuel tank, mechanical, plumbing, or fire suppression system, or begins work in
37 the right-of-way, or conducts land clearing activity including grubbing, before obtaining the necessary
38 permits shall be subject to an investigation fee The fee shall be an amount equal to the permit fee with a
39 minimum fee of one hour at the Standard Hourly Rate in the most recent City of SeaTac Fee Schedule .
40 The investigation fee shall be in addition to the required plan review and permit fees.

41
42 D. Refunds. A partial or full permit fee refund may be authorized as follows:

- 43 1. A full refund if the fee was erroneously paid or collected; and
- 44
45

1 2. A partial refund of eighty percent (80%) if a request for refund has been received within 180
2 days of the expiration of an application or the issuance of a permit, and for which no plan review has
3 started or inspections have been conducted.
4

5 3. Permits that were issued on the basis of incorrect, inaccurate, or incomplete information, or in
6 violation of any ordinance, regulation, or codes are not eligible for refunds.
7

8 **13.100.100 Appeals.**

9 A. Appeals to a decision by the Building Official shall be made to the Hearing Examiner.
10

11 1. All references in the technical codes to the Board of Appeals shall be deemed to refer to the Hearing
12 Examiner system of Chapter 1.20 SMC.
13

14 2. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions
15 of the technical codes nor shall the Hearing Examiner be empowered to waive requirements of the
16 technical codes.
17

18 B. Appeals to a decision by the Fire Marshal shall be made to the Hearing Examiner. All references in the
19 fire code and adopted International Fire Code to the Fire Code Board of Appeals shall be deemed to refer
20 to the Hearing Examiner system of Chapter 1.20 SMC.
21

22 **13.100.110 Stop work orders.**

23 A. Whenever the Building Official finds any work regulated by this title being performed in a manner
24 either contrary to the provisions of this code, or dangerous or unsafe, the Building Official or designee is
25 authorized to issue a stop work order.
26

27 B. The stop work order shall be in writing and shall be given to the owner of the property involved, or to
28 the owner's agent, or to the person doing the work. When practical, the stop work order shall also be
29 posted upon the site. Upon issuance of a stop work order, the cited work shall immediately cease. The
30 stop work order shall state the reason for the order, and the conditions under which the cited work will be
31 permitted to resume.
32

33 C. Failure to stop work or removal of a posted stop work order by anyone other than an authorized
34 representative of the Building Official may result in civil penalties as set forth in SMC 1.15.025 C.
35

36 D. Appeal of a Stop Work Order. A stop work order may be appealed according to the procedures
37 prescribed in SMC Chapter 1.20. Failure to appeal the stop work order within fourteen (14) days renders
38 the stop work order a final determination that the civil code violation occurred, and that work was
39 properly ordered to cease.
40

41 **13.100.120 Violations not subject to the notice and order procedures.** Violation of the provisions of
42 Section 108.4.1 and 108.5 of the International Property Maintenance Code, as adopted by reference in
43 Chapter 13.210 SMC, as now or may be subsequently amended, shall be a misdemeanor, punishable by a
44 fine of up to one thousand dollars (\$1,000) or a jail sentence of up to ninety (90) days, or both, and the
45 violation shall be a strict liability offense.
46

47 **13.100.130 Copies Available.**

48 On behalf of the City Clerk, one (1) copy of each of the codes adopted by Title 13 shall be available to the
49 public for viewing.

1 **Chapter 13.110**

2 **BUILDING CODE**

3 Sections:

- 4 13.110.010 Building Code.
- 5 13.110.020 International Building Code.
- 6 13.110.030 International Residential Code.
- 7 13.110.040 International Existing Building Code.
- 8 13.110.050 International Wildland Urban Interface Code

9 **13.110.010 Building Code.**

10 The International Building Code, International Residential Code, the International Existing Building
11 Code, and the International Wildland Urban Interface Code, all published by the International Code
12 Council and adopted and amended by this chapter, shall collectively be referred to as the Building Code.

13 **13.110.020 International Building Code.**

14 The most current edition of the International Building Code, including Appendix E, as amended by the
15 Washington State Building Code Council and published in Chapter 51-50 WAC is hereby adopted by
16 reference as now or hereafter amended, with the following additions and exceptions:

17 ...

18 **13.110.030 International Residential Code.**

19 The most current edition of the International Residential Code, including Appendix F, Appendix Q and
20 Appendix U, as amended by the Washington State Building Code Council and published in Chapter 51-
21 51 WAC is hereby adopted by reference as now or hereafter amended, with the following additions and
22 exceptions:

23 A. Table R301.2, Climate and Geographic Design Criteria, is hereby amended to read as follows:

Ground/Roof Snow Load:	20 psf with drift calculations 25 psf without drift calculations
Wind Speed:	85 mph
Topographic Effects:	No
Seismic Design Category:	D2
Subject to Damage From:	
Weathering:	Moderate
Frost Line Depth:	18 inches
Termite:	Slight to Moderate
Decay:	Slight to Moderate
Outside Design Temperatures:	24F Heat; 83F Cool.
Ice Shield Underlayment Required:	No

Flood Hazards:	FEMA # 530320
Air Freezing Index:	50
Mean Annual Temperature:	51.4

1
2

...

3 **13.110.040 International Existing Building Code.**

4 The most current edition of the International Existing Building Code as amended by the Washington State
5 Building Code Council and published in Chapter 51-50 WAC is hereby adopted by reference, as now or
6 hereafter amended.

7 **13.110.050 International Wildland Urban Interface Code.**

8 The most current edition of the International Wildland Urban Interface Code as amended by the
9 Washington State Building Code Council and published in Chapter 51-55 WAC is hereby adopted by
10 reference, as now or hereafter amended.

1 **Chapter 13.150**

2 **FIRE CODE**

3 Sections:

- 4 13.150.010 Adoption.
- 5 13.150.015 Applicability of Port of Seattle Fire Codes.
- 6 13.150.020 Amendments to Chapter 1, Scope and Administration.
- 7 13.150.030 Amendments to Chapter 2, Definitions.
- 8 13.150.040 Amendments to Chapter 3, General Requirements.
- 9 13.150.050 Amendments to Chapter 4, Emergency Planning and Preparedness.
- 10 13.150.060 Amendments to Chapter 5, Fire Service Features.
- 11 13.150.070 Amendments to Chapter 6, Building Services and Systems.
- 12 13.150.080 Amendments to Chapter 7, Fire and Smoke Prevention Features.
- 13 13.150.090 Amendments to Chapter 9, Fire Protection Systems.
- 14 13.150.100 Amendments to Chapter 11, Fire Safety Requirements for Existing Buildings.
- 15 13.150.110 Amendments to Chapter 80, Reference Standards.
- 16 13.150.120 Amendments to Appendix B, Fire-Flow Requirements for Buildings.
- 17 13.150.270 Automatic location identifier – Enhanced 911.

18
19 **13.150.010 Adoption.**

20 The most current edition of the International Fire Code, with Appendix B, as published by the
21 International Code Council and as amended by the State Building Code Council and published in Chapter
22 51-54A WAC, is hereby adopted by reference as now or hereafter amended, with the following additions
23 and exceptions: ...

24 B. Subsection 105.5 amended to read as follows:

25 **105.5 Required operational permits.** The fire code official is authorized to issue operational permits for
26 the operations set forth in Sections 105.5.1 through 105.5.60.

27 C. Subsection 105.5.32 amended to read as follows:

28 **105.5.32 Mobile food preparation vehicles.** A permit is required for mobile preparation vehicles
29 equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG
30 systems.

31 **Exception:** Mobile food preparation vehicles which are not parked or visiting a location for more than
32 three consecutive calendar days.

33 D. Subsection 105.5.53 is added to read as follows:

34 **105.5.53 Commercial Kitchen.** An operational permit is required for all commercial kitchens with type I
35 hood systems.

36 **Exception:** No fee will be required if another operational fire permit in accordance with Section 105.5 is
37 issued for the occupancy. E. Subsection 105.5.54 is added to read as follows:

38 **105.5.54 Emergency and standby power systems.** An operational permit is required for code required
39 emergency or standby power systems identified in NFPA 110.

40 F. Subsection 105.5.55 is added to read as follows:

1 **105.5.55 Fire Protection System Contractor.** An operational permit is required for all companies
2 performing any installation, inspection, service, maintenance, or repair of any fire protection system.

3 G. Subsection 105.5.56 is added to read as follows:

4 **105.5.56 Commercial Kitchen Hood and Duct Systems Contractor.** An operational permit is required
5 for all companies performing any inspection or cleaning of commercial kitchen hood and duct systems.

6 H. Subsection 105.5.574 is added to read as follows:

7 **105.5.57 Powder Actuated Fasteners.** For parcels zoned Aviation Operations (“AVO”) or Aviation
8 Commercial (“AVC”), an operational permit is required for any activities utilizing powder actuated
9 fasteners.

10 I. Subsection 105.5.58 is added to read as follows:

11 **105.5.58 Food Trucks.** For parcels zoned Aviation Operations (“AVO”) or Aviation Commercial
12 (“AVC”), an operational permit is required for any activities utilizing food trucks.

13 J. Subsection 105.5.59 is added to read as follows:

14 **105.5.59 Use of Aircraft Hangars or Warehouses for an event.** For parcels zoned Aviation Operations
15 (“AVO”) or Aviation Commercial (“AVC”), an operational permit is required for any activities utilizing
16 an aircraft hangar or warehouse for an event with more than 100 people.

17 K. Subsection 105.5.60 is added to read as follows:

18 **105.5.60 Fuel Storage Tanks.** For parcels zoned Aviation Operations (“AVO”) or Aviation Commercial
19 (“AVC”), an operational permit is required for any activities utilizing fuel storage tanks.

20 L. Subsection 105.6 is amended to read as follows:

21 **105.6 Required construction permits.** The fire code official is authorized to issue construction permits
22 for work set forth in Sections 105.6.1 through 105.6.26.

23 M. A new subsection 105.6.26 is added to read as follows:

24 **105.7.26 Emergency and standby power systems.** A construction permit is required for the installation
25 of a code required emergency or standby power systems identified in NFPA 110.

26 N. Subsection 107.4 is amended to read as follows:

27 **107.4 Work commencing before permit issuance.** When work is started or proceeded prior to obtaining
28 approval or required permits, the ordinary fees shall be doubled. The payment of such double fee shall not
29 relieve any persons from fully complying with the requirement of this code in the execution of the work
30 nor from any other penalties prescribed by this code.

31 O. Subsection 109.3 is amended to read as follows:

32 **109.3 Recordkeeping.** A record of periodic inspections, tests, servicing and other operations and
33 maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a
34 different period of time where specified in this code or referenced standards.

- 35 1. Records shall be made available for inspection by the Fire Code Official, and a copy of the
36 records shall be provided to the Fire Code Official upon request.

2. The Fire Code Official is authorized to prescribe the form and format of such recordkeeping.
3. The Fire Code Official is authorized to require that certain required records be filed with the Fire Code Official.
4. All reports must be filed with the Compliance Engine (www.TheComplianceEngine.com) within 14 days of the reportable activity.

P. Section 111 is amended to read as follows:

111 Means of Appeals. The Hearing Examiner shall constitute the board of appeals for all matters concerning the application of the technical codes. Appeals to the hearing examiner shall be made pursuant to Chapter 13.100.100 SMC.

Q. Subsection 112.4 is amended to read as follows:

112.4 Violation Penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than one thousand (1,000) dollars or by imprisonment of not more than 90 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

R. Subsection 113.4 is amended to read as follows:

113.4 Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such as that person is directed, by the City, to perform or remove a violation or unsafe condition, shall be liable to a fine of not less than one hundred (\$100.00) dollars or more than double the amount.

...

13.150.060 Amendments to Chapter 5, Fire Service Features.

A. Subsection 503.1.1 is amended as follows:

503.1.1. Buildings and Facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road must comply with the requirements of this section and shall extend within 150 feet of all portions of the facility and all portions of the exterior wall of the first story of the building as measured by an approved route around the building or facility.

Exception: The Fire Code Official is authorized to increase the distance:

1. Up to 300 feet where the building is equipped throughout with an approved automatic fire sprinkler system.
2. Where the fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
3. There are no more than two Group R-3 or Group U occupancies.

1 B. Subsection 503.1.2 is amended as follows:

2 **503.1.2 Additional Access.** The Fire Code Official is authorized to require more than one fire apparatus
3 access road based on the potential for impairment of a single road by vehicle congestion, condition of the
4 terrain, climatic conditions or other factors that could limit access.

5

6 C. Subsection 503.2.1 is amended to read as follows:

7 **503.2.1 Dimensions.** The following minimum dimensions shall apply for fire apparatus access roads:

8 1. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, except for
9 approved security gates in accordance with section 503.6, and an unobstructed vertical clearance of
10 not less than 13 feet 6 inches.

11 2. All fire apparatus access road routes shall be approved.

12 3. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26
13 feet for 20 feet on both sides of the hydrant operating nut and shall be marked as a fire lane per
14 Section 503.3.

15 **Exception:** When the fire apparatus access road is serving no more than 2 single family houses and all are
16 equipped with approved automatic system, the Fire Code Official may approve a reduced width, but the
17 reduction shall not be less than 16 feet wide. D. Subsection 503.2.3 is amended to read as follows:

18 **503.2.3 Surface.** Facilities, buildings, or portions of buildings constructed shall be accessible to fire
19 department apparatus by way of an approved fire apparatus access road with asphalt- or concrete capable
20 of supporting the imposed load of fire apparatus weighing at least 30 tons in accordance with the King
21 County Road Standards.

22 E. Subsection 503.2.5 is amended to read as follows:

23 **503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided
24 with an approved turnaround.

25 **Exception:** The Fire Code Official is authorized to increase the length up to 300 feet for dead-end
26 access roads when all of the following apply:

27 1. The road serving no more than 4 single-family homes that are equipped throughout with an
28 approved automatic fire sprinkler system.

29 2. The road shall have an unobstructed width of not less than 20 feet, and an unobstructed vertical
30 clearance of not less than 13 feet 6 inches.

31 3. Where the vertical distance between the grade plane and the highest point of the roof eave is
32 no more than 30 feet for any of the structures served by the fire access road. F. Subsection 503.2.6
33 is amended to read as follows:

34 **503.2.6 Bridges and elevated surfaces.** Where a bridge or an elevated surface is part of a fire apparatus
35 access road, the bridge or elevated surface shall be constructed and maintained in accordance with
36 specifications established by the fire code official and the public works director, or their designees; at a

1 minimum, however, the bridge or elevated surface shall be constructed and maintained in accordance with
2 AASHTO Standard Specifications for Highway Bridges.

3 1. Bridges and elevated surfaces shall be designed for a live load sufficient to carry 30 or more ton
4 fire apparatus, the total imposed load to be determined by the fire code official.

5 2. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code
6 official.

7 3. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not
8 designed for such use, approved barriers, approved signs or both shall be installed and maintained
9 when required by the fire code official.

10 G. Subsection 503.2.7 is amended to read as follows:

11 **503.2.7 Grade.** Fire apparatus access roads shall comply with the following:

12 1. Fire apparatus access roads shall not exceed 15 percent longitudinally and/or 6 percent laterally in
13 grade.

14 2. Driveway approach and departure angles shall not exceed 10 percent for the first 75 feet measured
15 from the right-of-way, unless otherwise approved by the fire code official.

16 H. Subsection 503.3 is amended to read as follows:

17 **503.3 Marking.** Fire apparatus access roads shall be marked whenever necessary to maintain the
18 unobstructed minimum required width of roadways. Subject to the fire code official's prior written
19 approval, marked fire apparatus access roads, or fire lanes, may be established or relocated at the time of
20 plan review, pre-construction site inspection, and/or post construction site inspection as well as any time
21 during the life of the occupancy. Only those fire apparatus access roads established by the fire code
22 official can utilize red marking paint and the term fire lane. Fire lanes shall be marked as directed by the
23 fire code official with one or more of the following types of marking in accordance with the City of
24 SeaTac Design and Construction Standards:

25 **503.3.1 Type 1.** Type 1 marking shall be installed to identify fire lanes on hammerhead turnarounds,
26 commercial and multi-family developments or as directed by the fire code official. The following shall
27 apply to Type 1 marking:

28 1. Curbs shall be identifiable by red traffic paint with a 6 inch wide stripe on the top and front,
29 extending the length of the designated fire lane.

30 2. Rolled curbs shall be identified by red traffic paint with a 6 inch wide stripe on the upper most
31 portion of the curb, extending the length of the designated fire lane.

32 3. Lanes without curbs shall be identified by red traffic paint with a 6 inch wide stripe on the
33 pavement, extending the length of the designated fire lane.

34 4. The words "NO PARKING – FIRE LANE" shall be in 3 inch stroke white letters 18 inches in
35 height, and placed 8 inches measured perpendicular from the red paint stripe on the pavement.
36 Locations and intervals will be designated by the fire code official; marking will not exceed 50 feet
37 apart. In most cases, both sides of the access road shall be marked. Where long drives are to be
38 marked, the repetition shall alternate sides of the drive.

1 **503.3.2 Type 2.** Type 2 marking shall be installed to identify fire lanes in one- and two-family dwelling
2 developments, or as directed by the fire code official. The following shall apply to Type 2 marking:

- 3 1. Type 2 marking requires metal signs stating “NO PARKING – FIRE LANE” to be installed at
4 intervals or locations designated by the fire code official; signage will not exceed 150 feet apart.
- 5 2. The signs shall measure 12 inches in width and 18 inches in height and have red letters on a white
6 background. Bottom of sign shall be a minimum of 7 feet from the curb. Signs shall be nominally
7 parallel to the road, facing the direction of travel.
- 8 3. The sign shall be installed on an approved metal post.

9 **Exception:** On construction sites, approved portable or temporary sign posts and bases may be used.

- 10 4. Where fire lanes are adjacent to buildings or structures and when approved or directed by the fire
11 code official, the signs may be placed on the face of the building or structure.

12 **503.3.3. Type 3.** Type 3 marking shall be installed to address situations where neither Type 1 or 2
13 marking are effective or as directed by the fire code official.

- 14 1. Specific areas designated by the fire code official shall be marked with diagonal striping across the
15 width of the fire lane. Diagonal marking shall be used in conjunction with painted curbs and/or edge
16 striping and shall run at an angle of 30 to 60 degrees from one side to the other. These diagonal lines
17 shall be in red traffic paint, parallel with each other, at least 6 inches in width, and 24 inches apart.
18 Lettering shall occur as with Type 1 marking.

19 I. Subsection 503.5 is amended as follows:

20 **503.5. Required gates or barricades.** The fire code official is authorized to require the installation and
21 maintenance of gates or other approved barricades across fire apparatus access roads, trails, or other
22 accessways, not including public streets, alleys, or highways. Installations shall meet the following:

- 23 1. Electric gate operators, where provided shall be listed in accordance with UL 325.
- 24 2. Gates intended for automatic operation shall be designed, constructed, and installed to comply
25 with the requirements of ASTM F 2200 and must be equipped with “Click 2 Enter” or similar
26 equipment that is approved by the fire code official, that allows for operations of the gate by fire
27 and police personnel via their vehicle mobile radio, on a dedicated radio frequency, with a hold-
28 open for a specified amount of time.
- 29 3. Gates over the fire apparatus access road that are intended for automatic operation shall be
30 designed to operate during a loss of power or fail in the open position.
- 31 4. Gates shall be at a minimum as wide as the required access road width.
- 32 5. If manually operated, a Knox padlock is required if the gate is locked.
- 33 6. Installations must be set back 40 feet from the roadway edge of pavement.

34 **Exception:** Automated gates meeting the requirements of item 2 of this subsection.

35 J. Subsection 503.6 is amended as follows:

1 **503.6 Security gates, bollards, and other obstructions.** The installation of security gates,
2 bollards, and other obstructions across a fire apparatus access road shall be approved by the fire
3 code official. Where installed, they shall have an approved means of emergency operation. The
4 installation and emergency operation shall be maintained operational at all times. The installation
5 of security gates, bollards and other obstructions shall be in accordance with 503.5. The use of
6 directional-limiting devices (tire spikes) is prohibited. K. Subsection 503.7 is added to read as
7 follows:

8 **503.7 Establishment of fire lanes.** Fire lanes in conformance with this code shall be established by the
9 Fire Chief or his/her authorized designee, and shall be in accordance with 503.7.1 through 503.7.9.

10 **503.7.1 Obstruction of fire lanes prohibited.** The obstruction of a designated fire lane by a parked
11 vehicle or any other object is prohibited and shall constitute a traffic hazard as defined in State law and an
12 immediate hazard to life and property.

13 **503.7.2 Existing fire lane signs and markings.** The following signs and markings shall be provided:

14 1. Signs (minimum nine-inch by 16-inch) may be allowed to remain until there is a need for
15 replacement and at that time the sign shall meet the requirements of section 503.3.2.

16 2. Markings may be allowed to remain until there is a need for repainting and at that time the
17 provisions outlined in 503.3 shall be complied with.

18 **503.7.3 Maintenance.** Fire lane markings shall be maintained at the expense of the property owner(s) as
19 often as needed to clearly identify the designated area as being a fire lane.

20 **503.7.4 Towing notification.** At each entrance to property where fire lanes have been designated, signs
21 shall be posted in a clearly conspicuous location and shall clearly state that vehicles parked in fire lanes
22 may be impounded, and the name, telephone number, and address of the towing firm where the vehicle
23 may be redeemed.

24 **503.7.5 Responsible property owner.** The owner, manager, or person in charge of any property upon
25 which designated fire lanes have been established shall prevent the parking of vehicles or placement of
26 other obstructions in such fire lanes.

27 **503.7.6 Violation – Penalty.** Any person who fails to mark or maintain the marking of a designated fire
28 lane as prescribed herein, or who obstructs or allows the obstruction of a designated fire lane, , shall be
29 deemed to have committed a Class 2 civil infraction. The penalty for violation of this section shall be a
30 maximum monetary penalty of one hundred twenty-five dollars (\$125.00), not including statutory
31 assessments.

32 **503.7.7 Violation – Civil penalty.** In addition to, or as an alternate to, the penalties specified above, the
33 City is authorized to enforce all provisions of this chapter, specifically including civil penalties, pursuant
34 to Chapter [1.15](#) SMC.

35 **503.7.8 Impoundment.** Any vehicle or object obstructing a designated fire lane is declared a traffic
36 hazard and may be abated without prior notification to its owner by impoundment pursuant to the
37 applicable State law. The owner or operator shall be responsible for all towing and impound charges.

38 L. Subsection 503.8 is added to read as follows:

1 **503.8 Commercial and Industrial Developments.** The fire apparatus access roads serving commercial
2 and industrial developments shall be in accordance with Sections 503.8.1 through 503.8.3.

3 **503.8.1 Buildings exceeding three stories or 30 feet in height.** Buildings or facilities exceeding 30 feet
4 or three stories in height shall have at least two means of fire apparatus access for each structure.

5 **503.8.2 Buildings exceeding 62,000 square feet in area.** Buildings or facilities having a gross building
6 area of more than 62,000 square feet shall be provided with two separate and approved fire apparatus
7 access roads.

8 **Exception:** Projects having a gross building area of up to 124,000 square feet that have a single
9 approved fire apparatus access road when all buildings are equipped throughout with approved
10 automatic sprinkler systems.

11 **503.8.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
12 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
13 be served, measured in a straight line between accesses or as approved by the fire code official and the
14 fire chief.

15 M. Subsection 503.9 is added to read as follows:

16 **503.9 Aerial fire apparatus roads.** The fire apparatus access roads that accommodate aerial fire
17 apparatus shall be in accordance with Sections 503.9.1 through 503.9.3.

18 **503.9.1 Where required.** Buildings or portions of buildings or facilities exceeding 30 feet in height
19 above the lowest level of fire department access shall be provided with approved fire apparatus access
20 roads that are capable of accommodating fire department aerial apparatus.

21 **503.9.2 Width.** Fire apparatus access roads shall have a minimum unobstructed width of 26 feet in the
22 immediate vicinity of any building or portion of building more than 30 feet in height.

23 **503.9.3 Proximity to building.** At least one of the required access routes meeting this condition shall be
24 positioned parallel to one entire side of the building. The location of the parallel access route shall be
25 approved.

26 **503.9.4 Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus
27 access roads or between the aerial apparatus access road and the building. Other obstructions shall be
28 permitted to be placed with the approval of the *fire code official*.

29 N. Subsection 503.10 is added to read as follows:

30 **503.10 Multi-family residential developments.** The fire apparatus access roads serving For mmulti-
31 family residential developments shall be in accordance with Sections 503.10.1 through 503.10.3.

32 **503.10.1 Projects having more than 100 dwelling units.** Multi-family residential projects having more
33 than 100 dwelling units shall be provided with two separate and approved fire apparatus access roads.

34 **Exception:** Projects having up to 200 dwelling units may have a single approved fire apparatus
35 access road when all buildings, including nonresidential occupancies, are equipped throughout with
36 approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.

1 **503.10.2 Projects having more than 200 dwelling units.** Multi-family residential projects having more
2 than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads
3 regardless of whether they are equipped with an approved automatic sprinkler system.

4 **503.10.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
5 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
6 be served, measured in a straight line between accesses or as approved by the fire code official and fire
7 chief.

8 O. Subsection 503.11 is added to read as follows:

9 **503.11 One- and Two-family residential developments with more than 30 dwelling units.** The fire
10 apparatus access roads serving one and two-family residential developments with more than 30 dwelling
11 units shall be in accordance with Sections 503.11.1 and 503.11.2.

12 **503.11.1 Projects having more than 30 dwelling units.** Developments of one- or two-family dwellings
13 where the number of dwelling units exceed 30 shall be provided with two separate and approved fire
14 apparatus access roads.

15 **Exceptions:**

16 1. Where there are more than 30 dwelling units on a single public or private fire apparatus access
17 road and all dwelling units are equipped throughout with approved automatic sprinkler systems
18 installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3 of the International Fire
19 Code, access from two directions shall not be required.

20 2. The number of dwelling units on a single fire apparatus access road shall not be increased unless
21 fire apparatus

22 access roads will, within a reasonable time, connect with future development, as determined by the
23 fire code official.

24 **503.11.2 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
25 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
26 be served, measured in a straight line between accesses or as approved by the fire code official and fire
27 chief.

28 P. Subsection 503.12 is added to read as follows:

29 **503.12 Underground structures.** Installation of underground structures under or within 10 feet of fire
30 apparatus access roads shall be designed using approved criteria. The criteria shall accommodate for the
31 loading of fire department aerial apparatus unless otherwise approved.

32 Q. Subsection 504.4 is added to read as follows:

33 **504.4. Buildings with interior courtyards.** New buildings with enclosed interior courtyards shall have a
34 straight/direct access corridor and/or stairway from the exterior to the courtyard at a location acceptable to
35 the fire code official. If a stairway is used it shall comply with Section 1011 and a corridor shall comply
36 with Section 1020. The access shall have a minimum width of 5 feet and be large enough to carry a 35-
37 foot-long sectional ladder (minimum folded length 20 feet) directly from the exterior to the courtyard
38 without obstructions. The access door shall be marked at the street as "Direct Fire Access to Courtyard".

1 R. Subsection 506.1 is amended as follows:

2 **506.1. Where required.** Where access to or within a structure or an area is restricted because of secured
3 openings or where immediate access is necessary for life-saving or firefighting purposes, the fire code
4 official is authorized to require a key box/vault to be installed. The key box shall be a Knox KLS product
5 listed in accordance with UL 1037 and shall contain keys to gain necessary access. The location, key box
6 and key requirements shall be in accordance with the Rapid Entry System Policy of the Puget Sound
7 Regional Fire Authority.

8 S. Subsection 506.3 is added to read as follows:

9 **506.3. Compliance.** Compliance with this chapter shall be in accordance with the following:

- 10 1. Newly constructed buildings not yet occupied or buildings currently under construction and all
11 buildings applying for a certificate of occupancy, shall comply prior to occupancy, permit final or
12 approval of any certificate.
- 13 2. Existing buildings without existing key boxes shall comply within 180 days of notification.
- 14 3. Existing buildings, gates, or barriers with non-compliant key boxes or locks installed shall comply
15 within 1 year of notification.

16
17 T. Subsection 507.5.6 is amended to read as follows:

18 **507.5.6 Physical protection.** Where fire hydrants are subject to impact by a motor vehicle, guard posts
19 shall be designed and installed in accordance with the local water purveyor's design and construction
20 standards.

21 U. Subsection 507.5.7 is amended to read as follows:

22 **507.5.7 Fire hydrant.** Fire hydrants shall be designed and installed in accordance with the local water
23 purveyor's design and construction standards.

24 V. Subsection 507.5.8 is amended to read as follows:

25 **507.5.8 Backflow prevention.** All private fire systems shall be isolated by an approved method from the
26 local water purveyor.

27 W. Subsection 507.6 is amended to read as follows:

28 **507.6 Capacity for residential areas.** All hydrants installed in single family residential areas shall be
29 capable of delivering 1,500 gpm fire flow over and above average maximum demands at the farthest point
30 of the installation.

31 X. Subsection 507.7 is amended to read as follows:

32 **507.7 Spacing.** The spacing of hydrants shall be in accordance with Sections 507.7.1 through 507.7.5.

33 **507.7.1 Single family.** The maximum fire hydrant spacing serving single family residential areas shall be
34 600 feet.

1 **507.7.2 Commercial, industrial and multi-family.** The maximum fire hydrant spacing serving
2 commercial, industrial, multi-family or other areas shall be 300 feet.

3 **507.7.3 Medians.** Where streets are provided with median dividers which cannot be crossed by
4 firefighters pulling hose lines hydrants shall be provided on each side of the street and be arranged on an
5 alternating basis.

6 **507.7.4 Arterials.** Where arterial streets are provided with four or more traffic lanes hydrants shall be
7 provided on each side of the street and be arranged on an alternating basis.

8 **507.7.5 Transportation.** Where new water mains are extended along streets where hydrants are not
9 needed for protection of structures or similar fire problems, fire hydrants shall be provided at a spacing
10 not to exceed 1,000 feet to provide for transportation hazards.

11 Y. Subsection 507.8 is amended to read as follows:

12 **507.8 Required hydrants.** The number of hydrants required for a property shall be based on the
13 calculated fire flow. The first hydrant will be calculated for up to 1,500 gpm. An additional hydrant is
14 required for every 1,000 gpm, or fraction thereof. The required hydrants shall be within 600 feet of the
15 property on a fire apparatus road, as measured by an approved method.

16 Z. Subsection 507.9 is amended to read as follows:

17 **507.9 Notification.** The owner of property on which private hydrants are located and the public agencies
18 that own or control public hydrants must provide the fire code official with the following written service
19 notifications in accordance with 507.9.1 and 507.9.2.

20 **507.9.1 In-service notification.** The fire code official shall be notified when any newly installed hydrant
21 is placed into service.

22 **507.9.2 Out-of-service notifications.** Where any hydrant is out of service or has not yet been placed in
23 service, the hydrant shall be identified as being out of service and shall be appropriately marked as out of
24 service, by a method approved by the fire code official.

25 AA. Subsection 507.10 is amended to read as follows:

26 **507.10 Building permit requirements.** No building permit shall be issued until all plans required by this
27 section have been approved in accordance with the provisions of this section.

28 No construction beyond the foundation shall be allowed until all hydrants and mains required by this
29 section are in place and approved.

30 BB. Subsection 508.1 is amended to read as follows:

31 **508.1 General.** Where required by other sections of the code and in all buildings classified as high-rise or
32 those buildings used as an airport terminal, a fire command center for fire department operations shall be
33 provided and shall comply with Sections 508.1.1 through 508.1.6.

34 CC. Section 510 is amended to read as follows:

1 **510.1 Emergency responder radio coverage in new buildings.** Approved radio coverage for emergency
2 responders shall be provided within buildings meeting any of the following conditions:

- 3 1. High rise buildings;
- 4 2. The total building area is 50,000 square feet or more;
- 5 3. The total basement area is 10,000 square feet or more; or
- 6 4. There are floors used for human occupancy more than 30 feet below the finished floor of the
7 lowest level of exit discharge.
- 8 5. Buildings or structures where the Fire or Police Chief determines that in-building radio coverage
9 is critical because of its unique design, location, use or occupancy.

10 The radio coverage system shall be installed in accordance with Sections 510.5.1 through 510.5.5
11 of this code and with the provisions of NFPA 1221. This section shall not require improvement of
12 the existing public safety communication systems.

13 **Point of Information**

14 When determining if the minimum signal strength referenced 510.4.1.1 exists at a subject building,
15 the signal strength shall be measured at any point on the exterior of the building up to the highest
16 point on the roof.

17 **Exceptions:**

- 18 1. Buildings and areas of buildings that have minimum radio coverage signal strength levels of the
19 King County Regional 800 MHz Radio System within the building in accordance with Section
20 510.4.1 without the use of a radio coverage system.
- 21 2. In facilities where emergency responder radio coverage is required and such systems,
22 components or equipment required could have a negative impact on the normal operations of that
23 facility, the fire code official shall have the authority to accept an automatically activated
24 emergency responder radio coverage system.
- 25 3. One- and two-family dwellings and townhouses.

26 **510.2 Emergency responder radio coverage in existing buildings.** Existing buildings shall be provided
27 with approved radio coverage for emergency responders as required in Chapter 11.

28 **510.3 Permit required.** A construction permit for the installation of or modification to emergency
29 responder radio coverage systems and related equipment is required as specified in Section 105.7.6.
30 Maintenance performed in accordance with this code is not considered a modification and does not
31 require a permit.

32 **Point of Information**

33 Prior coordination and approval from the Public Safety Radio System Operator is required before
34 installation of an Emergency Responder Radio System. Until 2022, such approval is required from
35 EPSCA, King County, Seattle or ValleyCom depending on the location of the installation. In 2022
36 PSERN will be the single operator of a county wide system.

1 In order to be forward compatible, designers and contractors should be aware of PSERN's
2 requirements for Distributed Antenna Systems which can be found via
3 <https://psern.org/requirements/>

4 **510.4 Technical requirements.** Systems, components and equipment required to provide the emergency
5 responder radio coverage system shall comply with Sections 510.4.1 through 510.4.2.8.

6 **510.4.1 Emergency responder communication enhancement system signal strength.** The building
7 shall be considered to have acceptable emergency responder communications enhancement system
8 coverage when signal strength measurements in 95 percent of all areas on each floor of the building meet
9 the signal strength requirements in Sections 510.4.1.1 through 510.4.1.3.

10 **Exception:** Critical areas, such as the fire command center(s), the fire pump room(s), interior exit
11 stairways, exit passageways, elevator lobbies, standpipe cabinets, sprinkler sectional valve
12 locations, and other areas required by the fire code official, shall be provided with 99 percent floor
13 area radio coverage.

14 **510.4.1.1 Minimum signal strength into the building.** The minimum inbound signal strength shall be
15 sufficient to provide usable voice communications throughout the coverage area as specified by the fire
16 code official. The inbound signal level shall be a minimum of -95 dBm in 95% of the coverage area and
17 99% in critical areas and sufficient to provide not less than a Delivered Audio Quality (DAQ) of 3.0 or an
18 equivalent Signal-to-Interference-Plus-Noise Ratio (SINR) applicable to the technology for either analog
19 or digital signals.

20 **510.4.1.2 Minimum signal strength out of the building.** The minimum outbound signal strength shall
21 be sufficient to provide usable voice communications throughout the coverage area as specified by the
22 fire code official. The outbound signal level shall be sufficient to provide not less than a DAQ of 3.0 or an
23 equivalent SINR applicable to the technology for either analog or digital signals. A minimum signal
24 strength of -95 dBm shall be received by the King County Regional 800 MHz Radio System when
25 transmitted from within the building.

26 **510.4.1.3 System performance.** Signal strength shall be sufficient to meet the requirements of the
27 applications being utilized by public safety for emergency operations through the coverage area as
28 specified by the radio system manager in Section 510.4.2.2.

29 **510.4.2 System design.** The emergency responder radio coverage system shall be designed in accordance
30 with Sections 510.4.2.1 through 510.4.2.8 and NFPA 1221.

31 **510.4.2.1 Amplification systems and components.** Buildings and structures that cannot support the
32 required level of radio coverage shall be equipped with systems and components to enhance the public
33 safety radio signals and achieve the required level of radio coverage specified in Sections 510.4.1 through
34 510.4.1.3. Public safety communications enhancement systems utilizing radio-frequency-emitting devices
35 and cabling shall be allowed by the Public Safety Radio System Operator. Prior to installation, all RF-
36 emitting devices shall have the certification of the radio licensing authority and be suitable for public
37 safety use.

38 **510.4.2.2 Technical criteria.** The Public Safety Radio System Operator shall provide the various
39 frequencies required, the location of radio sites, the effective radiated power of radio sites, the maximum
40 propagation delay in microseconds, the applications being used and other supporting technical
41 information necessary for system design upon request by the building owner or owner's representative.

1 **510.4.2.3 Power supply sources.** Emergency responder radio coverage systems shall be provided with
2 dedicated standby batteries or provided with 2-hour standby batteries and connected to the facility
3 generator power system in accordance with Section 1203. The standby power supply shall be capable of
4 operating the emergency responder radio coverage system at 100-percent system capacity for a duration
5 of not less than 12 hours.

6 **510.4.2.4 Signal booster requirements.** If used, signal boosters shall meet the following requirements:

7 1. All signal booster components shall be contained in a National Electrical Manufacturer's
8 Association (NEMA) 4, IP66-type waterproof cabinet or equivalent.

9 **Exception:** Listed battery systems that are contained in integrated battery cabinets.

10 2. Battery systems used for the emergency power source shall be contained in a NEMA 3R or
11 higher-rated cabinet, IP65-type waterproof cabinet or equivalent.

12 3. Equipment shall have FCC or other radio licensing authority certification and be suitable for
13 public safety use prior to installation.

14 4. Where a donor antenna exists, isolation shall be maintained between the donor antenna and all
15 inside antennas to not less than 20dB greater than the system gain under all operating conditions.

16 5. Bi-Directional Amplifiers (BDAs) used in emergency responder radio coverage systems shall be
17 fitted with anti-oscillation circuitry and per-channel AGC.

18 6. The installation of amplification systems or systems that operate on or provide the means to
19 cause interference on any emergency responder radio coverage networks shall be coordinated and
20 approved by the Public Safety Radio System Operator.

21 7. Unless otherwise approved by the Public Safety Radio System Operator, only channelized signal
22 boosters shall be permitted.

23 **Exception:** Broadband BDA's may be utilized when specifically authorized in writing by the
24 Public Safety Radio System Operator.

25 **Point of Information**

26 BDA's must also comply with PSERN's (www.psern.org/requirements) detailed requirements,
27 which include channelized, minimum of 28 channels, supporting analog, P25 Phase I (FDMA), and
28 P25 Phase II (TDMA).

29 **510.4.2.5 System monitoring.** The emergency responder radio enhancement system shall include
30 automatic supervisory and trouble signals that are monitored by a supervisory service and are annunciated
31 by the fire alarm system in accordance with NFPA 72. The following conditions shall be separately
32 annunciated by the fire alarm system, or, if the status of each of the following conditions is individually
33 displayed on a dedicated panel on the radio enhancement system, a single automatic supervisory signal
34 may be annunciated on the fire alarm system indicating deficiencies of the radio enhancement system:

35 1. Loss of normal AC power supply.

36 2. System battery charger(s) failure.

3. Malfunction of the donor antenna(s).
4. Failure of active RF-emitting device(s).
5. Low-battery capacity at 70-percent reduction of operating capacity.
6. Active system component malfunction.
7. Malfunction of the communications link between the fire alarm system and the emergency responder radio enhancement system.

510.4.2.6 Additional frequencies and change of frequencies. The emergency responder radio coverage system shall be capable of modification or expansion in the event frequency changes are required by the FCC or other radio licensing authority, or additional frequencies are made available by the FCC or other radio licensing authority.

510.4.2.7 Design documents. The fire code official shall have the authority to require “as-built” design documents and specifications for emergency responder communications coverage systems. The documents shall be in a format acceptable to the fire code official.

510.4.2.8 Radio communication antenna density. Systems shall be engineered to minimize the near-far effect. Radio enhancement system designs shall include sufficient antenna density to address reduced gain conditions.

Exceptions:

1. Class A narrow band signal booster devices with independent AGC/ALC circuits per channel.
2. Systems where all portable devices within the same band use active power control

510.5 Installation requirements. The installation of the public safety radio coverage system shall be in accordance with NFPA 1221 and Sections 510.5.1 through 510.5.7.

510.5.1 Approval prior to installation. Amplification systems capable of operating on frequencies licensed to any public safety agency by the FCC or other radio licensing authority shall not be installed without prior coordination and approval of the Public Safety Radio System Operator.

510.5.2 Minimum qualifications of personnel. The minimum qualifications of the system designer and lead installation personnel shall include both of the following:

1. A valid FCC-issued general radio telephone operators license.
2. Certification of in-building system training issued by an approved organization or approved school, or a certificate issued by the manufacturer of the equipment being installed.

510.5.3 Acceptance test procedure. Where an emergency responder radio coverage system is required, and upon completion of installation, the building owner shall have the radio system tested to verify that two-way coverage on each floor of the building is in accordance with Section 510.4.1. The test procedure shall be conducted as follows:

1. Each floor of the building shall be divided into a grid of 20 approximately equal test areas, with a maximum test area size of 6,400 square feet. Where the floor area exceeds 128,000 square feet, the

1 floor shall be divided into as many approximately equal test areas as needed, such that no test area
2 exceeds the maximum square footage allowed for a test area.

3 2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for
4 each of the test grids. A diagram of this testing shall be created for each floor where coverage is
5 provided, indicating the testing grid used for the test in Section 510.5.3(1), and including signal
6 strengths and frequencies for each test area. Indicate all critical areas.

7 3. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest
8 brand and model used by the agency's radio communications system or other equipment approved
9 by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing
10 result is a DAQ of 3 or higher. Communications between handsets shall be tested and recorded in
11 the grid square diagram required by section 510.5.3(2): each grid square on each floor; between
12 each critical area and a radio outside the building; between each critical area and the fire command
13 center or fire alarm control panel; between each landing in each stairwell and the fire command
14 center or fire alarm control panel.

15 4. Failure of more than 5% of the test areas on any floor shall result in failure of the test.

16 **Exception:** Critical areas shall be provided with 99 percent floor area coverage.

17 5. In the event that two of the test areas fail the test, in order to be more statistically accurate, the
18 floor shall be permitted to be divided into 40 equal test areas. Failure of not more than two
19 nonadjacent test areas shall not result in failure of the test. If the system fails the 40-area test, the
20 system shall be altered to meet the 95-percent coverage requirement.

21 6. A test location approximately in the center of each test area shall be selected for the test, with the
22 radio enabled to verify two-way communications to and from the outside of the building through
23 the public agency's radio communications system. Once the test location has been selected, that
24 location shall represent the entire test area. Failure in the selected test location shall be considered
25 to be a failure of that test area. Additional test locations shall not be permitted.

26 7. The gain values of all amplifiers shall be measured, and the test measurement results shall be
27 kept on file with the building owner so that the measurements can be verified during annual tests.
28 In the event that the measurement results become lost, the building owner shall be required to rerun
29 the acceptance test to reestablish the gain values.

30 8. As part of the installation, a spectrum analyzer or other suitable test equipment shall be utilized
31 to ensure spurious oscillations are not being generated by the subject signal booster. This test shall
32 be conducted at the time of installation and at subsequent annual inspections.

33 9. Systems incorporating Class B signal booster devices or Class B broadband fiber remote devices
34 shall be tested using two portable radios simultaneously conducting subjective voice quality checks.
35 One portable radio shall be positioned not greater than 10 feet (3048 mm) from the indoor antenna.
36 The second portable radio shall be positioned at a distance that represents the farthest distance from
37 any indoor antenna. With both portable radios simultaneously keyed up on different frequencies
38 within the same band, subjective audio testing shall be conducted and comply with DAQ levels as
39 specified in Sections 510.4.1.1 and 510.4.1.2.

40 10. Documentation maintained on premises. At the conclusion of the testing, and prior to issuance
41 of the building Certificate of Occupancy, the building owner or owner's representative shall place a

1 copy of the following records in the DAS enclosure or the building engineer's office. The records
2 shall be available to the fire code official and maintained by the building owner for the life of the
3 system:

4 a. A certification letter stating that the emergency responder radio coverage system has been
5 installed and tested in accordance with this code, and that the system is complete and fully
6 functional.

7 b. The grid square diagram created as part of testing in Sections 510.5.3(2) and 510.5.3(3).

8 c. Data sheets and/or manufacturer specifications for the emergency responder radio coverage
9 system equipment; back up battery; and charging system (if utilized).

10 d. A diagram showing device locations and wiring schematic.

11 e. A copy of the electrical permit.

12 11. Acceptance test reporting to fire code official. At the conclusion of the testing, and prior to
13 issuance of the building Certificate of Occupancy, the building owner or owner's representative
14 shall submit copies of the acceptance test in a form and manner determined by the fire code official.

15 **510.5.4 FCC compliance.** The emergency responder radio coverage system installation and components
16 shall comply with all applicable federal regulations including, but not limited to, FCC [47 CFR](#)
17 Part [90.219](#).

18 **510.5.5 Mounting of the donor antenna(s).** To maintain proper alignment with the system designed
19 donor site, donor antennas shall be permanently affixed on the highest possible position on the building or
20 where approved by the fire code official. A clearly visible sign shall be placed near the antenna stating,
21 "movement or repositioning of this antenna is prohibited without approval from the fire code official."
22 The antenna installation shall be in accordance with the applicable requirements in the International
23 Building Code for weather protection of the building envelope.

24 **510.5.6 Wiring.** The backbone, antenna distribution, radiating, or any fiber-optic cables shall be rated as
25 plenum cables. The backbone cables shall be connected to the antenna distribution, radiating, or copper
26 cables using hybrid coupler devices of a value determined by the overall design. Backbone cables shall be
27 routed through an enclosure that matches the building's required fire-resistance rating for shafts or
28 interior exit stairways. The connection between the backbone cable and the antenna cables shall be made
29 within an enclosure that matches the building's fire-resistance rating for shafts or interior exit stairways,
30 and passage of the antenna distribution cable in and out of the enclosure shall be protected as a
31 penetration per the International Building Code.

32 **510.5.7 Identification Signs.** Emergency responder radio coverage systems shall be identified by an
33 approved sign located on or near the Fire Alarm Control Panel or other approved location stating "This
34 building is equipped with an Emergency Responder Radio Coverage System. Control Equipment located
35 in room ____".

36 A sign stating "Emergency Responder Radio Coverage System Equipment" shall be placed on or
37 adjacent to the door of the room containing the main system components.

1 **510.5.8 Port of Seattle Pathway Survivability Alternatives.** In lieu of the prescriptive requirements of
2 NFPA 72 and 1221, the Port of Seattle Fire Department will allow the following alternatives for pathway
3 survivability:

4 1. All backbone pathways (riser cables, donor antenna cables, BDA cables) between signal
5 boosters, donor antennae and secondary power supplies and between head end and remote units for
6 fiber-based systems shall be protected by a 2-hour fire rated enclosure.

7 2. All signal booster components and battery backup equipment, located in rooms with fire
8 sprinklers, shall be installed in NEMA-4 type waterproof cabinets.

9 3. The connection between the riser and feeder coaxial cables shall be made within 2-hour rated
10 enclosure, and passage of the feeder cable in and out of the 2-hour rated enclosure shall be fire
11 stopped to a 2-hour rating.

12 4. Feeder cables that are installed above ceilings in buildings that are protected with an automatic
13 fire sprinkler system in accordance with NFPA 13 shall not require additional physical protection.
14 Feeder cables in these installations shall be plenum rated.

15 5. Feeder cables that are installed in areas without ceilings shall require additional physical
16 protection such as EMT or equivalent.

17 6. Both fiber and coaxial based systems shall be designed such that each floor or remote area shall
18 be covered by a minimum of 2 independent feeders, whereas the failure of a single feeder does not
19 cause signal loss for more than 50% of the required coverage for that floor or remote area. A
20 remote area shall be defined as an area served by a feeder providing connectivity to 2 or more
21 antennae.

22 **510.6 Maintenance.** The emergency responder radio coverage system shall be maintained operational at
23 all times in accordance with Sections 510.6.1 through 510.6.4.

24 **510.6.1 Testing and proof of compliance.** The owner of the building or owner's authorized agent shall
25 have the emergency responder radio coverage system inspected and tested annually or where structural
26 changes occur including additions or remodels that could materially change the original field performance
27 tests. Testing shall consist of the following items (1) through (7):

28 1. In-building coverage test as required by the fire code official as described in Section 510.5.3
29 "Acceptance test procedure" or 510.6.1.1 "Alternative in-building coverage test".

30 **Exception:** Group R Occupancy annual testing is not required within dwelling units.

31 2. Signal boosters shall be tested to verify that the gain/output level is the same as it was upon
32 initial installation and acceptance or set to optimize the performance of the system.

33 3. Backup batteries and power supplies shall be tested under load of a period of 1 hour to verify that
34 they will properly operate during an actual power outage. If within the 1-hour test period the battery
35 exhibits symptoms of failure, the test shall be extended for additional 1-hour periods until the
36 integrity of the battery can be determined.

37 4. If a fire alarm system is present in the building, a test shall be conducted to verify that the fire
38 alarm system is properly supervising the emergency responder communication system as required

1 in Section 510.4.2.5. The test is performed by simulating alarms to the fire alarm control panel. The
2 certifications in Section 510.5.2 are sufficient for the personnel performing this testing.

3 5. Other active components shall be checked to verify operation within the manufacturer's
4 specifications.

5 6. At the conclusion of the testing, a report, which shall verify compliance with Section 510.6.1,
6 shall be submitted to the fire code official by way of the department's third-party vendor,
7 www.thecomplianceengine.com, or other such vendor as determined by the department.

8 7. At the conclusion of testing, a record of the inspection and maintenance along with an updated
9 grid diagram of each floor showing tested strengths in each grid square and each critical area shall
10 be added to the documentation maintained on the premises in accordance with Section 510.5.3.

11 **510.6.1.1 Alternative In-building coverage test.** When the comprehensive test documentation required
12 by Section 510.5.3 is available, or the most recent full five-year test results are available if the system is
13 older than six years, the in-building coverage test required by the fire code official in Section 510.6.1(1),
14 may be conducted as follows:

15 1. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest
16 brand and model used by the agency's radio communications system or other equipment approved
17 by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing
18 result is a DAQ of 3 or higher. Communications between handsets in the following locations shall
19 be tested: between the fire command center or fire alarm control panel and a location outside the
20 building; between the fire alarm control panel and each landing in each stairwell.

21 2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for:

22 (a) Three grid areas per floor. The three grid areas to be tested on each floor are the three grid areas
23 with poorest performance in the acceptance test or the most recent annual test, whichever is more
24 recent; and

25 (b) Each of the critical areas identified in acceptance test documentation required by Section
26 510.5.3, or as modified by the fire code official, and

27 (c) One grid square per serving antenna.

28 3. The test area boundaries shall not deviate from the areas established at the time of the acceptance
29 test, or as modified by the fire code official. The building shall be considered to have acceptable
30 emergency responder radio coverage when the required signal strength requirements in 510.4.1.1
31 and 510.4.1.2 are located in 95 percent of all areas on each floor of the building and 99 percent in
32 Critical Areas, and any non-functional serving antenna are repaired to function within normal
33 ranges. If the documentation of the acceptance test or most recent previous annual test results are
34 not available or acceptable to the fire code official, the radio coverage verification testing described
35 in 510.5.3 shall be conducted.

36 **Point of Information**

37 The alternative in-building coverage test provides an alternative testing protocol for the in-building
38 coverage test in subsection (1) of section 510.6.1. There is no change or alternative to annual

1 testing requirements enumerated in subsections (2) – (7) of Section 510.6.1, which must be
2 performed at the time of each annual test.

3 **510.6.2 Additional frequencies.** The building owner shall modify or expand the emergency responder
4 radio coverage system at his or her expense in the event frequency changes are required by the FCC or
5 other radio licensing authority, or additional frequencies are made available by the FCC or other radio
6 licensing authority, public safety radio system operator or FCC license holder. Prior approval of a public
7 safety radio coverage system on previous frequencies does not exempt this section.

8 **510.6.3 Nonpublic safety system.** Where other nonpublic safety amplification systems installed in
9 buildings reduce the performance or cause interference with the emergency responder communications
10 coverage system, the nonpublic safety amplification system shall be corrected or removed.

11 **510.6.4 Field testing.** Agency personnel shall have the right to enter onto the property at any reasonable
12 time to conduct field testing to verify the required level of radio coverage or to disable a system that due
13 to malfunction or poor maintenance has the potential to impact the emergency responder radio system in
14 the region.

15 DD. Section 511 is added to read as follows:

16 **511 Automatic External Defibrillators**

17 **511.1 Where required.** Automatic External Defibrillators (AED) shall be installed on Port properties in
18 accordance with 511.1.1 through 511.1.3.

19 **511.1.1 Terminals.** AEDs shall be located in all public circulation spaces and holdrooms with a
20 maximum travel distance of 150 feet.

21 **511.1.2 Accessory Terminal Spaces.** A minimum of (1) AED shall be located in each airline lounge,
22 club, or tenant breakroom designed to serve more than 50 occupants.

23 **511.1.3 Other Buildings on Port property.** A minimum of (1) AED shall be located in an obvious
24 location such as an elevator lobby/entrance.

25 **13.150.070 Amendments to Chapter 6, Building Services and Systems.**

26 A. Subsection 606.2 is amended to add the following two (2) subsections to read as follows:

27 **606.2.2 Permit Required.** Permits shall be required as set forth in Section 105.5.

28 **606.2.3 Approved drawing.** The stamped and approved cook line drawing shall be displayed adjacent to
29 the suppression system pull station prior to the final inspection.

30 **13.150.080 Amendments to Chapter 7, Fire and Smoke Prevention Features.**

31 A. Subsection 705.2.3 is amended to read as follows:

32 **705.2.3. Hold-open devices and closers.** Hold-open devices and automatic door closures, where
33 provided, shall be maintained. During the period that such device is out of service for repairs, the door it
34 operates shall remain in the closed position.

35 The fire code official is authorized to require the installation of hold-open devices of existing door
36 installations where there has been documented use of door closure impairment devices.

1 **13.150.090 Amendments to Chapter 9, Fire Protection Systems.**

2
3 A. Subsection 901.7.7 is added to read as follows:

4 901.7.7. Fire watch for impaired fire protection systems. In the event of the emergency responder
5 communication system, fire alarm system, fire sprinkler system or any other required fire protection
6 system; or an excessive number of preventable alarm activations, the fire code official is authorized to
7 require the building owner or occupant to provide approved standby personnel until the system is
8 restored, repaired, or replaced. B. Subsection 901.11 is added to read as follows:

9 **901.11 Emergency contacts.** It shall be the responsibility of the owner of a/any monitored fire protection
10 system to provide and maintain a minimum of three emergency contacts that are capable of responding to
11 the system location with their monitoring company.

12 C. The following term is added to subsection 902.1:

13 **PROBLEMATIC FIRE PROTECTION SYSTEM.**

14 D. Subsection 903.2 is amended to read as follows:

15 **903.2 Where required.** An automatic sprinkler system shall be provided for when one of the following
16 conditions exist:

17 1. In all buildings without adequate fire flow as required by this code.

18 **Exception:** Miscellaneous Group U Occupancies.

19 2. All new buildings and structures regulated by the International Building Code requiring 2,000 gallons
20 per minute or more fire flow, or with a gross floor area of 10,000 or more square feet, or where this code
21 provides a more restrictive floor/fire area requirement, and shall be provided in all locations or where
22 described by this code.

23 **Exception:** Spaces or areas in telecommunications buildings used exclusively for telecommunications
24 equipment, associated electrical power distribution equipment, batteries, and standby engines, provided
25 those spaces or areas are equipped throughout with an automatic smoke detection system in accordance
26 with Section 907.2 and are separated from the remainder of the building by not less than 1 hour fire
27 barriers constructed in accordance with Section 707 of the International Building Code or not less than 2
28 hour horizontal assemblies constructed in accordance with Section 712 of the International Building
29 Code, or both.

30 3. Where this code requires the installation of an automatic sprinkler system to protect an occupancy
31 within an otherwise non-sprinklered building, then automatic sprinkler protection will be required
32 throughout the entire building.

33 4. When the required fire apparatus access roadway grade is 12 percent or greater.

34 E. Subsection 903.2.9.5 is added to read as follows:

35 **903.2.9.5 Speculative use warehouses.** Where the occupant, tenant, or use of the building or storage
36 commodity has not been determined or it is otherwise a speculative use warehouse or building, the
37 automatic sprinkler system shall be designed to protect not less than Class IV non-encapsulated
38 commodities on wood pallets, with no solid, slatted, or wire mesh shelving, and with aisles that are 8 feet
39 or more in width and up to 20 feet in height.

1 F. Subsection 903.3 is amended as follows:

2 **903.3. Installation Requirements.** Automatic sprinkler systems shall be designed and installed in
3 accordance with Sections 903.3.1 through 903.3.9.

4 G. Subsection 903.3.9 is added to read as follows:

5 **903.3.9. Check valve.** All automatic sprinkler system risers shall be equipped with a check valve.

6 H Subsection 903.7 is added to read as follows:

7 **903.7 Riser Room Access.** All risers shall be located in a dedicated room with an exterior door, interior
8 lighting and heat.

9 I. Subsection 907.1.3 is amended to read as follows:

10 **907.1.3 Equipment.** Systems and their components shall be listed and approved for the purpose for
11 which they are installed. All new alarm systems shall be addressable. Each device shall have its own
12 address and shall annunciate individual addresses at a UL Central Station.

13 J. Subsection 907.6.3 is amended to read as follows:

14 **907.6.3 Initiating device identification.** The fire alarm system shall identify the specific initiating device
15 address, location, device type, floor level where applicable and status including indication of normal,
16 alarm, trouble and supervisory status, as appropriate.

17 **Exception:** Special initiating devices that do not support individual device identification.

18

19 K. Subsection 907.12 is added to read as follows:

20 **907.12. Latched alarms.** All signals shall be automatically “latched” at the alarm panel until their
21 operated devices are returned to normal condition, and the alarm panel is manually reset.

22 L. Subsection 907.13 is added to read as follows:

23 **907.13 Resetting.** All fire alarm panels shall be reset only by an approved person.

24 **907.13.1. Reset Code.** The reset code for the fire alarm panel or keypad shall be 3-7-1-2-3-4. The reset
25 code shall not be changed without approval of the fire code official.

26 M. Subsection 907.14 is added to read as follows:

27 **907.14 Fire alarm control unit location.** All fire alarm control units shall be located in the riser room
28 designed and installed in accordance with Section 903.7 or an approved location.

29 N. Subsection 912.5 is amended to read as follows:

30 **912.5 Signs.** Fire department connections shall be clearly identified in an approved manner.

31 All fire department connections shall have an approved sign attached below the Siamese clapper. The sign
32 shall specify the type of water-based fire protection system, the structure, and the building areas served.

33 **13.150.100 Chapter 11, Fire Safety Requirements for Existing Buildings.**

34 A. Subsection 1103.5.6 is added to read as follows:

1 **1103.5.6 Substantial Alterations.** The provisions of this chapter shall apply to substantial alterations to
2 existing buildings regardless of use when a substantial alteration occurs in a structure equaling 10,000 or
3 greater square feet. For the purpose of this section, a substantial alteration shall be defined as an alteration
4 that costs 50% or more of the current assessed value of the structure and impacts more than 50% of the
5 gross floor area.

6 B. Subsection 1103.7 is amended as follows:

7 **1103.7 Fire alarm systems.** An approved fire alarm system shall be installed in existing buildings and
8 structures in accordance with Sections 1103.7.1 through 1103.7.7 and provide occupant notification in
9 accordance with Section 907.5 unless other requirements are provided by other sections of this code.

10 C. Subsection 1103.7.7 is added to read as follows:

11 **1103.7.7 Fire alarm control unit replacement.** If an existing fire alarm control unit is replaced with
12 identical equipment that has the same part number, it shall be considered maintenance.

13 **13.150.110 Amendments to– Chapter 80, Reference Standards.**

14 The following local amendments to Chapter 80 of the International Fire Code, entitled “Reference
15 Standards,” are hereby adopted and incorporated into the International Fire Code:

16 A. Section NFPA of the International Fire Code is amended by modifying the standard reference number
17 dates of publication as follows:

12-22	Carbon Dioxide Extinguishing Systems
12A-22	Halon 1301 Fire Extinguishing Systems
13-22	Installation of Sprinkler Systems
13D-22	Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes
13R-22	Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height
14-22	Installation of Standpipe and Hose Systems
20-22	Installation of Stationary Pumps for Fire Protection
24-22	Installation of Private Fire Service Mains and Their Appurtenances
72-22	National Fire Alarm and Signaling Code
110-22	Emergency and Standby Power Systems
111-22	Stored Electrical Energy Emergency and Standby Power Systems
400-22	Hazardous Materials Code
407-22	Aircraft Fuel Servicing
409-22	Aircraft Hangars
410-20	Aircraft Maintenance
415-22	Airport Terminal Buildings, Fueling Ramp

Drainage, and Loading Walkways

750-23	Water Mist Fire Protection Systems
2001-22	Clean Agent Fire Extinguishing Systems

1
2 B. Chapter 80 – Reference Standards is amended by adding a new heading and publications as follows:

Other	
2018	Port of Seattle – City of SeaTac Interlocal Agreement
2020	Rules for Airport Construction

3
4 **13.150.120 Amendments to Appendix B, Fire-Flow Requirements for Buildings.**

5 A. Subsection B103.1 is amended to read as follows:

6 **B103.1 Increases.** The fire chief is authorized to increase the fire flow requirements where exposures
7 could be impacted by fire. An increase shall not be more than twice that required for the building under
8 consideration.

9 **Exception:** For one- and two-family residences when either of the following conditions apply.

10 1. 1-hour fire resistant rated exterior walls tested in accordance with ASTM E 119 or UL 263 with
11 exposure on the exterior side and projections with 1-hour underside protection, fire blocking installed
12 from the wall top plate to the underside of the roof sheathing and no gable vent openings.

13 2. Walls with a distance greater than 10' to the nearest exposure or face an unbuildable lot, tract or
14 buffer. The distance shall be measured at right angles from the face of the wall.

15 **B103.1.1 One- and two-family dwellings.** The fire chief is authorized to increase the fire flow
16 requirements by 500 gallons per minute for homes less than 10 feet apart measured from the face of the
17 foundation.

18 B. Subsection B105.1 is amended to read as follows:

19 **B105.1 One- and two-family dwellings.** Fire-flow requirements for one- and two-family dwellings shall
20 be in accordance with Sections B105.1.1 through B105.1.2.

21 **B105.1.1 Buildings less than 3,600 square feet.** The minimum fire-flow and flow duration requirements
22 shall be 1,000 gallons per minute for 1 hour.

23 **Exception:** A reduction in required fire-flow of 50 percent, as approved, is allowed when the building
24 is equipped with an approved automatic sprinkler system.

25 **B105.1.2 Buildings 3,600 square feet and greater.** The minimum fire-flow and flow duration
26 requirements shall not be less than that specified in Table B105.1(2).

27 **Exception:** A reduction of fire-flow and flow duration to 1,000 gallons per minute for 1 hour, as
28 approved, is allowed when the building is equipped with the following:

1. An approved automatic sprinkler system.

B105.2 Buildings other than one- and two-family dwellings. The minimum fire-flow and flow duration for buildings other than one- and two-family dwellings shall be as specified in Table B105.1(2).

Exception: A reduction in required fire-flow of 50 percent, as approved, is allowed when the building is provided with an approved automatic sprinkler system. The resulting fire-flow shall not be less than 1,500 gallons per minute for the prescribed duration as specified in Table B105.1(2).

B105.2.1 Tents and Membrane structures. No fire flow is required for tents and membrane structures.

B105.2.2 Accessory residential Group U buildings. Accessory residential Group U buildings shall comply with the requirements of B105.1.

C. Section B105 is amended by deleting the following:

Table B105.1(1) Required Fire-Flow for One- and Two-family Dwellings, Group R-3 and R-4 Buildings and Townhouses

Table B105.2 Required Fire-Flow for Other than One- and Two-family Dwellings, Group R-3 and R-4 Buildings and Townhouses

D. Subsection B105.4 is added to read as follows:

B105.4. Alternative Fire Flow Mitigation. For development projects, where it has been determined not feasible to extend the water main by the local water purveyor, the following alternative fire flow mitigations are approved for use in accordance with Sections B105.4.1 through B105.4.2

B105.4.1. One- and two-family dwellings. Fire flow will not be required for one- and two-family dwellings if all of the following mitigations are met;

1. The fire-flow calculation area is less than 3600 square feet
2. The construction type of the dwelling is Type VA
3. The dwelling is equipped with an automatic fire sprinkler system installed in accordance with Section 903.3.1.3 with a water supply of no less than 30 minutes
4. The dwelling has a fire separation distance of no less than 150 feet on all sides

B105.4.2. Buildings other than one- and two-family dwellings. Fire flow will not be required for buildings other than one- and two-family dwellings if all of the following mitigations are met;

1. The fire-flow calculation area is less than 3600 square feet
2. The construction type of the building is not Type VB
3. The buildings is equipped with an automatic fire sprinkler system installed in accordance with Section 903.3.1.1 with a water supply of no less than 30 minutes
4. The buildings has a fire separation distance of no less than 150 feet on all sides

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Chapter 13.160

MECHANICAL CODE

Sections:

13.160.010 International Mechanical Code.

13.160.010 International Mechanical Code.

The most current edition of the International Mechanical Code as amended by the Washington State Building Code Council and published in Chapter 51-52 WAC is hereby adopted by reference, as now or hereafter amended.

1 **Chapter 13.170**

2 **PLUMBING CODE**

3 Sections:

4 13.170.010 Uniform Plumbing Code.

5
6 **13.170.010 Uniform Plumbing Code.**

7 The most current edition of the Uniform Plumbing Code as amended by the Washington State Building
8 Code Council and published in Chapter 51-56 WAC is hereby adopted by reference, as now or hereafter
9 amended with the following exceptions:

10 Exception:

11 A. The most current edition of the International Plumbing Code, as published by the International Code
12 Council, may be used as an approved alternate to the Uniform Plumbing Code per SMC 13.100.040 as an
13 alternate material, design and method of construction.

14 B. When the approved alternate plumbing code is utilized, the entire plumbing installation shall be
15 installed and governed under provisions of the alternate code and the permit documents shall clearly state
16 which code is used.

17 ...

18 **Chapter 13.190**

19 **CLEARING AND GRADING CODE**

20 Sections:

21 13.190.010 Purpose.

22 13.190.020 Definitions.

23 13.190.030 Hazards.

24 13.190.040 Clearing and grading permit required – Exceptions.

25 13.190.045 Permit exception criteria.

26 13.190.050 Temporary permits.

27 13.190.060 Applications – Complete applications.

28 13.190.070 Permit requirements.

29 13.190.080 Liability insurance required – Exception.

30 13.190.090 Operating conditions and standards of performance.

31 13.190.100 Land restoration.

32 13.190.110 Shorelines.

33 13.190.120 Enforcement.

34 13.190.130 Forest practices.

35 13.190.140 Clearing standards.

36 13.190.150 Financial guarantees authorized.

37

1 A. This chapter is intended to regulate clearing and removal of vegetation, excavation, grading and
2 earthwork construction including cuts and fills, gravel pits, dumping, quarrying and mining operations
3 within City of SeaTac in order to protect public health, safety and welfare by:

- 4 1. Minimizing adverse storm water impacts generated by the removal of vegetation and alteration
5 of landforms;
- 6 2. Protecting water quality from the adverse impacts associated with erosion and sedimentation;
- 7 3. Minimizing aquatic and terrestrial wildlife habitat loss caused by the removal of vegetation;
- 8 4. Protecting sensitive areas from adverse clearing and grading activities;
- 9 5. Facilitating and encouraging long-term forest practice and agricultural production operations
10 where appropriate;
- 11 6. Minimizing the adverse impacts associated with quarrying and mining operations;
- 12 7. Preventing damage to property and harm to persons caused by excavations and fills;
- 13 8. Establishing administrative procedures for the issuance of permits, approval of plans, and
14 inspection of clearing and grading operations; and
- 15 9. Providing penalties for the violation of this chapter.

16
17 B. Conflicts. In case of a conflict between these provisions and those relating to clearing and grading
18 found in any of the other technical codes adopted by this title, these provisions shall apply.

19 13.190.020 Definitions.

20 The definitions in this section apply throughout this chapter, unless otherwise clearly indicated by their
21 context, and mean as follows:

22 A. "Applicant" means a property owner or a public agency or a public or a private utility which owns a
23 right-of-way or other easement or has been adjudicated the right to such an easement pursuant to
24 RCW [8.12.090](#), or any person or entity designated or named in writing by the property or easement owner
25 to be the applicant, in an application for a development proposal, permit or approval.

26 B. "Bench" means a relatively level step excavated or constructed on the face of a graded slope surface
27 for drainage and maintenance purposes.

28 C. "Berm" means a mound or raised area used for the purpose of screening a site or operation.

29 D. "Best management practice (BMP)" means any schedule of activities, prohibition of practices,
30 maintenance procedure, or structural and/or managerial practice that, when used singly or in combination,
31 prevents or reduces the release of pollutants and other adverse impacts to surface water, stormwater and
32 groundwater, while minimizing the potential for flooding, soil creep, and soil instability.

33 E. "Civil engineer" means an engineer who is licensed as a professional engineer in the branch of civil
34 engineering by the State of Washington.

35 F. "Clearing" means the cutting or removal of vegetation or other organic plant material by physical,
36 mechanical, chemical or any other means.

37 G. "Clearing and grading permit" means the permit required by this chapter for clearing and grading
38 activities, including temporary permits.

39 H. "Compaction" means the densification of a fill by mechanical means.

- 1 I. “Cutting” means the severing of the main trunk or stems from close to or at the soil surface or at a point
2 up to twenty-five percent (25%) of the total vegetation height.
- 3 J. “Director” means the Director of the Community and Economic Development Department or designee.
- 4 K. “Duff” means decaying vegetation matter covering the ground under trees, or organic soils.
- 5 L. “Earth material” means any rock, natural soil or any combination thereof.
- 6 M. “Erosion” means the wearing away of the ground surface as the result of the movement of wind, water
7 and/or ice.
- 8 N. “Excavation” means the removal of earth material.
- 9 O. “Erosion and sediment control (ESC)” means any temporary or permanent measures taken to reduce
10 erosion, control siltation and sedimentation, and ensure that sediment-laden water does not leave the site,
11 adversely impact LID BMPs, or enter into wetlands or aquatic areas.
- 12 P. “Fill” means a deposit of earth material placed by mechanical means.
- 13 Q. “Geotechnical engineer” means a person licensed by the State of Washington as a professional civil
14 engineer who has expertise in geotechnical engineering.
- 15 R. “Grade” means the elevation of the ground surface.
- 16 1. “Existing grade” means the grade prior to grading.
- 17 2. “Rough grade” means the stage at which the grade approximately conforms to the approved plan as
18 required in SMC [13.190.070](#).
- 19 3. “Finish grade” means the final grade of the site which conforms to the approved plan as required in
20 SMC [13.190.070](#).
- 21 S. “Grading” means any excavating, filling, removing of the duff layer, or combination thereof.
- 22 T. “Low impact development (LID)” means a stormwater and/or land use management strategy that
23 strives to mimic natural hydrologic processes of infiltration, filtration, storage, evaporation and
24 transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed
25 stormwater management practices that are integrated into a project design, while also minimizing the
26 potential for off-site flooding and soil instability.
- 27 U. “Low impact development (LID) best management practices (BMP)” means distributed stormwater
28 management practices, integrated into a project design, that emphasize natural hydrologic processes of
29 infiltration, filtration, storage, evaporation and transpiration, while protecting against off-site flooding and
30 soil instability. LID BMPs include, but are not limited to, bioretention, permeable pavement, cast in place
31 pavers, limited infiltration systems, roof downspout controls, dispersion, soil amendments, and minimal
32 excavation foundations.
- 33 V. “Native vegetated surface” means a surface in which the soil conditions, ground cover, and species of
34 vegetation are like or similar to those of the original native condition for the site.
- 35 W. “Reclamation” means the final grading and land restoration of a site.
- 36 X. “Shorelines” means those lands defined as shorelines in the State Shorelines Management Act of 1971.

1 Y. "Site" means any lot or parcel of land or contiguous combination thereof where projects covered by
2 this chapter are performed or permitted where a public street or way may intervene.

3 Z. "Slope" means an inclined ground surface, the inclination of which is expressed as a ratio of vertical
4 distance to horizontal distance.

5 AA. "Stormwater facilities" means drainage facilities or features used to meet water quality treatment
6 and/or flow control requirements by utilizing processes such as infiltration, dispersion, storage,
7 conveyance, evaporation, and transpiration.

8 BB. "Structure" means that which is built or constructed, an edifice or building of any kind, or any piece
9 of work artificially built up or composed of parts joined together in some definite manner.

10 CC. "Surface Water Design Manual" means the King County Surface Water Design Manual
11 (KCSWDM), as amended by the City of SeaTac Addendum to the KCSWDM adopted in
12 SMC [12.10.010](#).

13 DD. "Terrace" means a relatively level step excavated or constructed on the face of a graded slope surface
14 for drainage and maintenance purposes.

15 EE. "Tree" means a large woody perennial plant usually with a single main stem or trunk and generally
16 over twelve (12) feet tall at maturity.

17 FF. "Understory" means the vegetation layer of a forest that includes shrubs, herbs, grasses, and grasslike
18 plants, but excludes native trees.

19 GG. "Vegetated LID BMPs" means LID BMPs that utilize landscaping.

20 HH. "Vegetation" means any and all organic plant life growing at, below, or above the soil surface.

21 13.190.030 Hazards.

22 Whenever the Director determines that an existing site, as a result of clearing or grading, excavation,
23 embankment, or fill, has become a hazard to life and limb, or endangers property, or adversely affects the
24 safety, use or stability of a public way or drainage channel, the owner of the property upon which the
25 clearing, grading, excavation or fill is located or other person or agent in control of said property, upon
26 receipt of notice in writing from the Director, shall within the period specified therein restore the site
27 affected by such clearing or grading or repair or eliminate such excavation or embankment or fill so as to
28 eliminate the hazard and be in conformance with the requirements of this chapter

29 13.190.040 Clearing and grading permit required – Exceptions.

30 No person shall do any clearing or grading without first having obtained a clearing and grading permit
31 from the Director, unless it meets one (1) of the exception criteria identified in SMC [13.190.045](#) and
32 meets all of the conditions identified below:

33 A. The project includes less than seven thousand (7,000) square feet of land disturbing activity; and
34 B. The performance and restoration requirements of this chapter are met and best management practices
35 are utilized to protect water quality; and
36 C. The activity does not occur in a sensitive area or its buffer regulated under SMC Title [15](#).

37 13.190.045 Permit exception criteria.

- 1 A. An on-site excavation or fill for basements and footings of a building, retaining wall, or other structure
2 authorized by a valid building permit. This shall not exempt any fill made with the material from such
3 excavation, nor exempt any excavation having an unsupported height greater than four (4) feet after the
4 completion of such structure;
- 5 B. The depositing or covering of any garbage, rubbish or other material at any solid waste facility
6 operated by City of SeaTac or King County;
- 7 C. Maintenance of existing driveways or private access roads within their existing road prisms;
- 8 D. Any grading within a publicly owned road right-of-way;
- 9 E. Clearing or grading by a public agency for the following routine maintenance activities:
- 10 1. Roadside ditch cleaning, provided the ditch does not contain salmonids;
- 11 2. Pavement maintenance;
- 12 3. Normal grading of gravel shoulders;
- 13 4. Maintenance of culverts;
- 14 5. Maintenance of flood control or other approved surface water management facilities;
- 15 6. Routine clearing within road right-of-way;
- 16 F. Maintenance or reconstruction of the facilities of a common carrier by a rail in interstate commerce
17 within its existing right-of-way; provided restoration is consistent with SMC [13.190.100](#);
- 18 G. Excavation less than four (4) feet in vertical depth not involving more than fifty (50) cubic yards of
19 earth or other material on a single site. This exception does not apply within an area placed into tracts or
20 easements for a wildlife habitat corridor pursuant to SMC Title [15](#) unless the proposed activity is
21 otherwise exempt under SMC Title [15](#);
- 22 H. Fill less than three (3) feet in vertical depth not involving more than fifty (50) cubic yards of earth or
23 other material per SMC [13.190.100](#) on a single site. This exception does not apply within an area placed
24 into tracts or easements for a wildlife habitat corridor pursuant to SMC Title [15](#) unless the proposed
25 activity is otherwise exempt under SMC Title [15](#). This exception does not apply to the placing of fill in
26 fifty (50) cubic yard increments over time on a single site; fill shall not be placed on a single site in fifty
27 (50) cubic yard increments to avoid the need to obtain a permit;
- 28 I. Minor stream restoration projects for fish habitat enhancement by a public agency, utility or tribe as set
29 out in SMC Title [15](#);
- 30 J. Clearing and grading, performed as Class I, II, III or IV special forest practice in the City of SeaTac,
31 that is conducted in accordance with Chapter [76.09](#) RCW and WAC Title [222](#);
- 32 K. Within environmentally sensitive areas, as regulated in SMC Title [15](#), the following activities are
33 exempt from the clearing requirements of this chapter and no permit shall be required:
- 34 1. Normal and routine maintenance of existing lawns and landscaping subject to the limitations on the use
35 of pesticides in sensitive areas as set out in SMC Title [15](#).

- 1 2. Permitted agricultural uses; provided the clearing is consistent with the agricultural exemptions in
2 sensitive areas as regulated in SMC Title [15](#).
- 3 3. Emergency tree removal to prevent imminent danger or hazard to persons or property.
- 4 4. Normal and routine horticultural activities associated with commercial orchards, nurseries, or
5 Christmas tree farms in existence on November 27, 1990, subject to the limitations on the use of
6 pesticides in environmentally sensitive areas as set out in SMC Title [15](#). This does not include clearing or
7 grading in order to develop or expand such activities.
- 8 5. Normal and routine maintenance of existing public parks trail easements owned by the City of SeaTac
9 or dedicated to and accepted for maintenance by the City of SeaTac, and private and public golf courses.
10 This does not include clearing or grading in order to develop or expand such activities in environmentally
11 sensitive areas. For the purpose of this subsection, a park is defined as any real property managed for
12 public use which has been previously maintained as a park or has been developed as a park pursuant to a
13 properly issued permit.
- 14 6. Removal of noxious weeds from steep slope hazard areas and the buffers of streams and wetlands
15 subject to the limitations on the use of pesticides in sensitive areas as set out in SMC Title [15](#).
- 16 7. Pruning and limbing of vegetation for maintenance of above ground electrical and telecommunication
17 facilities; provided, that the clearing is consistent with the electric, natural gas, cable communication and
18 telephone utility exemption in environmentally sensitive areas as regulated in SMC Title [15](#); that said
19 utility has a franchise agreement or master use permit with the City of SeaTac; and that said utility obtains
20 the required right-of-way use permit per Chapter [11.10](#) SMC.
- 21 8. Class II, III and IV special forest practices, provided they occur on parcels that meet all of the
22 following criteria for long-term forestry:
- 23 a. The parcel is enrolled under the current use taxation program as timber land pursuant to
24 Chapter [84.34](#) RCW or as forest land pursuant to Chapter [84.33](#) RCW;
- 25 b. A long-term management plan is approved for the parcel by the Washington Department of Natural
26 Resources;
- 27 c. The parcel equals or exceeds five (5) acres in size;
- 28 L. Clearing within seismic hazard area, except on slopes greater than fifteen percent (15%) and subject to
29 clearing restrictions contained in SMC Title [15](#), wildlife habitat corridors pursuant to SMC Title [15](#),
30 critical drainage areas established by administrative rule or property-specific development standards
31 pursuant to SMC Title [15](#); and provided the site contains no other sensitive area features;
- 32 M. Clearing within coal mine hazard area, subject to clearing restrictions contained in this section,
33 wildlife habitat corridors pursuant to SMC Title [15](#), critical drainage areas established by administrative
34 rule or property-specific development standards pursuant to SMC Title [15](#); and provided the site contains
35 no other environmentally sensitive area features; and
- 36 N. Normal and routine maintenance of trail easements owned by the City of SeaTac or dedicated to and
37 accepted for maintenance by the City of SeaTac.
- 38 13.190.050 Temporary permits.

1 The Director shall have the authority to issue temporary permits for excavations, processing, quarrying
2 and mining, and removal of sand, gravel, rock and other natural deposits, together with the necessary
3 buildings, apparatus or appurtenances incident thereto for specific jobs on application for highway, road,
4 street, airport construction, flood control and other public works projects. In conjunction with such
5 operations, allied uses such as, but not limited to, rock crushers, concrete-batching plants and asphalt-
6 batching plants may be authorized by this temporary permit. The Director shall also have the authority to
7 issue temporary permits for the removal of existing stockpiles of previously mined materials for the
8 reclamation of land to its best use, consistent with the underlying zoning.

9 A. The Director shall consider the effect of the proposed operation on the City road system and any effect
10 it may have on surface or groundwater drainage and flood control, and shall make such recommendations
11 as are necessary to protect the public interest in this regard.

12 B. The Director shall also consider the effect of the proposed operation on the current and future land use
13 in the area affected by the proposed operation and shall condition permits as necessary to protect the
14 public interest in this regard. Temporary permits are good for the life of the contract of the specific job
15 but must be reviewed annually. Each temporary permit site shall be fully restored during the term of the
16 temporary permit.

17 13.190.060 Applications – Complete applications.

18 A. For the purposes of determining the application of time periods and procedures adopted by this
19 chapter, applications for permits authorized by this chapter shall be considered complete as of the date of
20 submittal upon determination by the Director that the materials submitted comply with SMC
21 Title [16A](#) and contain the following:

22 1. For clearing and grading permits:

23 a. A legal description and boundary sketch of the property;

24 b. A one to two thousand (1:2,000) scale vicinity map with a north arrow;

25 c. Grading plans on a sheet no larger than twenty-four (24) inches by thirty-six (36) inches and including:

26 i. A horizontal scale no smaller than one (1) inch equals thirty (30) feet;

27 ii. Vertical scale;

28 iii. Size and location of existing improvements within fifty (50) feet of the project, indicating which will
29 remain and which will be removed;

30 iv. Existing and proposed contours at two (2) foot intervals, and extending for one hundred (100) feet
31 beyond the project edge;

32 v. At least two (2) cross-sections, one (1) in each direction, showing existing and proposed contours and
33 horizontal and vertical scales;

34 vi. Temporary and permanent erosion-sediment control facilities;

35 vii. Permanent drainage facilities prepared per SMC [12.10.010](#);

36 viii. Structures to be built or construction proposed in landslide hazard areas; and

37 ix. Proposed construction or placement of a structure.

- 1 2. A completed environmental checklist, if required by Chapter [15.700](#) SMC, Environmentally Sensitive
2 Areas.
- 3 3. Satisfaction of all requirements for grading permits under SMC [13.190.070](#).
- 4 B. Applications found to contain material errors shall not be deemed complete until such material errors
5 are corrected.
- 6 C. The Director may waive specific submittal requirements determined to be unnecessary for review of an
7 application.
- 8 13.190.070 Permit requirements.
- 9 A. Except as exempted in SMC [13.190.040](#), no person shall do any clearing or grading without first
10 obtaining a clearing and grading permit from the Director. A separate permit shall be required for each
11 site and may cover both excavations and fills.
- 12 B. Application. To obtain a permit, the applicant shall first file an application in writing on a form
13 furnished for that purpose. The Director shall prescribe the form by which application is made. No
14 application shall be accepted unless it is completed consistent with the requirements of this chapter and
15 the requirements of SMC Title [16A](#), Development Review Code. In addition to the requirements of SMC
16 Title [16A](#), every application shall:
- 17 1. Identify and describe the work to be covered by the permit for which application is made;
- 18 2. Describe the land on which the proposed work is to be done, by lot, block, tract and house and street
19 address, or similar description that will readily identify and definitely locate the proposed site;
- 20 3. Identify and describe those environmentally sensitive areas, as defined in SMC Title [15](#), on or adjacent
21 to the site;
- 22 4. Indicate the estimated quantities of work involved;
- 23 5. Identify any clearing restrictions contained in SMC [13.190.140](#), wildlife habitat corridors pursuant to
24 SMC Title [15](#), critical drainage areas established by administrative rule or property-specific development
25 standards pursuant to SMC Title [15](#);
- 26 6. Be accompanied by plans and specifications as required in subsections (B) and (C) of this section;
- 27 7. Designate who the applicant is, on a form prescribed by the Department, except that the application
28 may be accepted and reviewed without meeting this requirement when a public agency or public or
29 private utility is applying for a permit for property on which the agency or utility does not own an
30 easement or right-of-way and the following three (3) requirements are met:
- 31 a. The name of the agency or public or private utility is shown on the application as the applicant;
- 32 b. The agency or public or private utility includes in the complete application an affidavit declaring that
33 notice of the pending application has been given to all owners of property to which the application
34 applies, on a form provided by the Department; and
- 35 c. The form designating the applicant is submitted to the Department prior to permit issuance; and
- 36 8. Give such other information as may be required by the Director.

1 C. Plans and Specifications. When required by the Director, each application for a grading permit shall be
2 accompanied by four (4) sets of plans and specifications and other supporting data as may be required.
3 The plans and specifications shall be prepared and signed by a civil engineer registered to practice in the
4 State of Washington when required by the Director; provided, the Director may require additional studies
5 prepared by a qualified geotechnical engineer. If the plans and specifications are returned as a result of
6 permit denial or any other reason, they shall be returned to the applicant.

7 D. Information on Plans and in Specifications. Plans shall be drawn to an engineer's scale upon
8 substantial paper or mylar and shall be of sufficient clarity to indicate the nature and extent of the work
9 proposed and show in detail that they will conform to the provisions of this chapter and all other relevant
10 laws, rules, regulations and standards. The first sheet of each set of plans shall give the location of the
11 work and the name and address of the owner and the person by whom they were prepared. The plans shall
12 include the following minimum information:

- 13 1. General vicinity of the proposed site;
- 14 2. Property limits and accurate contours of existing ground and details of terrain and area drainage;
- 15 3. Limiting dimensions, elevations or finished contours to be achieved by the grading, and proposed
16 drainage channels and related construction;
- 17 4. Location of all proposed cleared areas, including areas for soil amendment;
- 18 5. Location of any open space tracts or conservation easements if required pursuant to:
 - 19 a. SMC [13.190.140](#);
 - 20 b. SMC Title [15](#);
 - 21 c. Critical drainage area; or
 - 22 d. Property-specific development standards pursuant to SMC Title [15](#);
- 23 6. Calculations of the total proposed area cleared on site as a percentage of the total site area;
- 24 7. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams, berms, settling
25 ponds and other protective devices to be constructed with or as a part of the proposed work, together with
26 the maps showing the drainage area and the estimated runoff of the area served by any drains;
- 27 8. A determination of whether drainage review applies to the project pursuant to
28 Chapters [12.05](#) and [12.30](#) SMC, and, if applicable, all drainage plans and documentation consistent with
29 City of SeaTac Surface Water Design Manual (SMC [12.10.010](#)) requirements;
- 30 9. Location of any buildings or structures on the property where the work is to be performed and the
31 location of any buildings or structures on land of adjacent owners which are within fifty (50) feet of the
32 property or which may be affected by the proposed grading operations;
- 33 10. Landscape and rehabilitation plan as required by SMC [13.190.100](#);
- 34 11. Other information as may be required by the Director; and
- 35 12. If the clearing or grading is proposed to take place in or adjacent to a sensitive area as regulated in
36 SMC Title [15](#), provide information as required by that title.

1 E. Granting of Permits.

2 1. The Director shall determine if the proposed grading will adversely affect the character of the site for
3 present lawful uses or with the future development of the site and adjacent properties for building or other
4 purposes as indicated by the comprehensive plan, the shoreline master program, and the zoning code.

5 2. After an application has been filed and reviewed, the Director shall also ascertain whether such grading
6 work complies with the other provisions of this chapter. If the application and plans so comply, or if they
7 are corrected or amended so as to comply, the Director may issue to the applicant a grading permit. A
8 grading permit shall be valid for the number of days stated in the permit but in no case shall the period be
9 more than two (2) years; provided, that when operating conditions have been met, the permit may be
10 renewed every two (2) years, or less if a shorter approval and/or renewal period is specified by the
11 Director.

12 3. No grading permit shall be issued until approved by Federal, State and local agencies having
13 jurisdiction by laws or regulations.

14 4. Upon approval of the application and issuance of the grading permit, no work shall be done that is not
15 provided for in the permit. The Director is authorized to inspect the premises at any reasonable time to
16 determine if the work is in accordance with the permit application and plans.

17 5. The permits from the Director shall be required regardless of any permits issued by any other
18 department of City government or any other governmental agency who may be interested in certain
19 aspects of the proposed work. Where work for which a permit is required by this chapter is started or
20 proceeded with prior to obtaining the permit, the violator shall be subject to such civil penalties as
21 provided in Chapter [1.15](#) SMC. However, the payment of such civil penalties shall not relieve any
22 persons from fully complying with the requirements of this chapter in the execution of the work nor from
23 any other penalties prescribed thereon.

24 13.190.080 Liability insurance required – Exception.

25 The permittee shall maintain a liability policy in an amount not less than five hundred thousand dollars
26 (\$500,000) per individual, five hundred thousand dollars (\$500,000) per occurrence, and one hundred
27 thousand dollars (\$100,000) property damage, and shall name City of SeaTac as an additional insured.
28 Exception: Liability insurance requirements may be waived for projects involving less than ten thousand
29 (10,000) cubic yards. Liability insurance shall not be required of City of SeaTac departments, divisions,
30 or bureaus.

31 13.190.090 Operating conditions and standards of performance.

32 A. Any activity that will clear, grade or otherwise disturb the site, whether requiring a clearing or grading
33 permit or not, shall provide erosion and sediment control (ESC) that prevents, to the maximum extent
34 possible, the transport of sediment from the site to drainage facilities, water resources and adjacent
35 properties. Erosion and sediment controls shall be applied as specified by the temporary ESC measures
36 and performance criteria and implementation requirements in the City of SeaTac erosion and sediment
37 control standards. Activities performed as Class I, II, III or IV special forest practices shall apply erosion
38 and sediment controls in accordance with Chapter [76.09](#) RCW and WAC Title [222](#).

39 B. Cuts and fills shall conform to the following provisions unless otherwise approved by the Director:

40 1. Slope. No slope of cut and fill surfaces shall be steeper than is safe for the intended use and shall not
41 exceed two (2) horizontal to one (1) vertical, unless otherwise approved by the Director.

- 1 2. Erosion Control. All disturbed areas including faces of cuts and fill slopes shall be prepared and
2 maintained to control erosion in compliance with subsection (A) of this section.
- 3 3. Preparation of Ground. The ground surface shall be prepared to receive fill by removing unsuitable
4 material such as concrete slabs, tree stumps, brush and car bodies.
- 5 4. Fill Material. Except in an approved sanitary landfill, only earth materials which have no rock or
6 similar irreducible material with a maximum dimension greater than eighteen (18) inches shall be used.
- 7 5. Drainage. Provisions shall be made to:
 - 8 a. Prevent any surface water or seepage from damaging the cut face of any excavations or the sloping face
9 of a fill;
 - 10 b. Carry any surface waters that are or might be concentrated as a result of a fill or excavation to a natural
11 watercourse, or by other means approved by the Department of Natural Resources and Parks.
- 12 6. Bench/Terrace. Benches, if required, at least ten (10) feet in width shall be backsloped and shall be
13 established at not more than twenty-five (25) foot vertical intervals to control surface drainage and debris.
14 Swales or ditches on benches shall have a maximum gradient of five percent (5%).
- 15 7. Access Roads – Maintenance. Access roads to grading sites shall be maintained and located to the
16 satisfaction of the Director to minimize problems of dust, mud and traffic circulation.
- 17 8. Access Roads – Gate. Access roads to grading sites shall be controlled by a gate when required by the
18 Director.
- 19 9. Warning Signs. Signs warning of hazardous conditions, if such exist, shall be affixed at locations as
20 required by the Director.
- 21 10. Fencing. Fencing, where required by the Director, to protect life, limb and property, shall be installed
22 with lockable gates which must be closed and locked when not working the site. The fence must be no
23 less than five (5) feet in height and the fence material shall have no horizontal opening larger than two (2)
24 inches.
- 25 11. Setbacks.
 - 26 a. The tops and the toes of cut and fill slopes shall be set back from property boundaries as far as
27 necessary for safety of the adjacent properties and to prevent damage resulting from water runoff or
28 erosion of the slopes.
 - 29 b. The tops and the toes of cut and fill slopes shall be set back from structures as far as is necessary for
30 adequacy of foundation support and to prevent damage as a result of water runoff or erosion of the slopes.
 - 31 c. Slopes and setbacks shall be determined by the Director.
- 32 12. Excavations to Water-Producing Depth. All excavations must either be made to a water-producing
33 depth or grade to permit natural drainage. The excavations made to a water-producing depth shall be
34 reclaimed in the following manner:
 - 35 a. The depth of the excavations must not be less than two (2) feet measured below the low water mark.
 - 36 b. All banks shall be sloped to the water line no steeper than three (3) feet horizontal to one (1) foot
37 vertical.

1 c. All banks shall be sloped from the low-water line into the pond or lake with a minimum slope of three
2 (3) feet horizontal to one (1) foot vertical to a distance of at least twenty-five (25) feet.

3 d. In no event shall the term “water-producing depth” as herein used be construed to allow stagnant or
4 standing water to collect or remain in the excavation.

5 e. The intent of this provision is to allow reclamation of the land which will result in the establishment of
6 a lake of sufficient area and depth of water to be useful for residential or recreational purposes.

7 C. Soil Amendment Requirements. Soil amendments shall be provided in accordance with the
8 specifications in Appendix C of the Surface Water Design Manual.

9 D. Best Management Practices. Clearing and grading activities at a minimum shall use the erosion and
10 sediment control best management practices identified in Appendices C and D of the Surface Water
11 Design Manual as necessary to minimize off-site impacts from the project area.

12 13.190.100 Land restoration.

13 A. Upon the exhaustion of minerals or materials or upon the permanent abandonment of the quarrying or
14 mining operation, all nonconforming buildings, structures, apparatus or appurtenances accessory to the
15 quarrying and mining operation shall be removed or otherwise dismantled to the satisfaction of the
16 Director. This requirement shall not require land restoration on projects completed prior to January 1,
17 1971, except those covered under previously existing zoning requirements.

18 B. Final grades shall be such so as to encourage the uses permitted within the underlying zone
19 classification.

20 C. Grading or backfilling shall be made with nonnoxious, nonflammable, noncombustible and
21 nonputrescible solids.

22 D. Such graded or backfilled areas, except for roads, shall be sodded or surfaced with soil of a quality in
23 conformance with “native vegetated landscape” specifications as identified in Appendix C of the Surface
24 Water Design Manual.

25 E. Such topsoil as required by subsection (D) of this section shall be planted with trees, shrubs, legumes
26 or grasses, and said flora shall meet “native vegetated landscape” specifications as identified in Appendix
27 C of the Surface Water Design Manual.

28 F. Graded or backfilled areas shall be reclaimed in a manner which will not allow water to collect and
29 permit stagnant water to remain. Suitable drainage systems approved by the Department shall be
30 constructed or installed if natural drainage is not possible.

31 G. Waste or soil piles shall be leveled and the area treated as to sodding or surfacing and planting as
32 required in subsections (D) and (E) of this section.

33 13.190.110 Shorelines.

34 A. Any fill placed upon land adjacent to or beneath any stream or water body shall be contained and
35 placed so as to prevent adverse effect upon other lands.

36 B. No permit required by this chapter shall be issued for grading upon the shorelines until approved by
37 the appropriate Federal, State and local authority.

1 C. For grading which requires a shoreline management substantial development permit, the conditions of
2 the shoreline management substantial development permit shall be incorporated into the conditions of any
3 permit issued pursuant to this chapter and shall be subject to the inspection and enforcement procedures
4 authorized by this chapter.

5 13.190.120 Enforcement.

6 The Director is authorized to enforce the provisions of this chapter, the ordinances and resolutions
7 codified in it, and any rules and regulations promulgated thereunder pursuant to the enforcement and
8 penalty provisions of Chapter [1.15 SMC](#).

9 If clearing inconsistent with the purposes and requirements of this chapter has occurred on a site, City of
10 SeaTac shall not accept or grant any development permits or approvals for the site unless the applicant
11 adequately restores the site. The Director shall require appropriate restoration of the site under an
12 approved restoration plan which shall include a time schedule for compliance if significant resource
13 damage has or may occur. If restoration has not been completed within the time established by the
14 Department, the Director shall order restoration and seek restitution from the property owner through
15 liens or other available legal methods.

16 13.190.130 Forest practices.

17 A. Class IV Forest Practice. Under a Class IV forest practice, all clearing not otherwise exempted under
18 this chapter shall be subject to the requirements of this chapter. All such clearing shall be subject to the
19 State Environmental Policy Act, Chapter [43.21C RCW](#), and City of SeaTac shall accept or assume lead
20 agency status. The review of the Class IV application shall be consolidated with the review of the
21 associated City of SeaTac development permit or approval. Clearing independent of permit or approval
22 shall require a separate clearing and grading permit pursuant to this chapter which meets any applicable
23 clearing standards as defined by SMC [13.190.140](#). City of SeaTac will also combine its SEPA review of
24 Class IV forest practices and City permits.

25 B. Development applications on lands cleared or graded pursuant to a Class II, III or IV special forest
26 practice as defined in Chapter [76.09 RCW](#), or which are commenced without forest practices or City
27 authorization, shall be denied for a period of six (6) years unless:

28 1. The applicant demonstrates that the clearing was consistent with the Conversion Option Harvest Plan
29 reviewed and approved by City of SeaTac pursuant to the SMC Title [16A](#) land use decision process and
30 incorporated as a condition of the State's forest practice permit, or

31 2. The Director of the Department of Community and Economic Development determines special
32 circumstances exist which should allow the landowner to be released from the moratorium pursuant to
33 notice, review and appeal process per SMC Title [16A](#).

34 C. In all cases, lifting or waiving of the six (6) year moratorium is subject to compliance with all local
35 ordinances.

36 13.190.140 Clearing standards.

37 A. For clearing and grading permits issued under this chapter, the current clearing standards contained in
38 this section and in the following regulations shall apply:

39 1. Environmentally sensitive areas, SMC Title [15](#), and its adopted administrative rules;

- 1 2. Property-specific development standards pursuant to SMC Title [15](#);
- 2 3. Critical drainage area designations identified by adopted administrative rule;
- 3 4. Wildlife habitat corridors pursuant to SMC Title [15](#); and
- 4 5. Stormwater management, including LID principles and LID BMPs, as identified in the Surface Water
- 5 Design Manual.

6 B. Within environmentally sensitive areas designated pursuant to SMC Title [15](#), uses shall be limited to
7 those specified in that chapter. Within any other areas subject to clearing restrictions referenced or
8 contained in this section, the following uses are allowed under a clearing permit:

9 1. Timber harvest in accordance with a timber harvest management plan and clearing permit approved by
10 the Director. Administrative rules specifying the contents of, and the submittal requirements and approval
11 criteria for, timber harvest management plans shall be promulgated in consultation with the City of
12 SeaTac Department of Community and Economic Development prior to any permit approvals for timber
13 harvest within these tracts or easements;

14 2. Passive recreation uses and related facilities, including pedestrian, equestrian community and bicycle
15 trails, nature viewing areas, fishing and camping areas, and other similar uses that do not require
16 permanent structures, if either cleared areas or areas of compacted soils, or both, associated with these
17 uses and facilities do not exceed eight percent (8%) of the area of the tract or easement. Within wildlife
18 habitat corridors, trail widths shall be the minimum allowed under adopted trail standards and no other
19 recreation uses shall be permitted in the one hundred fifty (150) foot minimum width of the corridor;

20 3. Utilities and utility easements, including stormwater facilities, if the uses are within or adjacent to
21 existing road or utility easements whenever possible. Within wildlife habitat corridors, existing or
22 multiple utility uses within established easements shall be allowed within the one hundred fifty (150) foot
23 minimum setback from the habitat corridor. Vegetated LID BMPs are allowed within the wildlife corridor
24 buffer setback. Development of new utility corridors shall be allowed within wildlife habitat corridors
25 only when multiple uses of existing easements are not feasible and the utility corridors are sited and
26 developed using City-approved BMPs to minimize disturbance; and

27 4. Removal of either dangerous trees or damaged trees, or both.

28 13.190.150 Financial guarantees authorized.

29 The Director, or designee, is authorized to require all persons performing work on a project under a
30 permit covered by this title to post performance and maintenance bonds. Where such persons have
31 previously posted, or are required to post, other bonds covering either the project itself or other
32 construction related to the project, such person may, with the permission of the Director and to the extent
33 allowable by law, combine all such bonds into a single bond; provided, that at no time shall the amount
34 thus bonded be less than the total amount which would have been required in the form of separate bonds;
35 and provided further, that such bond shall on its face clearly delineate those separate bonds which it is
36 intended to replace.

1
2 **Chapter 13.210**

3 **PROPERTY MAINTENANCE CODE**

4 Sections:

5 13.210.010 International Property Maintenance Code.

6
7 **13.210.010 International Property Maintenance Code.**

8 The most current edition of the International Property Maintenance Code, as published by the
9 International Code Council, as now or hereafter amended, is hereby adopted to be the property
10 maintenance code of the City of SeaTac with the following additions, deletions and exceptions:

11 A. IPMC Section 101.1 shall reflect that the name of the jurisdiction is the City of SeaTac.

12 B. IPMC Section 102.3 is amended to delete all references to the International Plumbing Code. The last
13 sentence in IPMC 102.3 is hereby deleted in its entirety.

14 C. IPMC Section 107 Means of Appeal is hereby repealed in its entirety and replaced by the following:

15 Any references to the Board of Appeals shall be deemed to refer to the Hearing Examiner system
16 of Chapter [1.20](#) SMC.

17 D. IPMC Section 108 Board of Appeals is hereby repealed in its entirety. E. IPMC Section 110.4 Failure
18 to Comply is hereby repealed in its entirety.

19 F. IPMC Section 201.3 is amended to delete references to the International Plumbing Code and the
20 International Zoning Code.

21 G. Subsection 301.3, Vacant structures and land, is repealed in its entirety and replaced by the following:

22 301.3 Vacant Structures. All vacant structures and premises thereof must comply with this
23 Code. Vacant structures shall be maintained in a clean, safe, secure and sanitary condition
24 provided herein so as not to cause a blighting problem or otherwise adversely affect the
25 public health, safety or quality of life.

26 301.3.1 Appearance. All vacant structures must appear to be occupied or shall be secured as
27 specified herein.

28 301.3.2 Security. All vacant structures must be secured against outside entry at all times.
29 Security shall be by the normal building amenities such as windows and doors having
30 adequate strength to resist intrusion. All doors and windows must remain locked. Exterior
31 walls and roofs must remain intact without holes.

32 301.3.2.1 Architectural (Cosmetic) Structural panels. Architectural structural panels may be
33 used to secure windows, doors and other openings provided they are cut to fit the opening
34 and match the characteristics of the building. Architectural panels may be of exterior grade
35 finished plywood or Medium Density Overlaid plywood (MDO).

1 301.3.2.2 Security fences. Temporary construction fencing shall not be used as a method to
2 secure a structure from entry for a period exceeding 30 days.

3 301.3.3 Weather protection. The exterior roofing and siding shall be maintained as required
4 in Section 304.

5 301.3.4 Fire Safety.

6 301.3.4.1 Fire protection systems. All fire suppression and alarms systems shall be
7 maintained in a working condition and inspected as required by the Fire Department.

8 301.3.4.2 Flammable liquids. No vacant structure or premises or portion thereof shall be used
9 for the storage of flammable liquids or other materials that constitute a safety or fire hazard.

10 301.3.4.3 Combustible materials. All debris, combustible materials, litter and garbage shall
11 be removed from vacant structures, their accessory buildings and adjoining yard areas. The
12 structure and premises shall be maintained free from such items.

13 301.3.4.4 Fire inspections. Periodic fire department inspections may be required at intervals
14 set forth by the fire chief or his designee.

15 301.3.5 Plumbing fixtures. Plumbing fixtures connected to an approved water system, an
16 approved sewage system, or an approved natural gas utility system shall be installed in
17 accordance with applicable codes and be maintained in sound condition and good repair or
18 removed and the service terminated in the manner prescribed by applicable codes.

19 301.3.5.1 Freeze protection. The structure's water systems shall be protected from freezing.

20 301.3.6 Electrical. Electrical service lines, wiring, outlets or fixtures not installed or
21 maintained in accordance with applicable codes shall be repaired, removed or the electrical
22 services terminated to the structure in accordance with applicable codes.

23 301.3.7 Heating. Heating facilities or heating equipment in vacant structures shall be
24 removed, rendered inoperable, or maintained in accordance with applicable codes.

25 301.3.8 Interior floors. If a hole in a floor presents a hazard, the hole shall be covered and
26 secured with three-quarter (3/4) inch plywood, or a material of equivalent strength, cut to
27 overlap the hole on all sides by at least six (6) inches.

28 301.3.9 Termination of utilities. The code official may, by written notice to the owner and to
29 the appropriate water, electricity or gas utility, request that water, electricity, or gas service to
30 a vacant structure be terminated or disconnected.

31 301.3.9.1 Restoration of Service. If water, electricity or gas service has been terminated or
32 disconnected pursuant to Section 313.9, no one except the utility may take any action to
33 restore the service, including an owner or other private party requesting restoration of service
34 until written notification is given by the code official that service may be restored.

35 301.3.10 Notice to person responsible. Whenever the code official has reason to believe that a
36 structure is vacant, the code official may inspect the structure and premises. If the code
37 official determines that a vacant structure violates any provision of this section, the code

1 official shall notify in writing, the owner of the structure, or real property upon which the
2 structure is located, or other person responsible, of the violations and required corrections and
3 shall be given a time frame to comply.

4 301.3.10.1 Alternate requirements. The requirements and time frames of this section may be
5 modified under an approved Voluntary Correction Agreement (VCA). Within 30 days of
6 notification that a structure or real property upon which the structure is located, is in violation
7 of this Section, an owner may submit a written proposed VCA for the code official to review
8 and approve if found acceptable. A Correction Agreement may allow:

9 1) Extended use of non-architectural panels

10 2) Extended use of temporary security fencing

11 3) Extended time before the demolition of a structure is required

12 4) For substandard conditions to exist for a specific period of time, provided the structure is
13 secured in an approved manner. When considering a VCA, the code official shall take into
14 consideration the magnitude of the violation and the impact to the neighborhood.

15 301.3.11 Enforcement. Violations of this section shall be enforced according to the
16 provisions and procedures of Chapter [1.15](#) of the SeaTac Municipal Code and subject to the
17 monetary penalties contained therein.

18 301.3.11.1 Abatement. A structure or structure accessory thereto that remains vacant and
19 open to entry after the required compliance date is found and declared to be a public
20 nuisance. The code official is hereby authorized to summarily abate the violation by securing
21 the structure to unauthorized entry. The costs of abatement shall be collected from the owner
22 in the manner provided by law.

23 301.3.11.2 Unsafe structures and equipment. Any vacant structure or equipment therein,
24 declared unsafe is subject to the provisions of Section 111 and the demolition provisions of
25 Section 113.

26 H. The first sentence of IPMC 302.4 Weeds is hereby repealed in its entirety.

27 I. The first sentence of IPMC Section 304.14 Insect Screens is hereby amended to read as follows:

28 At all times, every door, window and other outside opening required for ventilation of
29 habitable rooms, food preparation areas, food service areas or any other areas where products
30 to be included or utilized in food for human consumption are processed, manufactured,
31 packaged or stored, shall be supplied with approved tightly fitting screens of minimum 16
32 mesh per inch (16 mesh per 25 mm) and every screen door used for insect control shall have
33 a self-closing device in good working condition.

34 J. The first sentence of IPMC Section 602.3 Heat supply is hereby amended to read as follows:

35 Every owner and operator of any building who rents, leases or lets one or more dwelling
36 units or sleeping units, on terms, either expressed or implied, to furnish heat to the occupants
37 thereof shall supply heat at all times to maintain a temperature of not less than 68°F (20°C) in
38 all habitable rooms, bathrooms, and toilet rooms.

1 K. The first sentence of IPMC 602.4Occupiable work spaces is hereby amended to read as follows:

2 Indoor occupiable work spaces shall be supplied with heat at all times to maintain a
3 temperature of not less than 65°F (18°C) during the period the spaces are occupied.

Chapter 13.220

ENERGY CODE

Sections:

13.220.010 International Energy Conservation Code.

13.220.010 International Energy Conservation Code.

The most current edition of the International Energy Conservation Code as amended by the Washington State Building Code Council and published in Chapters 51-11C and 51-11R WAC is hereby adopted by reference, as now or hereafter amended.

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Chapter 13.240

SOUND TRANSMISSION CODE

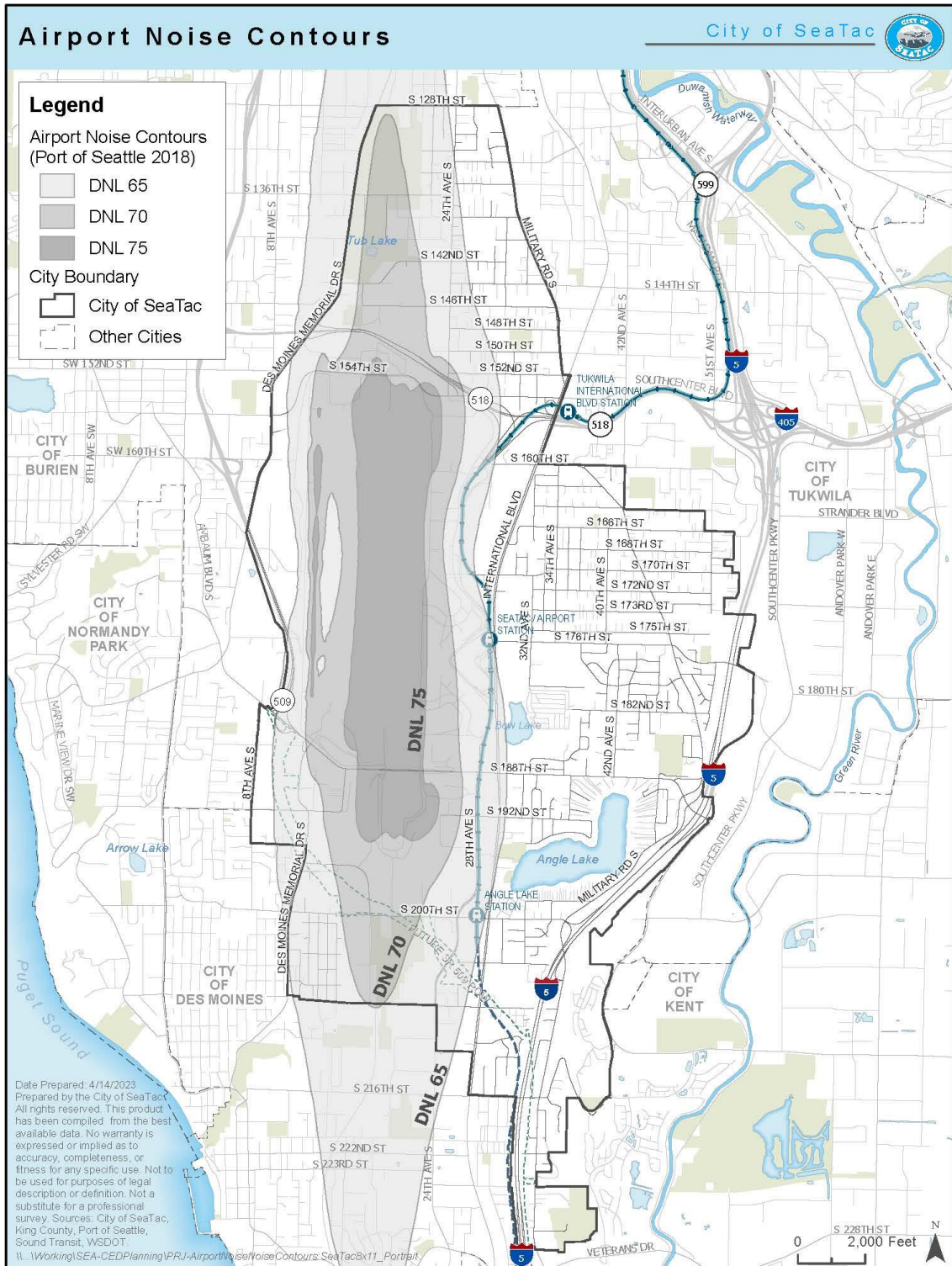
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Sections:

- 13.240.010 Sound Transmission Code.
- 13.240.020 Purpose.
- 13.240.030 Scope.
- 13.240.040 Application.
- 13.240.050 Definitions.
- 13.240.060 Design requirements.
- 13.240.070 Recognized standards.
- 13.240.080 Air leakage for all buildings.
- 13.240.090 SeaTac Noise Program Areas.
- 13.240.100 Building requirements for a noise level reduction of twenty-five (25) dB.
- 13.240.110 Building requirements for a noise level reduction of thirty (30) dB.
- 13.240.120 Building requirements for a noise level reduction of thirty-five (35) dB.
- ...

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Figure 13.240.090a. NOISE LEVEL REDUCTION MAP



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Exhibit A

Title 13

BUILDINGS AND CONSTRUCTION

Chapters:

- 13.100 General Provisions**
- 13.110 Building Code**
- 13.150 Fire Code**
- 13.160 Mechanical Code**
- 13.170 Plumbing Code**
- 13.180 Electrical Code**
- 13.190 Clearing and Grading Code**
- 13.200 Off-Site Improvements**
- 13.210 Property Maintenance Code**
- 13.220 Energy Code**
- 13.230 *Repealed***
- 13.240 Sound Transmission Code**
- 13.250 Recycling Space Requirements**
- 13.270 Building Addresses**

“Normal Text” is existing code language
“~~Strikethrough Text~~” is existing language that will be deleted
“Underlined Text” is new code language that will be added
“...” represents existing code language that is omitted and will not be amended

Chapter 13.100
GENERAL PROVISIONS
Sections:

- 13.100.010 Purpose and scope.
13.100.020 Definitions.
13.100.030 Modifications.
13.100.040 Alternate materials, design and methods of construction and equipment.
13.100.050 Duties and ~~powers~~ authority of Building Official, Official and Fire Chief and Director of
Community and Economic Development.
13.100.060 Permits.
13.100.070 Permit and plan review fees.
13.100.100 Appeals.
13.100.110 Stop work orders.
13.100.120 Violations not subject to the notice and order procedures.
13.100.130 Copies Available.

13.100.010 Purpose and scope.

~~A.~~ The purpose of Title 13 of the SeaTac Municipal Code is to adopt building construction standards as authorized and mandated by Chapters 19.27, 19.27A, and 19.28 RCW, as well as other Washington State laws regulating land development within the City of SeaTac. These regulations are established to promote the health, safety and welfare of the occupants or users of buildings and structures and the general public in SeaTac and are consistent with standards in effect throughout the State. Accordingly, this title is designed to effectuate the following purposes, objectives, and standards:

(1) To require minimum performance standards and requirements for construction and construction materials, consistent with accepted standards of engineering, fire and life safety.

(2) To require standards and requirements for construction in terms of performance and nationally accepted standards.

(3) To permit the use of modern technical methods, devices, and improvements.

(4) To eliminate restrictive, obsolete, conflicting, duplicating, and unnecessary regulations and requirements which could unnecessarily increase construction costs or retard the use of new materials and methods of installation or provide unwarranted preferential treatment to types or classes of materials or products or methods of construction.

(5) To provide for standards and specifications for making buildings and facilities accessible to and usable by physically disabled persons.

(6) An additional purpose of this chapter is to establish the administrative procedures and regulations related to construction permits, and applications for construction permits.

Codes and regulations adopted in this title are not intended to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of these codes and regulations.

~~A.~~ The purpose of this chapter is to provide additional administrative and enforcement provisions for the adopted technical codes within the City of SeaTac.

1
2 AB. The provisions of this ~~chapter title~~ serve as a supplement to the administrative and enforcement
3 procedures found in the other adopted technical codes. In case of a conflict between these provisions and
4 those found in any of the other technical codes, these provisions shall apply.
5

6 BC. Pursuant to “2018 Interlocal Agreement”, an interlocal agreement ~~entered into by and~~ between the
7 City and the Port of Seattle, ~~pursuant as authorized by to~~ Resolution No. 00-02217-021, and Port
8 Resolution No. 3445, respectively, effective January 1, 2000, and commencing through September 4,
9 2007, the City recognizes concurrent authority of the Port to administer, implement, and enforce the
10 technical codes and standards adopted in this title and defers to the Port’s exercise of such jurisdiction as
11 to development projects on Port-owned property within the City which are for airport uses, as that term is
12 defined in the ~~September 4, 1997,~~ February 17, 2018 interlocal agreement between the City and the Port.
13

14 **13.100.020 Definitions.**

15 For the purposes of this chapter, the following definitions shall apply unless the context thereof shall
16 clearly indicate to the contrary:
17

18 A. “Building official” means the person, or designee, charged with the administration and enforcement of
19 Title 13, except where authority is specifically reserved for the Fire Marshal, the technical codes or a
20 regularly authorized deputy. The authority of this position is held by the Building Services Manager.
21

22 B. “Building service equipment” means the plumbing, mechanical, electrical and elevator equipment, fire
23 suppression systems, fuel tanks, including piping, wiring, fixtures and other accessories which provide
24 sanitation, lighting, power, heating, ventilation, cooling, refrigeration, fire-fighting and transportation
25 facilities essential to the occupancy of the building or structure for its designated use.
26

27
28
29 C. “Cancel” or “Cancellation” means an action by a permit applicant or valid permit holder to withdraw a
30 project from active review or construction status.
31

32 D. “Construction permit” means any permit, or combination of permits issued pursuant to the provisions
33 of Title 13 SeaTac Municipal Code. Construction permits include, but are not limited to, building permits,
34 trade permits, and clearing and grading permits.

35
36 E. “Dwelling” means a building that contains one (1) or two (2) dwelling units used, intended or
37 designed to be used, rented, leased, let or hired out to be occupied for living purposes.
38

39 F. “Expire or Expiration” has the same meaning as described in the building codes adopted by this title.
40

41 G. “Extend” or “Extension” means to extend the validity of a construction permit or an application for a
42 construction permit.

43 H. “Fire marshal” means the person charged with the administration and enforcement of the Fire code or a
44 regularly authorized deputy. The authority of this position is held by the Division Chief of Puget Sound
45 Regional Fire Community Risk Reduction Department.

46 I. “Renew” or “Renewal” means to authorize the use of a permit approval past the original expiration
47 date and preserve vesting under the code which the permit was issued.

1 J. “Revision” means a change by an applicant or permit holder to an application under review or to the
2 scope of work authorized by an issued permit.

3 ~~D.K.~~ - “Technical codes” means those codes adopted by this title containing the provisions for design,
4 construction, alteration, moving, demolition, repair, removal, use, location, occupancy and maintenance
5 of buildings, structures, ~~and building service equipment, and site clearing and grading.~~ Where no
6 applicable standards or requirements are set forth in this title, or are contained within other laws, codes,
7 regulations, ordinances, or bylaws adopted by the City of SeaTac, technical codes may also include
8 applicable standards of the National Fire Protection Association or other nationally recognized standards
9 approved by the Building Official.

10 L. “Tolling” means to stop counting days against the time limitation of application period for a
11 construction permit.

12 EM. “Valuation” or “value” means, as applied to a building and its building service equipment, the
13 estimated cost to replace the building and its building service equipment in kind, based on current
14 replacement costs.

15
16 **13.100.030 Modifications.**

17 Wherever there are practical difficulties involved in carrying out the provisions of the technical codes, the
18 Building Official shall have the authority to grant modifications for individual cases, upon a request by
19 the owner or owner’s representative, provided the Building Official shall first find that a special
20 individual reason makes the strict letter of this code impractical and the modification is in compliance
21 with the intent and purpose of the technical codes and that such modification does not lessen health,
22 accessibility, life and fire safety, or structural requirements. The details of any action granting
23 modifications shall be recorded and entered in the files of the Building Division.

24
25 **13.100.040 Alternate materials, design and methods of construction and equipment.**

26 A. The provisions of the technical codes are not intended to prevent the installation of any material or to
27 prohibit any design or method of construction not specifically prescribed by the technical codes;
28 provided, that any such alternative has been approved. An alternative material, design or method of
29 construction shall be approved where the Building Official finds that the proposed design is satisfactory,
30 complies with the intent of the provisions of the technical codes, and that the material, method, or work
31 offered is, for the purpose intended, at least the equivalent of that prescribed in the technical codes in
32 quality, strength, effectiveness, fire resistance, durability and safety.

33
34 B. Research Reports. Supporting data, where necessary to assist in the approval of materials or assemblies
35 not specifically provided for in the technical codes, shall consist of valid research reports from approved
36 sources.

37
38 C. Tests. Whenever there is insufficient evidence of compliance with the provisions of the technical
39 codes, or evidence that a material or method does not conform to the requirements of technical codes, or
40 in order to substantiate claims for alternative materials or methods, the Building Official shall have the
41 authority to require tests as evidence of compliance to be made at no expense to the City of SeaTac. Test
42 methods shall be as specified in the technical codes or by other recognized test standards. In the absence
43 of recognized and accepted test methods, the Building Official shall approve the testing procedures. Tests
44 shall be performed by an approved agency. Reports of such tests shall be retained by the Building Official
45 for the period required for retention of public records.

46

1 **13.100.050 Duties and powers of Building Official and, Fire Chief ~~and Director of Community and~~
2 ~~Economic Development.~~**

3 A. The Building Official is hereby authorized and directed to enforce the provisions of the technical
4 codes, ~~except for the Grading Code and~~ except for the -Fire Code. The Building Official, in consultation
5 with other city -shall staff shall have the authority to render interpretations of the technical codes, except
6 for the ~~Grading Code and~~ Fire Code, and to adopt policies and procedures in order to clarify the
7 application of their provisions. The Fire Chief, or designee, is responsible for the enforcement and
8 interpretation of the Fire Code. ~~The Director of Community and Economic Development or designee is~~
9 ~~responsible for the enforcement and interpretation of the Grading Code.~~ Such interpretations, policies and
10 procedures shall be in compliance with the intent and purpose of the technical codes. Such policies and
11 procedures shall not have the effect of waiving requirements specifically provided for in the technical
12 codes.

13
14 B. The Building Official is charged with the administration and enforcement of Title 13, except where
15 authority is specifically reserved for the Fire Marshal. The Fire marshal means the person charged with
16 the administration and enforcement of the Fire code or a regularly authorized deputy. The authority of
17 this position is held by the Division Chief of Puget Sound Regional Fire Community Risk Reduction
18 Department.

19
20
21 ~~BC.~~ Inspections. The Building Official shall make all of the required inspections, or the Building Official
22 shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of
23 such inspections shall be in writing and be certified by a responsible officer of such approved agency or
24 by the responsible individual. The Building Official is authorized to engage such expert opinion as
25 deemed necessary to report upon unusual technical issues that arise.

26
27 ~~CD.~~ Identification. The Building Official shall carry proper identification when inspecting structures or
28 premises in the performance of duties under the technical codes.

29
30 ~~DE.~~ Right of Entry. Where it is necessary to make an inspection to enforce the provisions of the technical
31 codes, or where the Building Official has reasonable cause to believe that there exists in a structure or
32 upon a premises a condition which is contrary to or in violation of the technical codes which makes the
33 structure or premises unsafe, dangerous or hazardous, the Building Official is authorized to enter the
34 structure or premises at reasonable times to inspect or to perform the duties imposed by the technical
35 codes; provided, that if such structure or premises be occupied, that credentials be presented to the
36 occupant and entry requested. If such structure or premises is unoccupied, the Building Official shall first
37 make a reasonable effort to locate the owner or other person having charge or control of the structure or
38 premises and request entry. If entry is refused, the Building Official shall have recourse to the remedies
39 provided by law to secure entry.

40
41 ~~EF.~~ Department Records. The Building Official shall keep official records of applications received,
42 permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such
43 records shall be retained in the official records for the period required for retention of public records by
44 the City's retention schedule.

45
46 **13.100.060 Permits.**

47 A. Except for those items specifically exempt in each of the technical codes, no building, structure or
48 building service equipment regulated by the technical codes shall be erected, constructed, enlarged,
49 altered, repaired, moved, improved, removed, converted, or demolished unless a separate, appropriate
50 permit for each building, structure or building service equipment has first been obtained from the

1 Building Official. Exemptions from permit requirements of the technical codes shall not be deemed to
2 grant authorization for any work to be done in any manner in violation of the provisions of those codes or
3 any other laws or ordinances of the City of SeaTac or the State of Washington.
4

5 B. Effect of a Permit. An issued permit has the effect of authorizing access to the property and
6 inspection of the scope of work for which the permit was issued. Inspections shall be conducted at
7 reasonable hours and only by credentialed designees of the Building Official. Refusal to provide access
8 to the property or work constitutes a violation of this code and is subject to the remedies provided by law.
9

10 C. Permit and Plans on Site. A copy of the permit shall be on site. Approved plans shall be available on
11 the site of the work until the completion of the project.
12

13
14 BD. Emergency Repairs. Where equipment replacements and repairs must be performed in an emergency
15 situation, the permit application shall be submitted within the next working business day to the Building
16 Official.
17

18 CE. Repairs. Application or notice to the Building Official is not required for ordinary repairs to
19 structures, replacement of lamps or the connection of approved portable electrical equipment to approved
20 permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or
21 portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or
22 change of any required means of egress, or rearrangement of parts of a structure affecting the egress
23 requirements; nor shall ordinary repairs include addition to, alteration of, replacement, or relocation of
24 any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, fire
25 suppression, electric wiring, mechanical or other work affecting public health or general safety.
26
27
28

29 FD. Application for Permit. In order to To obtain a permit for work regulated by this title, the applicant
30 shall first file an complete application for construction permit(s) with all required information, including
31 an accurate description of the proposed scope of work. application in writing on a form furnished by the
32 City for that purpose. The application shall be accompanied. Along with the application, the applicant
33 shall also submit by related application and construction documents and information, as specified by the
34 City, to include all other data, reports, plans, specifications, calculations and any other information as
35 required by the City or by the State of Washington. to document compliance with applicable laws and
36 regulations.
37

38 The application will be deemed incomplete and nNo action will be taken or review performed will be
39 taken by the City if the application information and/or application and required construction documents
40 are incomplete, inaccurate, or missing.
41

42 Payment of fees required at the time of application are required for the City to determine an application is
43 complete.
44

45 EG.- Action on Application. The Building Official shall review or cause to be reviewed ensure that
46 complete applications and any required construction documents for construction permits and amendments
47 revisions thereto are reviewed within a reasonable time after filing. The purpose of the review of
48 applications and required construction documents for permits, and revisions thereto, is to confirm
49 compliance with all applicable and pertinent codes and laws. If the application or the construction
50 documents do not conform to the requirements of applicable and pertinent codes and laws, the Building
51 Official shall reject such application in writing, stating the reasons therefor application shall not be

1 approved and additional information or corrections to the application and construction documents shall be
2 requested in writing from the applicant. The construction permit(s) shall be issued as soon as practicable
3 once the application and construction documents have been reviewed and all applicable and pertinent
4 laws have been addressed.~~If the Building Official is satisfied that the proposed work conforms to the~~
5 ~~requirements of the technical codes and laws and ordinances applicable thereto, and all required fees-~~
6 ~~associated with the permit have been paid to the City, the Building Official shall issue a permit as soon as~~
7 ~~practicable.~~

8
9
10
11 FH. Time Limitation of an Application.

12
13 1. Expiration by Limitation. Except as otherwise provided by tolling in subsection 2., applications for
14 which no permit is issued within eighteen (18) months following the date of application shall expire
15 by limitation.

16
17 ~~1. Applications for which no permit is issued within eighteen (18) months following the date of~~
18 ~~application shall expire by limitation and plans and other data submitted for review may thereafter be~~
19 ~~returned to the applicant or destroyed in accordance with State law.~~

20
21
22 2. Tolling. The eighteen (18) month ~~time~~ expiration by limitation of an application established in
23 subsection 1., may be tolled for a cumulative maximum of not more than one-hundred-eighty (180) days
24 as follows:

25
26 a. Ninety (90) days when a land use approval is required prior to issuance of an application; or

27
28 b. One-hundred-eighty (180) days when permit issuance is only pending a related construction
29 permit application approval and, provided that a schedule for responding to correction comments
30 and securing approval of the related construction permit application is received from the applicant
31 and approved by the Building Official; or

32
33 c. One-hundred-eighty (180) days when permit issuance is pending both an associated land use
34 application approval and a related construction permit application approval; and provided that a
35 schedule for responding to correction comments and securing approval of the related construction
36 permit application is received from the applicant and approved by the Building Official.

37
38
39 23. Expiration due to Inactivity. Applications ~~may shall be canceled~~ expire due to ~~for~~ inactivity if an
40 applicant fails to respond to the department's written request for revisions, corrections, ~~actions,~~ or
41 additional information within ninety (90) days of the date of request. The Building Official may approve
42 an extension of ~~extend~~ the response period beyond ninety (90) days if within the original ninety (90) day
43 time period the applicant provides and subsequently adheres to an approved schedule with specific target
44 dates for submitting the full revisions, corrections or other information needed by the department. Such
45 approval shall not extend the time limitation of the application established in subsection 1.

46
47 4. Extension. If requested by the applicant prior to the expiration date of an application, the time
48 limitation of application period established in subsection 1. may be extended one time, for a maximum of
49 30 days, for the purpose of paying fees, submitting required paperwork, and posting financial sureties.

50
51

1 GJ. Validity of Permit. The issuance or granting of a construction permit shall not be construed to be a
2 permit for, or an approval of, any violation of any of the provisions of the technical codes or of any other
3 ordinance of the City of SeaTac. Permits presuming to give authority to violate or cancel the provisions of
4 the technical codes or other ordinances of the City of SeaTac shall not be valid. The issuance of a
5 construction permit based on construction documents and other data shall not prevent the Building
6 Official from requiring the correction of errors in the construction documents and other data. The
7 Building Official is also authorized to prevent occupancy or use of a structure when the structure is found
8 to be in violation of this code or other ordinances of the City of SeaTac.
9

10 HJ. Expiration of Permits.

11 1.

12 ~~1. New buildings and building additions. Construction permits issued for a new building(s) or -building~~
13 ~~addition(s) shall expire two (2) years from the date of issuance of the building permit.-~~
14

15 2. ~~All other~~ Construction permits not necessary to complete a new building or a building addition shall
16 expire one (1) year for the date of issuance.
17

18 K. Permit Extensions. Only one extension of construction permits may be authorized by the Building
19 Official, as follows:

20 1. ~~The Building Official may approve a request for~~ An extension request to extend ~~an extended the~~
21 expiration date for construction permit(s) issued for a new building or a building addition when:

22 a. ~~where~~ a construction schedule is provided by the applicant and approved by the Building
23 Official prior to permit issuance; or-

24 b. a request to extend the permit up to 12 months, maximum, is received prior to the expiration of
25 an issued permit.

26 An extension granted under 1.a. may be rescinded and the permit subject to expiration under 13.100.060

27 J.1. if a project fails to follow the approved construction schedule.
28

29
30 2. An extension request to extend the expiration date of mechanical, electrical, and plumbing permits up
31 to six (6) months, maximum, when received prior to the expiration of the permit.
32

33 3. Right-of-Way (ROW) and clearing and grading permits associated with a subdivision or projects other
34 than new buildings or building additions may be extended for up to twelve (12) months, maximum, when
35 the extension request is received prior to the expiration of the issued permit.
36

37 4. A thirty (30) day extension to an expired permit for the purpose of performing a final inspection and
38 closing out the permit may be authorized as long as not more than one hundred eighty (180) days has
39 passed since the permit expired. The thirty (30) day extension would commence on the date of written
40 approval, provided no changes have been made or will be made in the plans or scope of work. If work
41 required under a final inspection is not completed within the thirty (30) day extension period, the permit
42 shall expire. One additional thirty (30) day extension may be authorized if conditions outside of the
43 applicant's control are documented and the applicant provides a schedule to complete the permitted work.
44

45 5. Permits that expire after one extension under 13.100.060 K. may apply for renewal subject to
46 13.100.060 L.
47

48 L. Permit Renewal. Construction

49 2. ~~Every p~~Permits may be renewed one time, for a fee, provided no changes have been made to the
50 originally approved plans.
51

1 1. Construction permits for a new building(s) or building addition(s) and construction permits for site
2 improvements associated with a new subdivision or short subdivision may be renewed for up to one (1)
3 year, provided:

4 a. The request for renewal is received within one (1) year of the permit expiration date,-

5 b. The one (1) year renewal period starts on the expiration date of the permit.

6 c. For construction permits that have been expired for longer than one (1) year, a new application
7 and construction documents must be submitted, a new permit must be obtained, and new permit
8 fees paid.

9
10 32. ~~When~~ Construction permits that are not associated with a new building(s) or building addition(s) may
11 be renewed for up to six (6) months, provided:

12 a. The request for renewal is received within 6 months of the permit expiration date.

13 b. The renewal period starts on the expiration date of the permit.

14 c. For permits that have been expired for longer than six (6) months, a new application and
15 construction documents must be submitted, a new permit must be obtained, and new permit fees
16 paid.

17
18 3. The renewal fee shall be the currently adopted fee in the permit fee schedule.

19
20 4. Construction p for an additional fee as long as no changes have been made to the originally approved-
21 plans. For permits that have been expired for longer than one (1) year, a new permit must be obtained and
22 new fees paid. No permits that have been renewed are not eligible for extension under 13.100.060 K. No
23 permit shall be renewed more than once.

24
25 3. Electrical, mechanical and plumbing permits shall expire at the same time as the associated building-
26 permit except that if no associated building permit is issued, the electrical, mechanical and/or plumbing-
27 permit shall expire one hundred eighty (180) days from issuance.

28
29 4. The Building Official may grant a thirty (30) day extension to an expired permit for the purpose of
30 performing a final inspection and closing out the permit as long as not more than one hundred eighty-
31 (180) days has passed since the permit expired. The thirty (30) day extension would commence on the
32 date of written approval, provided no changes have been made or will be made in the plans or scope of
33 work. If work required under a final inspection is not completed within the thirty (30) day extension-
34 period, the permit shall expire. However, the Building Official may authorize an additional thirty (30) day
35 extension if conditions outside of the applicant's control exist and the applicant is making good effort to
36 complete the permitted work.

37
38 M. I. Suspension, or Revocation, or Limitation. The Building Official is authorized to suspend or revoke
39 a permit issued under the provisions of this title whenever the permit was issued in error or on the basis of
40 incorrect, inaccurate, or incomplete information, or in violation of any ordinance or regulation or any of
41 the provisions of the technical codes. The building official may suspend, revoke, or limit any permit
42 issued whenever:

43 1. The permit holder has committed a code violation in the course of performing activities subject to that
44 permit; or

45 2. The permit holder has interfered with the building official in the performance of his or her duties
46 relating to that permit; or

47 3. The permit was issued in error, or on the basis of materially incorrect information supplied to the city
48 by the permit holder; or

1 4. Permit fees or costs were paid to the city by check and returned from a financial institution marked
2 nonsufficient funds (NSF) or canceled.

3 Such suspension, revocation or modification shall be carried out through the provisions of Chapter 1.15
4 and shall be effective upon the compliance date established by the notice of violation. Such revocation,
5 suspension or cancellation may be appealed to the hearing examiner using the appeal provisions of this
6 chapter.

7
8 Notwithstanding any provision of this chapter, the Building Official may immediately suspend operations
9 under any permit by issuing a stop work order as described in SMC 13.100.110.

10
11 N. Hold on Future Permits. The Building Official may place a hold on the issuance of future construction
12 permits on a property if:

13 1. A notice of violation or stop work order has been issued; and

14 2. The appeal period has passed, or an appeal was brought but it was dismissed; and

15 3. The violation has not been corrected and/or penalties or fines have not been paid; and

16 4. The permits relate to the violation.

17 A hold on future permits will prevent the issuance of any construction permit for the subject property, and
18 for the person responsible on any other property within the city, until the violation is resolved, corrective
19 actions are taken and penalties are paid. The Building Official or Fire Marshal may use their discretion to
20 issue exceptions to this subsection for emergencies or hazardous situations, or other situations they deem
21 reasonable.

22
23
24 ~~J. Placement of Permit. The permit shall be kept on the site of the work until the completion of the~~
25 ~~project.~~

26
27 **13.100.070 Permit and plan review fees.**

28 ~~A. A permit or permit revision shall not be valid issued until all fees owed to the City of SeaTac have~~
29 ~~been paid nor shall an amendment to a permit be released until the additional fee, if any, has been paid.~~
30 ~~The permit and plan review fees, schedules along together with other fees, including, but not limited to,~~
31 ~~plan review, drainage plan review, and inspections, shall be as set forth in the most recently adopted City~~
32 ~~of SeaTac Fee Scheduleschedule of license fees, permit fees, and other fees and charges adopted by~~
33 ~~resolution.~~

34
35 B. Project Valuation. The applicant for a permit shall provide an estimated project value at time of
36 application. Project valuations shall include total value of work, including materials and labor, for which
37 the permit is being issued such as electrical, gas, mechanical, plumbing equipment and other permanent
38 systems. The project valuation shall be set by the Building Official.

39
40 ~~Project The valuation shall be calculated based on the most recent Table 1 and Table 2 of the then-current~~
41 ~~August Building Valuation Data Square Foot Construction Costs Table published by the International~~
42 ~~Code Council or the actual value of the work for work not included in the published Table, whichever is~~
43 ~~higher. In addition to the regional modifier, the valuation may be reduced by the following multipliers:~~
44

Residential additions	.70
Residential remodels	.30
Residential decks	.20
Commercial remodels	.30

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C. Work Commencing Before Permit Issuance. Any person who commences any work on a building, structure, electrical, gas, fuel tank, mechanical, ~~plumbing or fire~~plumbing, or fire suppression system, ~~or begins work in the right-of-way, or conducts land clearing activity including grubbing,~~ before obtaining the necessary permits shall be subject to an investigation fee ~~as determined by the Building Official.~~ The fee shall be an amount equal to the permit fee with a minimum fee of ~~one hundred dollars (\$100.00)~~one hour at the Standard Hourly Rate in the most recent City of SeaTac Fee Schedule. The investigation fee shall be in addition to the required plan review and permit fees.

D. Refunds. ~~The Building Official may authorize refunding any fee paid hereunder.~~ A partial or full permit fee refund may be authorized as follows:

1. A full refund if the fee~~which~~ was erroneously paid or collected; and
 2. A partial refund of eighty percent (80%) if a request for refund has been received within 180 days of the expiration of an application or the issuance of a permit, and for which no plan review has started or inspections have been conducted.
- ~~The Building Official may authorize the refunding of not more than eighty percent (80%) of the permit fee paid when no work has been done under the permit. The Building Official may authorize the refunding of not more than eighty percent (80%) of the plan review fee paid when an application for a permit for which a plan review fee has been done is withdrawn or canceled before any plan reviewing has been done.~~
3. Permits that were issued on the basis of incorrect, inaccurate, or incomplete information, or in violation of any ordinance, regulation, or codes are not eligible for refunds.

13.100.100 Appeals.

A. Appeals to a decision by the Building Official shall be made to the Hearing Examiner.

1. All references in the technical codes to the Board of Appeals shall be deemed to refer to the Hearing Examiner system of Chapter 1.20 SMC.

2. The Hearing Examiner shall have no authority relative to interpretation of the administrative provisions of the technical codes nor shall the Hearing Examiner be empowered to waive requirements of the technical codes.

B. Appeals to a decision by the Fire ~~Chief~~Marshal shall be made to the Hearing Examiner. All references in the fire code and adopted International Fire Code to the Fire Code Board of Appeals shall be deemed to refer to the Hearing Examiner system of Chapter 1.20 SMC.

1 13.100.110 Stop work orders.

2 A. Whenever the Building Official finds any work regulated by this title being performed in a manner
3 either contrary to the provisions of this code, or dangerous or unsafe, the Building Official or designee is
4 authorized to issue a stop work order.

5
6 B. The stop work order shall be in writing and shall be given to the owner of the property involved, or to
7 the owner's agent, or to the person doing the work. When practical, the stop work order shall also be
8 posted upon the site. Upon issuance of a stop work order, the cited work shall immediately cease. The
9 stop work order shall state the reason for the order, and the conditions under which the cited work will be
10 permitted to resume.

11
12 C. Failure to stop work or removal of a posted stop work order by anyone other than an authorized
13 representative of the Building Official may result in civil penalties as set forth in SMC 1.15.025 C.

14
15 DC. Appeal of a Stop Work Order. A stop work order may be appealed according to the procedures
16 prescribed in SMC Chapter 1.20. Failure to appeal the stop work order within fourteen (14) days renders
17 the stop work order a final determination that the civil code violation occurred, and that work was
18 properly ordered to cease.

19
20 13.100.120 Violations not subject to the notice and order procedures.

21 Violation of the provisions of Section 108.4.1 and 108.5 of the International Property Maintenance
22 Code, as adopted by reference in Chapter 13.210 SMC, as now or may be subsequently amended, shall be
23 a misdemeanor, punishable by a fine of up to one thousand dollars (\$1,000) or a jail sentence of up to
24 ninety (90) days, or both, and the violation shall be a strict liability offense.

25
26 **13.100.130 Copies Available.**

27 On behalf of the City Clerk, one (1) copy of each of the codes adopted by Title 13 shall be available to the
28 public for viewing.

1
2
3
4 **Chapter 13.110**

5 **BUILDING CODE**

6 Sections:

- 7 13.110.010 Building Code.
8 13.110.020 International Building Code.
9 13.110.030 International Residential Code.
10 ~~13.110.040 International Performance Code.~~
11 ~~13.110.050 040 International Existing Building Code.~~
12 13.110.050 International Wildland Urban Interface Code
13 ~~13.110.060 Copies on file.~~

14 **13.110.010 Building Code.**

15 The International Building Code, International Residential Code, ~~International Performance Code and the~~
16 ~~International Existing Building Code, and the International Wildland Urban Interface Code, all published~~
17 ~~by the International Code Council and adopted and amended by this chapter, as adopted and amended by~~
18 ~~this chapter,~~ shall collectively be referred to as the Building Code.

19 **13.110.020 International Building Code.**

20 The ~~2018-most current edition~~ ~~Edition~~ of the International Building Code, including Appendix E, as
21 amended by the Washington State Building Code Council and published in Chapter 51-50 WAC, ~~as~~
22 ~~published by the International Code Council, as amended by the Washington State Building Code Council~~
23 ~~and published in Chapter 51-50 WAC, as now or hereafter amended,~~ is hereby adopted by reference with
24 ~~the~~ as now or hereafter amended, with the following additions and exceptions:

25 ...

26 **13.110.030 International Residential Code.**

27 The ~~2018-most current edition~~ ~~Edition~~ of the International Residential Code, including Appendix F,
28 Appendix Q and Appendix U, as amended by the Washington State Building Code Council and
29 published in Chapter 51-51 WAC is hereby adopted by reference as now or hereafter amended, with the
30 following additions and exceptions, ~~as published by the International Code Council, as amended by the~~
31 ~~Washington State Building Code Council and published in Chapter 51-51 WAC, as now or hereafter~~
32 ~~amended, is hereby adopted by reference with the following additions and exceptions:~~

33 ~~A. Appendix Q is adopted.~~

34 ~~BA.~~ Table R301.2, Climate and Geographic Design Criteria, is hereby amended to read as follows:

Ground/Roof Snow Load:	20 psf with drift calculations 25 psf without drift calculations
------------------------	---

Wind Speed:	85 mph
Topographic Effects:	No
Seismic Design Category:	D2
Subject to Damage From:	
Weathering:	Moderate
Frost Line Depth:	18 inches
Termite:	Slight to Moderate
Decay:	Slight to Moderate
Outside Design Temperatures:	24F Heat; 83F Cool.
Ice Shield Underlayment Required:	No
Flood Hazards:	FEMA # 530320
Air Freezing Index:	50
Mean Annual Temperature:	51.4

1
2

...

3 **~~13.110.040 International Performance Code.~~**

4 ~~The 2018 Edition of the International Performance Code, published by the International Code Council, as~~
5 ~~now or hereafter amended, is hereby adopted.~~

6 **13.110.050040 International Existing Building Code.**

7 The most current edition of the International Existing Building Code as amended by the Washington State
8 Building Code Council and published in Chapter 51-50 WAC is hereby adopted by reference, as now or
9 hereafter amended~~The 2018 Edition of the International Existing Building Code, published by the~~
10 ~~International Code Council, as now or hereafter amended, is hereby adopted.~~

11 **13.110.050 International Wildland Urban Interface Code.**

12 The most current edition of the International Wildland Urban Interface Code as amended by the
13 Washington State Building Code Council and published in Chapter 51-55 WAC is hereby adopted by
14 reference, as now or hereafter amended.

15 **~~13.110.060 Copies on file.~~**

16 ~~At least one (1) copy of the adopted editions of the International Building Code, International Residential~~
17 ~~Code, International Performance Code and the International Existing Building Code shall be on file in the~~
18 ~~office of the Building Official on behalf of the City Clerk.~~

1 **Chapter 13.150**

2 **FIRE CODE**

3 Sections:

- 4 13.150.010 Adoption.
5 13.150.015 Applicability of Port of Seattle Fire Codes.
6 13.150.020 Amendments to ~~the International Fire Code~~—Chapter 1, Scope and Administration.
7 13.150.030 Amendments to ~~the International Fire Code~~—Chapter 2, Definitions.
8 13.150.040 Amendments to ~~the International Fire Code~~—Chapter 3, General Requirements.
9 13.150.050 Amendments to ~~the International Fire Code~~—Chapter 4, Emergency Planning and
10 Preparedness.
11 13.150.060 Amendments to ~~the International Fire Code~~—Chapter 5, Fire Service Features.
12 13.150.070 Amendments to ~~the International Fire Code~~—Chapter 6, Building Services and Systems.
13 13.150.080 Amendments to ~~the International Fire Code~~—Chapter 7, Fire and Smoke Prevention
14 Features.
15 13.150.090 Amendments to ~~the International Fire Code~~—Chapter 9, Fire Protection Systems.
16 13.150.100 Amendments to ~~the International Fire Code~~—Chapter 11, Fire Safety Requirements for
17 Existing Buildings.
18 13.150.110 Amendments to ~~the International Fire Code~~—Chapter 80, Reference Standards.
19 13.150.120 Amendments to ~~the International Fire Code~~—Appendix B, Fire-Flow Requirements for
20 Buildings.
21 13.150.270 Automatic location identifier – Enhanced 911.
22

23
24 **13.150.010 Adoption.**

25 The most current edition of the International Fire Code, with Appendix B, ~~2018 Edition~~, as published by
26 the International Code Council and as amended by the State Building Code Council and published in
27 Chapter 51-54A WAC, is hereby adopted by reference as now or hereafter amended, with the following
28 additions and exceptions: together with amendments, additions, and deletions adopted by reference, and
29 together with SeaTac modifications, is adopted as the City of SeaTac Fire Code, and referred to as “this
30 code” in this chapter. At least one (1) copy of the adopted edition of the International Fire Code as
31 published by the International Code Council shall be on file in the office of the Building Official on
32 behalf of the City Clerk.

33 ...

34 ~~EB. Subsection 105.6-5 of the International Fire Code is amended to read as follows:~~

35 **105.6-5 Required operational permits.** The fire code official is authorized to issue operational permits
36 for the operations set forth in Sections 105.65.1 through 105.65.~~55~~60.

37 ~~DC. Subsection 105.5.32 amended to read as follows:~~

38 **105.5.32 Mobile food preparation vehicles.** A permit is required for mobile preparation vehicles
39 equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG
40 systems.

41 **Exception:** Mobile food preparation vehicles which are not parked or visiting a location for more than
42 three consecutive calendar days.

1 ~~E.D.~~ A new ~~s~~Subsection 105.6.505.53 is added to read as follows:

2 **105.6.505.53 Commercial Kitchen.** An operational permit is required for all commercial kitchens with
3 type I hood systems.

4 **Exception:** No fee will be required if another operational fire permit in accordance with Section 105.5 is
5 issued for the occupancy.

6 E. A new ~~s~~Subsection 105.6.515.54 is added to read as follows:

7 **105.6.515.54 Emergency and standby power systems.** An operational permit is required for code
8 required emergency or standby power systems identified in NFPA 110.

9 F. Subsection ~~A new subsection~~ 105.6.525.55 is added to read as follows:

10 **105.6.525.55 Fire Protection System Contractor.** An operational permit is required for all companies
11 performing any installation, inspection, service, maintenance, or repair of any fire protection system.

12 G. Subsection ~~A new subsection~~ 105.6.535.56 is added to read as follows:

13 **105.6.535.56 Commercial Kitchen Hood and Duct Systems Contractor.** An operational permit is
14 required for all companies performing any inspection or cleaning of commercial kitchen hood and duct
15 systems.

16 H. Subsection ~~A new subsection~~ 105.6.55.574 is added to read as follows:

17 **105.6.545.57 Powder Actuated Fasteners.** For parcels zoned Aviation Operations (“AVO”) or Aviation
18 Commercial (“AVC”), an operational permit is required for any activities utilizing powder actuated
19 fasteners.

20 I. Subsection ~~A new subsection~~ 105.6.555.58 is added to read as follows:

21 **105.6.555.58 Food Trucks.** For parcels zoned Aviation Operations (“AVO”) or Aviation Commercial
22 (“AVC”), an operational permit is required for any activities utilizing food trucks.

23 J. Subsection ~~A new subsection~~ 105.6.565.59 is added to read as follows:

24 **105.6.565.59 Use of Aircraft Hangars or Warehouses for an event.** For parcels zoned Aviation
25 Operations (“AVO”) or Aviation Commercial (“AVC”), an operational permit is required for any
26 activities utilizing an aircraft hangar or warehouse for an event with more than 100 people.

27 K. Subsection ~~A new subsection~~ 105.6.575.60 is added to read as follows:

28 **105.6.575.60 Fuel Storage Tanks.** For parcels zoned Aviation Operations (“AVO”) or Aviation
29 Commercial (“AVC”), an operational permit is required for any activities utilizing fuel storage tanks.

30 L. Subsection 105.7.6 ~~of the International Fire Code~~ is amended to read as follows:

31 **105.7.6 Required construction permits.** The fire code official is authorized to issue construction permits
32 for work set forth in Sections 105.7.16.1 through 105.7.24.26.

33 M. A new subsection 105.7.24.26 is added to read as follows:

34 **105.7.24.26 Emergency and standby power systems.** A construction permit is required for the
35 installation of a code required emergency or standby power systems identified in NFPA 110.

1 ~~N. Subsection 106.3107.4 of the International Fire Code~~ is amended to read as follows:

2 **106.3107.4 Work commencing before permit issuance.** When work is started or proceeded prior to
3 obtaining approval or required permits, the ordinary fees shall be doubled. The payment of such double
4 fee shall not relieve any persons from fully complying with the requirement of this code in the execution
5 of the work nor from any other penalties prescribed by this code.

6 O. Subsection 109.3 is amended to read as follows:

7 **109.3 Recordkeeping.** A record of periodic inspections, tests, servicing and other operations and
8 maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a
9 different period of time where specified in this code or referenced standards.

10 1. Records shall be made available for inspection by the Fire Code Official, and a copy of the
11 records shall be provided to the Fire Code Official upon request.

12 2. The Fire Code Official is authorized to prescribe the form and format of such recordkeeping.

13 3. The Fire Code Official is authorized to require that certain required records be filed with the Fire
14 Code Official.

15 4. All reports must be filed with the Compliance Engine (www.TheComplianceEngine.com) within
16 14 days of the reportable activity.

17 ~~OP. Section 108-111 of the International Fire Code~~ is amended to read as follows:

18 **108-111 Means of Appeals.** The Hearing Examiner shall constitute the board of appeals for all matters
19 concerning the application of the technical codes. Appeals to the hearing examiner shall be made pursuant
20 to Chapter 13.100.100 SMC.

21 ~~PQ. Subsection 109112.4 of the International Fire Code~~ is amended to read as follows:

22 **109112.4 Violation Penalties.** Persons who shall violate a provision of this code or shall fail to comply
23 with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the
24 approved construction documents or directive of the fire code official, or of a permit or certificate used
25 under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than one
26 thousand (1,000) dollars or by imprisonment of not more than 90 days, or both such fine and
27 imprisonment. Each day that a violation continues after due notice has been served shall be deemed a
28 separate offense.

29 ~~QR. Subsection 112113.4 of the International Fire Code~~ is amended to read as follows:

30 **112113.4 Failure to comply.** Any person who shall continue any work after having been served with a
31 stop work order, except such as that person is directed, by the City, to perform or remove a violation or
32 unsafe condition, shall be liable to a fine of not less than one hundred (\$100.00) dollars or more than
33 double the amount.

34 ...

35 **13.150.060 Amendments to the International Fire Code—Chapter 5, Fire Service Features.**
36 The following local amendments to Chapter 5 of the International Fire Code, entitled “Fire Service
37 Features,” are adopted and incorporated into the International Fire Code:

38 A. ~~Section 503 of the International Fire Code~~ is adopted.

1 A. Subsection 503.1.1 is amended as follows:

2 **503.1.1. Buildings and Facilities.** Approved fire apparatus access roads shall be provided for every
3 facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction.
4 The fire apparatus access road must comply with the requirements of this section and shall extend within
5 150 feet of all portions of the facility and all portions of the exterior wall of the first story of the building
6 as measured by an approved route around the building or facility.

7 **Exception:** The Fire Code Official is authorized to increase the distance:

- 8 1. Up to 300 feet where the building is equipped throughout with an approved automatic fire
9 sprinkler system.
- 10 2. Where the fire apparatus access roads cannot be installed because of location on property,
11 topography, waterways, nonnegotiable grades or other similar conditions, and an approved
12 alternative means of fire protection is provided.
- 13 3. There are no more than two Group R-3 or Group U occupancies.

14 B. Subsection 503.1.2 is amended as follows:

15 **503.1.2 Additional Access.** The Fire Code Official is authorized to require more than one fire apparatus
16 access road based on the potential for impairment of a single road by vehicle congestion, condition of the
17 terrain, climatic conditions or other factors that could limit access.

18
19 ~~B~~C. Subsection 503.2.1 is amended to read as follows:

20 **503.2.1 Dimensions.** The following minimum dimensions shall apply for fire apparatus access roads:

- 21 1. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, except for
22 approved security gates in accordance with section 503.6, and an unobstructed vertical clearance of
23 not less than 13 feet 6 inches.
- 24 2. All fire apparatus access road routes shall be approved.
- 25 3. Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26
26 feet for 20 feet on both sides of the hydrant operating nut and shall be marked as a fire lane per
27 Section 503.3.

28 **Exception:** When the fire apparatus access road is serving no more than 2 single family houses and all are
29 equipped with approved automatic system, the Fire Code Official may approve a reduced width, but the
30 reduction shall not be less than 16 feet wide.

31 ~~C~~D. Subsection 503.2.3 is amended to read as follows:

32 **503.2.3 Surface.** Facilities, buildings, or portions of buildings constructed shall be accessible to fire
33 department apparatus by way of an approved fire apparatus access road with asphalt- or concrete capable
34 of supporting the imposed load of fire apparatus weighing at least 30 tons in accordance with the King
35 County Road Standards.

36 ~~D~~E. Subsection 503.2.5 is amended to read as follows:

1 **503.2.5 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided
2 with an approved turnaround.

3 **Exception:** The Fire Code Official is authorized to increase the length up to 300 feet for dead-end
4 access roads when all of the following apply:

5 1. The road serving no more than 4 single-family homes that are equipped throughout with an
6 approved automatic fire sprinkler system.

7 2. The road shall have an unobstructed width of not less than 20 feet, and an unobstructed vertical
8 clearance of not less than 13 feet 6 inches.

9 3. Where the vertical distance between the grade plane and the highest point of the roof eave is no
10 more than 30 feet for any of the structures served by the fire access road.

11 ~~EF.~~ Subsection 503.2.6 is amended to read as follows:

12 **503.2.6 Bridges and elevated surfaces.** Where a bridge or an elevated surface is part of a fire apparatus
13 access road, the bridge or elevated surface shall be constructed and maintained in accordance with
14 specifications established by the fire code official and the public works director, or their designees; at a
15 minimum, however, the bridge or elevated surface shall be constructed and maintained in accordance with
16 AASHTO Standard Specifications for Highway Bridges.

17 1. Bridges and elevated surfaces shall be designed for a live load sufficient to carry 30 or more ton
18 fire apparatus, the total imposed load to be determined by the fire code official.

19 2. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code
20 official.

21 3. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not
22 designed for such use, approved barriers, approved signs or both shall be installed and maintained
23 when required by the fire code official.

24 ~~FG.~~ Subsection 503.2.7 ~~of the International Fire Code~~ is amended to read as follows:

25 **503.2.7 Grade.** Fire apparatus access roads shall comply with the following:

26 1. Fire apparatus access roads shall not exceed 15 percent longitudinally and/or 6 percent laterally in
27 grade. ~~Approach and departure angle for fire access shall be as determined by the fire code official.~~

28 2. Driveway approach and departure angles shall not exceed 10 percent for the first 75 feet measured
29 from the right-of-way, unless otherwise approved by the fire code official.

30 ~~G.~~ ~~A new subsection 503.2.9 is added to read as follows:~~

31 ~~**503.2.9 Access road width with a hydrant.** Where a fire hydrant is located on a fire apparatus access-~~
32 ~~road, for 20 feet on either side of the operating nut the minimum road width shall be 26 feet and may be~~
33 ~~marked as a fire lane per Section 503.3.~~

34 H. Subsection 503.3 is amended to read as follows:

1 **503.3 Marking.** Fire apparatus access roads shall be marked whenever necessary to maintain the
2 unobstructed minimum required width of roadways. Subject to the fire code official's prior written
3 approval, marked fire apparatus access roads, or fire lanes, may be established or relocated at the time of
4 plan review, pre-construction site inspection, and/or post construction site inspection as well as any time
5 during the life of the occupancy. Only those fire apparatus access roads established by the fire code
6 official can utilize red marking paint and the term fire lane. Fire lanes shall be marked as directed by the
7 fire code official with one or more of the following types of marking in accordance with the City of
8 SeaTac Design and Construction Standards:

9 **503.3.1 Type 1.** Type 1 marking shall be installed to identify fire lanes on hammerhead turnarounds,
10 commercial and multi-family developments or as directed by the fire code official. The following shall
11 apply to Type 1 marking:

- 12 1. Curbs shall be identifiable by red traffic paint with a 6 inch wide stripe on the top and front,
13 extending the length of the designated fire lane.
- 14 2. Rolled curbs shall be identified by red traffic paint with a 6 inch wide stripe on the upper most
15 portion of the curb, extending the length of the designated fire lane.
- 16 3. Lanes without curbs shall be identified by red traffic paint with a 6 inch wide stripe on the
17 pavement, extending the length of the designated fire lane.
- 18 4. The words "NO PARKING – FIRE LANE" shall be in 3 inch stroke white letters 18 inches in
19 height, and placed 8 inches measured perpendicular from the red paint stripe on the pavement.
20 Locations and intervals will be designated by the fire code official; marking will not exceed 50 feet
21 apart. In most cases, both sides of the access road shall be marked. Where long drives are to be
22 marked, the repetition shall alternate sides of the drive.

23 **503.3.2 Type 2.** Type 2 marking shall be installed to identify fire lanes in one- and two-family dwelling
24 developments, or as directed by the fire code official. The following shall apply to Type 2 marking:

- 25 1. Type 2 marking requires metal signs stating "NO PARKING – FIRE LANE" to be installed at
26 intervals or locations designated by the fire code official; signage will not exceed 150 feet apart.
- 27 2. The signs shall measure 12 inches in width and 18 inches in height and have red letters on a white
28 background. Bottom of sign shall be a minimum of 7 feet from the curb. Signs shall be nominally
29 parallel to the road, facing the direction of travel.
- 30 3. The sign shall be installed on an approved metal post.

31 **Exception:** On construction sites, approved portable or temporary sign posts and bases may be used.

- 32 4. Where fire lanes are adjacent to buildings or structures and when approved or directed by the fire
33 code official, the signs may be placed on the face of the building or structure.

34 **503.3.3. Type 3.** Type 3 marking shall be installed to address situations where neither Type 1 or 2
35 marking are effective or as directed by the fire code official.

- 36 1. Specific areas designated by the fire code official shall be marked with diagonal striping across the
37 width of the fire lane. Diagonal marking shall be used in conjunction with painted curbs and/or edge
38 striping and shall run at an angle of 30 to 60 degrees from one side to the other. These diagonal lines
39 shall be in red traffic paint, parallel with each other, at least 6 inches in width, and 24 inches apart.
40 Lettering shall occur as with Type 1 marking.

1 H. Subsection 503.5 is amended as follows:

2 **503.5. Required gates or barricades.** The fire code official is authorized to require the installation and
3 maintenance of gates or other approved barricades across fire apparatus access roads, trails, or other
4 accessways, not including public streets, alleys, or highways. Installations shall meet the following:

- 5 1. Electric gate operators, where provided shall be listed in accordance with UL 325.
- 6 2. Gates intended for automatic operation shall be designed, constructed, and installed to comply
7 with the requirements of ASTM F 2200 and must be equipped with “Click 2 Enter” or similar
8 equipment that is approved by the fire code official, that allows for operations of the gate by fire
9 and police personnel via their vehicle mobile radio, on a dedicated radio frequency, with a hold-
10 open for a specified amount of time.
- 11 3. Gates over the fire apparatus access road that are intended for automatic operation shall be
12 designed to operate during a loss of power or fail in the open position.
- 13 4. Gates shall be at a minimum as wide as the required access road width.
- 14 5. If manually operated, a Knox padlock is required if the gate is locked.
- 15 6. Installations must be set back 40 feet from the roadway edge of pavement.

16 **Exception:** Automated gates meeting the requirements of item 2 of this subsection.

17 J. Subsection 503.6 is amended as follows:

18 **503.6 Security gates, bollards, and other obstructions.** The installation of security gates, bollards, and
19 other obstructions across a fire apparatus access road shall be approved by the fire code official. Where
20 installed, they shall have an approved means of emergency operation. The installation and emergency
21 operation shall be maintained operational at all times. The installation of security gates, bollards and other
22 obstructions shall be in accordance with 503.5. The use of directional-limiting devices (tire spikes) is
23 prohibited.

24 K. Subsection 503.7 is added to read as follows:

25 **503.7 Establishment of fire lanes.** Fire lanes in conformance with this code shall be established by the
26 Fire Chief or his/her authorized designee, and shall be in accordance with 503.7.1 through 503.7.9.

27 **503.7.1 Obstruction of fire lanes prohibited.** The obstruction of a designated fire lane by a parked
28 vehicle or any other object is prohibited and shall constitute a traffic hazard as defined in State law and an
29 immediate hazard to life and property.

30 **503.7.2 Existing fire lane signs and markings.** The following signs and markings shall be provided:

- 31 1. Signs (minimum nine-inch by 16-inch) may be allowed to remain until there is a need for
32 replacement and at that time the sign shall meet the requirements of section 503.3.2.
- 33 2. Markings may be allowed to remain until there is a need for repainting and at that time the
34 provisions outlined in 503.3 shall be complied with.

35 **503.7.3 Maintenance.** Fire lane markings shall be maintained at the expense of the property owner(s) as
36 often as needed to clearly identify the designated area as being a fire lane.

1 **503.7.4 Towing notification.** At each entrance to property where fire lanes have been designated, signs
2 shall be posted in a clearly conspicuous location and shall clearly state that vehicles parked in fire lanes
3 may be impounded, and the name, telephone number, and address of the towing firm where the vehicle
4 may be redeemed.

5 **503.7.5 Responsible property owner.** The owner, manager, or person in charge of any property upon
6 which designated fire lanes have been established shall prevent the parking of vehicles or placement of
7 other obstructions in such fire lanes.

8 **503.7.6 Violation – Penalty.** Any person who fails to mark or maintain the marking of a designated fire
9 lane as prescribed herein, or who obstructs or allows the obstruction of a designated fire lane, ~~other than~~
10 ~~the parking of a vehicle~~, shall be deemed to have committed a Class 2 civil infraction. The penalty for
11 violation of this section shall be a maximum monetary penalty of one hundred twenty-five dollars
12 (\$125.00), not including statutory assessments.

13 **503.7.7 Violation – Civil penalty.** In addition to, or as an alternate to, the penalties specified above, the
14 City is authorized to enforce all provisions of this chapter, specifically including civil penalties, pursuant
15 to Chapter [1.15 SMC](#).

16 **503.7.8 Impoundment.** Any vehicle or object obstructing a designated fire lane is declared a traffic
17 hazard and may be abated without prior notification to its owner by impoundment pursuant to the
18 applicable State law. The owner or operator shall be responsible for all towing and impound charges.

19 ~~JL. A new s~~Subsection 503.8 is added to read as follows:

20 **503.8 Commercial and Industrial Developments.** The fire apparatus access roads serving commercial
21 and industrial developments shall be in accordance with Sections 503.8.1 through 503.8.3.

22 **503.8.1 Buildings exceeding three stories or 30 feet in height.** Buildings or facilities exceeding 30 feet
23 or three stories in height shall have at least two means of fire apparatus access for each structure.

24 **503.8.2 Buildings exceeding 62,000 square feet in area.** Buildings or facilities having a gross building
25 area of more than 62,000 square feet shall be provided with two separate and approved fire apparatus
26 access roads.

27 **Exception:** Projects having a gross building area of up to 124,000 square feet that have a single
28 approved fire apparatus access road when all buildings are equipped throughout with approved
29 automatic sprinkler systems.

30 **503.8.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
31 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
32 be served, measured in a straight line between accesses or as approved by the fire code official and the
33 fire chief.

34 ~~KM. A new s~~Subsection 503.9 is added to read as follows:

35 **503.9 Aerial fire apparatus roads.** The fire apparatus access roads that accommodate aerial fire
36 apparatus shall be in accordance with Sections 503.9.1 through 503.9.3.

1 **503.9.1 Where required.** Buildings or portions of buildings or facilities exceeding 30 feet in height
2 above the lowest level of fire department access shall be provided with approved fire apparatus access
3 roads that are capable of accommodating fire department aerial apparatus.

4 **503.9.2 Width.** Fire apparatus access roads shall have a minimum unobstructed width of 26 feet in the
5 immediate vicinity of any building or portion of building more than 30 feet in height.

6 **503.9.3 Proximity to building.** At least one of the required access routes meeting this condition shall be
7 positioned parallel to one entire side of the building. The location of the parallel access route shall be
8 approved.

9 **503.9.4 Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus
10 access roads or between the aerial apparatus access road and the building. Other obstructions shall be
11 permitted to be placed with the approval of the *fire code official*.

12 ~~LN. A new s~~ Subsection 503.10 is added to read as follows:

13 **503.10 Multi-family residential developments.** The fire apparatus access roads serving For_multi-
14 family residential developments shall be in accordance with Sections 503.10.1 through 503.10.3.

15 **503.10.1 Projects having more than 100 dwelling units.** Multi-family residential projects having more
16 than 100 dwelling units shall be provided with two separate and approved fire apparatus access roads.

17 **Exception:** Projects having up to 200 dwelling units may have a single approved fire apparatus
18 access road when all buildings, including nonresidential occupancies, are equipped throughout with
19 approved automatic sprinkler systems installed in accordance with Section 903.3.1.1 or 903.3.1.2.

20 **503.10.2 Projects having more than 200 dwelling units.** Multi-family residential projects having more
21 than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads
22 regardless of whether they are equipped with an approved automatic sprinkler system.

23 **503.10.3 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
24 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
25 be served, measured in a straight line between accesses or as approved by the fire code official and fire
26 chief.

27 ~~MO. A new s~~ Subsection 503.11 is added to read as follows:

28 **503.11 One- and Two-family residential developments with more than 30 dwelling units.** The fire
29 apparatus access roads serving one and two-family residential developments with more than 30 dwelling
30 units shall be in accordance with Sections 503.11.1 and 503.11.2.

31 **503.11.1 Projects having more than 30 dwelling units.** Developments of one- or two-family dwellings
32 where the number of dwelling units exceed 30 shall be provided with two separate and approved fire
33 apparatus access roads.

34 **Exceptions:**

35 1. Where there are more than 30 dwelling units on a single public or private fire apparatus access
36 road and all dwelling units are equipped throughout with approved automatic sprinkler systems
37 installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3 of the International Fire
38 Code, access from two directions shall not be required.

1 2. The number of dwelling units on a single fire apparatus access road shall not be increased unless
2 fire apparatus

3 access roads will, within a reasonable time, connect with future development, as determined by the
4 fire code official.

5 **503.11.2 Remoteness.** Where two access roads are required, they shall be placed a distance apart equal to
6 not less than one half of the length of the maximum overall diagonal dimension of the property or area to
7 be served, measured in a straight line between accesses or as approved by the fire code official and fire
8 chief.

9 ~~NP. A new s~~ Subsection 503.12 is added to read as follows:

10 **503.12 Underground structures.** Installation of underground structures under or within 10 feet of fire
11 apparatus access roads shall be designed using approved criteria. The criteria shall accommodate for the
12 loading of fire department aerial apparatus unless otherwise approved.

13 Q. Subsection 504.4 is added to read as follows:

14 **504.4. Buildings with interior courtyards.** New buildings with enclosed interior courtyards shall have a
15 straight/direct access corridor and/or stairway from the exterior to the courtyard at a location acceptable to
16 the fire code official. If a stairway is used it shall comply with Section 1011 and a corridor shall comply
17 with Section 1020. The access shall have a minimum width of 5 feet and be large enough to carry a 35-
18 foot-long sectional ladder (minimum folded length 20 feet) directly from the exterior to the courtyard
19 without obstructions. The access door shall be marked at the street as "Direct Fire Access to Courtyard".

20 R. Subsection 506.1 is amended as follows:

21 **506.1. Where required.** Where access to or within a structure or an area is restricted because of secured
22 openings or where immediate access is necessary for life-saving or firefighting purposes, the fire code
23 official is authorized to require a key box/vault to be installed. The key box shall be a Knox KLS product
24 listed in accordance with UL 1037 and shall contain keys to gain necessary access. The location, key box
25 and key requirements shall be in accordance with the Rapid Entry System Policy of the Puget Sound
26 Regional Fire Authority.

27 S. Subsection 506.3 is added to read as follows:

28 **506.3. Compliance.** Compliance with this chapter shall be in accordance with the following:

29 1. Newly constructed buildings not yet occupied or buildings currently under construction and all
30 buildings applying for a certificate of occupancy, shall comply prior to occupancy, permit final or
31 approval of any certificate.

32 2. Existing buildings without existing key boxes shall comply within 180 days of notification.

33 3. Existing buildings, gates, or barriers with non-compliant key boxes or locks installed shall comply
34 within 1 year of notification.

35
36 ~~O. A new subsection 507.5.2.1 is added to read as follows:~~

1 ~~**507.5.2.1 Records.** Records of all system inspections, tests and maintenance required by the referenced~~
2 ~~standard shall be maintained on the premises for three years; a copy shall be submitted in a form or~~
3 ~~manner determined by the fire code official within 30 calendar days of each test, inspection, or~~
4 ~~maintenance of the system.~~

5 PT. Subsection 507.5.6 is amended to read as follows:

6 **507.5.6 Physical protection.** Where fire hydrants are subject to impact by a motor vehicle, guard posts
7 shall be designed and installed in accordance with the local water purveyor's design and construction
8 standards.

9 QU. Subsection 507.5.7 is amended to read as follows:

10 **507.5.7 Fire hydrant.** Fire hydrants shall be designed and installed in accordance with the local water
11 purveyor's design and construction standards.

12 RV. Subsection 507.5.8 is amended to read as follows:

13 **507.5.8 Backflow prevention.** All private fire systems shall be isolated by an approved method from the
14 local water purveyor.

15 SW. Subsection 507.6 is amended to read as follows:

16 **507.6 Capacity for residential areas.** All hydrants installed in single family residential areas shall be
17 capable of delivering 1,500 gpm fire flow over and above average maximum demands at the farthest point
18 of the installation.

19 TX. Subsection 507.7 is amended to read as follows:

20 **507.7 Spacing.** The spacing of hydrants shall be in accordance with Sections 507.7.1 through 507.7.5.

21 **507.7.1 Single family.** The maximum fire hydrant spacing serving single family residential areas shall be
22 600 feet.

23 **507.7.2 Commercial, industrial and multi-family.** The maximum fire hydrant spacing serving
24 commercial, industrial, multi-family or other areas shall be 300 feet.

25 **507.7.3 Medians.** Where streets are provided with median dividers which cannot be crossed by
26 firefighters pulling hose lines hydrants shall be provided on each side of the street and be arranged on an
27 alternating basis.

28 **507.7.4 Arterials.** Where arterial streets are provided with four or more traffic lanes hydrants shall be
29 provided on each side of the street and be arranged on an alternating basis.

30 **507.7.5 Transportation.** Where new water mains are extended along streets where hydrants are not
31 needed for protection of structures or similar fire problems, fire hydrants shall be provided at a spacing
32 not to exceed 1,000 feet to provide for transportation hazards.

33 UY. Subsection 507.8 is amended to read as follows:

1 **507.8 Required hydrants.** The number of hydrants required for a property shall be based on the
2 calculated fire flow. The first hydrant will be calculated for up to 1,500 gpm. An additional hydrant is
3 required for every 1,000 gpm, or fraction thereof. The required hydrants shall be within 600 feet of the
4 property on a fire apparatus road, as measured by an approved method.

5 ~~VZ.~~ Subsection 507.9 is amended to read as follows:

6 **507.9 Notification.** The owner of property on which private hydrants are located and the public agencies
7 that own or control public hydrants must provide the fire code official with the following written service
8 notifications in accordance with 507.9.1 and 507.9.2.

9 **507.9.1 In-service notification.** The fire code official shall be notified when any newly installed hydrant
10 is placed into service.

11 **507.9.2 Out-of-service notifications.** Where any hydrant is out of service or has not yet been placed in
12 service, the hydrant shall be identified as being out of service and shall be appropriately marked as out of
13 service, by a method approved by the fire code official.

14 ~~WAA.~~ Subsection 507.10 is amended to read as follows:

15 ~~**507.10 Water main standards.** The installation of water mains shall be in accordance with 507.10.1 and~~
16 ~~507.10.2. **Building permit requirements.** No building permit shall be issued until all plans required by~~
17 ~~this section have been approved in accordance with the provisions of this section.~~

18 No construction beyond the foundation shall be allowed until all hydrants and mains required by this
19 section are in place and approved.

20 ~~**507.10.1 Minimum pipe size.** All water mains serving fire hydrants shall be eight (8) inches in diameter~~
21 ~~for dead end mains and six (6) inches inside diameter for circulating mains.~~

22 ~~**Exception:** Hydrant leads less than fifty (50) feet in length may be six (6) inches in diameter.~~

23 ~~**507.10.2 Adopted standards.** All water mains shall meet applicable engineering and health standards~~
24 ~~adopted by the State of Washington or the water purveyor.~~

25 ~~X.~~ Subsection 507.11 is amended to read as follows:

26 ~~**507.11 Water purveyor authority.** Nothing in this section shall be construed to prohibit water purveyors~~
27 ~~from imposing more stringent requirements for the construction of water mains and fire hydrants.~~

28 ~~YBB.~~ Subsection 508.1 is amended to read as follows:

29 **508.1 General.** Where required by other sections of the code and in all buildings classified as high-rise or
30 those buildings used as an airport terminal, a fire command center for fire department operations shall be
31 provided and shall comply with Sections 508.1.1 through 508.1.6.

32 ~~ZCC.~~ Section 510 of the International Fire Code is amended to read as follows:

33 **510.1 Emergency responder radio coverage in new buildings.** Approved radio coverage for emergency
34 responders shall be provided within buildings meeting any of the following conditions:

- 1 1. High rise buildings;
- 2 2. The total building area is 50,000 square feet or more;
- 3 3. The total basement area is 10,000 square feet or more; or
- 4 4. There are floors used for human occupancy more than 30 feet below the finished floor of the
- 5 lowest level of exit discharge.
- 6 5. Buildings or structures where the Fire or Police Chief determines that in-building radio coverage
- 7 is critical because of its unique design, location, use or occupancy.

8 The radio coverage system shall be installed in accordance with Sections 510.5.1 through 510.5.5
9 of this code and with the provisions of NFPA 1221. This section shall not require improvement of
10 the existing public safety communication systems.

11 **Point of Information**

12 When determining if the minimum signal strength referenced 510.4.1.1 exists at a subject building,
13 the signal strength shall be measured at any point on the exterior of the building up to the highest
14 point on the roof.

15 **Exceptions:**

- 16 1. Buildings and areas of buildings that have minimum radio coverage signal strength levels of the
17 King County Regional 800 MHz Radio System within the building in accordance with Section
18 510.4.1 without the use of a radio coverage system.
- 19 2. In facilities where emergency responder radio coverage is required and such systems,
20 components or equipment required could have a negative impact on the normal operations of that
21 facility, the fire code official shall have the authority to accept an automatically activated
22 emergency responder radio coverage system.
- 23 3. One- and two-family dwellings and townhouses.

24 **510.2 Emergency responder radio coverage in existing buildings.** Existing buildings shall be provided
25 with approved radio coverage for emergency responders as required in Chapter 11.

26 **510.3 Permit required.** A construction permit for the installation of or modification to emergency
27 responder radio coverage systems and related equipment is required as specified in Section 105.7.6.
28 Maintenance performed in accordance with this code is not considered a modification and does not
29 require a permit.

30 **Point of Information**

31 Prior coordination and approval from the Public Safety Radio System Operator is required before
32 installation of an Emergency Responder Radio System. Until 2022, such approval is required from
33 EPSCA, King County, Seattle or ValleyCom depending on the location of the installation. In 2022
34 PSERN will be the single operator of a county wide system.

1 In order to be forward compatible, designers and contractors should be aware of PSERN's
2 requirements for Distributed Antenna Systems which can be found via
3 <https://psern.org/requirements/>

4 **510.4 Technical requirements.** Systems, components and equipment required to provide the emergency
5 responder radio coverage system shall comply with Sections 510.4.1 through 510.4.2.8.

6 **510.4.1 Emergency responder communication enhancement system signal strength.** The building
7 shall be considered to have acceptable emergency responder communications enhancement system
8 coverage when signal strength measurements in 95 percent of all areas on each floor of the building meet
9 the signal strength requirements in Sections 510.4.1.1 through 510.4.1.3.

10 **Exception:** Critical areas, such as the fire command center(s), the fire pump room(s), interior exit
11 stairways, exit passageways, elevator lobbies, standpipe cabinets, sprinkler sectional valve
12 locations, and other areas required by the fire code official, shall be provided with 99 percent floor
13 area radio coverage.

14 **510.4.1.1 Minimum signal strength into the building.** The minimum inbound signal strength shall be
15 sufficient to provide usable voice communications throughout the coverage area as specified by the fire
16 code official. The inbound signal level shall be a minimum of -95 dBm in 95% of the coverage area and
17 99% in critical areas and sufficient to provide not less than a Delivered Audio Quality (DAQ) of 3.0 or an
18 equivalent Signal-to-Interference-Plus-Noise Ratio (SINR) applicable to the technology for either analog
19 or digital signals.

20 **510.4.1.2 Minimum signal strength out of the building.** The minimum outbound signal strength shall
21 be sufficient to provide usable voice communications throughout the coverage area as specified by the
22 fire code official. The outbound signal level shall be sufficient to provide not less than a DAQ of 3.0 or an
23 equivalent SINR applicable to the technology for either analog or digital signals. A minimum signal
24 strength of -95 dBm shall be received by the King County Regional 800 MHz Radio System when
25 transmitted from within the building.

26 **510.4.1.3 System performance.** Signal strength shall be sufficient to meet the requirements of the
27 applications being utilized by public safety for emergency operations through the coverage area as
28 specified by the radio system manager in Section 510.4.2.2.

29 **510.4.2 System design.** The emergency responder radio coverage system shall be designed in accordance
30 with Sections 510.4.2.1 through 510.4.2.8 and NFPA 1221.

31 **510.4.2.1 Amplification systems and components.** Buildings and structures that cannot support the
32 required level of radio coverage shall be equipped with systems and components to enhance the public
33 safety radio signals and achieve the required level of radio coverage specified in Sections 510.4.1 through
34 510.4.1.3. Public safety communications enhancement systems utilizing radio-frequency-emitting devices
35 and cabling shall be allowed by the Public Safety Radio System Operator. Prior to installation, all RF-
36 emitting devices shall have the certification of the radio licensing authority and be suitable for public
37 safety use.

38 **510.4.2.2 Technical criteria.** The Public Safety Radio System Operator shall provide the various
39 frequencies required, the location of radio sites, the effective radiated power of radio sites, the maximum
40 propagation delay in microseconds, the applications being used and other supporting technical
41 information necessary for system design upon request by the building owner or owner's representative.

1 **510.4.2.3 Power supply sources.** Emergency responder radio coverage systems shall be provided with
2 dedicated standby batteries or provided with 2-hour standby batteries and connected to the facility
3 generator power system in accordance with Section 1203. The standby power supply shall be capable of
4 operating the emergency responder radio coverage system at 100-percent system capacity for a duration
5 of not less than 12 hours.

6 **510.4.2.4 Signal booster requirements.** If used, signal boosters shall meet the following requirements:

7 1. All signal booster components shall be contained in a National Electrical Manufacturer's
8 Association (NEMA) 4, IP66-type waterproof cabinet or equivalent.

9 **Exception:** Listed battery systems that are contained in integrated battery cabinets.

10 2. Battery systems used for the emergency power source shall be contained in a NEMA 3R or
11 higher-rated cabinet, IP65-type waterproof cabinet or equivalent.

12 3. Equipment shall have FCC or other radio licensing authority certification and be suitable for
13 public safety use prior to installation.

14 4. Where a donor antenna exists, isolation shall be maintained between the donor antenna and all
15 inside antennas to not less than 20dB greater than the system gain under all operating conditions.

16 5. Bi-Directional Amplifiers (BDAs) used in emergency responder radio coverage systems shall be
17 fitted with anti-oscillation circuitry and per-channel AGC.

18 6. The installation of amplification systems or systems that operate on or provide the means to
19 cause interference on any emergency responder radio coverage networks shall be coordinated and
20 approved by the Public Safety Radio System Operator.

21 7. Unless otherwise approved by the Public Safety Radio System Operator, only channelized signal
22 boosters shall be permitted.

23 **Exception:** Broadband BDA's may be utilized when specifically authorized in writing by the
24 Public Safety Radio System Operator.

25 **Point of Information**

26 BDA's must also comply with PSERN's (www.psern.org/requirements) detailed requirements,
27 which include channelized, minimum of 28 channels, supporting analog, P25 Phase I (FDMA), and
28 P25 Phase II (TDMA).

29 **510.4.2.5 System monitoring.** The emergency responder radio enhancement system shall include
30 automatic supervisory and trouble signals that are monitored by a supervisory service and are annunciated
31 by the fire alarm system in accordance with NFPA 72. The following conditions shall be separately
32 annunciated by the fire alarm system, or, if the status of each of the following conditions is individually
33 displayed on a dedicated panel on the radio enhancement system, a single automatic supervisory signal
34 may be annunciated on the fire alarm system indicating deficiencies of the radio enhancement system:

35 1. Loss of normal AC power supply.

36 2. System battery charger(s) failure.

3. Malfunction of the donor antenna(s).
4. Failure of active RF-emitting device(s).
5. Low-battery capacity at 70-percent reduction of operating capacity.
6. Active system component malfunction.
7. Malfunction of the communications link between the fire alarm system and the emergency responder radio enhancement system.

510.4.2.6 Additional frequencies and change of frequencies. The emergency responder radio coverage system shall be capable of modification or expansion in the event frequency changes are required by the FCC or other radio licensing authority, or additional frequencies are made available by the FCC or other radio licensing authority.

510.4.2.7 Design documents. The fire code official shall have the authority to require “as-built” design documents and specifications for emergency responder communications coverage systems. The documents shall be in a format acceptable to the fire code official.

510.4.2.8 Radio communication antenna density. Systems shall be engineered to minimize the near-far effect. Radio enhancement system designs shall include sufficient antenna density to address reduced gain conditions.

Exceptions:

1. Class A narrow band signal booster devices with independent AGC/ALC circuits per channel.
2. Systems where all portable devices within the same band use active power control

510.5 Installation requirements. The installation of the public safety radio coverage system shall be in accordance with NFPA 1221 and Sections 510.5.1 through 510.5.7.

510.5.1 Approval prior to installation. Amplification systems capable of operating on frequencies licensed to any public safety agency by the FCC or other radio licensing authority shall not be installed without prior coordination and approval of the Public Safety Radio System Operator.

510.5.2 Minimum qualifications of personnel. The minimum qualifications of the system designer and lead installation personnel shall include both of the following:

1. A valid FCC-issued general radio telephone operators license.
2. Certification of in-building system training issued by an approved organization or approved school, or a certificate issued by the manufacturer of the equipment being installed.

510.5.3 Acceptance test procedure. Where an emergency responder radio coverage system is required, and upon completion of installation, the building owner shall have the radio system tested to verify that two-way coverage on each floor of the building is in accordance with Section 510.4.1. The test procedure shall be conducted as follows:

1. Each floor of the building shall be divided into a grid of 20 approximately equal test areas, with a maximum test area size of 6,400 square feet. Where the floor area exceeds 128,000 square feet, the

1 floor shall be divided into as many approximately equal test areas as needed, such that no test area
2 exceeds the maximum square footage allowed for a test area.

3 2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for
4 each of the test grids. A diagram of this testing shall be created for each floor where coverage is
5 provided, indicating the testing grid used for the test in Section 510.5.3(1), and including signal
6 strengths and frequencies for each test area. Indicate all critical areas.

7 3. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest
8 brand and model used by the agency's radio communications system or other equipment approved
9 by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing
10 result is a DAQ of 3 or higher. Communications between handsets shall be tested and recorded in
11 the grid square diagram required by section 510.5.3(2): each grid square on each floor; between
12 each critical area and a radio outside the building; between each critical area and the fire command
13 center or fire alarm control panel; between each landing in each stairwell and the fire command
14 center or fire alarm control panel.

15 4. Failure of more than 5% of the test areas on any floor shall result in failure of the test.

16 **Exception:** Critical areas shall be provided with 99 percent floor area coverage.

17 5. In the event that two of the test areas fail the test, in order to be more statistically accurate, the
18 floor shall be permitted to be divided into 40 equal test areas. Failure of not more than two
19 nonadjacent test areas shall not result in failure of the test. If the system fails the 40-area test, the
20 system shall be altered to meet the 95-percent coverage requirement.

21 6. A test location approximately in the center of each test area shall be selected for the test, with the
22 radio enabled to verify two-way communications to and from the outside of the building through
23 the public agency's radio communications system. Once the test location has been selected, that
24 location shall represent the entire test area. Failure in the selected test location shall be considered
25 to be a failure of that test area. Additional test locations shall not be permitted.

26 7. The gain values of all amplifiers shall be measured, and the test measurement results shall be
27 kept on file with the building owner so that the measurements can be verified during annual tests.
28 In the event that the measurement results become lost, the building owner shall be required to rerun
29 the acceptance test to reestablish the gain values.

30 8. As part of the installation, a spectrum analyzer or other suitable test equipment shall be utilized
31 to ensure spurious oscillations are not being generated by the subject signal booster. This test shall
32 be conducted at the time of installation and at subsequent annual inspections.

33 9. Systems incorporating Class B signal booster devices or Class B broadband fiber remote devices
34 shall be tested using two portable radios simultaneously conducting subjective voice quality checks.
35 One portable radio shall be positioned not greater than 10 feet (3048 mm) from the indoor antenna.
36 The second portable radio shall be positioned at a distance that represents the farthest distance from
37 any indoor antenna. With both portable radios simultaneously keyed up on different frequencies
38 within the same band, subjective audio testing shall be conducted and comply with DAQ levels as
39 specified in Sections 510.4.1.1 and 510.4.1.2.

40 10. Documentation maintained on premises. At the conclusion of the testing, and prior to issuance
41 of the building Certificate of Occupancy, the building owner or owner's representative shall place a

1 copy of the following records in the DAS enclosure or the building engineer’s office. The records
2 shall be available to the fire code official and maintained by the building owner for the life of the
3 system:

4 a. A certification letter stating that the emergency responder radio coverage system has been
5 installed and tested in accordance with this code, and that the system is complete and fully
6 functional.

7 b. The grid square diagram created as part of testing in Sections 510.5.3(2) and 510.5.3(3).

8 c. Data sheets and/or manufacturer specifications for the emergency responder radio coverage
9 system equipment; back up battery; and charging system (if utilized).

10 d. A diagram showing device locations and wiring schematic.

11 e. A copy of the electrical permit.

12 11. Acceptance test reporting to fire code official. At the conclusion of the testing, and prior to
13 issuance of the building Certificate of Occupancy, the building owner or owner’s representative
14 shall submit copies of the acceptance test in a form and manner determined by the fire code official.

15 **510.5.4 FCC compliance.** The emergency responder radio coverage system installation and components
16 shall comply with all applicable federal regulations including, but not limited to, FCC [47 CFR](#)
17 Part [90.219](#).

18 **510.5.5 Mounting of the donor antenna(s).** To maintain proper alignment with the system designed
19 donor site, donor antennas shall be permanently affixed on the highest possible position on the building or
20 where approved by the fire code official. A clearly visible sign shall be placed near the antenna stating,
21 “movement or repositioning of this antenna is prohibited without approval from the fire code official.”
22 The antenna installation shall be in accordance with the applicable requirements in the International
23 Building Code for weather protection of the building envelope.

24 **510.5.6 Wiring.** The backbone, antenna distribution, radiating, or any fiber-optic cables shall be rated as
25 plenum cables. The backbone cables shall be connected to the antenna distribution, radiating, or copper
26 cables using hybrid coupler devices of a value determined by the overall design. Backbone cables shall be
27 routed through an enclosure that matches the building’s required fire-resistance rating for shafts or
28 interior exit stairways. The connection between the backbone cable and the antenna cables shall be made
29 within an enclosure that matches the building’s fire-resistance rating for shafts or interior exit stairways,
30 and passage of the antenna distribution cable in and out of the enclosure shall be protected as a
31 penetration per the International Building Code.

32 **510.5.7 Identification Signs.** Emergency responder radio coverage systems shall be identified by an
33 approved sign located on or near the Fire Alarm Control Panel or other approved location stating “This
34 building is equipped with an Emergency Responder Radio Coverage System. Control Equipment located
35 in room___”.

36 A sign stating “Emergency Responder Radio Coverage System Equipment” shall be placed on or
37 adjacent to the door of the room containing the main system components.

1 **510.5.8 Port of Seattle Pathway Survivability Alternatives.** In lieu of the prescriptive requirements of
2 NFPA 72 and 1221, the Port of Seattle Fire Department will allow the following alternatives for pathway
3 survivability:

4 1. All backbone pathways (riser cables, donor antenna cables, BDA cables) between signal
5 boosters, donor antennae and secondary power supplies and between head end and remote units for
6 fiber-based systems shall be protected by a 2-hour fire rated enclosure.

7 2. All signal booster components and battery backup equipment, located in rooms with fire
8 sprinklers, shall be installed in NEMA-4 type waterproof cabinets.

9 3. The connection between the riser and feeder coaxial cables shall be made within 2-hour rated
10 enclosure, and passage of the feeder cable in and out of the 2-hour rated enclosure shall be fire
11 stopped to a 2-hour rating.

12 4. Feeder cables that are installed above ceilings in buildings that are protected with an automatic
13 fire sprinkler system in accordance with NFPA 13 shall not require additional physical protection.
14 Feeder cables in these installations shall be plenum rated.

15 5. Feeder cables that are installed in areas without ceilings shall require additional physical
16 protection such as EMT or equivalent.

17 6. Both fiber and coaxial based systems shall be designed such that each floor or remote area shall
18 be covered by a minimum of 2 independent feeders, whereas the failure of a single feeder does not
19 cause signal loss for more than 50% of the required coverage for that floor or remote area. A
20 remote area shall be defined as an area served by a feeder providing connectivity to 2 or more
21 antennae.

22 **510.6 Maintenance.** The emergency responder radio coverage system shall be maintained operational at
23 all times in accordance with Sections 510.6.1 through 510.6.4.

24 **510.6.1 Testing and proof of compliance.** The owner of the building or owner's authorized agent shall
25 have the emergency responder radio coverage system inspected and tested annually or where structural
26 changes occur including additions or remodels that could materially change the original field performance
27 tests. Testing shall consist of the following items (1) through (7):

28 1. In-building coverage test as required by the fire code official as described in Section 510.5.3
29 "Acceptance test procedure" or 510.6.1.1 "Alternative in-building coverage test".

30 **Exception:** Group R Occupancy annual testing is not required within dwelling units.

31 2. Signal boosters shall be tested to verify that the gain/output level is the same as it was upon
32 initial installation and acceptance or set to optimize the performance of the system.

33 3. Backup batteries and power supplies shall be tested under load of a period of 1 hour to verify that
34 they will properly operate during an actual power outage. If within the 1-hour test period the battery
35 exhibits symptoms of failure, the test shall be extended for additional 1-hour periods until the
36 integrity of the battery can be determined.

37 4. If a fire alarm system is present in the building, a test shall be conducted to verify that the fire
38 alarm system is properly supervising the emergency responder communication system as required

1 in Section 510.4.2.5. The test is performed by simulating alarms to the fire alarm control panel. The
2 certifications in Section 510.5.2 are sufficient for the personnel performing this testing.

3 5. Other active components shall be checked to verify operation within the manufacturer's
4 specifications.

5 6. At the conclusion of the testing, a report, which shall verify compliance with Section 510.6.1,
6 shall be submitted to the fire code official by way of the department's third-party vendor,
7 www.thecomplianceengine.com, or other such vendor as determined by the department.

8 7. At the conclusion of testing, a record of the inspection and maintenance along with an updated
9 grid diagram of each floor showing tested strengths in each grid square and each critical area shall
10 be added to the documentation maintained on the premises in accordance with Section 510.5.3.

11 **510.6.1.1 Alternative In-building coverage test.** When the comprehensive test documentation required
12 by Section 510.5.3 is available, or the most recent full five-year test results are available if the system is
13 older than six years, the in-building coverage test required by the fire code official in Section 510.6.1(1),
14 may be conducted as follows:

15 1. Functional talk-back testing shall be conducted using two calibrated portable radios of the latest
16 brand and model used by the agency's radio communications system or other equipment approved
17 by the fire code official. Testing shall use Digital Audible Quality (DAQ) metrics, where a passing
18 result is a DAQ of 3 or higher. Communications between handsets in the following locations shall
19 be tested: between the fire command center or fire alarm control panel and a location outside the
20 building; between the fire alarm control panel and each landing in each stairwell.

21 2. Coverage testing of signal strength shall be conducted using a calibrated spectrum analyzer for:

22 (a) Three grid areas per floor. The three grid areas to be tested on each floor are the three grid areas
23 with poorest performance in the acceptance test or the most recent annual test, whichever is more
24 recent; and

25 (b) Each of the critical areas identified in acceptance test documentation required by Section
26 510.5.3, or as modified by the fire code official, and

27 (c) One grid square per serving antenna.

28 3. The test area boundaries shall not deviate from the areas established at the time of the acceptance
29 test, or as modified by the fire code official. The building shall be considered to have acceptable
30 emergency responder radio coverage when the required signal strength requirements in 510.4.1.1
31 and 510.4.1.2 are located in 95 percent of all areas on each floor of the building and 99 percent in
32 Critical Areas, and any non-functional serving antenna are repaired to function within normal
33 ranges. If the documentation of the acceptance test or most recent previous annual test results are
34 not available or acceptable to the fire code official, the radio coverage verification testing described
35 in 510.5.3 shall be conducted.

36 **Point of Information**

37 The alternative in-building coverage test provides an alternative testing protocol for the in-building
38 coverage test in subsection (1) of section 510.6.1. There is no change or alternative to annual

1 testing requirements enumerated in subsections (2) – (7) of Section 510.6.1, which must be
2 performed at the time of each annual test.

3 **510.6.2 Additional frequencies.** The building owner shall modify or expand the emergency responder
4 radio coverage system at his or her expense in the event frequency changes are required by the FCC or
5 other radio licensing authority, or additional frequencies are made available by the FCC or other radio
6 licensing authority, public safety radio system operator or FCC license holder. Prior approval of a public
7 safety radio coverage system on previous frequencies does not exempt this section.

8 **510.6.3 Nonpublic safety system.** Where other nonpublic safety amplification systems installed in
9 buildings reduce the performance or cause interference with the emergency responder communications
10 coverage system, the nonpublic safety amplification system shall be corrected or removed.

11 **510.6.4 Field testing.** Agency personnel shall have the right to enter onto the property at any reasonable
12 time to conduct field testing to verify the required level of radio coverage or to disable a system that due
13 to malfunction or poor maintenance has the potential to impact the emergency responder radio system in
14 the region.

15 ~~AADD.~~ A new section Section 511 is added to read as follows:

16 **511 Automatic External Defibrillators**

17 ~~BB.~~ A new subsection 511.1 is added to read as follows:

18 **511.1 Where required.** Automatic External Defibrillators (AED) shall be installed on Port properties in
19 accordance with 511.1.1 through 511.1.3.

20 **511.1.1 Terminals.** AEDs shall be located in all public circulation spaces and holdrooms with a
21 maximum travel distance of 150 feet.

22 **511.1.2 Accessory Terminal Spaces.** A minimum of (1) AED shall be located in each airline lounge,
23 club, or tenant breakroom designed to serve more than 50 occupants.

24 **511.1.3 Other Buildings on Port property.** A minimum of (1) AED shall be located in an obvious
25 location such as an elevator lobby/entrance.

26 **13.150.070 Amendments to the International Fire Code—Chapter 6, Building Services and**
27 **Systems.**

28 The following local amendments to Chapter 6 of the International Fire Code, entitled “Building Services
29 and Systems,” are hereby adopted and incorporated into the International Fire Code:

30 A. ~~Subsection 606.6~~ is amended to read as follows:

31 ~~**606.6 Testing of equipment.** Refrigeration equipment and systems having a refrigerant circuit more than~~
32 ~~220 pounds of Group A1 or 30 pounds of any other group refrigerant shall be subject to periodic testing in~~
33 ~~accordance with Section 606.6.1. A written record of the required testing shall be maintained on the~~
34 ~~premises for a minimum of three years; a copy shall be submitted in a form or manner determined by the~~
35 ~~fire code official within 30 calendar days of the testing; and a label or tag shall be affixed to the individual~~
36 ~~system identifying the date of the testing. Tests of emergency devices or systems required by this chapter~~
37 ~~shall be conducted by persons trained and qualified in refrigeration systems.~~

38 ~~BA.~~ Subsection ~~607.2~~606.2 is amended to add the following two (2) subsections to read as follows:

39 ~~607~~606.2.2 **Permit Required.** Permits shall be required as set forth in Section 105.~~65~~.

1 **607606.2.3 Approved drawing.** The stamped and approved cook line drawing shall be displayed
2 adjacent to the suppression system pull station prior to the final inspection.

3 C. ~~Subsection 607.3.3.3 is amended to read as follows:~~

4 **607.3.3.3 Records.** ~~Records for inspections shall state the individual and company performing the
5 inspection, a description of the inspection and when the inspection took place. Records for cleanings shall
6 state the individual and company performing the cleaning and when the cleaning took place. Such records
7 shall be completed after each inspection or cleaning, maintained on the premises for a minimum of three
8 years; a copy shall be submitted in a form or manner determined by the fire code official within 30 days
9 of the inspection or cleaning.~~

10 **13.150.080 Amendments to the International Fire Code—Chapter 7, Fire and Smoke Prevention**
11 **Features.**

12 The following local amendments to Chapter 7 of the International Fire Code, entitled “Fire and Smoke
13 Prevention Features,” are hereby adopted and incorporated into the International Fire Code:

14 A. Subsection 705.2.3 is amended to read as follows:

15 **705.2.3. Hold-open devices and closers.** Hold-open devices and automatic door closures, where
16 provided, shall be maintained. During the period that such device is out of service for repairs, the door it
17 operates shall remain in the closed position.

18 The fire code official is authorized to require the installation of hold-open devices of existing door
19 installations where there has been documented use of door closure impairment devices.

20 B. ~~Subsection 705.2.6 is amended to read as follows:~~

21 **705.2.6 Testing.** ~~Horizontal, vertical sliding and rolling fire doors shall be inspected and tested annually
22 to confirm proper operation and full closure. A written record shall be maintained on the premises for a
23 minimum of three years; a copy shall be submitted in a form or manner determined by the fire code
24 official within 30 calendar days of the inspection or test; and a label or tag shall be affixed to the
25 individual assembly identifying the date of scheduled confidence test.~~

26 **13.150.090 Amendments to the International Fire Code—Chapter 9, Fire Protection Systems.**

27 The following local amendments to Chapter 9 of the International Fire Code, entitled “Fire Protection
28 Systems,” are hereby adopted and incorporated into the International Fire Code:

29 A. ~~Subsection 901.6.3 is amended to read as follows:~~

30 **901.6.3 Records.** ~~Records of all system inspections, tests and maintenance required by the referenced
31 standards shall be maintained on the premises for three years; a copy shall be submitted in a form or
32 manner determined by the fire code official within 30 calendar days of each test, inspection, or
33 maintenance of the system; and a label or tag shall be affixed to the individual system identifying the date
34 of the scheduled confidence test.~~

35 A. Subsection 901.7.7 is added to read as follows:

36 901.7.7. Fire watch for impaired fire protection systems. In the event of the emergency responder
37 communication system, fire alarm system, fire sprinkler system or any other required fire protection
38 system; or an excessive number of preventable alarm activations, the fire code official is authorized to
39 require the building owner or occupant to provide approved standby personnel until the system is
40 restored, repaired, or replaced.

41 B. Subsection 901.11 is added to read as follows:

1 **901.11 Emergency contacts.** It shall be the responsibility of the owner of a/any monitored fire protection
2 system to provide and maintain a minimum of three emergency contacts that are capable of responding to
3 the system location with their monitoring company.

4 C. The following term is added to subsection 902.1:

5 **PROBLEMATIC FIRE PROTECTION SYSTEM.**

6 D. Subsection 903.2 ~~of the International Fire Code~~ is amended to read as follows:

7 **903.2 Where required.** An automatic sprinkler system shall be provided for when one of the following
8 conditions exist:

9 1. In all buildings without adequate fire flow as required by this code.

10 **Exception:** Miscellaneous Group U Occupancies.

11 2. All new buildings and structures regulated by the International Building Code ~~6,000 square feet and~~
12 ~~greater and~~ requiring 2,000 gallons per minute or more fire flow, or with a gross floor area of 10,000 or
13 more square feet, or where this code provides a more restrictive floor/fire area requirement, and shall be
14 provided in all locations or where described by this code.

15 **Exception:** Spaces or areas in telecommunications buildings used exclusively for telecommunications
16 equipment, associated electrical power distribution equipment, batteries, and standby engines, provided
17 those spaces or areas are equipped throughout with an automatic smoke detection system in accordance
18 with Section 907.2 and are separated from the remainder of the building by not less than 1 hour fire
19 barriers constructed in accordance with Section 707 of the International Building Code or not less than 2
20 hour horizontal assemblies constructed in accordance with Section 712 of the International Building
21 Code, or both.

22 3. Where this code requires the installation of an automatic sprinkler system to protect an occupancy
23 within an otherwise non-sprinklered building, then automatic sprinkler protection will be required
24 throughout the entire building.

25 4. When the required fire apparatus access roadway grade is 12 percent or greater.

26 E. ~~A new s~~Subsection 903.2.9.3-5 is added to read as follows:

27 **903.2.9.3-5 Speculative use warehouses.** Where the occupant, tenant, or use of the building or storage
28 commodity has not been determined or it is otherwise a speculative use warehouse or building, the
29 automatic sprinkler system shall be designed to protect not less than Class IV non-encapsulated
30 commodities on wood pallets, with no solid, slatted, or wire mesh shelving, and with aisles that are 8 feet
31 or more in width and up to 20 feet in height.

32 F. Subsection 903.3 is amended as follows:

33 **903.3. Installation Requirements.** Automatic sprinkler systems shall be designed and installed in
34 accordance with Sections 903.3.1 through 903.3.9.

35 ~~FG. A new s~~Subsection 903.3.9 is added to read as follows:

36 **903.3.9. Check valve.** All automatic sprinkler system risers shall be equipped with a check valve.

37 ~~G-H A new s~~ Subsection 903.7 is added to read as follows:

1 **903.7 Riser Room Access.** All risers shall be located in a dedicated room with an exterior door, interior
2 lighting and heat.

3 ~~H.~~ Subsection 907.1.3 is amended to read as follows:

4 **907.1.3 Equipment.** Systems and their components shall be listed and approved for the purpose for
5 which they are installed. All new alarm systems shall be addressable. Each device shall have its own
6 address and shall annunciate individual addresses at a UL Central Station.

7 ~~I.~~ Subsection 907.6.3 is amended to read as follows:

8 **907.6.3 Initiating device identification.** The fire alarm system shall identify the specific initiating device
9 address, location, device type, floor level where applicable and status including indication of normal,
10 alarm, trouble and supervisory status, as appropriate.

11 **Exception:** Special initiating devices that do not support individual device identification.

12 ~~J.~~ Subsection 907.8.5.1 is amended to read as follows:

13 ~~**907.8.5.1. Records.** Records of all system inspections, tests and maintenance required by the referenced-~~
14 ~~standards shall be maintained on the premises for three years; a copy shall be submitted in a form or~~
15 ~~manner determined by the fire code official within 30 calendar days of each test, inspection, or~~
16 ~~maintenance of the system; and a label or tag shall be affixed to the individual system identifying the date~~
17 ~~of the scheduled confidence test.~~

18 K. A new ~~s~~Subsection 907.12 is added to read as follows:

19 **907.12. Latched alarms.** All signals shall be automatically “latched” at the alarm panel until their
20 operated devices are returned to normal condition, and the alarm panel is manually reset.

21 L. A new ~~s~~Subsection 907.13 is added to read as follows:

22 **907.13 Resetting.** All fire alarm panels shall be reset only by an approved person.

23 **907.13.1. Reset Code.** The reset code for the fire alarm panel or keypad shall be 3-7-1-2-3-4. The reset
24 code shall not be changed without approval of the fire code official.

25 M. A new ~~s~~Subsection 907.14 is added to read as follows:

26 ~~**907.14 Fire Alarm Control Panel**~~**alarm control unit location.** All fire alarm control ~~panels~~units shall
27 be located in the riser room designed and installed in accordance with Section 903.7 or an approved
28 location.

29 ~~N.~~ Subsection 909.20.2 is amended to read as follows:

30 ~~**909.20.2 Written record.** The records shall include the date of the maintenance, identification of the~~
31 ~~servicing personnel and notification of any unsatisfactory condition and the corrective action taken,~~
32 ~~including parts replacement. The written record of smoke control system testing and maintenance shall be~~
33 ~~maintained on the premises for three years; a copy shall be submitted in a form or manner determined by~~
34 ~~the fire code official within 30 days of each test or maintenance of the system; and a label or tag shall be~~
35 ~~affixed to the individual system identifying the date of the scheduled testing.~~

36 ~~O.~~ Subsection 912.5 is amended to read as follows:

1 **912.5 Signs.** Fire department connections shall be clearly identified in an approved manner.

2 All fire department connections shall have an approved sign attached below the Siamese clapper. The sign
3 shall specify the type of water-based fire protection system, the structure, and the building areas served.

4 **13.150.100 Amendments to the International Fire Code—Chapter 11, Fire Safety Requirements for**
5 **Existing Buildings.**

6 The following local amendments to Chapter 11 of the International Fire Code, entitled “Fire Safety
7 Requirements for Existing Buildings,” are hereby adopted and incorporated into the International Fire
8 Code:

9 A. ~~A new s~~Subsection 1103.5.6 is added to read as follows:

10 **1103.5.6 Substantial Alterations.** The provisions of this chapter shall apply to substantial alterations to
11 existing buildings regardless of use when a substantial alteration occurs in a structure equaling 10,000 or
12 greater square feet. For the purpose of this section, a substantial alteration shall be defined as an alteration
13 that costs 50% or more of the current assessed value of the structure and impacts more than 50% of the
14 gross floor area.

15 B. Subsection 1103.7 is amended as follows:

16 **1103.7 Fire alarm systems.** An approved fire alarm system shall be installed in existing buildings and
17 structures in accordance with Sections 1103.7.1 through 1103.7.7 and provide occupant notification in
18 accordance with Section 907.5 unless other requirements are provided by other sections of this code.

19 ~~BC.~~ A new sSubsection 1103.7.7 is added to read as follows:

20 **1103.7.7 Fire alarm control unit replacement.** If an existing fire alarm control unit is replaced with
21 identical equipment that has the same part number, it shall be considered maintenance.

22 **13.150.110 Amendments to the International Fire Code— Chapter 80, Reference Standards.**

23 The following local amendments to Chapter 80 of the International Fire Code, entitled “Reference
24 Standards,” are hereby adopted and incorporated into the International Fire Code:

25 A. Section NFPA of the International Fire Code is amended by modifying the standard reference number
26 dates of publication as follows:

- 12-~~1822~~ Carbon Dioxide Extinguishing Systems
- 12A-~~1822~~ Halon 1301 Fire Extinguishing Systems
- 13-~~1922~~ Installation of Sprinkler Systems
- 13D-~~1922~~ Installation of Sprinkler Systems in One- and
Two-family Dwellings and Manufactured Homes
- 13R-~~1922~~ Installation of Sprinkler Systems in Residential
Occupancies up to and Including Four Stories in
Height
- 14-~~1922~~ Installation of Standpipe and Hose Systems
- 20-~~1922~~ Installation of Stationary Pumps for Fire
Protection
- 24-~~1922~~ Installation of Private Fire Service Mains and
Their Appurtenances

- ~~72-1922~~ National Fire Alarm and Signaling Code
- ~~110-1922~~ Emergency and Standby Power Systems
- ~~111-1922~~ Stored Electrical Energy Emergency and Standby Power Systems
- ~~400-1922~~ Hazardous Materials Code
- ~~407-1722~~ Aircraft Fuel Servicing
- ~~409-1622~~ Aircraft Hangars
- 410-20 Aircraft Maintenance
- ~~415-1622~~ Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways
- ~~720-15 Installation of Carbon Monoxide (CO) Detection and Warning Equipment~~
- ~~750-1923~~ Water Mist Fire Protection Systems
- 2001-1822 Clean Agent Fire Extinguishing Systems
- ~~1221-19 Installation, Maintenance, and Use of Emergency Services Communications Systems~~

1
2 B. Chapter 80 – Reference Standards is amended by adding a new heading and publications as follows:

- Other
 - 2018 Port of Seattle – City of SeaTac Interlocal Agreement
 - 2020 Rules for Airport Construction

3
4 **13.150.120 Amendments to the International Fire Code—Appendix B, Fire-Flow Requirements for**
5 **Buildings.**

6 ~~The following local amendments to Appendix B to the International Fire Code, entitled “Fire-Flow~~
7 ~~Requirements for Buildings,” are hereby adopted and incorporated into the International Fire Code:~~

8 A. Subsection B103.1 is amended to read as follows:

9 **B103.1 Increases.** The fire chief is authorized to increase the fire flow requirements where exposures
10 could be impacted by fire. An increase shall not be more than twice that required for the building under
11 consideration.

12 **Exception:** For one- and two-family residences when either of the following conditions apply.

13 1. 1-hour fire resistant rated exterior walls tested in accordance with ASTM E 119 or UL 263 with
14 exposure on the exterior side and projections with 1-hour underside protection, fire blocking installed
15 from the wall top plate to the underside of the roof sheathing and no gable vent openings.

16 2. Walls with a distance greater than 10' to the nearest exposure or face an unbuildable lot, tract or
17 buffer. The distance shall be measured at right angles from the face of the wall.

1 **B103.1.1 One- and two-family dwellings.** The fire chief is authorized to increase the fire flow
2 requirements by 500 gallons per minute for homes less than 10 feet apart measured from the face of the
3 foundation.

4 B. Subsection B105.1 is amended to read as follows:

5 **B105.1 One- and two-family dwellings.** Fire-flow requirements for one- and two-family dwellings shall
6 be in accordance with Sections B105.1.1 through B105.1.32.

7 **B105.1.1 Buildings ~~not exceeding~~less than 3,600 square feet.** The minimum fire-flow and flow duration
8 requirements shall be 1,000 gallons per minute for 1 hour.

9 **Exception:** A reduction in required fire-flow of 50 percent, as approved, is allowed when the building
10 is equipped with an approved automatic sprinkler system.

11 **~~B105.1.2 Buildings greater than 3,600 square feet and less than 4,800 square feet.~~** ~~The minimum fire-~~
12 ~~flow and flow duration requirements shall be 1,500 gallons per minute for 2 hours.~~

13 **~~Exception:~~** ~~A reduction in required fire-flow of 50 percent, as approved, is allowed when the building~~
14 ~~is equipped with an approved automatic sprinkler system.~~

15 **B105.1.32 Buildings 4,8003,600 square feet and greater.** The minimum fire-flow and flow duration
16 requirements shall not be less than that specified in Table B105.1(2).

17 **Exception:** A reduction of fire-flow and flow duration to 1,000 gallons per minute for 1 hour, as
18 approved, is allowed when the building is equipped with the following:

- 19 1. An approved automatic sprinkler system.

20 **B105.2 Buildings other than one- and two-family dwellings.** The minimum fire-flow and flow duration
21 for buildings other than one- and two-family dwellings shall be as specified in Table B105.1(2).

22 **Exception:** A reduction in required fire-flow of 50 percent, as approved, is allowed when the building
23 is provided with an approved automatic sprinkler system. The resulting fire-flow shall not be less than
24 1,500 gallons per minute for the prescribed duration as specified in Table B105.1(2).

25 **B105.2.1 Tents and Membrane structures.** No fire flow is required for tents and membrane structures.

26 **B105.2.2 Accessory residential Group U buildings.** Accessory residential Group U buildings shall
27 comply with the requirements of B105.1.

28 C. Section B105 is amended by deleting the following:

29 **Table B105.1(1) Required Fire-Flow for One- and Two-family Dwellings, Group R-3 and R-4 Buildings**
30 **and Townhouses**

31 **Table B105.2 Required Fire-Flow for Other than One- and Two-family Dwellings, Group R-3 and R-4**
32 **Buildings and Townhouses**

33 D. Subsection B105.4 is added to read as follows:

34 **B105.4. Alternative Fire Flow Mitigation.** For development projects, where it has been determined not
35 feasible to extend the water main by the local water purveyor, the following alternative fire flow
36 mitigations are approved for use in accordance with Sections B105.4.1 through B105.4.2

1 **B105.4.1. One- and two-family dwellings.** Fire flow will not be required for one- and two-family
2 dwellings if all of the following mitigations are met;

3 1. The fire-flow calculation area is less than 3600 square feet

4 2. The construction type of the dwelling is Type VA

5 3. The dwelling is equipped with an automatic fire sprinkler system installed in accordance with Section
6 903.3.1.3 with a water supply of no less than 30 minutes

7 4. The dwelling has a fire separation distance of no less than 150 feet on all sides

8 **B105.4.2. Buildings other than one- and two-family dwellings.** Fire flow will not be required for
9 buildings other than one- and two-family dwellings if all of the following mitigations are met;

10 1. The fire-flow calculation area is less than 3600 square feet

11 2. The construction type of the building is not Type VB

12 3. The buildings is equipped with an automatic fire sprinkler system installed in accordance with
13 Section 903.3.1.1 with a water supply of no less than 30 minutes

14 4. The buildings has a fire separation distance of no less than 150 feet on all sides

15 ...

16

1 **Chapter 13.160**

2 **MECHANICAL CODE**

3 Sections:

4 13.160.010 International Mechanical Code.

5 ~~13.160.020 Copy on file.~~

6
7 **13.160.010 International Mechanical Code.**

8 The most current edition of the International Mechanical Code as amended by the Washington State
9 Building Code Council and published in Chapter 51-52 WAC is hereby adopted by reference, as now or
10 hereafter amended.~~The 2018 Edition of the International Mechanical Code, as published by the~~
11 ~~International Code Council, as amended by the Washington State Building Code Council and as~~
12 ~~published in Chapter 51-52 WAC, as now or hereafter amended, is adopted.~~

13 **~~13.160.020 Copy on file.~~**

14 ~~At least one (1) copy of the adopted editions of the International Mechanical Code shall be on file in the~~
15 ~~office of the Building Official on behalf of the City Clerk.~~

1 **Chapter 13.170**

2 **PLUMBING CODE**

3 Sections:

4 13.170.010 Uniform Plumbing Code.

5 ~~13.170.020 Copy on file.~~

6
7 **13.170.010 Uniform Plumbing Code.**

8 The most current edition of the Uniform Plumbing Code as amended by the Washington State Building
9 Code Council and published in Chapter 51-56 WAC is hereby adopted by reference, as now or hereafter
10 amended with the following exceptions: ~~The 2018 Edition of the Uniform Plumbing Code, as published by~~
11 ~~the International Association of Plumbing and Mechanical Officials, as amended by the Washington State~~
12 ~~Building Code Council and as published in Chapter 51-56 WAC, as now or hereafter amended, is~~
13 ~~adopted.~~

14 Exception:

15 A. The most current edition of ~~The 2018~~ International Plumbing Code, as published by the International
16 Code Council, may be used as an approved alternate to the Uniform Plumbing Code per SMC 13.100.040
17 as an alternate material, design and method of construction.

18 B. When ~~an~~ the approved alternate plumbing code is utilized, the entire plumbing installation shall be
19 installed and governed under provisions of the alternate code and the permit documents shall clearly state
20 which code ~~will be~~ is used.

21 ~~...13.170.020 Copy on file.~~

22
23 **Chapter 13.190**

24 **CLEARING AND GRADING CODE**

25 Sections:

26 13.190.010 Purpose.

27 13.190.020 Definitions.

28 ~~13.190.030 Administration.~~

29 ~~13.190.040 030 Hazards.~~

30 ~~13.190.050 040 Clearing and grading permit required – Exceptions.~~

31 ~~13.190.055 045 Permit exception criteria.~~

32 ~~13.190.060 050 Temporary permits.~~

33 ~~13.190.070 060 Applications – Complete applications.~~

34 ~~13.190.080 070 Permit requirements.~~

35 ~~13.190.090 080 Liability insurance required – Exception.~~

36 ~~13.190.100 090 Operating conditions and standards of performance.~~

37 ~~13.190.110 100 Land restoration.~~

38 ~~13.190.120 110 Shorelines.~~

- 1 13.190.~~130~~—120 Enforcement.
2 13.190.~~140~~—130 Forest practices.
3 13.190.~~150~~—140 Clearing standards.
4 13.190.~~160~~—150 Financial guarantees authorized.
5

6 A. This chapter is intended to regulate clearing and removal of vegetation, excavation, grading and
7 earthwork construction including cuts and fills, gravel pits, dumping, quarrying and mining operations
8 within City of SeaTac in order to protect public health, safety and welfare by:

- 9 1. Minimizing adverse storm water impacts generated by the removal of vegetation and alteration
10 of landforms;
11 2. Protecting water quality from the adverse impacts associated with erosion and sedimentation;
12 3. Minimizing aquatic and terrestrial wildlife habitat loss caused by the removal of vegetation;
13 4. Protecting sensitive areas from adverse clearing and grading activities;
14 5. Facilitating and encouraging long-term forest practice and agricultural production operations
15 where appropriate;
16 6. Minimizing the adverse impacts associated with quarrying and mining operations;
17 7. Preventing damage to property and harm to persons caused by excavations and fills;
18 8. Establishing administrative procedures for the issuance of permits, approval of plans, and
19 inspection of clearing and grading operations; and
20 9. Providing penalties for the violation of this chapter.
21

22 ~~B. This chapter establishes the administrative procedure for issuance of permits, provides for approval of~~
23 ~~plans and inspection of clearing and grading operations, and provides for penalties for the violation of this~~
24 ~~chapter.~~

25 ~~C.~~ C. Conflicts. In case of a conflict between these provisions and those relating to clearing and grading
26 found in any of the other technical codes adopted by this title, these provisions shall apply.

27 13.190.020 Definitions.

28 The definitions in this section apply throughout this chapter, unless otherwise clearly indicated by their
29 context, and mean as follows:

30 A. “Applicant” means a property owner or a public agency or a public or a private utility which owns a
31 right-of-way or other easement or has been adjudicated the right to such an easement pursuant to
32 RCW [8.12.090](#), or any person or entity designated or named in writing by the property or easement owner
33 to be the applicant, in an application for a development proposal, permit or approval.

34 B. “Bench” means a relatively level step excavated or constructed on the face of a graded slope surface
35 for drainage and maintenance purposes.

36 C. “Berm” means a mound or raised area used for the purpose of screening a site or operation.

37 D. “Best management practice (BMP)” means any schedule of activities, prohibition of practices,
38 maintenance procedure, or structural and/or managerial practice that, when used singly or in combination,
39 prevents or reduces the release of pollutants and other adverse impacts to surface water, stormwater and
40 groundwater, while minimizing the potential for flooding, soil creep, and soil instability.

- 1 E. “Civil engineer” means an engineer who is licensed as a professional engineer in the branch of civil
2 engineering by the State of Washington.
- 3 F. “Clearing” means the cutting or removal of vegetation or other organic plant material by physical,
4 mechanical, chemical or any other means.
- 5 G. “Clearing and grading permit” means the permit required by this chapter for clearing and grading
6 activities, including temporary permits.
- 7 H. “Compaction” means the densification of a fill by mechanical means.
- 8 I. “Cutting” means the severing of the main trunk or stems from close to or at the soil surface or at a point
9 up to twenty-five percent (25%) of the total vegetation height.
- 10 J. “Director” means the Director of the Community and Economic Development Department ~~or the~~
11 ~~authorized agent of the City of SeaTac Public Works Department~~ or designee.
- 12 K. “Duff” means decaying vegetation matter covering the ground under trees, or organic soils.
- 13 L. “Earth material” means any rock, natural soil or any combination thereof.
- 14 M. “Erosion” means the wearing away of the ground surface as the result of the movement of wind, water
15 and/or ice.
- 16 N. “Excavation” means the removal of earth material.
- 17 O. “Erosion and sediment control (ESC)” means any temporary or permanent measures taken to reduce
18 erosion, control siltation and sedimentation, and ensure that sediment-laden water does not leave the site,
19 adversely impact LID BMPs, or enter into wetlands or aquatic areas.
- 20 P. “Fill” means a deposit of earth material placed by mechanical means.
- 21 Q. “Geotechnical engineer” means a person licensed by the State of Washington as a professional civil
22 engineer who has expertise in geotechnical engineering.
- 23 R. “Grade” means the elevation of the ground surface.
- 24 1. “Existing grade” means the grade prior to grading.
- 25 2. “Rough grade” means the stage at which the grade approximately conforms to the approved plan as
26 required in SMC ~~13.190.080~~13.190.070.
- 27 3. “Finish grade” means the final grade of the site which conforms to the approved plan as required in
28 SMC ~~13.190.080~~13.190.070.
- 29 S. “Grading” means any excavating, filling, removing of the duff layer, or combination thereof.
- 30 T. “Low impact development (LID)” means a stormwater and/or land use management strategy that
31 strives to mimic natural hydrologic processes of infiltration, filtration, storage, evaporation and
32 transpiration by emphasizing conservation, use of on-site natural features, site planning, and distributed
33 stormwater management practices that are integrated into a project design, while also minimizing the
34 potential for off-site flooding and soil instability.
- 35 U. “Low impact development (LID) best management practices (BMP)” means distributed stormwater
36 management practices, integrated into a project design, that emphasize natural hydrologic processes of

1 infiltration, filtration, storage, evaporation and transpiration, while protecting against off-site flooding and
2 soil instability. LID BMPs include, but are not limited to, bioretention, permeable pavement, cast in place
3 pavers, limited infiltration systems, roof downspout controls, dispersion, soil amendments, and minimal
4 excavation foundations.

5 V. “Native vegetated surface” means a surface in which the soil conditions, ground cover, and species of
6 vegetation are like or similar to those of the original native condition for the site.

7 W. “Reclamation” means the final grading and land restoration of a site.

8 X. “Shorelines” means those lands defined as shorelines in the State Shorelines Management Act of 1971.

9 Y. “Site” means any lot or parcel of land or contiguous combination thereof where projects covered by
10 this chapter are performed or permitted where a public street or way may intervene.

11 Z. “Slope” means an inclined ground surface, the inclination of which is expressed as a ratio of vertical
12 distance to horizontal distance.

13 AA. “Stormwater facilities” means drainage facilities or features used to meet water quality treatment
14 and/or flow control requirements by utilizing processes such as infiltration, dispersion, storage,
15 conveyance, evaporation, and transpiration.

16 BB. “Structure” means that which is built or constructed, an edifice or building of any kind, or any piece
17 of work artificially built up or composed of parts joined together in some definite manner.

18 CC. “Surface Water Design Manual” means the King County Surface Water Design Manual
19 (KCSWDM), as amended by the City of SeaTac Addendum to the KCSWDM adopted in
20 SMC [12.10.010](#).

21 DD. “Terrace” means a relatively level step excavated or constructed on the face of a graded slope surface
22 for drainage and maintenance purposes.

23 EE. “Tree” means a large woody perennial plant usually with a single main stem or trunk and generally
24 over twelve (12) feet tall at maturity.

25 FF. “Understory” means the vegetation layer of a forest that includes shrubs, herbs, grasses, and grasslike
26 plants, but excludes native trees.

27 GG. “Vegetated LID BMPs” means LID BMPs that utilize landscaping.

28 HH. “Vegetation” means any and all organic plant life growing at, below, or above the soil surface.

29 ~~13.190.030 Administration.~~

30 ~~The Director is authorized to enforce the provisions of this chapter.~~

31 ~~A. Inspections. The Director is authorized to make such inspections and take such actions as may be~~
32 ~~required to enforce the provisions of this chapter.~~

33 ~~B. Right of Entry. Whenever necessary to make an inspection to enforce any of the provisions of this~~
34 ~~chapter, or whenever the Director has reasonable cause to believe that any land, building, structure,~~
35 ~~premises, or portion thereof is being used in violation of this chapter, the Director may enter such land,~~
36 ~~building, structure, premises, or portion thereof at all reasonable times to inspect the same or perform any~~
37 ~~duty imposed upon the Director by this chapter; provided, that if such building, land, structure, premises~~

1 ~~or portion thereof is occupied, he shall first present proper credentials and demand entry; and if such land,~~
2 ~~building, structure, premises, or portion thereof be unoccupied, he shall first make a reasonable effort to~~
3 ~~locate the owner or other persons having charge or control of the land, building, structure, premises, or~~
4 ~~portion thereof and demand entry.~~

5 ~~No owner or occupant or any other person having charge, care or control of any building, land, structure,~~
6 ~~premises, or portion thereof shall fail or neglect, after proper demand, to promptly permit entry thereon by~~
7 ~~the Director for the purpose of inspection and examination pursuant to this chapter. Any person violating~~
8 ~~this subsection is guilty of a misdemeanor.~~

9 13.190.040-030 Hazards.

10 Whenever the Director determines that an existing site, as a result of clearing or grading, excavation,
11 embankment, or fill, has become a hazard to life and limb, or endangers property, or adversely affects the
12 safety, use or stability of a public way or drainage channel, the owner of the property upon which the
13 clearing, grading, excavation or fill is located or other person or agent in control of said property, upon
14 receipt of notice in writing from the Director, shall within the period specified therein restore the site
15 affected by such clearing or grading or repair or eliminate such excavation or embankment or fill so as to
16 eliminate the hazard and be in conformance with the requirements of this chapter

17
18 13.190.050-040 Clearing and grading permit required – Exceptions.

19 No person shall do any clearing or grading without first having obtained a clearing and grading permit
20 from the Director, unless it meets one (1) of the exception criteria identified in
21 SMC ~~13.190.055~~ 13.190.045 and meets all of the conditions identified below:

- 22 A. The project includes less than seven thousand (7,000) square feet of land disturbing activity; and
23 B. The performance and restoration requirements of this chapter are met and best management practices
24 are utilized to protect water quality; and
25 C. The activity does not occur in a sensitive area or its buffer regulated under SMC Title [15](#).

26 13.190.055-045 Permit exception criteria.

27 A. An on-site excavation or fill for basements and footings of a building, retaining wall, or other structure
28 authorized by a valid building permit. This shall not exempt any fill made with the material from such
29 excavation, nor exempt any excavation having an unsupported height greater than four (4) feet after the
30 completion of such structure;

31 B. The depositing or covering of any garbage, rubbish or other material at any solid waste facility
32 operated by City of SeaTac or King County;

33 C. Maintenance of existing driveways or private access roads within their existing road prisms;

34 D. Any grading within a publicly owned road right-of-way;

35 E. Clearing or grading by a public agency for the following routine maintenance activities:

36 1. Roadside ditch cleaning, provided the ditch does not contain salmonids;

37 2. Pavement maintenance;

- 1 3. Normal grading of gravel shoulders;
- 2 4. Maintenance of culverts;
- 3 5. Maintenance of flood control or other approved surface water management facilities;
- 4 6. Routine clearing within road right-of-way;
- 5 F. Maintenance or reconstruction of the facilities of a common carrier by a rail in interstate commerce
- 6 within its existing right-of-way; provided restoration is consistent with SMC ~~13.190.110~~13.190.100;
- 7 G. Excavation less than four (4) feet in vertical depth not involving more than fifty (50) cubic yards of
- 8 earth or other material on a single site. This exception does not apply within an area placed into tracts or
- 9 easements for a wildlife habitat corridor pursuant to SMC Title [15](#) unless the proposed activity is
- 10 otherwise exempt under SMC Title [15](#);
- 11 H. Fill less than three (3) feet in vertical depth not involving more than fifty (50) cubic yards of earth or
- 12 other material per SMC ~~13.190.110~~13.190.100 on a single site. This exception does not apply within an
- 13 area placed into tracts or easements for a wildlife habitat corridor pursuant to SMC Title [15](#) unless the
- 14 proposed activity is otherwise exempt under SMC Title [15](#). This exception does not apply to the placing
- 15 of fill in fifty (50) cubic yard increments over time on a single site; fill shall not be placed on a single site
- 16 in fifty (50) cubic yard increments to avoid the need to obtain a permit;
- 17 I. Minor stream restoration projects for fish habitat enhancement by a public agency, utility or tribe as set
- 18 out in SMC Title [15](#);
- 19 J. Clearing and grading, performed as Class I, II, III or IV special forest practice in the City of SeaTac,
- 20 that is conducted in accordance with Chapter [76.09](#) RCW and WAC Title [222](#);
- 21 K. Within environmentally sensitive areas, as regulated in SMC Title [15](#), the following activities are
- 22 exempt from the clearing requirements of this chapter and no permit shall be required:
 - 23 1. Normal and routine maintenance of existing lawns and landscaping subject to the limitations on the use
 - 24 of pesticides in sensitive areas as set out in SMC Title [15](#).
 - 25 2. Permitted agricultural uses; provided the clearing is consistent with the agricultural exemptions in
 - 26 sensitive areas as regulated in SMC Title [15](#).
 - 27 3. Emergency tree removal to prevent imminent danger or hazard to persons or property.
 - 28 4. Normal and routine horticultural activities associated with commercial orchards, nurseries, or
 - 29 Christmas tree farms in existence on November 27, 1990, subject to the limitations on the use of
 - 30 pesticides in environmentally sensitive areas as set out in SMC Title [15](#). This does not include clearing or
 - 31 grading in order to develop or expand such activities.
 - 32 5. Normal and routine maintenance of existing public parks trail easements owned by the City of SeaTac
 - 33 or dedicated to and accepted for maintenance by the City of SeaTac, and private and public golf courses.
 - 34 This does not include clearing or grading in order to develop or expand such activities in environmentally
 - 35 sensitive areas. For the purpose of this subsection, a park is defined as any real property managed for
 - 36 public use which has been previously maintained as a park or has been developed as a park pursuant to a
 - 37 properly issued permit.

1 6. Removal of noxious weeds from steep slope hazard areas and the buffers of streams and wetlands
2 subject to the limitations on the use of pesticides in sensitive areas as set out in SMC Title [15](#).

3 7. Pruning and limbing of vegetation for maintenance of above ground electrical and telecommunication
4 facilities; provided, that the clearing is consistent with the electric, natural gas, cable communication and
5 telephone utility exemption in environmentally sensitive areas as regulated in SMC Title [15](#); that said
6 utility has a franchise agreement or master use permit with the City of SeaTac; and that said utility obtains
7 the required right-of-way use permit per Chapter [11.10](#) SMC.

8 8. Class II, III and IV special forest practices, provided they occur on parcels that meet all of the
9 following criteria for long-term forestry:

10 a. The parcel is enrolled under the current use taxation program as timber land pursuant to
11 Chapter [84.34](#) RCW or as forest land pursuant to Chapter [84.33](#) RCW;

12 b. A long-term management plan is approved for the parcel by the Washington Department of Natural
13 Resources;

14 c. The parcel equals or exceeds five (5) acres in size;

15 L. Clearing within seismic hazard area, except on slopes greater than fifteen percent (15%) and subject to
16 clearing restrictions contained in SMC Title [15](#), wildlife habitat corridors pursuant to SMC Title [15](#),
17 critical drainage areas established by administrative rule or property-specific development standards
18 pursuant to SMC Title [15](#); and provided the site contains no other sensitive area features;

19 M. Clearing within coal mine hazard area, subject to clearing restrictions contained in this section,
20 wildlife habitat corridors pursuant to SMC Title [15](#), critical drainage areas established by administrative
21 rule or property-specific development standards pursuant to SMC Title [15](#); and provided the site contains
22 no other environmentally sensitive area features; and

23 N. Normal and routine maintenance of trail easements owned by the City of SeaTac or dedicated to and
24 accepted for maintenance by the City of SeaTac.

25 ~~13.190.060-050~~ Temporary permits.

26 The Director shall have the authority to issue temporary permits for excavations, processing, quarrying
27 and mining, and removal of sand, gravel, rock and other natural deposits, together with the necessary
28 buildings, apparatus or appurtenances incident thereto for specific jobs on application for highway, road,
29 street, airport construction, flood control and other public works projects. In conjunction with such
30 operations, allied uses such as, but not limited to, rock crushers, concrete-batching plants and asphalt-
31 batching plants may be authorized by this temporary permit. The Director shall also have the authority to
32 issue temporary permits for the removal of existing stockpiles of previously mined materials for the
33 reclamation of land to its best use, consistent with the underlying zoning.

34 A. The Director shall consider the effect of the proposed operation on the City road system and any effect
35 it may have on surface or groundwater drainage and flood control, and shall make such recommendations
36 as are necessary to protect the public interest in this regard.

37 B. The Director shall also consider the effect of the proposed operation on the current and future land use
38 in the area affected by the proposed operation and shall condition permits as necessary to protect the
39 public interest in this regard. Temporary permits are good for the life of the contract of the specific job

1 but must be reviewed annually. Each temporary permit site shall be fully restored during the term of the
2 temporary permit.

3 ~~13.190.070-060~~ Applications – Complete applications.

4 A. For the purposes of determining the application of time periods and procedures adopted by this
5 chapter, applications for permits authorized by this chapter shall be considered complete as of the date of
6 submittal upon determination by the Director that the materials submitted comply with SMC
7 Title 16A and contain the following:

8 1. For clearing and grading permits:

9 a. A legal description and boundary sketch of the property;

10 b. A one to two thousand (1:2,000) scale vicinity map with a north arrow;

11 c. Grading plans on a sheet no larger than twenty-four (24) inches by thirty-six (36) inches and including:

12 i. A horizontal scale no smaller than one (1) inch equals thirty (30) feet;

13 ii. Vertical scale;

14 iii. Size and location of existing improvements within fifty (50) feet of the project, indicating which will
15 remain and which will be removed;

16 iv. Existing and proposed contours at two (2) foot intervals, and extending for one hundred (100) feet
17 beyond the project edge;

18 v. At least two (2) cross-sections, one (1) in each direction, showing existing and proposed contours and
19 horizontal and vertical scales;

20 vi. Temporary and permanent erosion-sediment control facilities;

21 vii. Permanent drainage facilities prepared per SMC 12.10.010;

22 viii. Structures to be built or construction proposed in landslide hazard areas; and

23 ix. Proposed construction or placement of a structure.

24 2. A completed environmental checklist, if required by Chapter 15.700 SMC, Environmentally Sensitive
25 Areas.

26 3. Satisfaction of all requirements for grading permits under SMC ~~13.190.080~~13.190.070.

27 B. Applications found to contain material errors shall not be deemed complete until such material errors
28 are corrected.

29 C. The Director may waive specific submittal requirements determined to be unnecessary for review of an
30 application.

31 ~~13.190.080-070~~ Permit requirements.

32 A. Except as exempted in SMC ~~13.190.050~~13.190.040, no person shall do any clearing or grading without
33 first obtaining a clearing and grading permit from the Director. A separate permit shall be required for
34 each site and may cover both excavations and fills.

1 B. Application. To obtain a permit, the applicant shall first file an application in writing on a form
2 furnished for that purpose. The Director shall prescribe the form by which application is made. No
3 application shall be accepted unless it is completed consistent with the requirements of this chapter and
4 the requirements of SMC Title [16A](#), Development Review Code. In addition to the requirements of SMC
5 Title [16A](#), every application shall:

- 6 1. Identify and describe the work to be covered by the permit for which application is made;
- 7 2. Describe the land on which the proposed work is to be done, by lot, block, tract and house and street
8 address, or similar description that will readily identify and definitely locate the proposed site;
- 9 3. Identify and describe those environmentally sensitive areas, as defined in SMC Title [15](#), on or adjacent
10 to the site;
- 11 4. Indicate the estimated quantities of work involved;
- 12 5. Identify any clearing restrictions contained in SMC ~~13.190.150~~[13.190.140](#), wildlife habitat corridors
13 pursuant to SMC Title [15](#), critical drainage areas established by administrative rule or property-specific
14 development standards pursuant to SMC Title [15](#);
- 15 6. Be accompanied by plans and specifications as required in subsections (B) and (C) of this section;
- 16 7. Designate who the applicant is, on a form prescribed by the Department, except that the application
17 may be accepted and reviewed without meeting this requirement when a public agency or public or
18 private utility is applying for a permit for property on which the agency or utility does not own an
19 easement or right-of-way and the following three (3) requirements are met:
 - 20 a. The name of the agency or public or private utility is shown on the application as the applicant;
 - 21 b. The agency or public or private utility includes in the complete application an affidavit declaring that
22 notice of the pending application has been given to all owners of property to which the application
23 applies, on a form provided by the Department; and
 - 24 c. The form designating the applicant is submitted to the Department prior to permit issuance; and
- 25 8. Give such other information as may be required by the Director.

26 C. Plans and Specifications. When required by the Director, each application for a grading permit shall be
27 accompanied by four (4) sets of plans and specifications and other supporting data as may be required.
28 The plans and specifications shall be prepared and signed by a civil engineer registered to practice in the
29 State of Washington when required by the Director; provided, the Director may require additional studies
30 prepared by a qualified geotechnical engineer. If the plans and specifications are returned as a result of
31 permit denial or any other reason, they shall be returned to the applicant.

32 D. Information on Plans and in Specifications. Plans shall be drawn to an engineer's scale upon
33 substantial paper or mylar and shall be of sufficient clarity to indicate the nature and extent of the work
34 proposed and show in detail that they will conform to the provisions of this chapter and all other relevant
35 laws, rules, regulations and standards. The first sheet of each set of plans shall give the location of the
36 work and the name and address of the owner and the person by whom they were prepared. The plans shall
37 include the following minimum information:

- 38 1. General vicinity of the proposed site;

- 1 2. Property limits and accurate contours of existing ground and details of terrain and area drainage;
- 2 3. Limiting dimensions, elevations or finished contours to be achieved by the grading, and proposed
- 3 drainage channels and related construction;
- 4 4. Location of all proposed cleared areas, including areas for soil amendment;
- 5 5. Location of any open space tracts or conservation easements if required pursuant to:
- 6 a. SMC ~~13.190.150~~13.190.140;
- 7 b. SMC Title [15](#);
- 8 c. Critical drainage area; or
- 9 d. Property-specific development standards pursuant to SMC Title [15](#);
- 10 6. Calculations of the total proposed area cleared on site as a percentage of the total site area;
- 11 7. Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams, berms, settling
- 12 ponds and other protective devices to be constructed with or as a part of the proposed work, together with
- 13 the maps showing the drainage area and the estimated runoff of the area served by any drains;
- 14 8. A determination of whether drainage review applies to the project pursuant to
- 15 Chapters [12.05](#) and [12.30](#) SMC, and, if applicable, all drainage plans and documentation consistent with
- 16 City of SeaTac Surface Water Design Manual (SMC [12.10.010](#)) requirements;
- 17 9. Location of any buildings or structures on the property where the work is to be performed and the
- 18 location of any buildings or structures on land of adjacent owners which are within fifty (50) feet of the
- 19 property or which may be affected by the proposed grading operations;
- 20 10. Landscape and rehabilitation plan as required by SMC ~~13.190.110~~13.190.100;
- 21 11. Other information as may be required by the Director; and
- 22 12. If the clearing or grading is proposed to take place in or adjacent to a sensitive area as regulated in
- 23 SMC Title [15](#), provide information as required by that title.
- 24 E. Granting of Permits.
- 25 1. The Director shall determine if the proposed grading will adversely affect the character of the site for
- 26 present lawful uses or with the future development of the site and adjacent properties for building or other
- 27 purposes as indicated by the comprehensive plan, the shoreline master program, and the zoning code.
- 28 2. After an application has been filed and reviewed, the Director shall also ascertain whether such grading
- 29 work complies with the other provisions of this chapter. If the application and plans so comply, or if they
- 30 are corrected or amended so as to comply, the Director may issue to the applicant a grading permit. A
- 31 grading permit shall be valid for the number of days stated in the permit but in no case shall the period be
- 32 more than two (2) years; provided, that when operating conditions have been met, the permit may be
- 33 renewed every two (2) years, or less if a shorter approval and/or renewal period is specified by the
- 34 Director.
- 35 3. No grading permit shall be issued until approved by Federal, State and local agencies having
- 36 jurisdiction by laws or regulations.

1 4. Upon approval of the application and issuance of the grading permit, no work shall be done that is not
2 provided for in the permit. The Director is authorized to inspect the premises at any reasonable time to
3 determine if the work is in accordance with the permit application and plans.

4 5. The permits from the Director shall be required regardless of any permits issued by any other
5 department of City government or any other governmental agency who may be interested in certain
6 aspects of the proposed work. Where work for which a permit is required by this chapter is started or
7 proceeded with prior to obtaining the permit, the violator shall be subject to such civil penalties as
8 provided in Chapter [1.15](#) SMC. However, the payment of such civil penalties shall not relieve any
9 persons from fully complying with the requirements of this chapter in the execution of the work nor from
10 any other penalties prescribed thereon.

11 ~~13.190.090~~ 080 Liability insurance required – Exception.

12 The permittee shall maintain a liability policy in an amount not less than five hundred thousand dollars
13 (\$500,000) per individual, five hundred thousand dollars (\$500,000) per occurrence, and one hundred
14 thousand dollars (\$100,000) property damage, and shall name City of SeaTac as an additional insured.
15 Exception: Liability insurance requirements may be waived for projects involving less than ten thousand
16 (10,000) cubic yards. Liability insurance shall not be required of City of SeaTac departments, divisions,
17 or bureaus.

18 ~~13.190.100~~ 090 Operating conditions and standards of performance.

19 A. Any activity that will clear, grade or otherwise disturb the site, whether requiring a clearing or grading
20 permit or not, shall provide erosion and sediment control (ESC) that prevents, to the maximum extent
21 possible, the transport of sediment from the site to drainage facilities, water resources and adjacent
22 properties. Erosion and sediment controls shall be applied as specified by the temporary ESC measures
23 and performance criteria and implementation requirements in the City of SeaTac erosion and sediment
24 control standards. Activities performed as Class I, II, III or IV special forest practices shall apply erosion
25 and sediment controls in accordance with Chapter [76.09](#) RCW and WAC Title [222](#).

26 B. Cuts and fills shall conform to the following provisions unless otherwise approved by the Director:

27 1. Slope. No slope of cut and fill surfaces shall be steeper than is safe for the intended use and shall not
28 exceed two (2) horizontal to one (1) vertical, unless otherwise approved by the Director.

29 2. Erosion Control. All disturbed areas including faces of cuts and fill slopes shall be prepared and
30 maintained to control erosion in compliance with subsection (A) of this section.

31 3. Preparation of Ground. The ground surface shall be prepared to receive fill by removing unsuitable
32 material such as concrete slabs, tree stumps, brush and car bodies.

33 4. Fill Material. Except in an approved sanitary landfill, only earth materials which have no rock or
34 similar irreducible material with a maximum dimension greater than eighteen (18) inches shall be used.

35 5. Drainage. Provisions shall be made to:

36 a. Prevent any surface water or seepage from damaging the cut face of any excavations or the sloping face
37 of a fill;

38 b. Carry any surface waters that are or might be concentrated as a result of a fill or excavation to a natural
39 watercourse, or by other means approved by the Department of Natural Resources and Parks.

- 1 6. Bench/Terrace. Benches, if required, at least ten (10) feet in width shall be backsloped and shall be
2 established at not more than twenty-five (25) foot vertical intervals to control surface drainage and debris.
3 Swales or ditches on benches shall have a maximum gradient of five percent (5%).
- 4 7. Access Roads – Maintenance. Access roads to grading sites shall be maintained and located to the
5 satisfaction of the Director to minimize problems of dust, mud and traffic circulation.
- 6 8. Access Roads – Gate. Access roads to grading sites shall be controlled by a gate when required by the
7 Director.
- 8 9. Warning Signs. Signs warning of hazardous conditions, if such exist, shall be affixed at locations as
9 required by the Director.
- 10 10. Fencing. Fencing, where required by the Director, to protect life, limb and property, shall be installed
11 with lockable gates which must be closed and locked when not working the site. The fence must be no
12 less than five (5) feet in height and the fence material shall have no horizontal opening larger than two (2)
13 inches.
- 14 11. Setbacks.
- 15 a. The tops and the toes of cut and fill slopes shall be set back from property boundaries as far as
16 necessary for safety of the adjacent properties and to prevent damage resulting from water runoff or
17 erosion of the slopes.
- 18 b. The tops and the toes of cut and fill slopes shall be set back from structures as far as is necessary for
19 adequacy of foundation support and to prevent damage as a result of water runoff or erosion of the slopes.
- 20 c. Slopes and setbacks shall be determined by the Director.
- 21 12. Excavations to Water-Producing Depth. All excavations must either be made to a water-producing
22 depth or grade to permit natural drainage. The excavations made to a water-producing depth shall be
23 reclaimed in the following manner:
- 24 a. The depth of the excavations must not be less than two (2) feet measured below the low water mark.
- 25 b. All banks shall be sloped to the water line no steeper than three (3) feet horizontal to one (1) foot
26 vertical.
- 27 c. All banks shall be sloped from the low-water line into the pond or lake with a minimum slope of three
28 (3) feet horizontal to one (1) foot vertical to a distance of at least twenty-five (25) feet.
- 29 d. In no event shall the term “water-producing depth” as herein used be construed to allow stagnant or
30 standing water to collect or remain in the excavation.
- 31 e. The intent of this provision is to allow reclamation of the land which will result in the establishment of
32 a lake of sufficient area and depth of water to be useful for residential or recreational purposes.
- 33 C. Soil Amendment Requirements. Soil amendments shall be provided in accordance with the
34 specifications in Appendix C of the Surface Water Design Manual.
- 35 D. Best Management Practices. Clearing and grading activities at a minimum shall use the erosion and
36 sediment control best management practices identified in Appendices C and D of the Surface Water
37 Design Manual as necessary to minimize off-site impacts from the project area.

1 | ~~13.190.110~~100 Land restoration.

2 | A. Upon the exhaustion of minerals or materials or upon the permanent abandonment of the quarrying or
3 | mining operation, all nonconforming buildings, structures, apparatus or appurtenances accessory to the
4 | quarrying and mining operation shall be removed or otherwise dismantled to the satisfaction of the
5 | Director. This requirement shall not require land restoration on projects completed prior to January 1,
6 | 1971, except those covered under previously existing zoning requirements.

7 | B. Final grades shall be such so as to encourage the uses permitted within the underlying zone
8 | classification.

9 | C. Grading or backfilling shall be made with nonnoxious, nonflammable, noncombustible and
10 | nonputrescible solids.

11 | D. Such graded or backfilled areas, except for roads, shall be sodded or surfaced with soil of a quality in
12 | conformance with “native vegetated landscape” specifications as identified in Appendix C of the Surface
13 | Water Design Manual.

14 | E. Such topsoil as required by subsection (D) of this section shall be planted with trees, shrubs, legumes
15 | or grasses, and said flora shall meet “native vegetated landscape” specifications as identified in Appendix
16 | C of the Surface Water Design Manual.

17 | F. Graded or backfilled areas shall be reclaimed in a manner which will not allow water to collect and
18 | permit stagnant water to remain. Suitable drainage systems approved by the Department shall be
19 | constructed or installed if natural drainage is not possible.

20 | G. Waste or soil piles shall be leveled and the area treated as to sodding or surfacing and planting as
21 | required in subsections (D) and (E) of this section.

22 | ~~13.190.120~~110 Shorelines.

23 | A. Any fill placed upon land adjacent to or beneath any stream or water body shall be contained and
24 | placed so as to prevent adverse effect upon other lands.

25 | B. No permit required by this chapter shall be issued for grading upon the shorelines until approved by
26 | the appropriate Federal, State and local authority.

27 | C. For grading which requires a shoreline management substantial development permit, the conditions of
28 | the shoreline management substantial development permit shall be incorporated into the conditions of any
29 | permit issued pursuant to this chapter and shall be subject to the inspection and enforcement procedures
30 | authorized by this chapter.

31 | ~~13.190.130~~120 Enforcement.

32 | The Director is authorized to enforce the provisions of this chapter, the ordinances and resolutions
33 | codified in it, and any rules and regulations promulgated thereunder pursuant to the enforcement and
34 | penalty provisions of Chapter [1.15](#) SMC.

35 | If clearing inconsistent with the purposes and requirements of this chapter has occurred on a site, City of
36 | SeaTac shall not accept or grant any development permits or approvals for the site unless the applicant
37 | adequately restores the site. The Director shall require appropriate restoration of the site under an
38 | approved restoration plan which shall include a time schedule for compliance if significant resource
39 | damage has or may occur. If restoration has not been completed within the time established by the

1 Department, the Director shall order restoration and seek restitution from the property owner through
2 liens or other available legal methods.

3 ~~13.190.140~~ 130 Forest practices.

4 A. Class IV Forest Practice. Under a Class IV forest practice, all clearing not otherwise exempted under
5 this chapter shall be subject to the requirements of this chapter. All such clearing shall be subject to the
6 State Environmental Policy Act, Chapter [43.21C](#) RCW, and City of SeaTac shall accept or assume lead
7 agency status. The review of the Class IV application shall be consolidated with the review of the
8 associated City of SeaTac development permit or approval. Clearing independent of permit or approval
9 shall require a separate clearing and grading permit pursuant to this chapter which meets any applicable
10 clearing standards as defined by SMC ~~13.190.150~~ 13.190.140. City of SeaTac will also combine its SEPA
11 review of Class IV forest practices and City permits.

12 B. Development applications on lands cleared or graded pursuant to a Class II, III or IV special forest
13 practice as defined in Chapter [76.09](#) RCW, or which are commenced without forest practices or City
14 authorization, shall be denied for a period of six (6) years unless:

15 1. The applicant demonstrates that the clearing was consistent with the Conversion Option Harvest Plan
16 reviewed and approved by City of SeaTac pursuant to the SMC Title [16A](#) land use decision process and
17 incorporated as a condition of the State's forest practice permit, or

18 2. The Director of the Department of Community and Economic Development determines special
19 circumstances exist which should allow the landowner to be released from the moratorium pursuant to
20 notice, review and appeal process per SMC Title [16A](#).

21 C. In all cases, lifting or waiving of the six (6) year moratorium is subject to compliance with all local
22 ordinances.

23 ~~13.190.150~~ 140 Clearing standards.

24 A. For clearing and grading permits issued under this chapter, the current clearing standards contained in
25 this section and in the following regulations shall apply:

26 1. Environmentally sensitive areas, SMC Title [15](#), and its adopted administrative rules;

27 2. Property-specific development standards pursuant to SMC Title [15](#);

28 3. Critical drainage area designations identified by adopted administrative rule;

29 4. Wildlife habitat corridors pursuant to SMC Title [15](#); and

30 5. Stormwater management, including LID principles and LID BMPs, as identified in the Surface Water
31 Design Manual.

32 B. Within environmentally sensitive areas designated pursuant to SMC Title [15](#), uses shall be limited to
33 those specified in that chapter. Within any other areas subject to clearing restrictions referenced or
34 contained in this section, the following uses are allowed under a clearing permit:

35 1. Timber harvest in accordance with a timber harvest management plan and clearing permit approved by
36 the Director. Administrative rules specifying the contents of, and the submittal requirements and approval
37 criteria for, timber harvest management plans shall be promulgated in consultation with the City of

1 SeaTac Department of Community and Economic Development prior to any permit approvals for timber
2 harvest within these tracts or easements;

3 2. Passive recreation uses and related facilities, including pedestrian, equestrian community and bicycle
4 trails, nature viewing areas, fishing and camping areas, and other similar uses that do not require
5 permanent structures, if either cleared areas or areas of compacted soils, or both, associated with these
6 uses and facilities do not exceed eight percent (8%) of the area of the tract or easement. Within wildlife
7 habitat corridors, trail widths shall be the minimum allowed under adopted trail standards and no other
8 recreation uses shall be permitted in the one hundred fifty (150) foot minimum width of the corridor;

9 3. Utilities and utility easements, including stormwater facilities, if the uses are within or adjacent to
10 existing road or utility easements whenever possible. Within wildlife habitat corridors, existing or
11 multiple utility uses within established easements shall be allowed within the one hundred fifty (150) foot
12 minimum setback from the habitat corridor. Vegetated LID BMPs are allowed within the wildlife corridor
13 buffer setback. Development of new utility corridors shall be allowed within wildlife habitat corridors
14 only when multiple uses of existing easements are not feasible and the utility corridors are sited and
15 developed using City-approved BMPs to minimize disturbance; and

16 4. Removal of either dangerous trees or damaged trees, or both.

17 ~~13.190.160-150~~ Financial guarantees authorized.

18 The Director, or designee, is authorized to require all persons performing work on a project under a
19 permit covered by this title to post performance and maintenance bonds. Where such persons have
20 previously posted, or are required to post, other bonds covering either the project itself or other
21 construction related to the project, such person may, with the permission of the Director and to the extent
22 allowable by law, combine all such bonds into a single bond; provided, that at no time shall the amount
23 thus bonded be less than the total amount which would have been required in the form of separate bonds;
24 and provided further, that such bond shall on its face clearly delineate those separate bonds which it is
25 intended to replace.

26

1 **Chapter 13.210**

2 **PROPERTY MAINTENANCE CODE**

3 Sections:

4 13.210.010 International Property Maintenance Code.

5 ~~13.210.020~~ ~~Copy on file.~~

6
7 **13.210.010 International Property Maintenance Code.**

8 The most current edition of the International Property Maintenance Code, as published by the
9 International Code Council, as now or hereafter amended, is hereby adopted to be the property
10 maintenance code of the City of SeaTac with the following additions, deletions and exceptions: ~~The 2018~~
11 ~~Edition of the International Property Maintenance Code (“IPMC”), as published by the International Code~~
12 ~~Council, is adopted to be the property maintenance code of the City of SeaTac, with the following~~
13 ~~amendments:~~

14 A. IPMC Section 101.1 shall reflect that the name of the jurisdiction is the City of SeaTac.

15 B. IPMC Section 102.3 is amended to delete all references to the International Plumbing Code. The last
16 sentence in IPMC 102.3 is hereby deleted in its entirety.

17 ~~C. IPMC 103.5 is hereby repealed in its entirety.~~

18 ~~D.~~ IPMC Section 411-107 Means of Appeal is hereby repealed in its entirety and replaced by the
19 following:

20 Any references to the Board of Appeals shall be deemed to refer to the Hearing Examiner system
21 of Chapter 1.20 SMC.

22 ~~D.~~ IPMC Section 108 Board of Appeals is hereby repealed in its entirety.

23 E. IPMC Section ~~442~~110.4 Failure to Comply is hereby repealed in its entirety.

24 F. IPMC Section 201.3 is amended to delete references to the International Plumbing Code and the
25 International Zoning Code.

26 G. Subsection 301.3, Vacant structures and land, is repealed in its entirety and replaced by the following:

27 301.3 Vacant Structures. All vacant structures and premises thereof must comply with this
28 Code. Vacant structures shall be maintained in a clean, safe, secure and sanitary condition
29 provided herein so as not to cause a blighting problem or otherwise adversely affect the
30 public health, safety or quality of life.

31 301.3.1 Appearance. All vacant structures must appear to be occupied or shall be secured as
32 specified herein.

33 301.3.2 Security. All vacant structures must be secured against outside entry at all times.
34 Security shall be by the normal building amenities such as windows and doors having

1 adequate strength to resist intrusion. All doors and windows must remain locked. Exterior
2 walls and roofs must remain intact without holes.

3 301.3.2.1 Architectural (Cosmetic) Structural panels. Architectural structural panels may be
4 used to secure windows, doors and other openings provided they are cut to fit the opening
5 and match the characteristics of the building. Architectural panels may be of exterior grade
6 finished plywood or Medium Density Overlaid plywood (MDO).

7 301.3.2.2 Security fences. Temporary construction fencing shall not be used as a method to
8 secure a structure from entry for a period exceeding 30 days.

9 301.3.3 Weather protection. The exterior roofing and siding shall be maintained as required
10 in Section 304.

11 301.3.4 Fire Safety.

12 301.3.4.1 Fire protection systems. All fire suppression and alarms systems shall be
13 maintained in a working condition and inspected as required by the Fire Department.

14 301.3.4.2 Flammable liquids. No vacant structure or premises or portion thereof shall be used
15 for the storage of flammable liquids or other materials that constitute a safety or fire hazard.

16 301.3.4.3 Combustible materials. All debris, combustible materials, litter and garbage shall
17 be removed from vacant structures, their accessory buildings and adjoining yard areas. The
18 structure and premises shall be maintained free from such items.

19 301.3.4.4 Fire inspections. Periodic fire department inspections may be required at intervals
20 set forth by the fire chief or his designee.

21 301.3.5 Plumbing fixtures. Plumbing fixtures connected to an approved water system, an
22 approved sewage system, or an approved natural gas utility system shall be installed in
23 accordance with applicable codes and be maintained in sound condition and good repair or
24 removed and the service terminated in the manner prescribed by applicable codes.

25 301.3.5.1 Freeze protection. The structure's water systems shall be protected from freezing.

26 301.3.6 Electrical. Electrical service lines, wiring, outlets or fixtures not installed or
27 maintained in accordance with applicable codes shall be repaired, removed or the electrical
28 services terminated to the structure in accordance with applicable codes.

29 301.3.7 Heating. Heating facilities or heating equipment in vacant structures shall be
30 removed, rendered inoperable, or maintained in accordance with applicable codes.

31 301.3.8 Interior floors. If a hole in a floor presents a hazard, the hole shall be covered and
32 secured with three-quarter (3/4) inch plywood, or a material of equivalent strength, cut to
33 overlap the hole on all sides by at least six (6) inches.

34 301.3.9 Termination of utilities. The code official may, by written notice to the owner and to
35 the appropriate water, electricity or gas utility, request that water, electricity, or gas service to
36 a vacant structure be terminated or disconnected.

1 301.3.9.1 Restoration of Service. If water, electricity or gas service has been terminated or
2 disconnected pursuant to Section 313.9, no one except the utility may take any action to
3 restore the service, including an owner or other private party requesting restoration of service
4 until written notification is given by the code official that service may be restored.

5 301.3.10 Notice to person responsible. Whenever the code official has reason to believe that a
6 structure is vacant, the code official may inspect the structure and premises. If the code
7 official determines that a vacant structure violates any provision of this section, the code
8 official shall notify in writing, the owner of the structure, or real property upon which the
9 structure is located, or other person responsible, of the violations and required corrections and
10 shall be given a time frame to comply.

11 301.3.10.1 Alternate requirements. The requirements and time frames of this section may be
12 modified under an approved Voluntary Correction Agreement (VCA). Within 30 days of
13 notification that a structure or real property upon which the structure is located, is in violation
14 of this Section, an owner may submit a written proposed VCA for the code official to review
15 and approve if found acceptable. A Correction Agreement may allow:

16 1) Extended use of non-architectural panels

17 2) Extended use of temporary security fencing

18 3) Extended time before the demolition of a structure is required

19 4) For substandard conditions to exist for a specific period of time, provided the structure is
20 secured in an approved manner. When considering a VCA, the code official shall take into
21 consideration the magnitude of the violation and the impact to the neighborhood.

22 301.3.11 Enforcement. Violations of this section shall be enforced according to the
23 provisions and procedures of Chapter 1.15 of the SeaTac Municipal Code and subject to the
24 monetary penalties contained therein.

25 301.3.11.1 Abatement. A structure or structure accessory thereto that remains vacant and
26 open to entry after the required compliance date is found and declared to be a public
27 nuisance. The code official is hereby authorized to summarily abate the violation by securing
28 the structure to unauthorized entry. The costs of abatement shall be collected from the owner
29 in the manner provided by law.

30 301.3.11.2 Unsafe structures and equipment. Any vacant structure or equipment therein,
31 declared unsafe is subject to the provisions of Section 111 and the demolition provisions of
32 Section 113.

33 GH. The first sentence of IPMC 302.4 Weeds is hereby repealed in its entirety.

34 HJ. The first sentence of IPMC Section 304.14 Insect Screens is hereby amended to read as follows:

35 At all times, every door, window and other outside opening required for ventilation of
36 habitable rooms, food preparation areas, food service areas or any other areas where products
37 to be included or utilized in food for human consumption are processed, manufactured,
38 packaged or stored, shall be supplied with approved tightly fitting screens of minimum 16

1 mesh per inch (16 mesh per 25 mm) and every screen door used for insect control shall have
2 a self-closing device in good working condition.

3 ~~IJ.~~ The first sentence of IPMC Section 602.3 Heat supply is hereby amended to read as follows:

4 Every owner and operator of any building who rents, leases or lets one or more dwelling
5 units or sleeping units, on terms, either expressed or implied, to furnish heat to the occupants
6 thereof shall supply heat at all times to maintain a temperature of not less than 68°F (20°C) in
7 all habitable rooms, bathrooms, and toilet rooms.

8 ~~JK.~~ The first sentence of IPMC 602.4 Occupiable work spaces is hereby amended to read as follows:

9 Indoor occupiable work spaces shall be supplied with heat at all times to maintain a
10 temperature of not less than 65°F (18°C) during the period the spaces are occupied.

11 ~~K. References to the Board of Appeals in Section 111 shall be deemed to refer to the Hearing Examiner-~~
12 ~~system of Chapter 1.20 SMC.~~

13 ~~L. Subsection 301.3, Vacant structures and land, is repealed in its entirety and replaced by the following:~~

14 ~~301.3 Vacant Structures. All vacant structures and premises thereof must comply with this~~
15 ~~Code. Vacant structures shall be maintained in a clean, safe, secure and sanitary condition~~
16 ~~provided herein so as not to cause a blighting problem or otherwise adversely affect the~~
17 ~~public health, safety or quality of life.~~

18 ~~301.3.1 Appearance. All vacant structures must appear to be occupied or shall be secured as~~
19 ~~specified herein.~~

20 ~~301.3.2 Security. All vacant structures must be secured against outside entry at all times.~~
21 ~~Security shall be by the normal building amenities such as windows and doors having~~
22 ~~adequate strength to resist intrusion. All doors and windows must remain locked. Exterior~~
23 ~~walls and roofs must remain intact without holes.~~

24 ~~301.3.2.1 Architectural (Cosmetic) Structural panels. Architectural structural panels may be~~
25 ~~used to secure windows, doors and other openings provided they are cut to fit the opening~~
26 ~~and match the characteristics of the building. Architectural panels may be of exterior grade~~
27 ~~finished plywood or Medium Density Overlaid plywood (MDO).~~

28 ~~301.3.2.2 Security fences. Temporary construction fencing shall not be used as a method to~~
29 ~~secure a structure from entry for a period exceeding 30 days.~~

30 ~~301.3.3 Weather protection. The exterior roofing and siding shall be maintained as required~~
31 ~~in Section 304.~~

1 301.3.4 Fire Safety.

2 301.3.4.1 Fire protection systems. All fire suppression and alarms systems shall be
3 maintained in a working condition and inspected as required by the Fire Department.

4 301.3.4.2 Flammable liquids. No vacant structure or premises or portion thereof shall be used
5 for the storage of flammable liquids or other materials that constitute a safety or fire hazard.

6 301.3.4.3 Combustible materials. All debris, combustible materials, litter and garbage shall
7 be removed from vacant structures, their accessory buildings and adjoining yard areas. The
8 structure and premises shall be maintained free from such items.

9 301.3.4.4 Fire inspections. Periodic fire department inspections may be required at intervals
10 set forth by the fire chief or his designee.

11 301.3.5 Plumbing fixtures. Plumbing fixtures connected to an approved water system, an
12 approved sewage system, or an approved natural gas utility system shall be installed in
13 accordance with applicable codes and be maintained in sound condition and good repair or
14 removed and the service terminated in the manner prescribed by applicable codes.

15 301.3.5.1 Freeze protection. The structure's water systems shall be protected from freezing.

16 301.3.6 Electrical. Electrical service lines, wiring, outlets or fixtures not installed or
17 maintained in accordance with applicable codes shall be repaired, removed or the electrical
18 services terminated to the structure in accordance with applicable codes.

19 301.3.7 Heating. Heating facilities or heating equipment in vacant structures shall be
20 removed, rendered inoperable, or maintained in accordance with applicable codes.

21 301.3.8 Interior floors. If a hole in a floor presents a hazard, the hole shall be covered and
22 secured with three quarter (3/4) inch plywood, or a material of equivalent strength, cut to
23 overlap the hole on all sides by at least six (6) inches.

24 301.3.9 Termination of utilities. The code official may, by written notice to the owner and to
25 the appropriate water, electricity or gas utility, request that water, electricity, or gas service to
26 a vacant structure be terminated or disconnected.

27 301.3.9.1 Restoration of Service. If water, electricity or gas service has been terminated or
28 disconnected pursuant to Section 313.9, no one except the utility may take any action to
29 restore the service, including an owner or other private party requesting restoration of service
30 until written notification is given by the code official that service may be restored.

1 ~~301.3.10 Notice to person responsible. Whenever the code official has reason to believe that~~
2 ~~a structure is vacant, the code official may inspect the structure and premises. If the code~~
3 ~~official determines that a vacant structure violates any provision of this section, the code~~
4 ~~official shall notify in writing, the owner of the structure, or real property upon which the~~
5 ~~structure is located, or other person responsible, of the violations and required corrections~~
6 ~~and shall be given a time frame to comply.~~

7 ~~301.3.10.1 Alternate requirements. The requirements and time frames of this section may be~~
8 ~~modified under an approved Correction Agreement. Within 30 days of notification that a~~
9 ~~structure or real property upon which the structure is located, is in violation of this Section,~~
10 ~~an owner may submit a written proposed Correction Agreement for the code official to~~
11 ~~review and approve if found acceptable. A Correction Agreement may allow:~~

12 ~~1) Extended use of non architectural panels~~

13 ~~2) Extended use of temporary security fencing~~

14 ~~3) Extended time before the demolition of a structure is required~~

15 ~~4) For substandard conditions to exist for a specific period of time, provided the structure is~~
16 ~~secured in an approved manner. When considering a Correction Agreement, the code official~~
17 ~~shall take into consideration the magnitude of the violation and the impact to the~~
18 ~~neighborhood.~~

19 ~~301.3.11 Enforcement. Violations of this section shall be enforced according to the~~
20 ~~provisions and procedures of Chapter 1.15 of the SeaTac Municipal Code and subject to the~~
21 ~~monetary penalties contained therein.~~

22 ~~301.3.11.1 Abatement. A structure or structure accessory thereto that remains vacant and~~
23 ~~open to entry after the required compliance date is found and declared to be a public~~
24 ~~nuisance. The code official is hereby authorized to summarily abate the violation by securing~~
25 ~~the structure to unauthorized entry. The costs of abatement shall be collected from the owner~~
26 ~~in the manner provided by law.~~

27 ~~301.3.11.2 Unsafe structures and equipment. Any vacant structure or equipment therein,~~
28 ~~declared unsafe is subject to the provisions of Section 108 and the demolition provisions of~~
29 ~~Section 110.~~

30 **~~13.210.020 Copy on file.~~**

31 ~~At least one (1) copy of the adopted edition of the International Property Maintenance Code shall be on~~
32 ~~file in the office of the Building Official on behalf of the City Clerk.~~

1 **Chapter 13.220**

2 **ENERGY CODE**

3 Sections:

4 13.220.010 International Energy Conservation Code.

5 ~~13.220.020 Copy on file.~~

6
7 **13.220.010 International Energy Conservation Code.**

8 The most current edition of the International Energy Conservation Code as amended by the Washington
9 State Building Code Council and published in Chapters 51-11C and 51-11R WAC is hereby adopted by
10 reference, as now or hereafter amended.~~The International Energy Conservation Code, 2018 Edition, as~~
11 ~~amended by the Washington State Building Code Council and as published in Chapters 51-11C and 51-~~
12 ~~11R WAC, as now or hereafter amended, is adopted.~~

13 ~~**13.220.020 Copy on file.**~~

14 ~~At least one (1) copy of the adopted edition of the International Energy Conservation Code shall be on file~~
15 ~~in the office of the Building Official on behalf of the City Clerk.~~

16 ...

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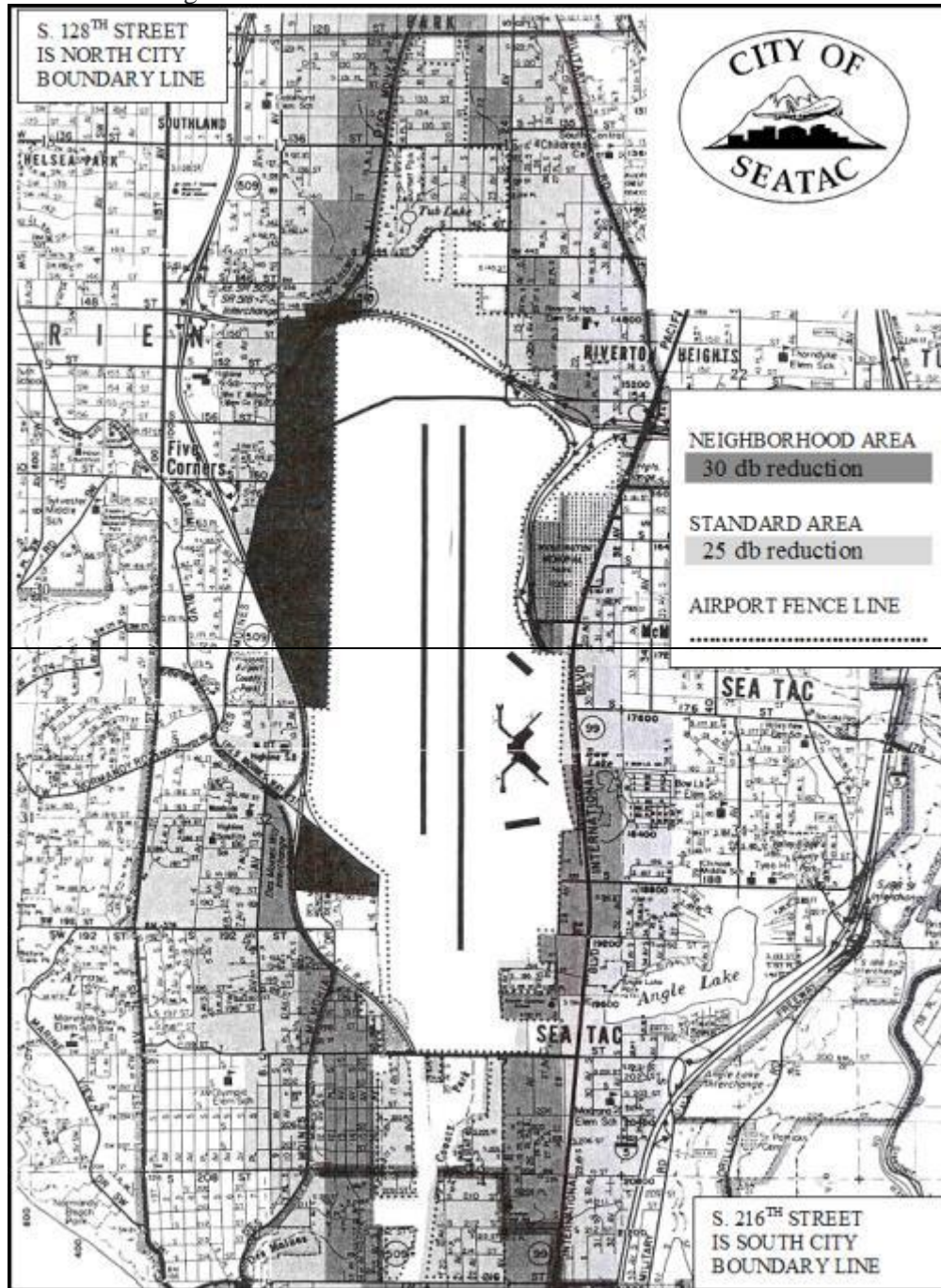
Chapter 13.240
SOUND TRANSMISSION CODE

Sections:

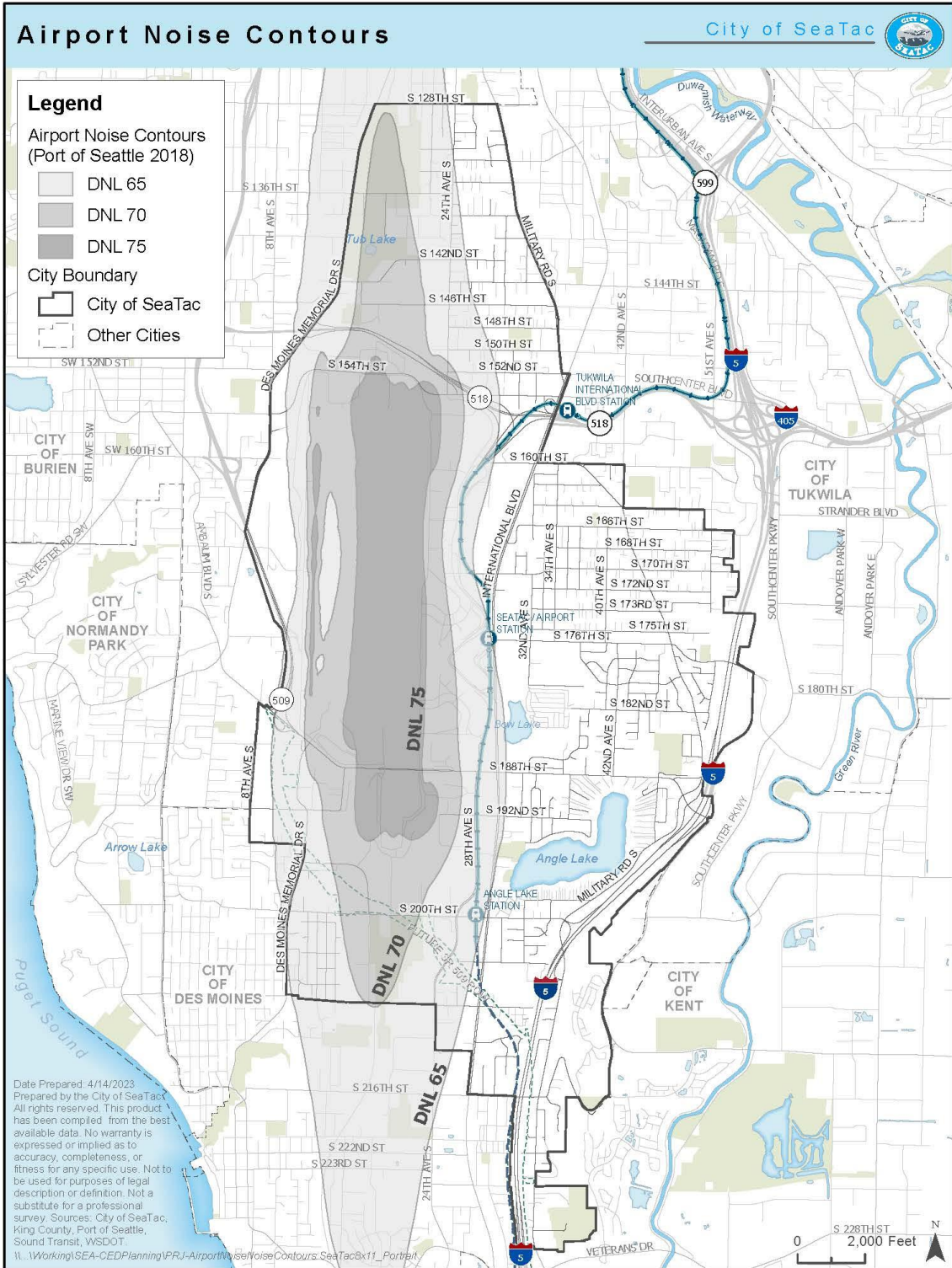
- 13.240.010 Sound Transmission Code.
- 13.240.020 Purpose.
- 13.240.030 Scope.
- 13.240.040 Application.
- 13.240.050 Definitions.
- 13.240.060 Design requirements.
- 13.240.070 Recognized standards.
- 13.240.080 Air leakage for all buildings.
- 13.240.090 SeaTac Noise Program Areas.
- 13.240.100 Building requirements for a noise level reduction of twenty-five (25) dB.
- 13.240.110 Building requirements for a noise level reduction of thirty (30) dB.
- 13.240.120 Building requirements for a noise level reduction of thirty-five (35) dB.
- ...

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Figure 13.240.090a. NOISE LEVEL REDUCTION MAP



3



ORDINANCE NO. 23-1017

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a professional services contract with Perteet, Inc. for design of the South 204th Street, 30th Avenue South & 32nd Avenue South Project (Public Works Project ST-134), and amend the City's 2023-2024 Biennial Budget.

WHEREAS, the City of SeaTac implements a transportation improvement program, which identifies capital improvement projects for the City's transportation network; and

WHEREAS the South 204th Street, 30th Avenue South & 32nd Avenue South ("Project"), Public Works Project ST-134, which is part of the City's transportation improvement program, will be designed in 2023 and 2024; and

WHEREAS additional funding for the Project design is needed in 2023 and 2024 resulting in increasing the Project budget expenditure amount in the Transportation CIP Fund (#307) by \$625,030.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,

WASHINGTON, DO ORDAIN as follows:

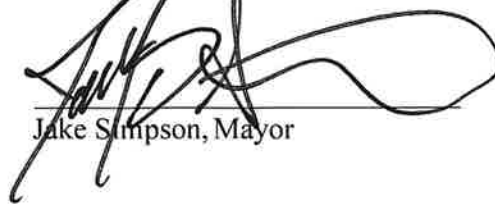
Section 1. The City's 2023-2024 Biennial Budget shall be amended by increasing expenditures in the Transportation CIP Fund (#307) by \$625,030 to fund design efforts for the South 204th Street, 30th Avenue South & 32nd Avenue South project.

Section 2. The City Manager is authorized to execute a contract with Perteet, Inc., in the amount of \$925,030 for the design of the South 204th Street, 30th Avenue South & 32nd Avenue South (Public Works Project ST-134).

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

ADOPTED this 13th day of June, 2023, and signed in authentication thereof on this 13th day of June, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:


Kristina Gregg, City Clerk

Approved as to form:


Mary E. Mirante Bartolo, City Attorney

[Effective Date: 6/24/2023]

ORDINANCE NO. 23-1018

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the City's Criminal Code under SeaTac Municipal Code 8.05.380 entitled "Controlled Substances" by adopting by reference certain sections of RCW 69.50 and providing for severability, and effective date and corrections.

WHEREAS, on February 25, 2021, the Washington State Supreme Court held in the case of State v. Blake, No. 96873-0, that RCW 69.50.4013(1) – the statute that criminalized the possession of a controlled substance without a prescription – exceeds the state's police power and violates the due process clauses of the state and federal constitutions; and

WHEREAS, following the decision in State v. Blake, laws were adopted as a temporary measure with the expectation that a long-term legislation would be adopted in the 2023 regular session; and

WHEREAS, the bill was voted down in the closing hours of the session and the 2022-2023 regular legislative session ended without passage of a new drug possession and use law; and

WHEREAS, on May 16, 2023, after Governor Inslee called for a special legislative session, the Washington State Legislature passed a new bill, adopting a permanent drug-related legislation in Senate Bill 5536—the "Blake Fix"; and

WHEREAS, the Council deems it appropriate in the interest of public safety to adopt certain sections of the SB 5536 (effective date of July 1, 2023), which will be codified under RCW 69.50, related to the regulation of the use and possession of controlled substance and legend drugs, as well as decriminalizing the possession of drug paraphernalia.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,

WASHINGTON, DO ORDAIN as follows:

Section 1. Chapter 8.05.380 of the SeaTac Municipal Code is hereby amended to read as follows:

A. The following sections of RCW Title 69 now in effect, and as may subsequently be amended, are hereby adopted by reference to establish regulations and crimes regarding controlled substances under the SeaTac Criminal Code:

69.50.101 Definitions.

~~69.50.401 (e) Possession of forty grams or less of marihuana a misdemeanor.~~

69.50.420 Violations – Juvenile driving privileges.

69.50.505 Seizure and forfeiture.

69.50.4011 Knowing possession or use of counterfeit substance.

69.50.4013 Knowing possession or use of controlled substance.

69.50.4014 Knowing possession of 40 grams or less of cannabis.

69.41.030 Knowing possession or use of legend drugs.

69.50.509 Issuance of warrant and seizure of controlled substance.

69.50.4121 Relating to Drug paraphernalia.

~~B. Possession of Drug Paraphernalia. It is unlawful for any person to use, or possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance, as defined by this chapter and Chapter 69.50 RCW, as now or hereafter amended. Possession of drug paraphernalia shall be a misdemeanor civil infraction as adopted by reference under RCW 69.50 and as may be subsequently amended.~~

Section 2. Corrections. Upon approval of the City Attorney's Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state, or federal laws, codes, rules, or regulations; or Ordinance numbering and section/subsection numbering.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. This Ordinance shall be in full force and effect July 1, 2023.

ADOPTED this 13th day of June, 2023, and signed in authentication thereof on this 13th day of June, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: July 1, 2023]

[Criminal Code]

ORDINANCE NO. 23-1019

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the execution of an agreement between the City of SeaTac and Parametrix Inc. for the Surface Water Comprehensive Plan Update in an amount not to exceed \$410,000 and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the City of SeaTac is responsible for surface water management within its boundaries; and

WHEREAS, the City's Surface Water Management Comprehensive Plan (PLAN) is in need of updating; and

WHEREAS, the PLAN provides the roadmap necessary to ensure that the City's surface water management program meets the needs of its community and remains in compliance with its Nation Pollution Discharge Elimination System (NPDES) Phase II Permit; and

WHEREAS, an amendment to the 2023-2024 Biennial Budget is required to fully fund a contract with Parametrix Inc. to update the PLAN;

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

Section 1. The City's 2023-2024 Biennial Budget shall be amended to provide an additional \$85,000 within the Surface Water Fund (403) to fully fund the PLAN update.

Section 2. The City Manager is hereby authorized to execute a contract with Parametrix Inc. to update the PLAN in an amount not to exceed \$410,000.00.

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

ADOPTED this 13th day of June, 2023, and signed in authentication thereof on this 13th day of June, 2023.

CITY OF SEATAC



Jake Simpson Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mavante Bartolo, City Attorney

[Effective Date: 6/24/2023]

ORDINANCE NO. 23-1020

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the 2023-2024 Biennial Budget for miscellaneous items.

WHEREAS, the Administration and Finance Committee, on June 1, 2023, reviewed the proposed amendment submitted by the City Manager and Finance and Systems Director which details recommended changes in various expenditure line items in the 2023-2024 Biennial Budget; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority to fund certain expenditures identified in Exhibit A;

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

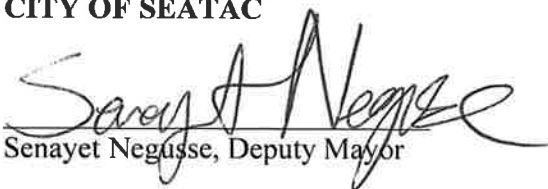
Section 1. A listing of the adjustment requests is included by line item, amount, and fund in summary format as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

Section 2. The 2023-2024 Biennial Budget for the City of SeaTac, covering the period from January 1, 2023, through December 31, 2024, is hereby amended with a total 2024 ending fund balance in the amount of \$111.4 million for all budgeted funds. The City's 2023-2024 biennial budget is attached as Exhibit B and includes budgeted revenues and expenditures for the 2023-2024 biennium in the amounts and for the purposes shown separately and in the aggregate totals for all such funds as displayed.

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

ADOPTED this 11th day of July, 2023, and signed in authentication thereof on this 11th day of July, 2023.

CITY OF SEATAC


Senayet Negusse, Deputy Mayor

ATTEST:


Kristina Gregg, City Clerk

Approved as to form:


Mary E. Mirante Bartolo, City Attorney

[Effective Date: 7/22/23]

[2023-2024 Biennial Budget Amendment Ordinance]

EXHIBIT A

2023-2024 Biennial Budget Amendment

Revenue

		2023-2024		
		TOTAL		
113	113.332.92.10.000	\$115,200		ARPA Grant Fund Revenue (ANEW)
	113.332.92.10.000	\$46,147		ARPA Grant Fund Revenue (Wireless Access DC)
	113.332.92.10.000	\$410,838		ARPA Grant Fund Revenue (AV DC)
	113.332.92.10.000	\$100,000		ARPA Grant Fund Revenue (Farmers Market DC)
403	403.334.03.10.007	-\$50,000		Stormwater Capacity Grant
501	501.334.03.10.007	\$75,000		Stormwater Capacity Grant
		\$697,185		

Expenditures

		2023-2024		
FUND #	BARS#	TOTAL		Description
001	001.000.04.518.88.XX.XXX	\$246,153		Salaries & Benefits (IS Project Manager DC)
	001.000.04.518.88.35.000	\$4,600		Small Tools & Equip (IS Project Manager DC)
	001.000.04.518.88.42.028	\$1,560		Telephone (IS Project Manager DC)
	001.000.04.518.88.49.053	\$880		Subscriptions (IS Project Manager DC)
General Fund (001)		\$253,193		
113	113.000.04.518.88.35.000	\$46,147		Small Tools & Equip (Wireless Access Points DC)
	113.000.04.594.18.64.001	\$404,842		AV Upgrades DC
	113.000.04.518.88.48.050	\$5,996		Ent. SW Maintenance & Support (AV Upgrades DC)
	113.000.13.557.20.41.000	\$100,000		
ARPA Grant Fund (113)		\$556,985		Professional Services (Farmers Market DC)
301	301.000.04.518.88.35.000	3,000		Small Tools & Equip (IS Project Manager DC)
Municipal CIP Fund (301)		\$3,000		
501	501.000.11.594.48.64.095	\$75,000		Vehicles/Heavy Equipment
Equipment Rental Fund (501)		\$75,000		
Grand Total - ALL FUNDS		\$888,178		

CITY OF SEATAC, WASHINGTON
2023-2024 BIENNIAL BUDGET: EXHIBIT B

7/11/2023

2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 294,780,855				
FUND	BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
001 General Fund	\$ 40,874,342	\$ 94,669,283	\$ 104,919,901	\$ 30,623,723
102 Street Fund	9,127,607	21,028,486	13,060,363	\$ 17,095,730
105 Port ILA	13,049,905	3,066,578	3,171,751	\$ 12,944,732
106 Transit Planning	410,101	570,960	151,045	\$ 830,016
107 Hotel/Motel Tax	11,331,778	3,859,200	3,304,689	\$ 11,886,289
108 Building Management	3,727,788	566,022	578,336	\$ 3,715,474
111 Des Moines Creek Basin ILA	4,320,685	727,100	3,404,445	\$ 1,643,340
112 Affordable Housing Sales Tax	221,408	297,290	378,000	\$ 140,698
113 ARPA Grant	68,336	5,810,627	5,771,237	\$ 107,726
114 Restricted Public Safety Fund	-	156,526	120,400	\$ 36,126
207 SCORE Bond Servicing	390,871	287,863	283,063	\$ 395,671
301 Municipal Capital Improvements	19,345,703	6,608,429	15,249,592	\$ 10,704,540
306 Facility Construction CIP	3,750,367	104,300	1,271,439	\$ 2,583,228
307 Transportation CIP	18,602,849	6,129,447	16,355,398	\$ 8,376,898
308 Light Rail Station Areas CIP	3,030,848	120,750	842,666	\$ 2,308,932
403 SWM Utility	7,006,547	8,532,000	9,638,297	\$ 5,900,250
404 Solid Waste & Environmental	1,467,037	863,900	678,278	\$ 1,652,659
501 Equipment Replacement	2,259,169	2,396,753	4,206,997	\$ 448,925
TOTAL BIENNIAL BUDGET	\$ 138,985,341	\$ 155,795,514	\$ 183,385,897	\$ 111,394,959

City of SeaTac Decision Card

Title: IS Technical Project Manager - 5-year Limited Term Fund(s): General Fund (001) Amount: \$ 256,193	Department: Finance and Systems Director: Gwen Pilo Program: Information Systems Date Prepared: 05/10/2023 Preparer: Bart Perman
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Description: *(Provide a brief overview of what is being requested)*

Funding for a 5-year limited term Technical Project Manager in Information Systems.

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

The City's growing need for Information Systems development and integration is outpacing the capacity of existing staff. The City currently has several major projects in the works including deploying a new Intranet, upgrading/enhancing our Records Management software, and upgrading/enhancing our Asset Management software. In addition, we have projects such as a City website refresh and replacement of our Financial Software coming the near future. All of these projects require considerable time and effort to manage schedules, budget, expectations, track progress, etc. Currently this work is being done by existing staff in addition to their regular duties.

A Technical Project Manager is a project manager who specializes in technologically advanced projects. Adding a Technical Project Manager to the Information Systems division would give the City a single subject matter expert and a single point of contact for all projects related to Information Systems and allow existing staff across all departments to focus on their core duties.

This position will be reviewed prior to the 2029-2030 bi-annual budget to determine whether to end the term, extend the term, or convert the position to a regular full time position.

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

Continuing with existing staff levels would result in an inability to effectively maintain, grow, and support the City's systems.

City Goal: *(Identify how this request works towards the City's Goals):*

Builds effective & accountable government by guiding technology projects to keep them on schedule and on budget.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	General Fund (001)/Municipal CIP Fund (301)	8,820	1,220
On-Going Costs	General Fund (001)	67,782	178,371
Total Expenditures		\$ 76,602	\$ 179,591
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 76,602	\$ 179,591

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: IS Technical Projects Manager
Position Title (Provided by HR) : Information Systems Technical Project Manager
Salary Range (Provided by HR) : 60
Limited Term Position? (Y/N) Y

Primary Duties/Responsibilities:

Under general direction of the Information Systems (IS) Manager, the IS Project Manager works with stakeholders to build a holistic view of the organization's processes, information systems (applications) and information technology assets from a functional and technical perspective. The position is responsible for coordinating and leading the work of multi-discipline and multi-department project teams and must be able to analyze, process, and apply robust and sustainable solutions for system integration of all enterprise level products given budgetary and business requirements.

	2023	2024
Total Salary <i>(provided by Finance)</i>	45,897	121,032
Total Benefits <i>(provided by Finance)</i>	21,885	57,339
Subtotal Salary and Benefits	\$ 67,782	\$ 178,371

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	4,500
	301 FUND	3,000
Cell Phone Purchase	XXX.XX.35.000	100
Cell Phone Service Charges	XXX.XX.42.028	780
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		440
Lodging	XXX.XX.43.031	
Meals	XXX.XX.43.032	
Transportation	XXX.XX.43.033	
Registration	XXX.XX.49.061	
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	
Other <i>(specify) :</i>		
Subtotal Associated Costs		\$ 8,820
TOTAL:		\$ 179,591

City of SeaTac Decision Card

<p>Title: Replacing City Wireless Access Points</p> <p>Fund(s): ARPA Grant Funds (113)</p> <p>Amount: \$ 46,147</p>	<p>Department: Finance & Systems</p> <p>Director: Gwen Pilo</p> <p>Program: Voice and Data Comm</p> <p>Date Prepared: 04/18/2023</p> <p>Preparer: Bart Perman</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Description: *(Provide a brief overview of what is being requested)*

Replacing Wireless Access Points at City facilities

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

The City began installing wireless access points (WAPs) at City facilities in 2017. Over the next year, WAPs were deployed to cover high traffic areas at City Hall, SeaTac Community Center, Fire Station 46, Valley Ridge Community Center, and the after school room at Bow Lake Elementary. These WAPs were deployed with both secure and public connections and provided adequate coverage for occasional use. With the sharp increase in use of wireless devices over the last two years, the installed devices no longer provide consistent and reliable wireless access to City staff and to the public. City IT staff researched replacement WAPs including factors such as bandwidth, speed, user capacity, and integrated security and received a quote from our vendor for a refresh of our AP inventory which included increasing the number of WAPs, strategically locating the devices, and providing five year maintenance and support for the devices and the software.

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

Continuing with our current wireless access point configuration is not advised due to the inconsistent performance of the wireless network. As an option to ARPA Grant funding, the City will have sufficient line item savings in its Capital Small Tools account to cover the costs of this upgrade.

City Goal: *(Identify how this request works towards the City's Goals):*

Build Effective and Accountable Government
Increase Connectivity and Safety

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)	46,147	
On-Going Costs			
Total Expenditures		\$ 46,147	\$ 0
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant Revenue	46,147	
Other <i>(Identify)</i>			
Total Revenues		\$ 46,147	\$ 0
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

<p>Title: Audio/Visual (A/V) Upgrades for City Hall, ECC and Community Center</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 410,838</p>	<p>Department: Finance & Systems</p> <p>Director: Gwen Pilo</p> <p>Program: Voice and Data Comm</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 04/18/2023</p> <p>Preparer: Bart Perman</p>

Description: *(Provide a brief overview of what is being requested)*

Upgrade of AV equipment in Council Chambers, Municipal Court, Community Center, and Fire Station 46 (ECC)

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

The A/V equipment in the Emergency Coordination Center (ECC) at Fire Station 46 was installed when the building was constructed in 2010. Similarly, the AV equipment in the Banquet Room at the SeaTac Community Center was installed in 2008. With the exception of the projector and screen in the ECC, the equipment has not been upgraded since installation and is no longer covered by any parts or service warranty. Over the past several years, the City has had to have the Banquet Room A/V serviced on a time and materials basis as it has become increasingly unreliable. Upgrading the systems at both locations will provide a modern, reliable solution at both sites. The A/V equipment in Council Chambers was upgraded to allow hybrid meetings in 2022 and has been working well, but an additional camera for in-room presenters should be added so they can be seen by remote attendees. Likewise, our Municipal Courtroom should be upgraded to allow hybrid meetings as well. Proposals for these upgrades were received from Avidex who is our current A/V vendor and is on the WA State A/V Contractors roster. The City also received a proposal from our video conferencing vendor for upgrading additional meeting rooms at City Hall and the Community Center with video conferencing capabilities. Upgrading these meeting rooms will expand our ability to schedule and host virtual and hybrid meetings.

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

Continuing using outdated/unsupported A/V systems in the ECC runs the risk of the equipment not being available when the ECC is activated in an emergency. Continuing using the outdated/unsupported A/V system in the Banquet Room, has the potential to disrupt City events and private rentals in that facility. Continuing with existing equipment in Council Chambers and the Municipal Courtroom will not allow us to hold proper hybrid meetings.

City Goal: *(Identify how this request works towards the City's Goals):*

Increase Connectivity and Safety

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)	404,842	
On-Going Costs	ARPA Grant Fund (113)		5,996
Total Expenditures		\$ 404,842	\$ 5,996
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant Revenue	404,842	5,996
Other <i>(Identify)</i>			
Total Revenues		\$ 404,842	\$ 5,996
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

Title: SeaTac Farmers Market (CRF2022-12) Fund(s): ARPA 113 Amount: \$ 100,000	Department: CED Director: Evan Maxim Program: Economic Development
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date Prepared: 05/19/2023 Preparer: Brion Humenay, CM

Description: *(Provide a brief overview of what is being requested)*

Partner with African Community Housing & Development (ACHD) to support the creation of a SeaTac Farmers Market. The market would be modeled after ACHD Delridge Farmers Market and would bring culturally relevant food access and economic growth for minority-owned small businesses. The market would run yearly from June-October.

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

Partnering with the ACHD to develop a SeaTac Farmers market provides an opportunity to create and promote a regular community event and meeting space that can foster a sense of community identify within the City of SeaTac. The ACHD Farmers Market Model has two pillars: culturally-relevant food access and economic development for entrepreneurs of color. These pillars directly support the City's Comprehensive Plan goal to create an environment that strengthen economic vitality within the City of SeaTac. Supporting goals (8.1, 8.4, 8.5) direct the City to support the private sector, encourage economic diversity, and to support the development of the local food sector.

A SeaTac Farmer market would provide residents with affordable high-quality produce and cultural relevant food options for the City's diverse community, while supporting local farmers and business owners. At the same time, it would foster an environment within the City that promotes civic pride and engagement. This supports the Housing and Human Services element within the Comprehensive plan goals to effectively allocate City general funds for services that address the full spectrum of community needs and values and to strengthen SeaTac's existing residential neighborhoods and foster a high degree of pride in residency or ownership (3.2, 3.5).

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

American Rescue Plan Act funding is not used to support the development of a SeaTac Farmers Market and the community does not realize the benefits from this action.

City Goal: *(Identify how this request works towards the City's Goals):*

Promote our Neighborhoods: Develop urban villages around light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.

In addition, this supports activities related to the Economic Vitality and Housing and Human Services elements of the Comprehensive Plan.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA 113 Fund	100,000	0
On-Going Costs			
Total Expenditures		\$ 100,000	\$ 0
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA 113 Fund	100,000	
Other <i>(Identify)</i>			
Total Revenues		\$ 100,000	\$ 0
Total Request (Net):		\$ 0	\$ 0



COUNCIL REQUEST FORM (CRF)

Tracking Number (Executive Asst. to assign): 2022-12

Revision date: 12/8/2020 LKE 3:07 PM

CITY COUNCILMEMBER TO COMPLETE

Please click on the "Click here to enter text". This opens the text boxes which expand as you type.

■ **Date of Request:** 9/15/2022

■ **Desired Response Date:** 10/1/2022
Is this issue time sensitive; are there other timing factors to consider?

■ **Title of Request:** Co-Sponsor SeaTac Farmers Market, a partnership with ACHD

■ **Requestor:** Senayet Negusse

Click on one:

Policy Operations

Choose one:

- Action (click one):** Proclamation Motion Resolution Ordinance
- Research**
- Information**
- Other (describe)**

■ Issue

A clear concise description of the issue(s) that need(s) to be addressed.

There is a lack of sense of community identity in our city. ACHD is exploring a farmers market in SeaTac. The City should co-sponsor and promote with DMO/RTA to encourage local engagement and tourism. This will promote local businesses as well and proving a sense of belonging in the community.

Background

Please detail all necessary information essential to the understanding of the problem statement and request.

Co-sponsor a

■ Request

What is being requested to assist in addressing the issue described? What specific scope of work would you like the City staff to address?

Explore the feasibility of co-sponsoring African Community Housing Development in their venture to start a community farmers market in the South Part of SeaTac, parking lot of the Mall of Africa. This event could serve both local community and attract tourists and/or those in the greater Seattle area. Explore the feasibility of the proposed venture, promote it, pilot it and see if this is an event the City can sponsor via our lodging tax dollars to attract and encourage tourists to remain within our City. This also would provide a huge benefit to our local community (affordable high quality produce, culturally relevant food choices, promote economic development, support local farmers and business owners, space for SeaTac community to enjoy).

■ Connection

How is the work connected to a current or upcoming decision before the City Council?

Lodging Tax Applications - HMAC

Relationship to City Business or Proposed City Business/Services

Describe how this will enhance what is already offered and/or what it will provide that is not currently available. Promote business district in the South part of the City.

Why is this the City's issue to address?

Promote events that foster a sense of space/community identity.

Connection to Comprehensive Plan

Choose all that apply.

- Introduction/Framework (community engagement)
- Land Use
- Housing & Human Services
- Transportation
- Capital Facilities
- Utilities
- Community Design
- Economic Vitality
- Environment
- Parks, Recreation & Open Space
- None Applicable

Describe specifically how this request is connected to the Comprehensive Plan categories you checked above.

Promotes small businesses and supports our non-profit organization in serving our community. This event would create a sense of space for our local community while also attracting tourists in the area.

Connection to Citywide Goals

Choose one or more below

Promote Our Neighborhoods

Develop Urban Villages around light rail stations that promote programs and activities and maintain single-family neighborhoods to create a sense of place.

Build Effective & Accountable Government

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

Create & Preserve Housing

Ensure access for all to adequate, safe, and affordable housing, and basic human services.

Expand Green & Public Spaces

Enhance the community by maintaining and improving parks and community spaces.

Increase Connectivity & Safety

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

None Applicable

Explain how this request fits the City Goals checked above.

This type of program/activity creates a sense of place to our community as well as can benefit our business districts while attracting tourism.

- **Options** - describe proposed options for moving the idea or issue forward for the body to consider.
Click here to enter text.

- **Supporting Documentation** - are there documents that support your request or that should be considered?
Click here to enter text.

Email this form to the Executive Assistant

The Executive Assistant will email acknowledgement of receipt and begin the process with the City Manager who is responsible for assigning the Council Request to the appropriate staff.

COUNCIL REQUEST WORK FLOW (staff to complete)

STEP 1 Acknowledgement and Staff Assignment

ACTION: Executive Assistant

- Enter CRF on the status report
- Assign a tracking number
- Save CRF on the network drive
- Email receipt of CRF to requestor
- Email CRF to the City Manager for department head(s) assignment

ACTION: City Manager

Enter date received: 09/15/2022

Enter Department Head(s) assigned and due date: CED, Due 09/30/2022

Email CRF to assigned Department Head(s); copy Executive Assistant; copy Deputy City Manager for PW, PCPS, and CED

STEP 2 Preliminary Response

ACTION: Department Head(s) – Complete each line in this section

Enter estimated time needed to complete the request (in hours):

- **Standalone Feasibility Study:**
 - **Establishing partnership with African Community Housing and Development (ACHD), determining required permitting, promotion / marketing of the event, establishing a pilot program to sponsor the Farmer's Market, negotiating agreements with property owner(s), establishing ongoing management**
 - **200 hours**

Enter estimated completion date based on current workload:

- **Standalone Feasibility Study:** **June 2023**

What is the estimated budget impact/cost?

- **Standalone Feasibility Study:** **Approx. \$14,000 (One time cost, unbudgeted)**

Department Head(s) Comments (*optional*):

The CRF requests a feasibility study of co-sponsoring ACHD in their venture for to start a community farmers market; this request is the basis for the above response related to a standalone feasibility study.

The issue described above is: *“There is a lack of sense of community identity in our city. ACHD is exploring a farmers market in SeaTac. The City should co-sponsor and promote with DMO/RTA to encourage local engagement and tourism. This will promote local businesses as well and proving a sense of belonging in the community.”* This issue is also clearly described in the Comprehensive Plan and addressed by the City Council’s adopted goals and policies.

CED staff regularly engage with the SeaTac business community with the goal of implementing the Comprehensive Plan goals and policies. In this context, and over the last several months, Economic Development staff have been supporting the creation of an international market concept in the area near the Mall of Africa and SeaTac International Mall, with the business’ support. The long-term goals of this work are, in essence, to both create a community amenity and to support small businesses. This work has involved partnering with the Seattle Southside Regional Tourism Authority (SSRTA), Highline College, East African Community Services (EACS), and other organizations. Economic Development staff will engage with the ACHD and support their involvement in this work. Based on the information gathered to date, the City does not believe a feasibility study is necessary to proceed with the international / farmer’s market approach as it already appears to be viable.

At present the Economic Development staff engaged in this work is funded with lodging tax money. Staff anticipates that the market has the potential to become a tourism draw, at which time additional lodging tax monies could be used for further funding.

Staff have also selected a tentatively a consultant to complete the Tourism Destination Development Plan, which should be completed by May 2023. The Tourism Destination Development Plan will establish a framework for the City Council and partner organizations to use lodging tax monies to promote tourism activities and improvements in SeaTac.

Email CRF to City Manager by due date; copy Deputy City Manager for PW, PCPS, and CED

STEP 3 Review and Category Assignment

ACTION: City Manager

Review Department Head preliminary response/estimates and select a box below in accordance with the Council Administrative Procedures:

- | | | |
|-------------------------------------|-------------|--|
| <input type="checkbox"/> | Minor | Less than one hour |
| <input type="checkbox"/> | Minor | but Council referral/approval requested due to nature of request |
| <input type="checkbox"/> | Significant | More than one hour, but less than three hours |
| <input type="checkbox"/> | Significant | but Council referral/approval requested due to nature of request |
| <input checked="" type="checkbox"/> | Major | More than three hours (Council referral/approval required) |

Email CRF to the Executive Assistant

STEP 4 Routing Based on Category

ACTION: Executive Assistant

Email the updated CRF to City Council 10/24/2022

Choose one box below:

Minor and Significant

Email CRF to Department Head(s) to complete the final response in Step 6 – skip Step 5. Copy the City Manager.

OR

Major and (Minor/Significant to Council due to nature of request) – Council referral to Committee or Approval to proceed

Provide City Manager with CRF for next Council Meeting for referral/approval

STEP 5 Following Council Action at RCM

ACTION: Executive Assistant

Check the Council Actions posted by the City Clerk following a RCM

If Major and (Minor/Significant to Council due to nature of request) – Council referral to Committee or Approval to proceed. Choose an option below:

A. If Council APPROVED referral to Committee or Approval to Proceed:

Enter Council approval date: [Click here to enter text.](#)

Enter Committee referral: [Click here to enter text.](#)

- Email responding Department Head(s); copy Deputy City Manager for PW, PCPS, and CED
- Mark as closed on status report (referred to Committee items are marked as closed)
- Move to closed folder
- Email updated CRF form to City Council

B. If Council did **NOT** approve referral to Committee or Approval to Proceed:

- Mark as closed on status report
- Move to closed folder
- Email the Department Head(s) assigned; copy Deputy City Manager for PW, PCPS, and CED
- Email updated CRF form to City Council

STOP HERE. Steps 6 and 7 are not relevant.

Rarely, referral to a Council Committee is not the appropriate action, but approval or denial is requested due to nature of the request. Choose an option below:

A. If Council did approve staff to proceed:

- Update the CRF form

- Update the status report
- Email CRF to Department Head(s) to complete the final response in Step 6. Copy the City Manager; copy Deputy City Manager for PW, PCPS, and CED
- Email updated CRF form to City Council

B. If Council did **NOT approve CRF:**

- Update the CRF form
- Update the status report (mark item closed)
- Move CRF form to the closed folder
- Email updated CRF form to City Council

Step 6 Assigned Department Head(s) Provide Response

FINAL RESPONSE SECTION - Minor and Significant OR Major Approval to Proceed

ACTION: Department Head

Enter response date: [Click here to enter text.](#)

Enter actual staff time spent: [Click here to enter text.](#)

Insert response here (**expandable field**) or as an attachment.

Email updated CRF to Executive Assistant

Step 7 Review and Routing of Final Response

ACTION: Executive Assistant

- Email CRF with final response to City Manager for review; copy Deputy City Manager for PW, PCPS, and CED

ACTION: City Manager

- If response is satisfactory, email Executive Assistant to email CRF to City Council and close.

OR

- If response requires editing, email back to Department Head(s) for edits, copy Executive Assistant, copy Deputy City Manager for PW, PCPS, and CED. Once response edited satisfactorily, email Executive Assistant to email CRF to City Council and close.

ACTION: Executive Assistant

- Email updated CRF to City Council
- Update the status report
- Move the CRF to the closed folder

Executive Assistant to send CRF status report to Council monthly.

ORDINANCE NO. 23-1021

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a professional services contract with Atwell LLC for design of the 2024 Overlay Project (Public Works Project ST-904), and amend the City's 2023-2024 Biennial Budget.

WHEREAS, the City of SeaTac implements a transportation improvement program, which identifies capital improvement projects for the City's transportation network; and

WHEREAS, the 2024 Overlay Project ("Project"), Public Works Project ST-904, which is part of the City's transportation improvement program, will be designed in 2023 and 2024; and

WHEREAS, funding for the design efforts is needed in 2023, by increasing the 2024 Overlay project expenditures in the Street Fund (#102) by \$214,390 in 2023;

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


Section 1. The City's 2023-2024 Biennial Budget shall be amended by increasing 2024 Overlay project expenditures in the Street Fund (#102) by \$214,390 in 2023.

Section 2. The City Manager is authorized to execute a contract with Atwell LLC, in an amount not-to-exceed \$415,200 for the design of the 2024 Overlay Project (Public Works Project ST-904).

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

ADOPTED this 12th day of September, 2023, and signed in authentication thereof on this 12th day of September, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: September 23, 2023]

[2024 Overlay Project and Budget Amendment]

ORDINANCE NO. 23-1022

AN ORDINANCE of the City Council of the City of SeaTac,
Washington, amending the 2023-2024 Biennial Budget revenue and
expenditures.

WHEREAS, the Administration and Finance Committee, on September 7, 2023,
reviewed the proposed amendment submitted by the City Manager and Finance and Systems
Director which details recommended changes in various revenue and expenditure line items in
the 2023-2024 Biennial Budget; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial
Budget to provide additional appropriation authority to fund certain expenditures identified in
Exhibit A;

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

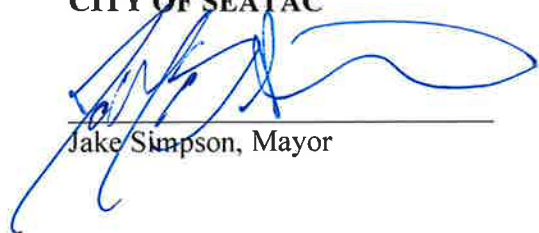
Section 1. A listing of the adjustment requests is included by line item, amount, and fund as
shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included
as Exhibit C.

Section 2. The 2023-2024 Biennial Budget for the City of SeaTac, covering the period from
January 1, 2023, through December 31, 2024, is hereby amended with a total 2024 ending
fund balance in the amount of \$110.8 million for all budgeted funds. The City's 2023-2024
biennial budget is attached as Exhibit B, and includes budgeted revenues and expenditures for
the 2023-2024 biennium in the amounts and for the purposes shown separately and in the
aggregate totals for all such funds as displayed.

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

ADOPTED this 26th day of September, 2023, and signed in authentication
thereof on this 26th day of September, 2023.

CITY OF SEATAC



A handwritten signature in blue ink, appearing to read 'Jake Simpson', is written over a horizontal line.

Jake Simpson, Mayor

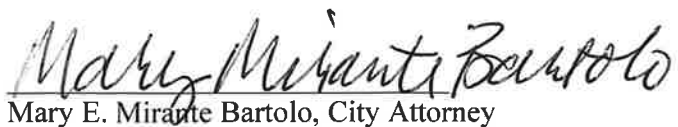
ATTEST:



A handwritten signature in blue ink, appearing to read 'Kristina Gregg', is written over a horizontal line.

Kristina Gregg, City Clerk

Approved as to form:



A handwritten signature in black ink, appearing to read 'Mary E. Mirante Bartolo', is written over a horizontal line.

Mary E. Mirante Bartolo, City Attorney

[Effective Date: 10/07/23]

[2023-2024 Biennial Budget Amendment Ordinance]

EXHIBIT A

2023-2024 Biennial Budget Amendment

		2023	2024	2023-2024	
				TOTAL	
Revenue					
001	001.334.01.20.003	306,630		\$306,630	Community Court Grant
102	102.337.07.11.000	218,669	0	\$218,669	King County Grant Revenue
114	114.397.08.00.002	219,988	0	\$219,988	Transfer of Restricted Cash from Fund 001
111	111.397.39.00.001	(8,200)	(8,200)	-\$16,400	Transfer In-Fund 403
404	404.337.00.00.002	9,000		\$9,000	SeaTac Scrubdown Sponsorship
		\$746,087	-\$8,200	\$737,887	
Expenditures					
FUND #	BARS#	2023	2024	2023-2024	Description
				TOTAL	
001	001.000.01.511.60.31.040	500	500	\$1,000	Volunteer Appreciation Dinner
	001.000.02.512.51.XX.XXX	62,782	68,757	\$131,539	Salaries & Benefits (Community Court Coord. DC)
	001.000.02.512.51.42.028	390	780	\$1,170	Telephone (Community Court Coord. DC)
	001.000.02.512.51.49.053	100	200	\$300	Subscriptions (Community Court Coord. DC)
	001.000.02.512.51.43.031		2,500	\$2,500	Lodging (Community Court Coord. DC)
	001.000.02.512.51.43.032		500	\$500	Meals (Community Court Coord. DC)
	001.000.02.512.51.43.033		1,000	\$1,000	Transportation (Community Court Coord. DC)
	001.000.02.512.51.49.061	300	1,200	\$1,500	Registration (Community Court Coord. DC)
	001.000.08.597.90.00.002	219,988	-	\$219,988	Transfer of Restricted Cash to Fund 114
	001.000.09.522.20.41.030	500,000	-	\$500,000	Fire Service ILA with PSRFA
	001.000.13.558.60.41.000	4,000	15,810	\$19,810	Professional Services (SKHHP Database DC)
	001.000.13.565.10.41.000	20,000	50,000	\$70,000	Professional Services (HS Strategic Plan DC)
General Fund (001)		\$808,060	\$141,247	\$949,307	
102	102.000.11.543.10.41.000	102,000	-	\$102,000	Professional Services
Street Fund (102)		\$102,000	\$0	\$102,000	
403	403.000.11.597.39.00.000	(8,200)	(8,200)	(16,400)	Transfer Out - Fund 111
SWM Fund (403)		-\$8,200	-\$8,200	-\$16,400	
404	404.000.11.537.95.31.008	9,000	-	9,000	Office & Operating Supplies
SWE Fund (501)		\$9,000	\$0	\$9,000	
Grand Total - ALL FUNDS		\$910,860	\$133,047	\$1,043,907	

CITY OF SEATAC, WASHINGTON
2023-2024 BIENNIAL BUDGET: EXHIBIT B

9/26/2023

2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 295,518,742

FUND		BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
001	General Fund	\$ 40,874,342	\$ 94,975,913	\$ 105,869,208	\$ 29,981,046
102	Street Fund	9,127,607	21,247,155	13,376,753	\$ 16,998,009
105	Port ILA	13,049,905	3,066,578	3,171,751	\$ 12,944,732
106	Transit Planning	410,101	570,960	151,045	\$ 830,016
107	Hotel/Motel Tax	11,331,778	3,859,200	3,304,689	\$ 11,886,289
108	Building Management	3,727,788	566,022	578,336	\$ 3,715,474
111	Des Moines Creek Basin ILA	4,320,685	710,700	3,404,445	\$ 1,626,940
112	Affordable Housing Sales Tax	221,408	297,290	378,000	\$ 140,698
113	ARPA Grant	68,336	5,810,627	5,771,237	\$ 107,726
114	Restricted Public Safety Fund	-	376,514	120,400	\$ 256,114
207	SCORE Bond Servicing	390,871	287,863	283,063	\$ 395,671
301	Municipal Capital Improvements	19,345,703	6,608,429	15,249,592	\$ 10,704,540
306	Facility Construction CIP	3,750,367	104,300	1,271,439	\$ 2,583,228
307	Transportation CIP	18,602,849	6,129,447	16,355,398	\$ 8,376,898
308	Light Rail Station Areas CIP	3,030,848	120,750	842,666	\$ 2,308,932
403	SWM Utility	7,006,547	8,532,000	9,621,897	\$ 5,916,650
404	Solid Waste & Environmental	1,467,037	872,900	687,278	\$ 1,652,659
501	Equipment Replacement	2,259,169	2,396,753	4,206,997	\$ 448,925
TOTAL BIENNIAL BUDGET		\$ 138,985,341	\$ 156,533,401	\$ 184,644,194	\$ 110,874,549

EXHIBIT C

DECISION CARDS

City of SeaTac Decision Card

<p>Title: Community Court Coordinator - 1 Year Limited Term</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 138,509</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Community Court</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 06/22/2023</p> <p>Preparer: Gail Cannon</p>

Description: *(Provide a brief overview of what is being requested)*

The Court is requesting the City to fund a limited term position of Community Court Coordinator. This position is 100% funded through Administrative Office of the Court grant.

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

This is a critical position to make the Community Court successful. This position is the main contact for our clients and residents of SeaTac that need any type of resources. Through having a community court and resource center the court will be able to connect all clients and residents with resources they might not know how to obtain. We will have partnering agency on-site several times a month coordinated through our court coordinator. The Court Coordinator will work with all agency to help anyone who need services. They will assess the person for their needs and establish a plan with the individual. This position was approved during last years grant process. We are asking for the City to continue funding this position with grant money. If Administrative Office of the Courts does not continue funding we would be asking for the City to continue funding this out of the general fund.

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

If this position is not funded the court will not be able to move forward with our community court.

City Goal: *(Identify how this request works towards the City's Goals):*

Increase Connectivity and Create & Preserve Housing.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	General Fund (001)	63,572	74,937
Total Expenditures		\$ 63,572	\$ 74,937
Revenues:			
Grant <i>(Identify Grant)</i>	Community Court Grant	63,572	74,937
Other <i>(Identify)</i>			
Total Revenues		\$ 63,572	\$ 74,937
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Community Court Coordinator - Limited Term
Position Title (Provided by HR) : Community Court Coordinator
Salary Range (Provided by HR) : 45/E
Limited Term Position? (Y/N) Yes

Primary Duties/Responsibilities:

Under the direct supervision of the Court Administrator, the Community Court Coordinator is responsible for assisting and engaging participants of Community Court through the full process of their court case, including assisting with connecting with community social service providers and attendance at appointments and court appearances. The Court Coordinator will also assist with intakes, needs assessment, service planning and organizing, and facilitating group sessions. The position works as part of a team with our Case Managers.

	2023	2024
Total Salary <i>(provided by Finance)</i>	40,250	44,408
Total Benefits <i>(provided by Finance)</i>	22,532	24,349
Subtotal Salary and Benefits	\$ 62,782	\$ 68,757

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000 301 FUND	
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	390 780
Software Subscriptions	XXX.XX.49.053	100 200
Training & Conferences		
Lodging	XXX.XX.43.031	2,500
Meals	XXX.XX.43.032	500
Transportation	XXX.XX.43.033	1,000
Registration	XXX.XX.49.061	300 1,200
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 790	\$ 6,180
TOTAL:	\$ 63,572	\$ 74,937

City of SeaTac Decision Card

<p>Title: Human Services Strategic Plan</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 70,000</p>	<p>Department: CED</p> <p>Director: Evan Maxim</p> <p>Program: Human Services</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 06/09/2023</p> <p>Preparer: Evan Maxim</p>

Description: *(Provide a brief overview of what is being requested)*

Engage a consultant to conduct a community needs assessment and prepare a Human Services Strategic Plan to guide future Human Services funding and work.

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

This decision card is in response to City Council discussions related to Human Services funding. The current Human Services Needs Assessment (Kone) was last updated in January 2018. This decision card would provide funding for a consultant to work with staff to update the needs assessment and develop a new approach to providing human services to the SeaTac community. The proposed Human Services Strategic Plan (HSSP) would provide an update to the needs assessment to determine whether community need for human services support has changed; in particular following the COVID-19 pandemic. The City anticipates that the update process will be data driven, informed by local community based organizations, and include engagement with the community. The HSSP would also further develop the City's overall strategy for providing human services to the SeaTac community and inform updates to the City's administrative practices. The consultant's work would include an evaluation of the City's approach to providing rental assistance, leveraging regional / state / federal funds to benefit the SeaTac community, workforce development, and directly funding community based organizations providing services in SeaTac and providing recommendations on changes to the current approach. The updated HSSP will provide the basis for the City to update its approach to addressing human service needs in SeaTac.

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

If funding is not approved, Human Services will continue to use the current approach to determining which community based organizations to support / fund. The City will not update its overall approach to providing human services to the SeaTac community.

City Goal: *(Identify how this request works towards the City's Goals):*

The Human Services Strategic Plan supports the "Promote Our Neighborhoods", "Create & Preserve Housing", and "Build Effective & Accountable Government" goals. The Plan is intended to improve the City's effectiveness in assisting the SeaTac community who is most in need or at risk, increasing their financial stability, and providing direct support to residents.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	General Fund (001)	20,000	50,000
On-Going Costs			
Total Expenditures		\$ 20,000	\$ 50,000
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 20,000	\$ 50,000

City of SeaTac Decision Card

<p>Title: SKHHP Affordable Housing Database Access and Support Services</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 19,810</p>	<p>Department: CED</p> <p>Director: Evan Maxim</p> <p>Program: Legislative support:</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 08/25/2023</p> <p>Preparer: Kate Kaehny</p>

Description: *(Provide a brief overview of what is being requested)*

This request is for funding that would ensure twelve months of access to, and on-going support services for, the South King Affordable Housing Database that was recently completed by SKHHP (South King Housing and Human Services) and their partner cities.

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

This request would fund full access to the SKHHP Affordable Housing Database and one year of technical services for database maintenance, training, and data updates. Funding this request would directly support City staff work related to the creation of housing strategies for the City Center/Airport District subarea plan and updates to housing policies required as part of the Envision SeaTac 2044 Comprehensive Plan Update project. Specific information from the database that would be utilized including data on subsidized/regulated housing in the city and information on units that can be considered as "naturally occurring affordable housing," or "NOAHs." The database can also be used to track housing units developed as part of SeaTac's MFTE (Multi-Family Tax Exemption) Program, or other housing incentive programs. SeaTac would also have access to the same type of housing information within other SKHHP cities.

Participating in the on-going maintenance of the SKHHP Affordable Housing Database is beneficial because it allows timely access to parcel-level data on affordable housing units the City does not currently possess. It will also allow for a higher level of staff analysis in developing key policies and strategies to increase housing options and mitigate residential displacement within the City Center subarea plan and Envision SeaTac 2044 projects.

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

If this funding is not approved, the City may have limited access to the SKHHP Affordable Housing Database and its customizable tracking tools. While staff can utilize Census and other housing data, these data sources do not provide the parcel-level affordable housing data for SeaTac and other SKHHP member cities that is currently available within the SKHHP Database. Because SKHHP has no other funding source for database training, maintenance or data updates, if this funding is not approved, there is no guarantee the database will remain current or completely functional over the next year as SeaTac updates its housing policies.

City Goal: *(Identify how this request works towards the City's Goals):*

If this request is funded, it will facilitate staff work that will help implement City goals to PROMOTE OUR NEIGHBORHOODS and CREATE & PRESERVE HOUSING. The SKHHP database will provide detailed information on subsidized and naturally occurring affordable housing units citywide, including the City Center and station area urban villages. This data will not only increase the amount of data on affordable housing in SeaTac, but will facilitate the development of more informed policies and strategies to increase access to housing by promoting more housing options at all income levels.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	001 Fund	4,000	15,810
On-Going Costs			
Total Expenditures		\$ 4,000	\$ 15,810
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 4,000	\$ 15,810

ORDINANCE NO. 23-1023

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to sign an agreement with Dickson Electric LLC for \$376,036.70 and amending the City's 2023-2024 Biennial Budget.

WHEREAS, the Community Center is identified as a designated Red Cross certified shelter and an alternate location during continuity operations for departments that operate out of the main City Hall building in the City Continuity of Government/Continuity of Operations Plan; and

WHEREAS, a standby generator will allow for the powering all the Community Center systems that would be needed for the Community Center to provide essential services during an emergency or natural disaster; and

WHEREAS, the funding to purchase and install a Standby Generator for the SeaTac Community Center was approved in the City's 2023-2024 Biennial Budget; and

WHEREAS, the city has selected Dickson Electric LLC to purchase and install the standby generator for the Community Center at a cost of \$376,036.70; and

WHEREAS, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional appropriation authority for the SeaTac Community Center Standby Generator contract with Dickson Electric LLC;

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

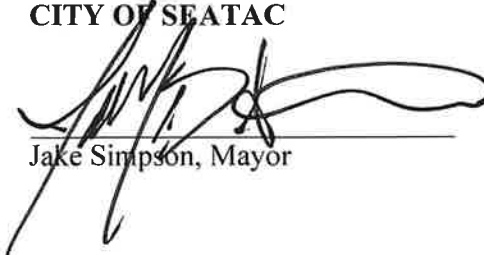
Section 1. The City Manager is authorized to execute a contract with Dickson Electric LLC, to procure and install a standby generator and automatic transfer switch at the SeaTac Community Center.

Section 2. The City's 2023-2024 Biennial Budget is amended by increasing revenue and expenditures in the ARPA Grant Fund (113) by \$40,000 to fully fund the SeaTac Community Center Standby Generator contract.

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

ADOPTED this 14th day of November, 2023, and signed in authentication thereof on this 14th day of November, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: 11/25/23]

ORDINANCE NO 23-1024

AN ORDINANCE of the City Council of the City of SeaTac, Washington, setting the 2024 property tax levy, and establishing the amount to be levied by taxation in 2024 on the assessed valuation of the property of the City.

WHEREAS, the City Council of the City of SeaTac has considered its budget for calendar year 2024 as part of its 2023-2024 Biennial Budget review and modification process; and

WHEREAS, RCW 84.52 requires that, upon fixing of the amount of property taxes to be levied, the City Clerk shall certify the same to the Clerk of the King County Council; and

WHEREAS, RCW 84.55 as amended in 1997 by Referendum 47, requires a statement of any increased tax in terms of both dollar amount and percentage change from the previous year; and

WHEREAS, the King County Assessor, has submitted an estimated assessed valuation of all taxable property situated within the boundaries of the City equal to a \$8,416,755,758; and

WHEREAS, the SeaTac City Council, after reviewing and duly considering all relevant evidence and testimony presented, determined that the City of SeaTac requires a regular levy in the amount of \$18,606,265, the amount is based on King County Assessor 2023 estimates [$\$2.211/1000 * \8.416 Billion AV] plus any increase for the amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest;

WHEREAS, as required by State laws, a public hearing on the City's property tax levy authorization was properly noticed and held on November 14, 2023;

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

SECTION 1. Estimated Amount to be Collected by Ad Valorem Taxation.

The amount of revenue to be collected by the City in the fiscal year 2024 by taxation on the assessed valuation of all taxable property situated within the boundaries of the City is estimated to be the sum of \$18,606,265.

SECTION 2. Increase in Property Tax Revenue From the Previous Year.

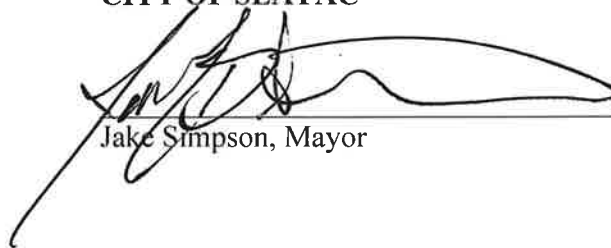
The 2024 regular levy amount includes increases from (1) new construction and improvements to property, (2) increase in the value of state-assessed property, and (3) amounts authorized by law as a result of any annexations that have occurred, as well as applicable refunds (\$34,021) already made and (4) an increase in the regular property tax levy from the previous year of Zero (\$0), or zero percent (0.0%).

SECTION 3. Effective Date.

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

ADOPTED this 14th day of November, 2023, and signed in authentication thereof on this 14th day of November, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Krstina Gregg, City Clerk

Approved as to Form:



Mary E. Mirante-Bartolo, City Attorney

[Effective Date: 11/25/2023]

[2024 Ad Valorem Property Tax Levy]

ORDINANCE NO. 23-1025

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the execution of the 2024 through 2027 collective bargaining agreement between the City of SeaTac and the Washington State Council of County and Municipal Employees (AFSCME), AFL-CIO, Local #3830.

WHEREAS, the Washington State Council of County and City Employees American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local #3830 has been certified as the bargaining unit representative for all regular and part-time and full-time employees of the City of SeaTac, excluding all department managers, supervisors, and confidential employees (consistent with PERC Certification dated July 23, 1992); and

WHEREAS, the current collective bargaining agreement with AFSCME, Local #3830 governing wages, hours and working conditions for the covered employees will expire on December 31, 2023; and

WHEREAS, the City and the Union bargaining representatives have negotiated a successor agreement, effective January 1, 2024 through December 31, 2027; and

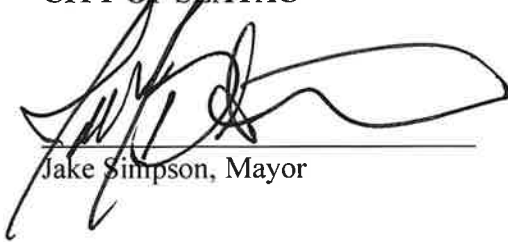
WHEREAS, the AFSCME, Local #3830 has ratified the tentative agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY ORDAINS AS FOLLOWS:

Section 1. The Collective Bargaining Agreement between the City of SeaTac and the Washington State Council of County and City Employees American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Local #3830, a copy of which is attached hereto as Exhibit "A" and is incorporated herein by this reference, is hereby approved, and the City Manager and Mayor are authorized to execute the same on behalf of the City.

ADOPTED this 14th day of November, 2023 and signed in authentication thereof on this
14th day of November, 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

APPROVED AS TO FORM:



Mary Mirante Bartolo, City Attorney

[Effective Date: November 25, 2023]

[AFSCME Contract]

AGREEMENT

By and Between

CITY OF SEATAC

AND

**Washington State Council of County and City
Employees American Federation of State,
County and Municipal Employees, AFL-CIO
Local 3830**

January 1, 202~~40~~ through December 31, 202~~73~~

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PREAMBLE

THIS AGREEMENT is entered into by and between the City of SeaTac, (hereinafter referred to as City or Employer, interchangeably) and the Washington State Council of County and City Employees (WSCCCE), American Federation of State, County and Municipal Employees, AFL-CIO, Local 3830 (hereinafter referred to as Union).

It is the purpose of this document to set forth a mutual understanding between the City and the Union in regard to wages, hours and working conditions so as to promote efficient and uninterrupted performance of City functions. It is the City's responsibility to provide services that promote the health, safety, and welfare of the public and employees through means that are cost-efficient, progressive, responsive, courteous, and productive. The City and the Union share a mutual interest in engaging in collaborative efforts to promote a labor relations environment that is conducive to achieving a high level of efficiency and productivity in all departments of City government, to encourage the safety and development of employees, to ensure the fair and equitable treatment of employees and to ensure prompt and fair settlement of grievances without interruption of or interference with the operation of the City. It is also intended that this document provide recognition for the rights and responsibilities of the City, Union and employees.

In accordance with Court General Rule 29 (GR 29), the Court maintains full control over the hiring, discipline, and termination of all Court employees. For Court employees and Court operations, if the specific Articles of this Agreement relating to hours and working conditions make specific reference to the Court or Court employees, then this Agreement shall take control. For provisions of this Agreement regarding hours and working conditions of Court employees which do not specifically refer to the Court or Court employees, then the Court's policies and procedures related to those subjects shall supersede this Agreement.

ARTICLE 01 - RECOGNITION AND BARGAINING UNIT

01.01 Pursuant to Revised Code of Washington (RCW) 41.56, the City recognizes the Union as the exclusive bargaining representative for the purpose of establishing wages, hours, and conditions of employment, for all regular full-time employees and regular part-time employees (consistent with Public Employment Relations Commission, PERC, Certification dated July 23, 1992). In addition, temporary employees who work more than six (6) months, who perform similar work as regular employees, are included in the bargaining unit represented by the Union. The Employer shall remain neutral when communicating with employees about Union membership and direct the employee to discuss union membership with a union staff representative.

01.02 Definitions

A. **Regular Full-time:** An employee hired for an indefinite term of employment and regularly scheduled to work 30 or more hours per week. Regular full-time employees shall be eligible for benefits as provided by this Agreement and the Affordable Care Act (ACA). Seniority shall accrue from the date of hire.

~~B.~~ **Regular Part-time:** An employee hired for an indefinite term of employment and regularly scheduled to work 20 or more hours per week but less than 30 hours per week. Regular part-time employees shall be eligible for pro-rated benefits as provided by this Agreement. Seniority shall accrue from the date of hire.

~~B.~~

~~C.~~ **Limited Term:** An employee hired for a definite and limited term of employment in excess of six (6) months but not longer than twenty-four (24) months and regularly scheduled to work a minimum of 20 hours per week (e.g., on special projects). Limited-term employees shall be eligible for pro-rated benefits as provided by this Agreement. Seniority does not accrue unless: 1) the employee has already passed probation in a regular position, or 2) the employee is later appointed to a regular position with no break in employment, in which case the employee shall be credited for time worked.

~~Negotiated Limited Term Duration Exceptions:~~

~~Public Works Engineering Technician ————— 36 Month Duration~~

~~Real Property Management Specialist ————— 36 Month Duration~~

~~Civil Engineer 2 — Sound Transit Project ————— 60 Month Duration~~

~~Administrative Assistant 2 — Sound Transit Project ————— 60 Month Duration~~

~~C.~~

~~D.~~ **Represented Temporary:** An employee hired in excess of six (6) months but not longer than twelve (12) months and regularly assigned to work a minimum of 20 hours per week. Represented temporary employees will become members of the Union and shall be eligible for pro-rated benefits as provided by this Agreement, beginning the first payroll period following the employee's completion of six (6) months of continuous employment in a temporary position. Seniority does not accrue unless the employee is later appointed to a regular position with no break in employment, in which case the employee shall be credited for time worked. Represented temporary employees serve "at will" and may be terminated or disciplined without recourse to the grievance procedure.

~~D.~~ 01.03 Exclusions

~~01.02~~—The following categories of employees will be excluded from the bargaining unit:

~~A. All other represented employees of the City; all department managers, supervisors, and confidential employees (consistent with PERC Certification dated July 23, 1992).~~

~~C.A.~~ **Temporary Employees:** An employee hired for a limited term of employment not to exceed six (6) months who are needed to augment the workforce during absences, peak periods or emergent situations. Seniority does

not accrue unless the employee is later appointed to a regular position with no break in employment, in which case the employee shall be credited for time worked. Temporary employees shall not be used to supplant or replace bargaining unit employees. All time constraints held herein shall be based on the position and shall not be started over should another person be placed in the temporary position. Exceptions to this can be made upon signed mutual agreement between the parties.

~~D.B.~~ **Seasonal Employees:** An employee hired for a limited term of employment not to exceed six (6) ~~months, and months and~~ beginning in the same season of each calendar year.

~~E.C.~~ **Interns:** An employee who is a student or trainee and who is hired for a definite and limited term of employment not to exceed twelve (12) months and not to exceed 1,040 hours worked in a calendar year, unless extended by mutual agreement by the hiring manager and incumbent.

~~F.D.~~ **Casual Worker:** An employee hired for an indefinite term of employment and regularly scheduled to work less than 20 hours per week, and not to exceed 1,040 hours worked in a calendar year, unless extended by mutual agreement.

~~G.E.~~ **At-Will Employees:** All other represented employees of the City; all department managers, supervisors, and confidential employees (consistent with PERC Certification dated July 23, 1992).

~~01.03~~ The employer shall provide the Union with written notification that includes job title and starting date for all temporary employees hired under Section B of this article.

~~01.04~~ The employer shall provide the Union with written notification that includes job title and starting date for all temporary employees hired under Section 1.03 of this Article.

~~01.04~~01.05 Either party to this Agreement reserves the right to submit a petition for unit clarification during the term of this Agreement pursuant to PERC rules and should there be a disagreement regarding the inclusion or exclusion of a position.

ARTICLE 02 - UNION SECURITY

02.01 The Union shall provide employees with requisite membership and dues authorization forms. Upon written authorization of the employee, the Employer agrees to deduct from the paycheck of each employee the regular monthly dues uniformly required of members of the Union. The Employer, specifically Human Resources, shall provide notification of receiving a copy of the Authorization for Payroll Deduction and Representation by emailing a scanned copy of the form to the Union (C2everett@council2.com) within 10 days of the employer receiving the written authorization. The amounts deducted shall be transmitted monthly to WSCCCE on behalf of the employees with a list of the employees' names, salaries and individual amounts deducted.

02.02 Employer shall maintain their copies of Authorization for Payroll Deduction and Representation in a secure location that is available to the Union upon request. The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. Whether an employee is a union member or not, the Employer shall continue to deduct and remit Union dues and fees to the Union until such time as the Union notifies the Employer that the dues authorization has been properly terminated in compliance with the terms of the payroll deduction authorization executed by the employee.

02.03 The ~~Union may request and the~~ City will provide ~~the~~ the Union with the following information about each bargaining unit member: Employee name, worksite/duty station, work address, home address, home phone, work phone, work email, personal email, birth-date, hire date, job classification, department, hours worked and monthly base wage.

02.04 Regular part-time employees whose normal work schedules are twenty (20) or more hours per week shall become and remain members of the Union in accordance with this Article, and shall pay a pro-rated amount of dues. Employees whose normal work schedules are less than twenty (20) hours per week shall not be required to join or maintain union membership.

02.05 P.E.O.P.L.E. Check-off

The employer agrees to deduct from the wages of any employee who is a member of the Union a P.E.O.P.L.E. (Public Employees Organized to Promote Legislative Equality) deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the employer. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

02.06 The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with provisions of this Article.

02.07 The Union agrees to refund ~~to~~ the City any amount paid to it in error as a result of compliance with this Article.

02.08 The City and the Union agree that this Article will be interpreted consistent with State and federal law.

ARTICLE 03 - UNION ACCESS

- 03.01** The employer agrees that non-employee officers and representatives of the Union shall have reasonable access to the premises of the employer during working hours with advance notice to the Human Resources Director, City Attorney or City Manager. Such visitations shall be for reasons related to the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of employees. The employer reserves the right to designate a meeting place or to provide a representative to accompany a Union officer where operational requirements do not permit unlimited access.
- 03.02** The Employer shall permit the use of bulletin boards and electronic mail by the Union for the posting of official union notices such as: - union elections and election results, meetings, minutes of meetings, recreational and social activities, and other information of general interest to the membership. The Union shall ensure that all such postings comply with applicable law and are appropriate for the workplace.
- 03.03** With prior notice to the Human Resources Director or City Manager, the Employer shall grant employees (and may limit the number to two) who are local Union officials reasonable time off with pay to attend scheduled meetings with City Management for the purpose of administering this Agreement. In addition, local Union officials may be granted reasonable time off with pay to investigate grievances and represent employees during grievances, disciplinary and/or discharge, investigations and proceedings.
- 03.04** With prior notice to the employee's Department Head, up to four (4) members of the Union's negotiating team shall be permitted to attend negotiating meetings with City representatives without loss of pay to the extent that such meetings are scheduled during the working hours of the members so attending.
- 03.05** The Employer agrees to notify the Union staff representative and Local Union President in writing of any new positions and new employees within three (3) days of their hire. Employer shall provide an electronic format list with the names of the employees, corresponding job title and department. A union official shall, at no loss of pay, be granted up to thirty minutes to provide each new employee a basic overview of the employees' rights and responsibilities regarding Union membership, dues authorizations and Union insurance.

ARTICLE 04 - MANAGEMENT RIGHTS

- 04.01** Subject to the provisions of this Agreement, the Union recognizes the prerogative of the Employer to operate and manage its affairs in all respects in accordance with applicable laws. The powers of authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

04.02 The direction of its working force and operations are vested exclusively in the Employer. This shall include the right:

1. To determine its mission, policies, and to set forth all standards of service offered to the public.
2. To operate and manage all staffing, facilities, and equipment.
3. To determine the methods, means, number of personnel needed to carry out the department's operations or services to be conducted by the department.
4. To determine the utilization of technology.
5. To contract out for goods and services, except for bargaining unit work performed on a regular and consistent basis.
6. To hire, train, promote, transfer, assign, retain and lay off employees.
7. To promulgate rules and regulations.
8. To discipline, suspend, demote, or discharge employees for just cause.
9. To maintain the efficiency of the operation entrusted to the Employer.
10. To determine the manner in which such operations are to be conducted.

ARTICLE 05 - NON-DISCRIMINATION

The Employer and Union mutually agree to abide by state and federal laws pertaining to discrimination of employees. Any claim of unlawful discrimination by bargaining unit members is expressly exempted from [Article 10 – Grievance Procedures](#) in this Agreement. Employees believing they may have been discriminated against are encouraged to comply with City policies and procedures concerning Equal Opportunity Employment.

ARTICLE 06 - PERSONNEL FILES

06.01 The contents of the personnel files, including the personal photographs, shall be confidential and shall be restricted to the extent provided by law; provided that information contained in the personnel files may be released to any individuals or organizations upon written authorization of both the City and the employee.

06.02 The Human Resources Department shall be the central depositor for all official personnel records and files. All official personnel records shall be maintained by the Human Resources Department.

06.03 Upon request employees shall be given a copy of any item or document that has been placed into their personnel file.

ARTICLE 07 - NO STRIKE NO LOCKOUT

- 07.01** The City and the Union recognize that the public interest requires the efficient and uninterrupted performance of all City services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement neither the Union nor the employees covered by this Agreement shall cause, engage in or sanction any work stoppage, strike, slowdown or interference with City functions. Employees who engage in any of the foregoing actions shall be subject to disciplinary action. The City shall not institute any lock-out of its employees during the life of this Agreement.
- 07.02** The Union may sanction actions taken by other unions so long as such a sanction does not conflict with the provisions of Section 07.01.

ARTICLE 08 - DISCIPLINE AND DISCHARGE

- 08.01** The City shall not discipline or discharge any post-probationary employee without just cause. Any employee, including probationary employees, may choose to have a Shop Steward and/or Union Staff Representative present at all meetings during which it is anticipated that disciplinary or discharge proceedings may take place.
- 08.02** The City agrees with the tenets of progressive and corrective discipline, where appropriate. Disciplinary action generally includes the following progressive steps:
1. Oral warning which shall be documented in writing;
 2. Written reprimand;
 3. Suspension or demotion; and
 4. Discharge.

For the purposes of determining steps of progressive discipline, an oral warning, which shall be documented in writing, remains active for a period of one (1) year. If no further discipline for the same or a similar offense occurs during the active period, the oral warning is deemed inactive (archived) and shall not be used against the employee in a future progressive manner. For the purposes of determining steps of progressive discipline, a written warning remains active for a period of two (2) years. If no further discipline for the same or a similar offense occurs during the active period, the written warning is deemed inactive (archived) and shall not be used against the employee in a future progressive manner. All active and inactive reprimands will be retained in the employee personnel file in accordance with Washington State retention schedules.

ARTICLE 09 - LABOR MANAGEMENT MEETINGS

- 09.01** The Employer and the Union have established a Labor-Management Meeting process wherein the parties may meet periodically during the term of this Agreement to share information and to identify and resolve issues.
- 09.02** The Parties shall meet quarterly; however, meetings may be canceled upon mutual agreement if there are no agenda items submitted for review.
- 09.03** It is understood that any items discussed in the Labor Management Meetings shall not add to or alter the terms of this Agreement. It is also understood that neither party to this Agreement waives its right to negotiate any mandatory subject of bargaining.
- 09.04** The Union shall be permitted to have three (3) employee representatives scheduled to attend labor management meetings without loss of pay to the extent that such meetings are scheduled during the working hours of the members so attending. Additional members may be invited by mutual agreement of the parties if needed to assist with specific issues. The City shall have approximately the same number of members attend the labor management meetings.

ARTICLE 10 - GRIEVANCE PROCEDURES

10.01 Purpose

The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest level in the Grievance Procedure.

10.02 Definition

For the purpose of this Agreement, a grievance is defined as only those disputes raised by the Employer, an employee, a group of employees or the Union involving the interpretation, application or alleged violation of any provision of this Agreement. A grievant is therefore defined as the Employer, an employee, a group of employees who are represented by the Union, or the Union. Grievances shall be processed in accordance with the following procedures within the stated time limits. For the purposes of this Article, the employer is defined as the City of SeaTac, which is represented by the City Manager, or designee, or the Presiding Judge, or designee, if the matter is applicable to hours and/or working conditions of the Municipal Court.

10.03 Pre-Grievance Resolution

By mutual written agreement between the Union and the Human Resources Director (and/or Court Administrator as applicable), the parties may agree to place a potential grievance issuance in abeyance and freeze the timelines to submit a grievance per [Section 10.12 Time Limits](#) in order to discuss and resolve matters at the lowest level possible prior to resorting to the formal grievance procedure outlined below.

10.04 Grievance Steps

Step One:

Within ten (10) working days of knowledge of the incident giving rise to the grievance, the Union or the grievant along with a Union representative shall submit the grievance in writing to the employee's immediate supervisor and the Human Resources Director. The written grievance shall include the date of submission to this process, date of alleged violation, facts and circumstances related to the violation, the specific article(s) of this Agreement that was allegedly violated, and the remedy requested. Within ten (10) working days of receipt of the written grievance, the supervisor shall contact the Union representative to schedule a meeting. Such meeting may be waived by mutual agreement of the parties. The supervisor shall respond to the grievant and the Union President within ten (10) working days of the conclusion of the grievance meeting. If either the Union or the Employer desires, grievances may be initiated at Step Two of the grievance process adhering to the submission timelines above (in Step One).

Step Two:

If the grievance was filed at Step One and not settled in Step One, the Union, on behalf of the grievant, shall present the grievance in writing within ten (10) working days of receipt of the City's Step One response. If the grievance is initiated at Step Two, the written grievance shall be presented by the Union within ten (10) working days of knowledge of the incident giving rise to the grievance. All grievances relating to the Municipal Court shall be initiated at Step Two and submitted in writing to the Court Administrator. The Step Two grievance shall be presented to the Department Head or his/her designee. The written grievance shall include the date of submission to Step Two, date of alleged violation, facts and circumstances related to the violation, the specific article(s) of this Agreement that was allegedly violated, and the remedy requested. Within ten (10) working days of receipt of the Step Two grievance, the City shall schedule a time to meet with the Union and grievant. The Department Head or his/her designee and the Human Resources Director shall meet with the grievant and the Union representative at a mutually agreeable date and time, and shall render a written response to the grievant, the Local Union President, and the Council 2 Staff Representative within ten (10) working days of the conclusion of the meeting.

Step Three:

If the Union is not satisfied with the solution of the Department Head or his/her designee and the Human Resources Director, the Union shall submit the written grievance to the City Manager and/or the Presiding Judge, as applicable, within ten (10) working days from the date of receipt of the Department Head's/Human Resources Director's reply. The City Manager, and/or his/her designee, and/or the Presiding Judge, as applicable, shall schedule a meeting with the grievant

and the Union's representative within ten (10) working days of receipt of the grievance. The City Manager, and/or his/her designee, and/or the Presiding Judge, as applicable, shall meet with the Union and grievant. The City Manager and/or Presiding Judge, as applicable, shall render a written response to the grievant, the Union President, and the Council 2 Staff Representative within ten (10) working days of the conclusion of the meeting.

Step Four:

Upon mutual agreement, a grievance not resolved under the above steps may be referred to alternative dispute resolution sources for mediation. If the parties do not agree to the use of mediation or if resolution is not achieved through the mediation process, the Union or the Employer may refer the grievance to arbitration within thirty (30) working days after receipt of the Employer's answer to Step Three. Once the request for arbitration has been submitted, the parties shall select an arbitrator within forty-five (45) working days of the receipt of the arbitration notice. The parties shall notify the arbitrator of his/her selection within ten (10) working days of the selection. If the request for arbitration is not filed by the Union Staff Representative or the Employer within thirty (30) working days, the Union or the Employer waives its right to pursue the grievance through the arbitration procedure.

10.05 Selection of Arbitrator

The Employer and the Union shall attempt to select a sole arbitrator by mutual agreement. In the event the parties are unable to agree upon an arbitrator, either party may request the Public Employment Relations Commission, the Federal Mediation and Conciliation Service, the American Arbitration Association or other source to submit a panel of seven (7) arbitrators. The Employer and the Union shall alternately strike names of arbitrators until one (1) arbitrator's name is left who shall be arbitrator. The order of striking names shall be determined by the flip of a coin. The arbitrator shall be notified of his/her selection by a joint letter from the Employer and the Union requesting that he/she set a time and a place subject to the availability of the Employer and Union representatives.

10.06 Privacy of Meetings and Hearings

All meetings and hearings under this procedure shall be kept private and shall include only such parties of interest and/or their designated representatives.

10.07 Decision

The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof.

10.08 Power Limited

The power of the arbitrator shall be limited to interpreting this Agreement, determining if

the disputed article has been violated and awarding a remedy. The arbitrator shall not have any authority to alter, modify, vacate or amend any terms of this Agreement. The decision of the arbitrator, within these stated limits shall be final and binding on both parties.

10.09 Costs

Expenses and compensation for the arbitrator's services, or mediation service, and the proceedings shall be borne by the non-prevailing party. However, each party shall be completely responsible for all costs of preparing and presenting its own case, including compensating its own attorneys or other representatives and witnesses. If either party desires a record of the proceedings, it shall solely bear the cost of such record. It is provided, however, that if the grievance presented for arbitration involves multiple parts/issues, and if the decision of the arbitrator results in each of the parties prevailing on different parts/issues, then, in that case, the expenses and compensation for the arbitrator's services and the proceedings shall be borne equally by the parties.

10.10 Election of Remedies

It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies. Likewise, litigation of the subject matter in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

10.11 Authority

In the event the arbitrator finds that he/she has no authority or power to rule in the case, the matter shall be referred back to the parties without decision or recommendation on the merits of the case.

10.12 Time Limits

Any and all time limits and/or steps specified in the Grievance Procedure may be waived by mutual written agreement of the parties. Failure by the employee or Union to submit the grievance in accordance with these time limits and/or steps without such waiver shall constitute an abandonment of the grievance. Failure by the City to submit a reply within the specified time limits shall automatically cause the grievance to advance to the next step of the Grievance Procedures.

ARTICLE 11 - WAGES

11.00 Definitions

For the purposes of [this Article](#), "anniversary date" is defined as the date an employee completes their probationary period. This is distinct from an employee's service anniversary, which is the date they began employment with the City.

Example: Employee hired on January 1 completes probation on June 30. June 30 becomes the employees merit eligible anniversary date. January 1 remains the employee's service anniversary.

11.01 Salaries

4. For each year of ~~the CBA~~this Agreement, effective January 1, a ~~Cost of Living~~Cost-of-Living Adjustment (COLA) that is equivalent to ~~one hundred percent (100%)~~ ninety-five percent (95%) of the CPI-W Seattle-Tacoma-Bellevue, June to June index, shall be applied to all bargaining unit salary ranges. The COLA shall have a minimum of two percent (2%) and a maximum of ~~six percent (6%)~~ five percent (5%).

11.02 Market Survey Results:

The City shall conduct salary surveys of represented classifications at least every three (3) years to ensure salaries are remaining competitive with the labor market. The salary survey schedule is found on Attachment A.

Salary survey results shall be completed and presented to the Union no later than August 31 of the year they are scheduled. From the date the Union receives the salary survey results, the Union shall have 12 business days to submit any requests for reconsideration. Requests for reconsideration shall be submitted in writing to the Human Resources Director. Requests for reconsideration shall be reviewed by the Human Resources Director, the applicable Department Director, and City Manager, and shall be answered in writing within 12 business days.

Changes to the established compensation plan or established comparable cities shall be negotiated during the bargaining of a successor to this Agreement or through Labor/Management Committee.

Salary range adjustments adopted by the City will be effective annually on January 1.

~~—Employees-Classifications~~ found to be “below market” will have their salary ranges adjusted.

A.

—If an employee's current hourly rate falls below Step A of their new salary grade, they will be placed at Step A effective January 1. These employees will remain eligible for regularly scheduled step increases on their anniversary date.

B.

—If an employee's current hourly rate falls within their new range, they will be placed on the closest step that is not lower than the employee's current hourly rate effective January 1. These employees will remain eligible for regularly scheduled step increases on their anniversary date.

C.

~~—Employees in classifications found to be “above market” will have their salary ranges adjusted, as provided by this Agreement will remain at their current rate.~~

D.

All positions shall be eligible to receive full COLA and anniversary step-increases.

~~If an employee’s current hourly rate falls within their new range, they will be placed on the closest step that is not lower than the employee’s current hourly rate effective January 1. These employees will remain eligible for regularly scheduled step increases on their anniversary date.~~

~~If an employee’s current hourly rate exceeds their new range, their hourly rate will be frozen until their salary again falls within the pay range of their classification. The employee will receive 33% of the annual COLA until their salary again falls within the pay range of their classification.~~

~~For each year of the CBA, employees found to be “above market” by the City in the 2016 or 2017 market survey and whose salary was frozen will receive 33% of the COLA until their salary again falls within the pay range of their classification.~~

~~The City shall conduct salary surveys of represented classifications at least every three (3) years to ensure salaries are remaining competitive with the labor market. The salary survey schedule is found on Attachment A. Salary survey results shall be completed and presented to the Union no later than August 31 of the year they are scheduled. From the date the Union receives the salary survey results, the Union shall have 12 business days to submit any requests for reconsideration. Requests for reconsideration shall be submitted in writing to the Human Resources Director. Requests for reconsideration shall be reviewed by the Human Resources Director, the applicable Department Director and City Manager, and shall be answered in writing within 12 business days.~~

~~Changes to the established compensation plan or established comparable cities shall be negotiated during the bargaining of a successor to this Agreement or through Labor/Management Committee.~~

11.032 Step Increases

Employees shall be eligible to receive salary increases, based on satisfactory performance, annually in the amount of five percent (5%), not to exceed the maximum amount identified in the salary range. If the performance appraisal to determine whether ~~or not~~ the employee has achieved satisfactory performance is not completed by the supervisor within one (1) month of the employee’s anniversary date, the employee will automatically receive a salary step increase.

11.0304 Longevity Pay

~~Effective January 1, 2013, all~~ All employees of the bargaining unit shall receive longevity pay upon completion of the years of service as a regular employee with the City of SeaTac as indicated below:

- ~~A. Completion of five (5) years through nine (9) years of service::
\$50 monthly or eight (8) hours floating holiday per year~~
- ~~B. Completion of ten (10) years through fourteen (14) years of service::
\$75 monthly or- twelve (12) hours floating holiday per year~~
- ~~C. Completion of fifteen (15) years through nineteen (19) years of service::
\$100 monthly or sixteen (16) hours floating holiday per year~~
- ~~D. Completion of twenty (20) years through twenty-four (24) years of service::
\$125 monthly or twenty (20) hours floating holiday per year~~
- ~~E. Completion of twenty-five (25) years of service and beyond::
\$150 monthly or twenty-four (24) hours floating holiday per year~~

~~Human resources will notify employees at least 60 days before their anniversary date to make their election to receive either the monetary longevity pay or the additional floating holiday(s). Employees must make their election at least 30 days prior to their anniversary date. If ~~employeean employee~~ fails to make their election by the designated due date, the City shall commence with the monetary payment option for the year.~~

- ~~A. Monetary longevity payment will be made in semi-monthly payroll payments.~~
- ~~B. Floating holiday(s) will be added to the employee's leave bank on the employee's service anniversary date and must be used within one year of receipt and cannot be cashed out.~~

~~The monetary amounts above will be indexed by the CPI-W Seattle/Tacoma/Bellevue June to June index annually and will be rounded to the whole dollar.~~

- ~~A. Completion of ten (10) years of service: \$35.00 per month;~~
- ~~B. Completion of fifteen (15) years of service: \$45 per month; or~~
- ~~C. Completion of twenty (20) years of service: \$60 per month.~~

11.045 Social Security Replacement and Pension

The City shall provide a 401(a) Social Security Replacement Account for each regular full-time employee scheduled to work forty (40) hours per week. The contribution rates shall be 5.~~5342058~~% for the employer and 6.2% for the employee based on total wages, pursuant to federal law. The ~~1.142%~~ difference in contribution percentage is in recognition of the City-paid life and disability insurance benefits provided to employees.

Employees will participate in the Washington State Public Employee's Retirement System.

The City shall provide Medicare contributions pursuant to federal law and the required employee contributions shall be deducted from the employee's wages.

11.06 Deferred Compensation Match

The City will match 40 percent (40%) of all employee contributions to the 457 deferred compensation plan, up to two percent (2%) of the employee's gross monthly income, but not to exceed the IRS limit.

ARTICLE 12 - ACTING OR OUT OF CLASS

12.01 Definitions

~~A. "Acting" is defined as an employee's assignment to perform the majority (more than 50%) of the duties and responsibilities of an existing higher classified position, which is vacant temporarily or long-term. *When an employee is acting in a higher classification within the same classification series to which he/she belongs, the employee must be assigned to perform the majority (more than 50%) of the distinct duties and responsibilities which distinguishes the higher classification from the employee's base position classification. For example, an employee is assigned to perform the majority of the supervisor's duties and responsibilities during the supervisor's vacation, or an employee is assigned to act as the supervisor position while the position is vacant.*~~

~~A.~~

~~B. "Out of Class" is defined as an employee's assignment to perform the majority (more than 50%) of a higher job classification for which the position is not budgeted or does not currently exist. *For example, an employee is assigned to perform the majority of the work of a position that was eliminated in the department's budget.*~~

~~B.~~

C. For purposes on this Article, the City is defined as the City Manager, or designee, or the Presiding Judge, or designee, only when the matter is applicable to the Municipal Court.

12.02 Assignment of Acting or Out of Class Work

A. The City has the right to determine whether a vacancy is to be filled permanently or temporarily through Acting assignment. The City has the right to determine the qualifications required to fill an Acting or Out of Class assignment, and shall

make such qualifications known to employees who may be eligible to act or work out of class in the affected work unit. -The City also has the right to select the employee who, in the City's determination, would best serve the acting/out of class role. Where applicable, the City may rotate the Acting or Out of Class assignment among available qualified employees, as determined by the City, in the Department/Division in which the Acting or Out of Class need arises.

A.

- B. Although the duties and responsibilities of the vacant position may be assigned to multiple employees, at no time will there be more than 1 employee who receives Acting pay in the vacant higher classified position.

12.03 Acting or Out of Class Pay

A.—An employee who is assigned to act or to work Out of Class in a higher classification for a full work day of eight (8) consecutive hours or longer, shall be paid Acting or Out of Class pay effective the first day of the assignment. If the employee is on an alternative work schedule such as 9/80's or 4/10's-, he/she must work their full ~~nine or ten hour~~nine- or ten-hour work day, as appropriate, to qualify for Acting or Out of Class pay.

A.

B.—Acting or Out of Class pay shall be equal to Step A of the higher position's pay range or five percent (5%) of the employee's current base pay, whichever is greater; ~~however,~~ at no time will the employee be paid more than the maximum of the higher position's pay range. ~~Variation in the above amount of Acting or Out of Class pay to be paid to a bargaining unit employee may be allowed by mutual agreement of the parties.~~

B.

- C. Typically, benefit eligibility and/or union membership will not be impacted due to Acting or Out of Class assignments. For Acting or Out of Class assignments ~~expected to exceeding~~ forty-five (45) consecutive calendar days' duration, ~~the employee assigned to the Acting/Out of Class position will be compensated at the higher rate for the use of accrued leave and holidays for the duration of the assignment.~~ ~~and where~~Where union membership and/or benefit eligibility may be impacted, the parties agree to bargain impacts through Labor/Management Committee.

ARTICLE 13 - HOURS OF WORK

13.01 Definitions

For the purposes of this Article, the City is defined as the City Manager, or designee, or the Presiding Judge, or designee, when the hours of work are applicable to the Municipal Court.

- 13.02** The normal work week shall be five (5) consecutive days of eight (8) hours per day, exclusive of lunch period. The regular hours of work each day shall be consecutive except for lunch periods. For payroll and accounting purposes, the normal workweek begins at 12:01 a.m. Monday, and ends at midnight on Sunday. For employees authorized to work certain alternative and/or compressed work schedules, the workweek may begin at noon on Friday and end at 11:59 a.m. the next Friday. During declared emergencies or inclement weather operations, the normal work week shall be forty (40) hours per week; however, hours of work per day shall be determined by City policy or each department's standard operating procedures, as applicable.
- 13.03** All full-time employees shall be granted an unpaid lunch period of one-half (1/2) hour during each normal work shift. The lunch period shall be scheduled at approximately mid-shift. Employees shall be entitled to one (1) fifteen (15) minute paid rest period during each half-day of a full-time work shift. The parties agree to allow employees to continue the practice of combining their paid rest breaks, when the rest breaks are earned during the normal work shift, with their unpaid lunch period if such practice is requested by the employee and approved by the City. However, employees are accountable for intermittent rest periods taken during the work shift. "Intermittent rest periods" are defined as intervals of short duration in which employees are allowed to relax and rest, or for brief personal inactivity from work or exertion. At no time will intermittent and scheduled rest periods exceed thirty (30) minutes during one full-time normal work shift.
- 13.04** All non-exempt employees shall be paid at the rate of one and one-half (1.5) times their regular rate of pay for all compensated time in excess of forty (40) hours per week, exclusive of the employee's lunch period. Compensated time shall be defined to include hours worked, holiday hours, vacation hours, sick leave and compensatory time off. Exempt employees are not eligible for overtime pay.
- 13.05** Non-exempt employees working mandatory overtime shall have the right to request, and supervisors shall approve compensatory time earned at the same ratio as overtime rate in lieu of cash payment for overtime. Compensatory time bank may accumulate, in lieu of overtime pay, in a compensatory time bank not to exceed eighty (80) hours. Once the eighty (80) hour maximum is reached, no additional compensatory time will be accumulated and overtime will be paid until the accumulated balance falls below maximum limits. Compensatory time banked in accordance with [Article 13.08 Severe Weather](#) contributes to the compensatory time bank eighty (80) hour maximum accumulation but will be granted regardless of accumulated balances. Compensatory time off cannot be used in the period it is earned and shall be scheduled in fifteen (15) minute increments by the employee through his/her supervisor at a mutually agreeable time.

Employees working overtime for grant-funded or other third-party reimbursable/billable

hours shall be paid overtime only, ~~unless the Department Head agrees in writing to allow compensatory time in advance of the time earned.~~

Exempt represented employees are not eligible for compensatory time.

13.06 Flexible and Alternative Work Schedules

Recognizing that a change in working hours may benefit both the employee and the City or that such a change may benefit one without detriment to the other, the City and affected employees may, by mutual agreement, modify normal work hours. An employee who wishes to work flexible hours or an alternative work schedule shall submit a request in writing to his/her supervisor. In the event an approved flexible and alternative work schedule is terminated by the City through no fault of the employee, and barring any unforeseen extenuating circumstances, the employee shall be provided with thirty (30) calendar days written notice to make personal arrangements to enable compliance with a revised schedule. The revised schedule will be effective at the beginning of the first pay cycle following the thirty (30) day notice period. In the event a flexible or alternative work schedule is terminated as a result of a disciplinary action, the change will be effective at the beginning of the next pay cycle or as defined in the disciplinary action.

13.07 Emergency and Emergency Work Assignment/Scheduling

The City Manager or designated Department Head has the authority to declare a City-wide emergency situation. During a major emergency or disaster of such magnitude that an extensive City response is needed (i.e., significant earthquake, volcanic eruption, etc.) all employees are to report in to work as soon as possible after attending to immediate family health and safety needs.

During a lesser emergency affecting only certain operational areas or a smaller portion of the City (i.e. storm, riot, network failure, plane crash, etc.) the supervisor has the authority to declare an emergency situation. Employees in those operational areas affected should contact their supervisor to see if they are needed to report to work (and/or respond in accordance with established department operational procedures for emergency response).

For an emergency requiring a 24-hour response, non-exempt employees may be assigned to twelve (12) hour shifts. Non-exempt employees assigned to either shift will receive their regular pay for the first eight (8) hours of their shift, then 1-1/2 times their regular pay for the remaining four (4) hours.

In the case of an emergency, the City reserves the right to assign and schedule employees to work whenever and wherever as needed and take other actions as necessary to ensure the protection of life, health, safety, and property of persons under

the City's jurisdiction for the duration of the emergency.

Non-exempt employees sent home by their supervisors early in anticipation of an upcoming needed response or at the end of an event shall be paid for the duration of the remainder of their regular shift.

Restricted funds contain revenues intended for a specific purpose due to legal constraints. Funds are required to fairly and accurately pay for services they receive therefore, employees shall not accrue comp time and shall be paid overtime for hours worked outside of their regularly designated fund.

Employees working on snow/ice events who elect to receive compensatory time, shall receive the earned time in a separate snow/ice compensatory bank and must be used first before any other compensatory time.

13.08 Severe Weather

If City facilities are closed by the City Manager ~~or Presiding Judge~~ due to severe weather or a natural disaster, employees shall receive up to eight (8) hours regular pay for closure per major incident. Such a decision to close shall be made by the City Manager ~~or Presiding Judge~~. The Presiding Judge shall have authority over the Court. Employees who have called out sick prior to the announcement of a closure or who are on pre-approved vacation are excluded from receiving eight (8) hours regular pay for closure.

In the event that non-exempt essential personnel are required to work while City facilities are closed and non-essential personnel are provided leave with pay, non-exempt essential personnel shall receive up to eight (8) hours compensatory time off with pay placed in their compensatory time off bank (entered as 5.33 compensatory time hours on employee timesheet).

In the event the City Manager delays the opening of the City Hall there shall be no additional compensation for employees who come in prior to the delayed opening unless they were expressly directed to do so.

13.09 Show Up Pay

When an employee is scheduled to staff an external construction project and reports to work and the project is then cancelled, they shall be entitled to four (4) ~~three (3)~~ hours show-up pay at one and one-half (1.5x) times their hourly rate. The four (4) ~~three (3)~~ hours shall be a minimum guarantee of hours worked/paid.

ARTICLE 14 - STANDBY

- 14.01** Standby applies to weeknights, weekends, holidays, and other non-regular work hours. Standby hours will begin when an employee leaves work and will end 30-minutes prior to the start of the next scheduled shift. Standby pay will not be paid during scheduled work hours, including flex days or scheduled overtime work. Standby shall be scheduled in weekly (7-day) increments starting on a Wednesday and ending on the following Wednesday. Any Standby Duty less than a week must be preapproved by the Department Director or designee.
- 14.02** Employees who are assigned Standby Duty shall receive ~~\$3.00~~ pay as outlined below for each hour of Standby Duty. While on Standby Duty, it is the employee's responsibility to be ready and able to respond to call out and/or emergencies, without restrictions or impairments of alcohol or controlled substances, and be onsite within one (1) hour of being notified. The employee assigned to Standby Duty shall carry a communication device and be able to respond immediately to call back situations.
- A. 2024: \$3.55 per hour
 - B. 2025: \$3.65 per hour
 - C. 2026: \$3.75 per hour
 - 2027: \$3.85 per hour
 - D.
- 14.03** If an employee is called back to work while on paid standby status, standby pay will cease and call-out pay provisions, if applicable, will apply (see [Article 15 – “Call-Out”](#)). Once the callout has been completed or three (3) hours have passed since the call-out (whichever is longer), the employee is returned to standby status and pay for the remainder of the assigned period. Employees who respond to King County via telephone or computer will be compensated for time worked of no more than fifteen (15) minutes per call at time and a half.
- 14.04** If an employee on standby status fails to respond to a call to return to work, he or she may be subject to disciplinary action and the employer may withhold standby compensation for the period during which the employee failed to respond to a call.
- 14.05** During emergency events, standby pay shall not be paid between shifts.
- 14.06** The Maintenance and Operations staff will notify the Maintenance and Operations Manager or designee no later than the end of November for the ensuing year's schedule. Any change in the schedule, absent an emergency, must be approved by the Maintenance and Operations Manager or designee two (2) days prior to the schedule change and it is the scheduled employee's responsibility to find a replacement for their Standby Duty.

The Employer will not require any employee covered by this Agreement to perform standby

duty.

ARTICLE 15 - CALL OUT

When a non-exempt employee is called out or back to work, he/she shall be entitled to a minimum of three (3) hours, at time and a half, call-out-time, inclusive of travel time not to exceed a maximum of thirty (30) minutes.

ARTICLE 16 - INSURANCE BENEFITS

16.01 Medical Insurance

~~Effective January 1, 2020, the City will remain on the EHCW Premiera medical plans.~~

~~For contract years 2021-2023, the~~ The parties agree to meet, review and discuss health insurance costs, plan performance and review of available options that could be implemented to mitigate increasing insurance costs through the Joint Labor Management Committee.

16.02 Medical Premiums

For full-time employees electing the PPO plan, employees will pay via payroll deduction a share equal to 10% of the premium cost. The City shall pay the balance of the premium.

For full-time employees selecting the HDHP plan, the City shall pay 100% of the premium and shall match employee HSA contributions on a 2:1 ratio up to the allowable IRS maximum.

Regular part-time, represented temporary, and limited term employees shall have the option of having pro-rated premiums paid for their medical benefits, based on their budgeted Full-Time Equivalent (FTE).

16.03 Dental and Vision Insurance

The City will provide dental benefits and will pay 100% of the premium for all regular full-time, regular part-time, represented temporary, and limited term employees and their dependents.

The City will provide vision benefits and will pay 100% of the premium for all regular full-time, regular part-time, represented temporary, and limited term employees and their dependents.

16.04 Life and Disability Insurance

—Life and Accidental Death & Dismemberment (AD&D) Insurance:

- The City will provide full-time employees regularly scheduled to work forty (40) hours per week with Life and AD&D coverage at (2x) annual salary up to a maximum of \$300,000, subject to the terms and exclusions of the carrier policy. The City will pay 100% of Group Life and AD&D premiums.

—Short-Term Disability (STD) Benefits

~~The City will provide STD benefits for all full-time employees regularly scheduled to work forty (40) hours per week. In the event of a short-term disability and following a 30-day elimination period, the benefit may pay 60% of weekly salary subject to the terms and exclusions of the carrier policy. The City will pay 100% of STD premiums.~~

A.

—Long-Term Disability (LTD) Benefits:

- The City will provide LTD benefits for all full-time employees regularly scheduled to work forty (40) hours per week. In the event of a long-term disability and following a 90-day elimination period, the benefit may pay 60% of monthly salary subject to the terms and exclusions of the carrier policy. The City will pay 100% of LTD premiums.

B.

—Voluntary/Supplemental Life and AD&D Insurance:

- C. In addition to the Life and AD&D coverage provided by the City, all employees have the option to purchase self-paid supplemental Life and AD&D insurance for themselves and their eligible dependents. Subject to the terms and exclusions of the carrier policy.

ARTICLE 17 - SICK LEAVE

17.01 Accrual of Sick Leave

All full-time regular employees shall accrue sick leave at the rate of eight (8) hours for each month of employment including the probationary period of employment. Regular ~~part-time~~part-time employees are eligible for sick leave accruals on a pro-rated basis commensurate with their budgeted FTE.

17.02 Use of Sick Leave

Sick leave shall not be available for use during the first thirty (30) days of the probationary employment period and, thereafter, will be granted for, and shall be used only for, the following purposes:

- A. 1.—An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health

condition; or an employee's need for preventive medical (including vision and dental) care for the duration of the appointment and reasonable travel time.;

B. 2.—Medical quarantine.;

C. 3.—When the employee's place of business has been closed by order of a public official for any health-relation reason, or when an employee's child's school or place of care has been closed for such reason.;

D. 4.—Death of a member of the employee's immediate family; after exhausting bereavement leave per [Section 21.03 Bereavement Leave.](#);

E. 5.—To allow the employee to provide care for a family member (spouse, registered domestic partner, or child) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventative medication (including vision and dental) care for the duration of the appointment and reasonable travel time.;

F. 6.—Disability of the employee due to pregnancy and/or childbirth; and

G. 7.—Absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

17.03 Procedure ~~For~~ Claiming Sick Leave

Employees shall promptly notify their Department Head, or designee, of the need to use sick leave per [Section 17.02](#), and the expected dates and duration of such leave as soon as the employee has knowledge of such expected leave use. Employees are eligible to request sick leave in increments of fifteen (15) minutes. For extended leaves, the employee shall keep the Department Head, or designee, informed of the expected duration of the employee's absence and expected return to work date.

For pre-scheduled absences, the employee shall complete required leave forms and submit such to the Department Head, or designee, for approval prior to taking leave. For unexpected or unscheduled absences, upon return to work, the employee shall complete any required sick leave forms.

17.04 Supplemental Use of Vacation Leave, Compensatory Time Off, Floating Holiday or Leave Without Pay

If an employee exhausts all accrued sick leave, but needs to be absent for eligible sick leave purpose(s), the employee must use available accrued leave including vacation, compensatory time, or Floating holiday. ~~If~~The employee shall exhausts all accrued leave before, the employee may request authorization to use leave without pay per [Section 21.04 Leave Without Pay. If Leave Without Pay \(LWOP\) is not approved, then leave is considered unauthorized and could possibly be subject to corrective action. This does not apply to protected leave.](#)

17.05 Accountability for Appropriate Use of Sick Leave

It is a reasonable expectation that employees maintain a regular attendance record and

that they be provided the resources to be accountable for doing so. It is also a reasonable expectation that employees will use sick leave only for personal illness, injury or disability, [Family Medical Leave Act \(-FMLA\)](#), ~~FLA~~ and [State Family Care Act \(FCA\)](#) as provided by federal and state laws, this labor [Agreement](#) and applicable City policies.

City management is responsible for the proper administration of sick leave benefits, which includes but is not limited to, verification of illnesses, injuries or disabilities from a licensed health care provider. The City may require proof of illness, injury or disability if the City has reason to believe the employee is inappropriately using sick leave during the current absence, or if the employee has been previously counseled about use of sick leave.

Abuse of sick leave shall be grounds for corrective action or disciplinary action, up to and including suspension or dismissal. In addition, any employee found to have abused sick leave benefits shall further be required to reimburse to the City all compensation paid to such employee for the period of such absence.

17.06 Sick Leave Cash Out or Conversion

1. **Option #1 – Sick Leave Cash Out Upon Termination:**

A.

Upon death, resignation, termination or retirement, an employee (or a deceased employee's beneficiary or estate) shall receive payment equal to twenty-five percent (25%) of such employee's then accrued and unused sick leave hours at the employee's last hourly rate of pay; provided, however, that under no circumstances may an employee's payment for accumulated sick leave exceed sixty-four (64) hours. The twenty-five percent (25%) payment will not be made for unused sick leave if an employee leaves the City during his or her new-hire probationary period.

2. **Option #2 - Annual Sick Leave Cash Out/Conversion:**

After achieving a certain minimum sick leave balance, employees are able to cash out or convert to vacation leave ten percent (10%) of sick leave earned but not taken during a calendar year. The percentage of unused sick leave eligible to be cashed out/converted will increase to twenty-five percent (25%) and then to fifty percent (50%) upon achieving a significantly higher sick leave balance. Sick leave cash out/conversion is elective. It is the employee's choice whether to participate in the sick leave cash out/conversion program. The employee shall make his/her election of cash out or conversion to vacation leave during the annual election period in January of each year.

Note: Once an employee utilizes Option #2 to participate in the annual sick leave cash out/conversion program, he/she will not be eligible for sick leave cash out under Option #1 (upon termination or retirement).

~~a)~~ **10% Cash Out:**

~~B.~~ Upon achieving a sick leave balance of ~~one-hundred~~ **one hundred** (100) hours, an employee shall be eligible to cash out or convert to vacation leave ten percent (10%) of the sick leave he/she accrued but did not use during the previous calendar year. If cash out is selected by the employee, the employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which sick leave hours are cashed out, and the employee's sick leave balance will be reduced by the amount of sick leave cashed out. If leave conversion is selected by the employee, the employee's vacation leave shall be credited (added) by the same number of hours by which his/her sick leave bank is debited (deducted).

~~a)~~ **25% Cash Out:**

Upon achieving a sick leave balance of ~~three-hundred~~ **three hundred** (300) hours, an employee shall be eligible to cash out twenty-five percent (25%) of the sick leave he/she accrued but did not use during the previous calendar year. If cash out is selected by the employee, the employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which hours are cashed out, and the employee's sick leave balance will be reduced by the amount of leave cashed out. If leave conversion is selected by the employee, the employee's vacation leave shall be credited (added) by the same number of hours by which his/her sick leave bank is debited (deducted).

~~b)~~ **50% Cash Out:**

Upon achieving a sick leave balance of ~~seven-hundred~~ **seven hundred** twenty (720) hours, an employee shall be eligible to cash out fifty percent (50%) of the sick leave he/she accrued but did not use during the previous calendar year. If cash out is selected by the employee, the employee shall be paid for the unused sick leave at his/her base rate of pay in effect as of December 31 of the year for which hours are cashed out, and the employee's sick leave balance will be reduced by the amount of leave cashed out. If leave conversion is selected by the employee, the employee's vacation leave shall be credited (added) by the same number of hours by which his/her sick leave bank is debited (deducted).

17.07 On-The-Job Injury

An employee who is injured on the job is required to report said injury to their direct supervisor as soon as possible, generally within twenty-four (24) hours of being injured. The City Accident Report Form shall be completed and submitted to the City in a timely manner, generally within forty-eight (48) hours of the injury. If the injured employee is physically unable to complete the Accident Report Form, the supervisor shall complete it for them. Human Resources must be notified of the employee's injury within forty-eight (48) hours.

An injured employee's eligibility for Worker's Compensation benefits will be solely determined, administered and paid through the State Industrial Division of the Department of Labor and Industries (L&I). It is the employee's duty to contact L&I to request time loss payments as L&I will not allow employers to initiate time loss payments. If an employee is denied benefits by L&I, they are eligible to utilize any leave accruals available, retroactive to the date of their injury.

When an injured employee is approved for Workers Compensation time loss payments by L&I, following their full-duty return to work or receipt of notice of closure of the L&I claim, the employee may be eligible to receive a one-time lump sum return-to-work incentive payment not to exceed 25% of the overall time loss payments made during the first 120 days (24 weeks) of time loss. Eligibility for the incentive payment will be determined based on the injured employee satisfactorily meeting each of the requirements throughout the time loss period as set forth below:

- A. Employee complies with City procedures for accident reporting, including the timely reporting of injury and submittal of accident report forms.
- B. Employee accepts and reports to work for any available light-duty or modified-duty work assignments.
- C. Employee maintains adequate communication with the City during their time loss. This includes reporting absences to their direct supervisor and promptly (within 24 hours) returning phone calls from their supervisor and/or Human Resources.
- D. The employee provides adequate medical documentation to Human Resources upon request, specifically for the purposes of determining whether light-duty or modified-duty work is available and/or to determine the employee is authorized to return to work with or without restrictions.
- E. The employee did not supplant their time loss payments with leave accruals. By electing to supplant time loss payments with leave accruals the employee waives eligibility for the return-to-work incentive payment.

Example of Return-to-Work Incentive Payment Calculation:

Employee Weekly Salary	\$1,000
------------------------	---------

L&I Weekly Time Loss Payment	\$ 600
Weeks' Time Loss Paid	3
Total L&I Time Loss Payments	\$1,800

Return-to-Work Incentive Payment \$ 450*

*Return-to-Work Incentive Payment is reported as taxable income and is therefore subject to applicable withholding.

Under no circumstance shall time loss payments, leave usage and/or return to work incentive payment equate to more than 100% of the employee's regular pay. Employees approved for L&I benefits remain eligible for full leave accruals and holiday pay. Employees receiving time loss benefits are responsible for their share of health insurance premiums. Pension credits are not earned during periods of time loss payments.

ARTICLE 18 - VACATIONS

18.01 Accrual of Vacation Time

Each regular full-time employee shall accrue the following number of vacation days:

<u>First Year:</u>	During the first year of employment with the City, employees accrue 12 days of vacation per year (4 hours per pay period).
<u>Second Year:</u>	During the second year of employment, employees accrue 13 days of vacation per year (4.33 hours per pay period).
<u>Third Year:</u>	During the third year of employment, employees accrue 14 days of vacation per year (4.67 hours per pay period).
<u>Fourth and Fifth Years:</u>	During the fourth and fifth years of employment, employees accrue 15 days of vacation per year (5 hours per pay period).
<u>Sixth and Seventh Years:</u>	During the sixth and seventh years of employment, employees accrue 17 days of vacation per year (5.67 hours per pay period).
<u>Eighth and Ninth Years:</u>	During the eighth and ninth years of employment, employees accrue 18 days of vacation per year (6 hours per pay period).
<u>Tenth and Eleventh Years:</u>	During the tenth and eleventh years of employment, employees shall accrue 19 days of vacation per year (6.33 hours per pay period).

<u>Twelfth and Thirteenth Years:</u>	During the twelfth through thirteenth years of employment, employees shall accrue 20 days of vacation per year (6.67 hours per pay period).
<u>Fourteenth and Fifteenth Years:</u>	During the fourteenth and fifteenth years of employment, employees shall accrue 21 days of vacation per year (7 hours per pay period).
<u>Sixteenth Year and Seventeenth Year thereafter:</u>	During the sixteenth <u>and seventeenth</u> year of employment and thereafter , employees accrue 23 days of vacation per year (7.67 hours per pay period).
<u>Eighteenth and Nineteenth Years:</u>	<u>During the eighteenth and nineteenth years, employees accrue 24 days of vacation per year (8 hours per pay period).</u>
<u>Twentieth and Twenty First Years:</u>	<u>During the twentieth and twenty-first years, employees accrue 25 days of vacation per year (8.33 hours per pay period).</u>
<u>Twenty Second to Twenty Fourth Years:</u>	<u>During the twenty-second through the twenty-fourth years, employees accrue 26 days of vacation per year (8.66 hours per pay period).</u>
<u>Twenty Fifth Years and thereafter:</u>	<u>During the twenty-fifth year and thereafter, employees accrue 27 days of vacation per year (9.0 hours per pay period).</u>

~~New hire probationary employees are not eligible to use their vacation leave until after they have successfully completed their probationary period.~~ Regular pPart-time, Represented Temporary, and Limited Term employees are eligible for vacation accruals on a pro-rated basis commensurate with their budgeted FTE.

18.02 Use of Vacation Time

- ~~1.A.~~ 1.A. _____ New employees may take vacation only after the first 30-days of probationary period. ~~they have successfully completed their probation period.~~
- ~~2.B.~~ 2.B. _____ Vacation may be taken for any reason that sick leave may be used after exhaustion of sick leave benefits.
- ~~3.C.~~ 3.C. _____ Vacation leave shall be approved by the Department Head, or designee, or the City Manager to ensure the least possible interference with operations of the City.
- ~~4.D.~~ 4.D. _____ Weekends which are not part of an employee's normal work schedule, and holidays shall not be counted as vacation days.
- ~~5.E.~~ 5.E. _____ Employees shall be entitled to their base wage compensation during vacation time.
- ~~6.F.~~ 6.F. _____ Employees shall request accrued vacation leave in increments of fifteen (15) minutes.

18.03 Scheduling of Vacation Time

All vacation leave must be pre-approved by the Department Head, or designee.

Employees requesting to take vacation time off are generally expected to submit their request at least ten (10) calendar ~~five (5) working~~ days in advance of taking such leave unless extenuating circumstances exist which prevents such advance notice. This ten-day ~~five-day~~ advance notice requirement does not prohibit the Department Head, or designee, from accommodating, at their discretion, requests for vacation time off with less notice.

Once a vacation leave request is received by the Department Head, or designee, a response to approve or deny the request shall be provided to the requesting employee no later than five (5) ~~ten (10)~~ working days after receipt, unless extenuating circumstances exist which prevents such timely response, in which case, the employee shall be provided an approximate date when such response can be expected.

18.04 Maximum Vacation Accumulation

Each regular employee shall be entitled to accumulate and to carry over into the following year any unused vacation time earned up to a maximum of the amount of vacation which the employee could have earned over a period of two (2) years. Employees hired on or after January 1, 2012, who are members of the Public Employees Retirement System, Plan 1 (PERS I) are eligible to carry a maximum balance of two hundred and forty (240) hours of vacation leave. Any accumulated vacation time in excess of the maximum amount of vacation time allowed shall expire annually on January 1. It is provided, however, that where an employee has vacation time that would expire because it is in excess of the accrual amounts, and where the employee has made reasonable requests over a reasonable length of time to use vacation time, and for which such requests have been denied because of the work requirements of the Employer, the employee shall be given a time extension to use such vacation time prior to the expiration of such vacation time, with the time extension being determined by the Employer but not being less than one (1) month for each forty (40) hours of vacation time that would expire because of the denied requests to take vacation.

18.05 Payment of Accumulated Vacation Time at Separation of Employment

Upon death, separation or retirement, an employee (or a deceased employee's beneficiary or estate) shall receive payment equal to such employee's then accrued and unused vacation time at the employee's current hourly rate of pay; provided, however, that under no circumstances may an employee's payment for accumulated vacation time exceed the amount of vacation time which the employee could have earned over a period of two (2) years at his/her current rate of accrual.

ARTICLE 19 - HOLIDAYS

19.01 Scheduled Holidays

All regular full-time employees shall be granted one eight (8) hour holiday with pay on each of the following days:

1. The first day of January, New Year's ~~Day;Day.~~
2. The third Monday of January, Martin Luther King, Jr. ~~Day;Day.~~
3. The third Monday of February, President's ~~Day;Day.~~
4. The last Monday of May, Memorial ~~Day;Day.~~
5. ~~The nineteenth day of June, Juneteenth.;~~
56. The fourth (4th) day of July, Independence ~~Day;Day.~~
67. The first Monday in September, Labor ~~Day;Day.~~
78. The eleventh (11th) day of November, Veterans' ~~Day;Day.~~
89. The fourth Thursday in November, Thanksgiving ~~Day;Day.~~
910. The day immediately following Thanksgiving ~~Day;Day.~~
4011. The twenty-fifth (25th) day of December, Christmas ~~Day;Day.~~

Regular part-time, represented temporary and limited term employees are eligible for paid holiday leave benefits on a pro-rated basis commensurate with their budgeted FTE.

19.02 Floating Holidays

In addition to the scheduled holidays specified in [Article 19.01](#), regular full-time employees shall receive two (2) eight (8) hour floating holidays awarded annually on January 1. Floating holidays must be used in the year they are awarded and shall be noncumulative and non-compensable upon separation of employment. Regular full-time employees hired before June 30 shall receive two (2) floating holidays. Regular full-time employees hired on or after July 1 shall receive one (1) floating holiday. Employees may request to use floating holiday hours in minimum fifteen (15) minute increments. Any available floating holiday hours may be used during a new employee's probationary period.

Regular part-time, represented temporary and limited term employees are eligible for floating holiday leave benefits on a pro-rated basis commensurate with their budgeted FTE.

~~*For calendar year 2020 only, employees may carry up to twenty-four (24) hours of floating holiday in their floating holiday leave bank. Any unused floating holiday hours on December 31, 2020 will be forfeited.~~

~~Floating Holiday Examples:~~

~~1. ——— Employee hired on November 26, 2018 is awarded eight (8) floating holiday hours on November 26, 2019 and an additional sixteen (16) floating holiday hours on January 1, 2020. Through calendar year 2020 the employee~~

~~may carry up to twenty four (24) floating holiday hours in their floating holiday leave bank. Any unused floating holiday hours are forfeited on January 1, 2021.~~

~~1. Employee hired on July 15, 2020 is awarded eight (8) floating holiday hours upon hire. Any unused floating holiday hours are forfeited on January 1, 2021.~~

~~1. Employee hired on December 15, 2020 is awarded eight (8) floating holiday hours upon hire. Any unused floating holiday hours are forfeited on January 1, 2021.~~

19.03 Holiday Observation

If a scheduled Holiday falls on a Saturday, the City observes the holiday the Friday before; if a scheduled Holiday falls on a Sunday, the City observes the holiday the Monday after. Therefore, there may be years in which the New Year Holiday is observed on December 31st of the prior year resulting in ~~fewer nine (9)~~ observed scheduled holidays in the current year and ~~a greater number of eleven (11)~~ observed scheduled holidays in the prior year. The parties agree that this observance practice does not change the intent of observing ~~ten (10)~~ scheduled holidays ~~per year~~ as stated in [Section 19.01](#).

19.04 Full time non-exempt employees who work on an observed [or actual](#) Holiday shall be paid at one and one-half (1.5) times their normal rate of pay for all hours worked on the observed Holiday in addition to the paid holiday, which is included in their base salary.

Holiday pay for employee's working a compressed or alternative work schedule shall be administered in accordance with Personnel Policy 1.06 Flexible and Alternative Work Schedules.

~~If the employee regularly works weekends, and their schedule allows with Department Head or designee [approval](#), the employee may take either the observed holiday or the actual holiday pay and work regular hours for the other day they did not take holiday pay.~~

Employees out of work on Leave Without Pay the day before a holiday are not eligible to receive holiday pay. ~~This excludes L&I and protected leave.~~

ARTICLE 20 - TRAINING

20.01 Reimbursement of Training Costs

It is the policy of the City to provide and encourage training opportunities, including attendance at workshops and seminars, for as many regular employees as possible, within budget appropriations subject to prior approval by the Department Head. The objective of this policy is to encourage and motivate employees to improve their personal

capabilities in the performance of their assigned duties. Registration and fees for such approved training will be reimbursed upon verification of successful completion of the training.

20.02 Training, tests and renewal fees for employees to maintain certifications, licenses and permits necessary and/or preferred for the performance of their duties and responsibilities will be paid by the City up to a maximum of three (3) times for each certification and renewal. If an employee fails to pass the required test or certification after three times, the employee shall be responsible for the cost of subsequent tests and must take vacation or compensatory time if needed to retest.

20.03 Certifications and/or licenses not required for an employee's current position but required for advancement or transfer into another position, may be considered and terms negotiated through the Joint Labor Management Committee. The City may require pro-rated repayment agreements for sponsoring such development opportunities.

ARTICLE 21 - OTHER LEAVES

21.01 Military Leave-

A. 1.—The City and the Union acknowledge their mutual responsibility for compliance with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and the laws of the State of Washington regarding Veterans as outlined in the Washington State Military Family Leave Act (MFLA), RCW 38.40.060, and any amendments thereto.

B. 2.—Every employee who is a member of the Washington National Guard or of the United States Armed Forces or Reserves shall be granted military leave, with compensation, for a period not exceeding twenty-one (21) calendar days during each military year (October 1 through September 30), or as designated by law.

C. 3.—Health insurance coverage during military leave will be administered in accordance with USERRA.

D. 4.—Military leave shall be granted in order that the employee may engage in officially ordered military duty and while going to or returning from such duty. Such military leave is in addition to vacation leave benefits.

E. 5.—Additionally, any employee, who employee who is a member of the Washington National Guard and who is ordered to active duty, shall be reinstated thereafter as provided for under applicable law.

F. 6.—Leave for military spouses during deployment shall be administered in accordance with MFLA, Family Medical Leave Act (FMLA), and RCW 49.77.030.

21.02 Jury Duty Leave-

Upon presentation to the Department Head of a summons for jury duty, an employee shall be granted jury duty leave for such period of time as the employee is required to serve on jury duty. During such leave, the employee will be paid his or her regular

compensation. Any pay that the employee receives for jury duty shall be turned over to the employer.

21.03 Bereavement Leave-

Consistent with City Policy on Bereavement Leave, a full-time regular employee shall be granted up to ~~twenty-four (24)~~ forty (40) hours of bereavement leave with pay due to a death in the employee's immediate family or other family member.

A. For the purposes of this Section, "immediate family" is defined as: an employee's spouse or State registered domestic partner, parent, step-parent, grandparent, child, stepchild, grandchild, sibling, or the employee's spouse/domestic partner's parent or sibling.

B. For the purposes of this Section, "other family member" is defined as: any person whose association with the employee was similar to immediate family, such as a significant other or close distant family member. All other provisions of the City Bereavement Policy shall apply.

C. Regular part-time, represented temporary and limited term employees shall receive bereavement leave with pay as described in this Section, pro-rated commensurate with their budgeted FTE.

21.04 Leave Without Pay

The City Manager may grant a leave of absence up to ~~one (1) year~~ six (6) months without pay in appropriate circumstances and consistent with the City's best interests. In order to apply, employees must submit a written request to their Department Head, who shall forward the request with comments to the City Manager for reasonable consideration and a final decision. All available leave balances shall be exhausted before the employee will be granted leave without pay. Said employee shall not accrue vacation or sick leave, receive holiday pay, nor shall he/she continue to receive health or life insurance benefits during said leave, except that the employee may pay the full premiums for said benefits one (1) month in advance for the period of said leave.

[Employees on Paid Family Medical Leave \(PFML\) and Workers Comp are not required to use their leave balance before going on Leave Without Pay \(LWOP\). Employees may use their leave balances to pay for their medical benefits or supplement their income, but not in excess of 100% of the employee's income.](#)

Leave Without Pay exceptions may be made at the sole discretion of the City Manager for protected unpaid leave of absence requests, bona_fide unpaid religious holiday observation and probationary employee's ineligible to use accrued leave.

[All unauthorized leave shall be documented as LWOP.](#)

21.05 Job-Protection Leaves

The City and members of the bargaining unit acknowledge and agree to comply with the federal Family Medical Leave Act (FMLA), the State Family Care Act (FCA), the State

Domestic Abuse and Stalking Leave, and other applicable provisions of federal and state laws related to job protected leaves. Except in cases of unexpected events, requests for FMLA ~~and/or FLA leave~~ should be submitted to the Human Resources Department at least thirty (30) days prior to the date leave is expected to commence. In addition, employees shall abide by notification and documentation requirements applicable to each leave to be taken. Failure to provide proper notice and documentation or to provide such in a timely manner may result in denial of leave as allowable by applicable laws and regulations.

21.06 Union Leave Bank

Each employee shall be allowed to donate up to eight (8) hours of vacation time per year to a Union Leave Bank in accordance with the following provisions:

1. Not more than one-hundred twenty (120) hours shall be donated to the Bank in a calendar year.
2. The amount of leave in the Bank at any given time shall not exceed one-hundred twenty (120) hours.
3. Any leave carried over from one calendar year to the following shall count towards the maximum one-hundred twenty (120) hour donation for that following year.
4. The leave shall be used by Union Officers or Stewards to attend official Union functions or conduct Union business.
5. Use of this leave shall be in accordance with the use of vacation time, and as such, shall require Department Head approval.
6. Any use of the Leave Bank shall be authorized by the Local Union President, who will communicate its authorization to the Employer.
7. Not more than one employee per department may utilize the Union Leave Bank at the same time.

21.07 Exempt Leave

Full time exempt employees are eligible for time off with pay in lieu of overtime pay. The amount of exempt leave available to exempt employees is ~~two (2)~~ three (3) eight (8) hour days per year, credited to exempt leave banks on January 1 each year. Exempt leave is to be scheduled in minimum fifteen (15) minute increments with supervisor approval and must be taken as time off work during the year it is accrued. Exempt leave cannot be carried over into a new year and cannot be cashed out for any reason. Non-exempt employees are not eligible for exempt leave.

21.08 Paid Family Medical Leave

Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which take effect January 1, 2020, is established by Washington law and is therefore independent of this Agreement.

Premiums for benefits are established by law. Employees will pay the applicable percentage of their gross wages through payroll deduction. Following finalization of regulations implementing RCW 50A.04, either party may reopen this Agreement for the purposes of bargaining over issues related to the interrelations between leaves available under this Agreement and benefits provided by statute.

ARTICLE 22 - LEAVE SHARING PROGRAM

A leave sharing program is hereby established for the purpose of permitting City employees, at no additional cost to the City other than the administrative costs of administering the program, to donate sick leave or vacation leave to a fellow City employee who is suffering from, or has a relative or household member suffering from, a severe illness or injury causing him/her to be absent from work for an extended period of time. Shared leave shall be administered in accordance with the City of SeaTac Leave Sharing Policy 1.10.

ARTICLE 23 - REGULAR PART-TIME EMPLOYEE BENEFITS

The employee benefits for Regular Part-time (RPT) employees covered by this Agreement shall be as follows:

—RPT employees (as defined in [Article 1](#)) shall have the option of having pro-rated premiums paid for their medical benefits based on the number of hours worked in the preceding month. The City shall pay 100% of the dental and vision premiums consistent with [Article 16](#).

~~B.A.~~

~~C.B.~~

Employees assigned to a part-time schedule before January 1, 2017, shall be permitted to make the one-time choice to begin receiving paid sick, vacation, bereavement, and holiday leave benefits, or to continue receiving a 10% premium in lieu of paid leave benefits. This election must be made within 30 calendar days following ratification of this Agreement. Benefits for these grandfathered employees shall be as follows:

1. All grandfathered RPT employees shall receive ten percent (10%) of base pay in lieu of all leave benefits.
2. Grandfathered RPT employees shall have the option of having pro-rated premiums paid for their medical benefits, based on the number of hours worked in the preceding month. The City shall pay the full cost of dental and vision insurance premiums for these employees.
3. Grandfathered RPT employees shall be eligible for unpaid leave to be approved based on the criteria for sick leave or vacation leave, whichever may be most appropriate.
4. Because grandfathered RPT employees are not eligible to accrue or use paid

leaves, the following exceptions are provided only for employees who change their employment status from regular full time to regular part-time:

- i. The employees shall keep all leaves (vacation, holiday, compensatory time, sick leave, etc.) previously accrued during their regular full time status in the respective leave banks. While the employees are regular part-time, the employees cannot accrue new leaves.
- ii. The employees can use the previously accrued leave in their leave bank(s) according to the applicable specific leave policies/procedures (i.e. request and use of sick leave for sick leave eligible purposes, etc.) for absences during hours the employee is normally scheduled to work during their RPT work schedule. When previously accrued leaves are used, the employees shall be paid at their base hourly rate, not to include the ten percent (10%) of base pay in lieu of all leave benefits in paragraph 1 above.

ARTICLE 24 - VACANCIES

24.01 When a vacancy is created within the bargaining unit, other than a temporary/seasonal vacancy, the employer may, if it so chooses, fill such vacancy by transfer, voluntary demotion and/or a promotion prior to engaging in a recruitment process. The following procedures will apply in filling regular full time or regular part-time bargaining unit vacancies through recruitment:

- A. The employer will post vacancies in-house for a period of five (5) working days. If the employer elects to use this recruitment to potentially fill future vacancies for the same classification within the City, the posting shall clearly indicate such intent. All bargaining unit members who are interested in that job classification are encouraged to apply.
- B. For the purposes of this Section, regular City employees as well as temporary and seasonal employees shall be eligible to apply for in-house job openings covered by the AFSCME bargaining unit. Temporary and seasonal employees must be currently working and have had a minimum of three (3) months of work experience with the City to be eligible for an in-house opening.
- C. The employer may require in-house candidates to update their standard City application or may require them to provide supplemental materials to help assess their job skills. Selection procedures shall be job related.
- D. Upon closing of the in-house posting, the employer shall review the application information submitted by all candidates and determine if there are a sufficient number of in-house applicants who meet the minimum qualifications for the position.
 - a) If the employer determines there is a sufficient pool of qualified applicants, they will be given the opportunity to participate in an in-house selection process. At the conclusion of the in-house selection process, the hiring authority shall consider all candidates who passed each phase

of the selection process. The hiring authority shall then choose to hire one (1) of the in-house candidates or to recruit and test candidates who are not currently City employees.

b) If the employer determines there is not a sufficient pool of applicants, it is the employer's option whether to recruit additional outside applicants. Those in-house candidates who meet the minimum qualifications will be given the opportunity to participate in the selection process.

E. The same test(s) will be given to all applicants for the same vacancy.

F. The employee shall have the right to review his/her examination results.

G. After a recruitment and selection process has been completed, all candidates who are eligible for hire shall be placed on a non-ranked list of qualified candidates for that job classification. If the employer decides to fill a vacancy for the same job classification within the next twelve (12) months, the employer may go directly to the eligibility list to interview and select a qualified candidate (qualification to be determined by the City) to fill the vacancy, or to start the recruitment process from the beginning as described above.

24.02 Upon promotion to a position at a higher salary range, the employee shall be placed at a step, which is at least five percent (5%) higher than that which is currently paid the employee, but not less than the beginning of the new range, nor shall the salary exceed the top step of the new range.

ARTICLE 25 - PROMOTION and TRIAL SERVICE PERIOD

25.01 New Employee Probation

New full-time regular employees shall serve a probationary period during their first six (6) months of employment which may be extended up to three (3) months based on mutual agreement of the parties. During this time, any terminations are not eligible for the grievance procedure. Part-time regular employees shall serve a probation period of one-thousand forty (1,040) hours compensated.

25.02 Trial Service Period

Existing full-time regular City employees who have passed probation and who move to a new classification (e.g., promotion, voluntary demotion) shall serve a six (6) month trial service period in the new classification. Part-time regular employees shall serve a trial service period of one-thousand forty (1,040) hours compensated. The trial service period may be extended up to three (3) months based on mutual agreement of the parties. In the event a promoted employee fails to pass the trial service period, the employee shall be eligible to return to his/her previous position. If the employee voluntarily chooses to revert to his/her previous position within the promotional probation, the employee may do so if the position is vacant. If the position no longer exists, the individual will then be appointed to the next available vacant position in the classification from which he/she was previously promoted and passed probation, or any other position in the bargaining

unit for which the employee is qualified; in the case of the latter, a separate six (6) month trial service period will be required.

ARTICLE 26 - JOB AUDITS

- 26.01** During the term of this Agreement, employees who believe their jobs are not properly classified may request a job audit from the Human Resources Department pursuant to procedures detailed in the Citywide Job Audits Policy.
- 26.02** Upon reclassification in accordance with Section 26.01, to a classification with a higher salary range, the employee shall be placed at a step, which is at least five percent (5%) higher than that which is currently paid the employee, but not less than the beginning of the new range, nor shall the salary exceed the top step of the new range. If the employee is not placed at the top of the new salary range, the employee will be eligible to receive a step increase, based on satisfactory performance, twelve (12) months after the reclassification effective date and annually thereafter, based on satisfactory performance, until the top step of the new salary range is reached. The effective date (day/month) of the reclassification will be the due date for performance evaluations thereafter.

ARTICLE 27 - CLASSIFICATION PROGRESSION

- 27.01** The parties have agreed that in certain job classification series in the City, it would be mutually beneficial to the parties to have pre-determined eligibility for progression from the first classification to the second classification within the stated series:

- ~~1. Plans Examiner/Inspector 1 to Plans Examiner/Inspector 2;~~
- ~~2. Engineering Technician to Senior Engineering Technician;~~
 - A. Plans Examiner/Building Inspector 1 to Plans Examiner/Building Inspector 2
 - B. 3. Associate Civil Engineer 4 to Senior Civil Engineer 2;
 - C. 4. Permit Coordinator to Senior Permit Coordinator; and
 - D. 5. Public Works Inspector to Senior Public Works Inspector.

- 27.02** Eligibility to progress from the first to the second classification in the series above ~~(i.e. Engineering Technician to Senior Engineering Technician, Civil Engineer 1 to Civil Engineer 2, etc.)~~ is based on the employee achieving a set of qualifications as outlined in the classification's progression plan. defined in the job description of the classification series, i.e. certification in the area, successful years of service, oversight of significant project(s), etc.

- 27.03** The employee and/or supervisor shall be responsible for providing documentation

validating that the specified qualifications of the higher classification have been met. The employee's Department Director will approve or deny the progression based on his/her assessment of whether the employee has met all the qualifications of the higher classification within thirty (30) days of the Director's receipt of the classification progression request and shall forward it to the Human Resources (H.R.) Department. If the Department Director approves the classification progression, it will be forwarded to the City Manager, via the H.R. Director, for the City Manager's final authorization to implement the classification progression, and the effective date of the classification progression shall be retroactive to the date of the H.R. Department's receipt of the classification progression.

27.04 Once an employee has met the defined qualifications of the higher-level classification as outlined above, the employee shall progress (be reclassified) to that higher classification with the following understanding:

- A. The employee shall not be placed on a promotion probationary period as a result of the progression.
- B. Effective on the date of the employee's progression to the higher-level classification, the employee shall be placed in the higher classification's salary range at a step which is at least five percent (5%) above his/her current base salary. The new salary step shall neither be less than the beginning step nor more than the top step of the new salary range.
- C. The employee will be eligible to receive a step increase, based on satisfactory performance, twelve (12) months after their progression date and annually thereafter until they reach the top step of the new salary range.
- D. The day/month of the classification progression effective date will become the employee's new step increase eligibility date, if applicable, and new due date for future performance evaluations.

ARTICLE 28 - REDUCTION IN FORCE

The language of this Article has been clarified and the interpretation of which has been agreed to between the parties in a Letter of Understanding signed between the parties in November 2010, which is now incorporated into this Agreement as "[Attachment B](#)" by this reference. However, Appendices A and B as referenced in the Letter of Understanding shall be replaced by [Attachment C](#) of this Agreement, and all references to Article 27 – Reduction in Force, shall be changed to [Article 28 – Reduction in Force](#).

28.01 Authorization of Reduction

- A. The City, in its discretion, shall determine whether layoffs are necessary due to lack of work, lack of funds, or considerations of efficiency. Any ordered reduction in force shall specify which positions within classifications allocated by the Classification Plan shall be vacated and employees holding those positions shall be laid off.

- B. Any employee who receives an involuntary reduction in their working hours due to 28.01 (1) above shall be considered a RIF'ed employee.

28.02 Order of Layoffs

When a reduction in force vacates a class which consists of only one (1) position, filled by one (1) employee, that employee shall be laid off. If a class consists of more than one (1) position or more than one (1) employee, and not all of the positions will be vacated, then the order of layoff of employees shall be on the basis of continuous service in that classification. An employee to be laid off shall be given written notice not less than thirty (30) days prior to the effective date of the layoff.

28.03 Order of Bumping

If an employee selected for layoff or any employee bumped because of a reduction in force has more seniority than any employee in the next lower classification in a classification series as defined in [Attachment C](#), and the employee is qualified to perform the duties of the lower classification, the employee may bump the least senior employee of that lower classification. Provided that this provision shall not be construed to allow any employee with more seniority to be bumped by an employee with less seniority. For the purpose of this paragraph, a lower classification shall mean any employment classification in the City for which the monthly salary is less than the monthly salary of the classification from which the employee was laid off or bumped.

28.04 Displacement Rights

- A. In addition to the above rights, an employee may displace a less senior employee in a job classification that the RIF'ed employee held in the past, provided that the employee successfully passed his/her probationary period in the previous job and meets the current minimum requirements for the job.
- B. Displacement into the Municipal Court.** In accordance with General Rule 29 (GR29), the Court maintains full control over the hiring, discipline and termination of Court employees. Non-Court employees are not eligible to displace any Court employees regardless of whether the employee has earned seniority within a Court position classification in previous years of service with the City.

28.05 Recall

Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees still on the recall list shall be recalled in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are recalled. Furthermore, they may be required to take a physical examination for those classifications requiring such examination at time of initial hire.

Employees eligible for recall shall receive thirty (30) day notice of recall. Such notice shall be by certified mail and the employee must notify the City of his/her intention to return within five (5) working days after receiving the notice of recall. It is the obligation

and responsibility of the employee to provide the City with his/her latest mailing address. Failure to respond to a notice of recall shall waive an employee's rights to recall.

28.06 Salary Placement

Any employee who is recalled or who is bumped to a lower classification shall be placed at the same salary step that he/she was at prior to being laid off or being bumped with the employee being given credit for time served within that salary step.

ARTICLE 29 - HEALTH AND SAFETY

- 29.01** All work shall be done in a safe, competent, professional manner, and in accord with State, federal and City safety codes and with policies, ordinances and rules relating to safety in the workplace.
- 29.02** It shall not be considered a violation of this Agreement if any employee refuses to work with unsafe equipment; where proper safety equipment and/or safety training has not been provided; and/or when the facilities and services are not being maintained in a reasonably sanitary and/or safe condition.
- 29.03** All Employees shall immediately report all unsafe equipment and/or conditions or safety in the workplace concerns to his/her supervisor upon becoming aware of those conditions. Failure to do so may result in disciplinary action.
- 29.04** The Employer will furnish all employees personal protective equipment necessary to perform their assigned jobs or duties in accordance with the Safety Standards of the State of Washington. All employees will be required to wear said equipment when performing assigned work. Failure to do so may result in disciplinary action.
- 29.05** Employees required to wear [American National Standards Institute \(steel-toed protective boots-ANSI\) approved safety shoes](#) shall be provided purchase credit vouchers or reimbursement for such boots. This credit/reimbursement shall be ~~two~~ **three** hundred dollars (\$~~300~~**200**.00) every two (2) years; however, when an employee is able to demonstrate the need for repair or purchase due to damage or wear, the City will provide reimbursement up to ~~three~~ **two** hundred dollars (\$~~300~~**200**.00) per year. ~~The \$200 reimbursement will be increased to \$225 for the two-year period covering 2018-19.~~
- 29.06** After the employees have passed their probationary period, regular full time employees in the Maintenance Operations Worker or Lead, Parks Operations Worker or Lead, Public Works Inspector and Senior Public Works Inspector, [Plans Examiner/Building Inspector 1, 2, and Plans Examiner/Electrical Inspector, Building Inspector/Plans Examiner 1 or 2, Facilities Maintenance Worker 1 or 2 or Lead, or Custodian, Water Quality Technician, and Code Compliance Program Coordinator](#) -classifications are provided ~~two hundred dollars (\$200) one hundred twenty five dollars (\$125.00)~~ per

calendar year for the purchase of work jeans. -The employees shall be responsible to pay any income tax required as a result of this benefit.

~~The annual denim allowance will be automatically added through payroll after the employee is initially eligible, then annually in March, after Human Resources provides to the Payroll Coordinator a list of employees authorized to receive the allowance. The employees shall purchase the work jeans and provide an itemized receipt to the City to receive reimbursement for such jeans. Work jeans for which the employee has received reimbursement for all or part of the cost may only be used by the employee for work purposes. Other uniform or clothing allowance/reimbursement may be provided at the discretion of the Department Director as the budget in that department may allow.~~

29.07 Employees in applicable positions shall be provided individual rain gear as part of their employer provided personal protective equipment (PPE).

ARTICLE 30 - DRUG & ALCOHOL-FREE WORKPLACE POLICY

The City and Union agree that the consumption, possession or sale of alcohol and/or the use, possession or sale of controlled substances or drug paraphernalia shall not be permitted at the employers' work sites or while an employee is on duty, nor shall employees be permitted to be under the influence of alcohol or controlled substances while on the job. Members of the bargaining unit shall be subject to the provisions of the City of SeaTac Drug and Alcohol-Free Workplace policy #PP-5.02, in order to protect the safety of employees and the public. Discipline or discharge of employees for violation of this Policy shall be consistent with the "just cause" provisions of [Article 08](#).

ARTICLE 31 – TRAVEL TIME & MILEAGE REIMBURSEMENT

Employees required to perform work away from their normal assigned work site shall travel to and from the work site on the City's time in a City provided vehicle. If no City vehicle is available or if an employee receives authorization to operate their own motor vehicle, the employee will be paid a vehicle expense allowance in an amount equal to the expense per mile reimbursement which the Internal Revenue Service allows without supporting records for the calendar year the expense was incurred. When operating their own motor vehicle, employee travel time will be paid in accordance with state and Federal wage and hour laws. For example, commute time to/from home will not be paid but travel between work sites during regular business hours will be paid. All mileage reimbursements must be requested by the employee. Requests for reimbursement shall be accumulated until either (1) the total amount to be reimbursed is at least twenty-five dollars (\$25.00), or (2) the reimbursements have been accumulated for a period of three (3) months.

ARTICLE 32 - VOLUNTARY SEPARATIONS

Employees who wish to voluntarily resign employment with the City should provide written notice to their supervisor and provide at least two weeks' notice. If an employee wishes to rescind their verbal or written notice of resignation after it has been received and accepted by the City, they must submit their request and explanation in writing to the City Manager, or Presiding Judge, for consideration. Any allowance to rescind a resignation will be made at the sole discretion of the City Manager, or Presiding Judge.

Employees who fail to report to work for three (3) five (5) consecutive business days without notifying their supervisor of the absence will be considered as having voluntarily resigned their position as a result of job abandonment. Such leave will be reported as LWOP with a notation of "no show/no call". If the employee is unable to contact their supervisor directly, they should ask a friend or family member to contact their supervisor on their behalf. If the employee is unable to contact their supervisor due to extreme circumstances (such as a medical emergency or natural disaster) the employee must make contact with their supervisor as soon as practical to explain the circumstances. In these extreme circumstances, the City will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

ARTICLE 33 - SAVINGS CLAUSE

If any Article of this Agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby and the parties shall on request of either party enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory resolution of such Article.

ARTICLE 34 - ENTIRE AGREEMENT

The agreement expressed here in writing constitutes the entire agreement between the parties and no express or implied statement or previously written or oral statement shall add to or supersede any of its provisions.

ARTICLE 35 - DURATION OF AGREEMENT

THIS AGREEMENT shall be in full force and effect from January 1, 202~~40~~⁴⁰ and shall continue through December 31, 202~~73~~⁷³.

IN WITNESS WHEREOF the parties hereto signed and executed the above and foregoing

Agreement this ____ day of November, 202319.

CITY OF SEATAC

**WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
LOCAL 3830**

By _____
Mei Barker, Human Resources and Risk
Management Director

By _____
Sandi Hutchison, President, AFSCME Local
3830

By _____
Carl Cole, City Manager

By _____
Roger P. Moller, Staff Representative
AFSCME Council 2

By _____
Jacop Simpson, Mayor

Attest:

Kristina Gregg, City Clerk

Attachment A

<u>CLASSIFICATION</u>	<u>CLASS</u>	<u>FLSA</u>	<u>LAST SURVEY</u>	<u>NEXT SURVEY</u>
<u>ACCOUNTING ANALYST</u>	<u>REP</u>	<u>EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>ACCOUNTING ANALYST - SENIOR</u>	<u>REP</u>	<u>EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>ACCOUNTING TECHNICIAN</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 2 - CED</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 2 - FIN</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 2 - PW</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 3 - CED</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 3 - Parks</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 3 - Police</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>ADMINISTRATIVE ASSISTANT 3 - PW</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>CASE MANAGEMENT SPECIALIST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>CIVIL ENGINEER - ASSOCIATE</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>CIVIL ENGINEER - SENIOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>CODE COMPLIANCE OFFICER</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>COMMUNITY COURT COORDINATOR (TL)</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2026</u>
<u>COMMUNITY OUTREACH STRATEGIST</u>	<u>REP</u>	<u>EXEMPT</u>		<u>2025</u>
<u>CUSTODIAN</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>DIGITAL COMMS STRATEGIST</u>	<u>REP</u>	<u>EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>ECONOMIC DEV STRATEGIST - SENIOR</u>	<u>REP</u>	<u>EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>FACILITIES WORKER LEAD</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>FACILITIES WORKER</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>GIS ADMINISTRATOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>GIS COORDINATOR</u>	<u>REP</u>	<u>EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>GIS TECHNICIAN</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>HUMAN SERVICES COORDINATOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>INFORMATION SYSTEMS ADMINISTRATOR</u>	<u>REP</u>	<u>EXEMPT</u>		<u>2026</u>
<u>INFORMATION SYSTEMS ANALYST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>INFORMATION SYSTEMS TECHNICIAN</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>INFORMATION SYSTEMS TECHNICIAN - SENIOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2025</u>
<u>JUDICIAL SUPPORT SPECIALIST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>JUDICIAL SUPPORT SPECIALIST - LEAD</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2025</u>
<u>MAINTENANCE OPERATIONS LEAD</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>MAINTENANCE OPERATIONS WORKER</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>MULTIMEDIA VIDEO SPECIALIST</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2025</u>
<u>OPERATION SYSTEMS ANALYST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>PARALEGAL 1</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>

<u>PARK OPERATIONS LEAD</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PARK OPERATIONS WORKER 1</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2025</u>
<u>PARK OPERATIONS WORKER 2</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PARKING COMPLIANCE OFFICER</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>PAYROLL COORDINATOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PERMIT COORDINATOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PERMIT COORDINATOR - SENIOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PLANNER - ASSOCIATE</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PLANNER - SENIOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PLANS EXAMINER/BUILDING INSP 2</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PLANS EXAMINER/ELECTRICAL INSP</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>PRINCIPAL PLANNER</u>	<u>REP</u>	<u>EXEMPT</u>		<u>2025</u>
<u>PUBLIC WORKS INSPECTOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>PUBLIC WORKS INSPECTOR - SENIOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>PW PROGRAM COORDINATOR</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>REAL PROPERTY MGMT ANALYST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>RECREATION ATTENDANT</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>RECREATION LEADER 3</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>RECREATION PROGRAM ASSISTANT</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>RECREATION PROGRAM SPECIALIST</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2022</u>	<u>2025</u>
<u>SPECIAL EVENTS & VOLUNTEER COORD.</u>	<u>REP</u>	<u>NON-EXEMPT</u>		<u>2025</u>
<u>SURFACE WATER COMPLIANCE SPEC.</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>
<u>VICTIM ADVOCATE</u>	<u>REP</u>	<u>NON-EXEMPT</u>	<u>2023</u>	<u>2026</u>

CLASSIFICATION	CLASS	FLSA	LAST SURVEY	NEXT SURVEY
ACCOUNTING ANALYST	REP	EXEMPT	2017	2020
ACCOUNTING TECHNICIAN	REP	NON-EXEMPT	2019	2022
ADMIN ASST 1: RECEPTIONIST	REP	NON-EXEMPT	2017	2020
ADMIN ASST 2: CODE COMPLIANCE	REP	NON-EXEMPT	2019	2022
ADMIN ASST 2: GRAPHIC DESIGN SPECIALIST	REP	NON-EXEMPT	2019	2022
ADMIN ASST 2: OPERATIONS TECHNICIAN	REP	NON-EXEMPT	2019	2022
ADMIN ASST 3: CED	REP	NON-EXEMPT	2019	2022
ADMIN ASST 3: PCPS	REP	NON-EXEMPT	2019	2022
ADMIN ASST 3: PUBLIC WORKS	REP	NON-EXEMPT	2019	2022
ASSET MANAGEMENT COORDINATOR	REP	NON-EXEMPT	2017	2020
ASSISTANT PLANNER	REP	NON-EXEMPT	2017	2020
ASSOCIATE PLANNER	REP	NON-EXEMPT	2019	2022
CIVIL ENGINEER 1	REP	NON-EXEMPT	2019	2022
CIVIL ENGINEER 2	REP	NON-EXEMPT	2019	2022
CODE COMPLIANCE PROGRAM COORDINATOR	REP	NON-EXEMPT	2017	2020
CUSTODIAN	REP	NON-EXEMPT	2019	2022
GIS ANALYST	REP	NON-EXEMPT	2017	2020
GIS PROJECT COORDINATOR	REP	NON-EXEMPT	2017	2020
GIS SYSTEMS ANALYST	REP	NON-EXEMPT	2017	2020
HUMAN SERVICES COORDINATOR	REP	NON-EXEMPT	2018	2020
INFORMATION SYSTEMS ANALYST	REP	NON-EXEMPT	2018	2020
INFORMATION SYSTEMS TECHNICIAN	REP	NON-EXEMPT	2019	2022
JUDICIAL SUPPORT SPECIALIST	REP	NON-EXEMPT	2019	2022
LEAD JUDICIAL SUPPORT SPECIALIST	REP	NON-EXEMPT	2017	2020
MAINTENANCE OPERATIONS LEAD	REP	NON-EXEMPT	2019	2022
MAINTENANCE OPERATIONS WORKER	REP	NON-EXEMPT	2019	2022
MAINTENANCE WORKER 1 (FACILITIES)	REP	NON-EXEMPT	2017	2020
MAINTENANCE WORKER 2 (FACILITIES)	REP	NON-EXEMPT	2017	2020
PARK OPERATIONS LEAD	REP	NON-EXEMPT	2019	2022
PARK OPERATIONS WORKER	REP	NON-EXEMPT	2019	2022
PARKING COMPLIANCE OFFICER	REP	NON-EXEMPT	2018	2020
PAYROLL COORDINATOR	REP	NON-EXEMPT	2019	2022
PERMIT COORDINATOR	REP	NON-EXEMPT	2019	2022
PLANS EXAMINER / BUILDING INSPECTOR 2	REP	NON-EXEMPT	2019	2022
POLICE SERVICES SPECIALIST	REP	NON-EXEMPT	2019	2022
PRESCHOOL INSTRUCTOR	REP	NON-EXEMPT	2017	2020
PROBATION COUNSELOR	REP	NON-EXEMPT	2019	2022
PUBLIC WORKS ENGINEERING TECHNICIAN	REP	NON-EXEMPT	2019	2022
PUBLIC WORKS INSPECTOR	REP	NON-EXEMPT	2017	2020
PUBLIC WORKS PROGRAM COORDINATOR	REP	NON-EXEMPT	2017	2020
REAL PROPERTY MANAGEMENT SPECIALIST	REP	EXEMPT	2017	2020
RECORDS COORDINATOR	REP	NON-EXEMPT	2017	2020
RECREATION ATTENDANT	REP	NON-EXEMPT	2017	2020
RECREATION PROGRAM SPECIALIST	REP	NON-EXEMPT	2019	2022
SENIOR PERMIT COORDINATOR	REP	NON-EXEMPT	2019	2022
SENIOR PLANNER	REP	NON-EXEMPT	2019	2022
SENIOR PUBLIC WORKS INSPECTOR	REP	NON-EXEMPT	2017	2020
VICTIM & CRISIS INTERVENTION ADVOCATE	REP	NON-EXEMPT	2017	2020
WATER QUALITY TECHNICIAN	REP	NON-EXEMPT	2017	2020

Attachment B



LETTER OF UNDERSTANDING Reduction in Force – Clarification and Interpretation

The City of **SeaTac** (“City”) and the Washington State Council of County and City Employees, American Federation of State, County and Municipal Employees (**AFSCME**), AFL-CIO, Local 3830 (“Union”), hereby affirm their mutual agreement regarding the clarification and interpretation of current collective bargaining agreement language as it applies to Article 28 – REDUCTION IN FORCE.

WHEREAS, the current contract contains language in Article 28 – REDUCTION IN FORCE.

WHEREAS, the contract language has never been applied to any actual layoffs, because the City of SeaTac has never conducted layoffs of any bargaining unit employees in the past.

THEREFORE, the parties have met, discussed this matter, and decided on the following clarifications and interpretations of the language. The regular font text below represents current contract language. The italicized font text is the intended clarifications according to the parties’ agreed upon interpretation of the intent of the existing labor agreement:

28.01 Authorization of Reduction.

1. The City, in its discretion, shall determine whether layoffs are necessary due to lack of work, lack of funds, or considerations of efficiency. Any ordered reduction in force shall specify which positions within classifications allocated by the Classification Plan shall be vacated and employees holding those positions shall be laid off.

Clarification: It shall be the City’s right and responsibility to determine whether layoffs or reductions in force (RIF) are necessary. In doing so, the City shall specify the position(s) to be vacated or to reduce in budgeted hours worked. The position(s) shall be identified by classification within a department/division/work group. The identified position(s) shall be vacated or reduced in hours as determined by the City. The employee(s) affected by the reduction in force shall be selected in accordance with Section 27.02 Order of Layoffs.

2. Any employee who receives an involuntary reduction in their working hours due to *Section 28.01 (1) above shall be considered a RIF’ed employee.*

28.02 Order of Layoffs.

When a reduction in force vacates a class which consists of only one (1) position, filled by one (1) employee, that employee shall be laid off. If a class consists of more than one (1) position or more than one (1) employee, and not all of the positions will be vacated, then the order of layoff of employees shall be on the basis of continuous service in that classification.

Clarification: If the position selected for reduction in force is a classification with only one (1) position, which is occupied by one (1) employee, that employee shall be laid off or reduced. If the position selected for reduction is in a classification consisting of more than one (1) position occupied by more than one (1) employee, and not all of the positions in the classification will be vacated, the order of layoff or reduction of employees within that classification shall be on the basis of seniority in that classification. The position identified by the City to be vacated or reduced shall be vacated or reduced. If the employee in the identified position is not the least senior employee in that classification within the bargaining unit, the employee shall bump the least senior employee in that classification. The least senior employee in that classification will vacate his/her position and shall be laid off or move to the reduced position vacated by the more senior employee who bumped him/her.

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Seniority with the City shall be defined as all continuous regular service with the City of SeaTac less any adjustments due to approved leaves of absence without pay of one calendar month or more. The adjustment of seniority due to leaves of absence without pay shall commence for all leaves of absence without pay of one calendar month or more occurring on/after November 1, 2010. All seniority is earned at the same rate for regular full time and regular part-time employees in the City.

Within the employee's seniority with the City, seniority in the classification shall be defined as regular service within that classification and regular service within any higher classification represented by the bargaining unit within the classification series as defined in Attachment C of the labor agreement less any adjustments due to layoffs or approved leaves of absence without pay of a calendar month or more, with such seniority adjustment(s) being made for leaves of absence without pay occurring on/after November 1, 2010. Although seniority can accumulate from a higher compensated classification within the classification series to a lower compensated classification within the same series, seniority cannot accumulate from a lower compensated classification to a higher compensated classification, nor can seniority from one classification be accumulated to another classification outside of the classification series. An employee in an acting capacity shall continue to accrue seniority in his/her regular position's classification and not in the acting position's classification. For job share employees, both primary and secondary employees' seniority for the purpose of layoff and bumping shall be determined using only the more senior partner's seniority. This is because a job share is essentially one (1) position, not two (2) halves; therefore, layoff and bumping into the position shall be treated as one (1) whole position. For example, if the primary employee has five (5) years of seniority in the classification and the secondary employee has one (1) year of seniority in the classification, the job share partnership's seniority is five (5) years. Recall rights shall be based on each job share partner's individual seniority.

If more than one (1) employee has the same amount of seniority in the classification, the tie breaker shall be the employee's continuous service with the City as a regular full time or regular part-time employee.

For the purposes of this Letter of Understanding, "Attachment C of the labor agreement" has been revised to reflect current classifications within the City and is hereby incorporated to this Agreement by this reference. In addition, the City and Union have discussed and agreed on the seniority history for job classifications that have been deleted from the CBA or have become obsolete over time. The parties' agreement regarding ~~to~~ how these former job classifications relate to current job classifications for the purpose of determining a Union member's total "seniority in the classification" is incorporated to this Agreement by this reference as Attachment C.

In the case of layoff, bumping and recall, there shall be no seniority among probationary employees. Upon the successful completion of the probationary period, the employee shall acquire seniority credit retroactive to their date of appointment in the position classification less any adjustments due to layoffs or approved leaves of absence without pay of a calendar month or more. For employees who have passed their new hire probationary period, but have not passed their probationary period in the current classification, the employee's time served of less than six (6) months in their current position shall not count in the current classification. However, if the employee was promoted into the current classification from a lower classification within the same classification series, the probationary months served in the current classification shall count towards the employee's previous lower classification within the classification series, and it shall count towards seniority as a regular employee with the City.

An employee to be laid off shall be given written notice not less than thirty (30) days prior to the effective date of the layoff.

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Clarification: *“Notice of Potential Layoff” shall be considered as notice of layoff for the purpose of meeting the notice period in the above paragraph.*

28.03 If an employee selected for layoff or any employee bumped because of a reduction in force has more seniority than any employee in the next lower classification in a classification series as defined in Attachment C, and the employee is qualified to perform the duties of the lower classification, the employee may bump the **least** senior employee of that lower classification. Provided that this provision shall not be construed to allow any employee with more seniority to be bumped by an employee with less seniority. For the purpose of this paragraph, a lower classification shall mean any employment classification in the City for which the monthly salary is less than the monthly salary of the classification from which the employee was laid off or bumped.

Clarification: *An employee selected for layoffs/reduction, or an employee who is bumped out of their position by a more senior employee who would have been laid off/reduced, can bump the least senior employee in the next lower classification within the classification series if the more senior employee is qualified to perform the duties of the lower classification. Seniority, for the purpose of bumping, shall be the employee’s seniority in the classification as clarified in Section 28.02. If the employee affected by layoff has more seniority (from the higher classification within the series or from the higher classification combined with this classification’s previous seniority) than the least senior employee in the next lower classification in the classification series, the employee has the right to bump the least senior (and only the least senior) employee, regardless of the least senior employee’s regular full time/part-time status. If due to the employee’s bumping into the least senior position in the eligible classification, the employee’s hours of work are involuntarily reduced, the employee shall again be considered a “RIF’ed” employee per Section 28.01 (2), and shall be eligible for secondary bumping rights within the classification the employee bumped into.*

If the employee affected by layoff has less seniority (from the higher classification within the series or from the higher classification combined with this classification’s previous seniority) than all of the employees in the next lower classification in the classification series, the employee cannot bump any employee in this next lower classification, in which case the next lower classification will be evaluated until the employee is determined to be ineligible to bump into any equal or lower position within the entire classification series.

Employees affected by layoffs who are eligible to bump shall be notified of their bumping option by the City. Employees shall have three (3) working days (a working day is defined as Monday through Friday, excluding City observed holidays and furlough closure days) from receipt of “Layoff Notice” or “Notice of Potential Layoff” to select their bumping option, if they have any. Employees having bumping rights due to a more senior employee’s choice not to “bump” shall have three (3) days from written notification of these bumping option(s) to make their selection.

An employee who is bumping into a classification with the same salary range shall be placed in the same salary step he/she is currently in and shall be given credit for time served in that step. An employee who is bumping into a classification with a different salary range shall be placed in the new salary range at a step closest to but not lower than his/her current salary; however, at no time will the employee be placed at a salary step/rate which exceeds the maximum of the new salary range.

28.04 In addition to the above rights, an employee may displace a less senior employee in a job classification that the RIF’ed employee held in the past, provided that the employee successfully passed his/her probationary period in the previous job and meets the current minimum requirements for the job.

Clarification: *If an employee affected by layoffs has seniority in another job classification outside of the classification series from which the employee is being RIF’ed, the employee may displace*

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the less senior employee in that previous job classification within that previous division (a division is defined as reporting to the lowest level non-bargaining unit supervisory position). This is because probationary period is served per position classification within each division. Seniority in classification as clarified in Section 28.02 shall be used in determining seniority for displacing another employee within a previously held classification within a previous division.

In order to displace a currently less senior employee in a previously held job classification, the employee must have successfully passed his/her probationary period in the previous job, meets the current minimum requirements for the job as a new hire would be required to meet, and is qualified and able to perform the duties of the job. The employee will be required to obtain any licenses, certifications, training or other requirements within the timelines specified by the job description that a new hire would be required to obtain. If the employee fails to obtain the requirements of the job description within the timeline specified, the employee may be subject to disciplinary action up to and including termination of employment.

*Unlike bumping rights within Section 28.03, which may apply to any position in the City within the eligible classification in which the employee has earned "seniority in the classification" per Section 28.02, **displacement rights** shall only apply to positions within the classification in the division in which the RIF'ed employee previously passed probation and earned seniority within that classification or a higher classification within the classification series in that division. For example, an employee who is being laid off from an Accounting Technician position, who had previously passed probation and earned seniority as an Administrative Assistant 2 (AA2) in the Parks Maintenance Division can only displace the current AA2 who has less seniority in Parks Maintenance if the more senior employee had earned more seniority as an Administrative Assistant 3 or 2 within the Parks Maintenance Division prior to moving to the Accounting Technician position. This RIF'ed employee is not eligible to displace any other Administrative Assistants (1, 2 or 3) within the City outside of the Parks Maintenance Division regardless of his/her seniority within the Administrative Assistant series.*

If the more senior employee is eligible to displace more than one (1) employee with less seniority in a previously held job classification within a qualifying division, the more senior employee shall displace the least senior employee within the previous classification in the qualifying division. If the least senior employee's position results in an involuntary reduction in hours for the displacing employee, the displacing employee may exercise his/her bumping rights within the eligible classification within the qualifying division but may not displace any employees outside of the qualifying division. The less senior employee who is bumped/displaced by the more senior employee who exercised his/her displacement rights within the qualifying division shall then have bumping rights according to Section 28.03 and displacement rights according to Section 28.04 of this Agreement.

Employees outside the bargaining unit at the time of the reduction in force cannot displace/bump any bargaining unit employee. Employees within the bargaining unit at the time of the reduction in force cannot include any seniority earned in non-bargaining unit positions for layoff, bumping or recall purposes.

The order of bumping/displacement for an employee who is eligible for multiple bumping/displacement options shall follow the order below:

- 1. Employee shall bump into the least senior employee's position within the same classification (per Section 28.02); then*
- 2. Employee shall bump into the least senior employee's position in the next lower classification within the classification series in the order of highest to lowest eligible classification (per Section 28.03); then*
- 3. Employee shall displace a less senior employee in a previously held position (per Section 28.04); then*
- 4. If the employee is eligible to displace multiple previously held positions as defined above, the order of eligibility to displace currently less senior employees shall follow the employee's line of progression. Line of progression is the inverse chronological order in*

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which the employee held the previous eligible positions.

28.05 Recall.

Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees still on the recall list shall be recalled in the inverse order of their layoff, provided they are presently qualified to perform the work in the job classification to which they are recalled. Furthermore, they may be required to take a physical examination for those classifications requiring such examination at time of initial hire.

Employees eligible for recall shall receive thirty (30) days notice of recall. Such notice shall be by certified mail and the employee must notify the City of his/her intention to return within five (5) working days after receiving the notice of recall. It is the obligation and responsibility of the employee to provide the City with his/her latest mailing address. Failure to respond to a notice of recall shall waive an employee's rights to recall.

Clarification: *Within the two (2) year recall period prior to opening the position vacancy for competitive recruitment in-house or outside the City, the City shall recall employees to job classifications in which the employees are eligible according to the "seniority in the classification" definition clarified in Section 28.02. Only regular City employees as well as temporary and seasonal employees (temporaries/seasonals who are currently working and have had a minimum of 3 months of work experience with the City) are eligible to apply for in-house openings per Section 24.01 (2)(a) of the CBA. Therefore, laid off employees are not eligible to apply for in-house openings.*

"Inverse order of their layoff" shall mean the inverse chronological order in which the employee was laid off from the City, with the most recently laid off employees eligible for recall to that job classification being recalled first. If multiple employees were laid off on the same date, and who have earned seniority in the same job classification, the person with the most seniority in the classification (as clarified in Section 28.02) shall be recalled first.

28.06 Any employee who is recalled or who is bumped to a lower classification shall be placed at the same salary step that he/she was at prior to being laid off or being bumped with the employee being given credit for time served within that salary step.

This Letter of Understanding shall be effective immediately upon signing by the parties.

Signed this _____ day of September, 2012.

FOR THE CITY:

FOR THE UNION:

Todd Cutts, City Manager

Bill Dennis, AFSCME Council 2 Staff Representative

Anh Hoang, Human Resources Director

Eric Proctor, AFSCME Local 3830 President

Approved as to Form:

Mary Mirante Bartolo, City Attorney

Attachment C
City of SeaTac
Classification Series and History
for
Determining the Order of Layoffs
Effective November 1, 2010

I. Cross Departmental Positions

Administrative Support:

- Administrative Assistant 3 (~~includes former Administrative Secretary~~)
- Administrative Assistant 2 (~~includes former Senior Secretary, Legal Assistant/Senior Secretary, and Administrative Assistant II-Code Enforcement~~)
- Administrative Assistant 1 (~~includes former Clerical Assistant—Receptionist, Entry Secretary, Receptionist, and General Clerical Entry~~)

Domestic Violence Advocate:

- Victim Advocate
- ~~Community Advocate (P/T)~~

Engineering:

- ~~Senior Engineering Technician~~
- ~~Engineering Technician (includes former Engineering Technician II, Engineering Technician I, and Public Works Engineer Aide/Senior Senior Civil Engineer Associate Civil Engineer)~~

II. Department Specific Positions

Community and Economic Development (Permitting):

- ~~Permit Technician 3/Coordinator (includes former Senior Office Technician in Building Division, and Senior Office Technician in Planning)~~Senior Permit Coordinator
- Permit Coordinator
- ~~Permit Technician 2~~
- ~~Permit Technician 1 (includes former Permit Coordination Assistant in Building Division)~~

Community and Economic Development (Building):

- Plans Examiner / Building Inspector 2 (~~includes former Plans Examiner II-Electrical, and Plans Examiner II-Mechanical/Plumbing~~)
- Plans Examiner / Building Inspector 1
- Plans Examiner / ~~Inspector 1 (includes former Electrical Inspector, Plans Examiner, and Combination Building Inspector)~~Electrical Inspector

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Community and Economic Development (Planning):

Senior Planner
Associate Planner

Courts:

Judicial Support Specialist Lead
Judicial Support Specialist

Finance:

Accounting Analyst – Senior
Accounting Analyst

Information Technology:

Information Systems Technician - Senior
Information Systems Technician

GIS Coordinator

GIS Technician

Fire

~~Fire Inspector/Plans Examiner 2~~

~~Fire Inspector/Plans Examiner 1~~

Parks & Recreation (Facilities):

~~Facilities Maintenance Worker 2 (includes former Park Operations Lead who performed Facilities work while Facilities was part of the Parks Department [Allen Van], and Maintenance Worker II Parks/Buildings) Lead~~

~~Facilities Maintenance Worker 1 (includes former Maintenance Worker 1—Facilities)~~

Parks & Recreation (Maintenance):

Park Operations Lead

~~Park Operations Worker 2 (includes former Maintenance Worker I Parks)~~

Park Operations Worker 1

Parks & Recreation (Recreation):

Recreation Program Specialist

Recreation Attendant (P/T)

Recreation Leader 3 (P/T)

Public Works (Engineering):

Senior Civil Engineer

Associate Civil Engineer

~~Civil Engineer 2~~

~~Civil Engineer 1~~

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Senior Public Works Inspector

Public Works Inspector (~~includes former Public Works Inspector I, and Inspector I~~)

Public Works (Maintenance):

Maintenance Worker Lead

Maintenance Worker 2

Maintenance Worker 4

Not in Series:

~~Accounting Technician Analyst (includes former Entry Level Accountant, Accounting Clerk-Senior, and Accounting Clerk-Entry)~~

~~Case Management Specialist~~

~~Code Enforcement Compliance Officer~~

~~Community Court Coordinator *~~

~~Custodian (includes former Custodial Worker 1)~~

~~Deputy City Clerk~~

~~GIS Analyst Administrator~~

~~Information Systems Analyst~~

~~Paralegal 1~~

~~Surface Water Compliance Specialist~~

~~(includes former GIS Technician)~~

~~Information Systems Technician~~

~~Judicial Support Specialist (includes former Office Technician, Senior Office Technician in Court, Lead Court Clerk, and Court Clerk)~~

~~Payroll Coordinator (includes former Senior Office Technician in Finance/Payroll, Budget Technician, and Budget/Finance Analyst)~~

~~Police Services Specialist~~

~~Preschool Instructor~~

~~Resource Conservation/Neighborhood Programs Coordinator (includes former Neighborhood Coordinator)~~

~~Water Quality Technician~~

ORDINANCE NO. 23-1026

AN ORDINANCE of the City Council of the City of SeaTac,
Washington, amending the City's 2023-2024 Biennial Budget.

WHEREAS, the City Council has reviewed budget to actual performance to date for the 2023-2024 City Council adopted budget and has considered specific amendments to the original adopted budget at the Administration and Finance Committee meeting on November 2, 2023, and has heard and directed staff to make certain adjustments to the previously adopted City Council budget; and

WHEREAS, the City budget set forth anticipated revenues and expenditures for the forthcoming years; and

WHEREAS, the City Council has published notification in advance of a public hearing and held a public hearing on November 28, 2023, at the regular City Council meeting to provide an opportunity for public input; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,

WASHINGTON, DO ORDAIN as follows:

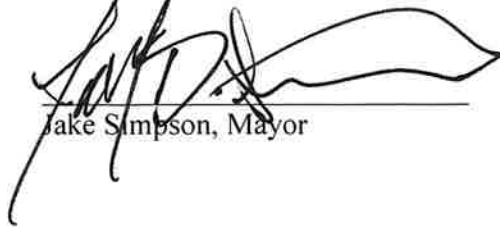
Section 1. A listing of the adjustment requests is included by line item, amount and fund in summary format as shown in the attached Exhibit A.

Section 2. The 2023-2024 Biennial Budget for the City of SeaTac, covering the period from January 1, 2023, through December 31, 2024, is hereby amended with a total 2024 ending fund balance in the amount of \$111.2 million for all budgeted funds. The City's 2023-2024 biennial budget is attached as Exhibit B and includes budgeted revenues and expenditures for the 2023-2024 biennium in the amounts and for the purposes shown separately and in the aggregate totals for all such funds as displayed.

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

ADOPTED this 28th day of November, 2023, and signed in authentication thereof on this
28th day of November , 2023.

CITY OF SEATAC



Jake Simpson, Mayor

ATTEST:



Kristina Gregg, City Clerk

Approved as to form:



Mary E. Mirante Bartolo, City Attorney

[Effective Date: December 9, 2023]

[2023-2024 Biennial Budget Amendment Ordinance]

EXHIBIT A

2023-2024 Biennial Budget Amendment

Revenues

FUND	BARS	2023-2024 TOTAL	DESCRIPTION
001	001.311.10.00.000	\$900,000	Property Tax
	001.317.20.00.000	\$1,400,000	Leasehold Tax
113	113.332.92.10.000	\$529,234	ARPA Coronavirus Local Alloc
501	501.348.30.00.001	\$24,096	Equipment Maintenance/Repair Charges
	501.348.30.00.002	-\$6,655	Equipment Capital Recovery Charges
TOTAL ALL FUNDS		\$2,846,675	

Expenditures

FUND	BARS	2023-2024 TOTAL	DESCRIPTION
001	Various	-\$37,626	Salaries & Benefits Reconciliation
	001.000.02.512.51.XX.XXX	\$156,908	Salaries & Benefits (JSS Supervisor DC)
	001.000.02.512.51.43.031	\$1,500	Lodging (JSS Supervisor DC)
	001.000.02.512.51.43.032	\$300	Meals (JSS Supervisor DC)
	001.000.02.512.51.43.033	\$600	Transportation (JSS Supervisor DC)
	001.000.02.512.51.49.053	\$440	Subscriptions (JSS Supervisor DC)
	001.000.02.512.51.49.061	\$240	Registration (JSS Supervisor DC)
	001.000.02.523.39.XX.XXX	\$68,304	Salaries & Benefits (Community Court Coordinator DC)
	001.000.02.523.39.XX.XXX	\$107,721	Salaries & Benefits (Community Court Assistant DC)
	001.000.02.523.39.43.031	\$2,500	Lodging (Community Court Assistant DC)
	001.000.02.523.39.43.032	\$500	Meals (Community Court Assistant DC)
	001.000.02.523.39.43.033	\$1,000	Transportation (Community Court Assistant DC)
	001.000.02.523.39.49.053	\$200	Subscriptions (Community Court Assistant DC)
	001.000.02.523.39.49.061	\$1,200	Registration (Community Court Assistant DC)
	001.000.04.518.88.XX.XXX	\$147,132	Salaries & Benefits (IS Business Analyst DC)
	001.000.04.518.88.35.000	\$4,600	Small Tools & Equip (IS Business Analyst DC)
	001.000.04.518.88.42.028	\$780	Telephone (IS Business Analyst DC)
	001.000.04.518.88.49.053	\$440	Subscriptions (IS Business Analyst DC)
	001.000.06.518.33.46.000	\$25,000	Insurance - Property
	001.000.08.512.50.41.000	\$19,953	Professional Services - Court Security
	001.000.08.521.20.41.006	\$889,152	Police Services - KC
	001.000.08.521.70.45.002	-\$2,510	Equipment Rental - 501 Fund
	001.000.08.523.60.41.024	\$16,093	Jail Services SCORE
	001.000.08.554.30.41.022	\$47,151	Animal Control Services
	001.000.09.522.20.41.030	\$500,000	Fire Services ILA - PSRFA
	001.000.09.525.60.45.002	\$15	Equipment Rental - 501 Fund
	001.000.10.518.30.45.002	-\$1,453	Equipment Rental - 501 Fund
	001.000.10.571.10.XX.XXX	\$119,087	Salaries & Benefits (Admin 2 DC)
	001.000.10.571.10.31.008	\$500	Office & Operating (Admin 2 DC)
	001.000.10.571.10.31.018	\$500	Uniforms & Safety Clothing (Admin 2 DC)
	001.000.10.571.10.35.000	\$2,500	Small Tools & Equip (Admin 2 DC)
	001.000.10.571.10.42.028	\$960	Telephone (Admin 2 DC)
	001.000.10.571.10.43.031	\$600	Lodging (Admin 2 DC)
	001.000.10.571.10.43.032	\$800	Meals (Admin 2 DC)

EXHIBIT A

2023-2024 Biennial Budget Amendment

	001.000.10.571.10.43.033	\$500	Transportation (Admin 2 DC)
	001.000.10.571.10.49.053	\$500	Subscriptions (Admin 2 DC)
	001.000.10.571.10.49.061	\$475	Registration (Admin 2 DC)
	001.000.10.571.23.45.002	\$2,092	Equipment Rental - 501 Fund
	001.000.10.575.50.45.002	\$1,959	Equipment Rental - 501 Fund
	001.000.10.576.80.45.002	-\$38,692	Equipment Rental - 501 Fund
	001.000.13.524.60.45.002	\$1,964	Equipment Rental - 501 Fund
	001.000.13.558.50.45.002	\$4,384	Equipment Rental - 501 Fund
	001.000.13.558.51.49.000	\$30,000	Miscellaneous Services Merchant fees
	Subtotal General Fund (001)	\$2,078,269	
102	Various	-\$17,808	Salaries & Benefits Reconciliation
	102.000.11.543.10.45.002	\$6,492	Equipment Rental - 501 Fund
	102.000.11.542.30.45.002	\$6,001	Equipment Rental - 501 Fund
	102.000.11.542.66.45.002	\$6,057	Equipment Rental - 501 Fund
	102.000.11.544.20.45.002	-\$235	Equipment Rental - 501 Fund
	Subtotal Street Fund (102)	\$507	
107	Various	-\$36,843	Salaries & Benefits Reconciliation
	Subtotal Hotel/Motel (107)	-\$36,843	
113	Various	-\$13,858	Salaries & Benefits Reconciliation
	113.000.04.518.88.41.000	\$9,034	Teams Phone Conversion DC (one time)
	113.000.04.518.88.49.053	\$77,742	Teams Phone Conversion DC (ongoing)
	113.000.04.594.18.64.002	\$20,442	UPS Modernization DC
	113.000.08.564.10.XX.XXX	\$152,974	Salaries & Benefits (Mental Health CoResponder DC)
	113.000.08.564.10.31.008	\$250	Office & Operating Supplies (Mental Health CoResponder DC)
	113.000.08.564.10.31.018	\$250	Uniforms & Safety Clothing (Mental Health CoResponder DC)
	113.000.08.564.10.35.000	\$3,700	Small Tools & Equip (Mental Health CoResponder DC)
	113.000.08.564.10.42.028	\$960	Telephone (Mental Health CoResponder DC)
	113.000.08.564.10.49.053	\$240	Subscriptions (Mental Health CoResponder DC)
	113.000.08.564.10.43.031	\$2,500	Lodging (Mental Health CoResponder DC)
	113.000.08.564.10.43.032	\$500	Meals (Mental Health CoResponder DC)
	113.000.08.564.10.43.033	\$3,500	Transportation (Mental Health CoResponder DC)
	113.000.08.564.10.49.061	\$1,000	Registration (Mental Health CoResponder DC)
	113.000.10.571.20.41.009	\$270,000	Summer Lifeguard Program DC
	Subtotal ARPA Grant (113)	\$529,234	
301	301.000.04.518.88.35.000	\$2,700	Small Tools & Equipment (JSS Supervisor DC)
	301.000.04.518.88.35.000	\$3,000	Small Tools & Equipment (IS Business Analyst DC)
	301.000.04.518.88.35.000	\$5,400	Small Tools & Equipment (Admin 2 DC)
	Subtotal Muni. CIP Fund (301)	\$11,100	

EXHIBIT A

2023-2024 Biennial Budget Amendment

307	Various	-\$28,894	Salaries & Benefits Reconciliation
	Subtotal Transp. CIP (307)	-\$28,894	
403	Various	-\$2,222	Salaries & Benefits Reconciliation
	403.000.11.531.20.45.002	-\$235	Equipment Rental - 501 Fund
	403.000.11.531.32.45.002	\$373	Equipment Rental - 501 Fund
	403.000.11.531.35.45.002	-\$93	Equipment Rental - 501 Fund
	Subtotal SWM Fund (403)	-\$2,177	
404	Various	\$1,308	Salaries & Benefits Reconciliation
	Subtotal SWE Fund (404)	\$1,308	
501	Various	-\$336	Salaries & Benefits Reconciliation
	Subtotal Equip. Rental (501)	-\$336	
	TOTAL ALL FUNDS	\$2,552,168	

CITY OF SEATAC, WASHINGTON
2023-2024 BIENNIAL BUDGET: EXHIBIT B

11/28/2023 Mid-Biennium

2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 298,405,417

FUND	BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
001 General Fund	\$ 40,874,342	\$ 97,275,913	\$ 107,947,477	\$ 30,202,777
102 Street Fund	9,127,607	21,247,155	13,377,260	\$ 16,997,502
105 Port ILA	13,049,905	3,066,578	3,171,751	\$ 12,944,732
106 Transit Planning	410,101	570,960	151,045	\$ 830,016
107 Hotel/Motel Tax	11,331,778	3,859,200	3,267,846	\$ 11,923,132
108 Building Management	3,727,788	566,022	578,336	\$ 3,715,474
111 Des Moines Creek Basin ILA	4,320,685	710,700	3,404,445	\$ 1,626,940
112 Affordable Housing Sales Tax	221,408	297,290	378,000	\$ 140,698
113 ARPA Grant	68,336	6,379,861	6,340,471	\$ 107,726
114 Restricted Public Safety Fund	-	376,514	120,400	\$ 256,114
207 SCORE Bond Servicing	390,871	287,863	283,063	\$ 395,671
301 Municipal Capital Improvements	19,345,703	6,608,429	15,260,692	\$ 10,693,440
306 Facility Construction CIP	3,750,367	104,300	1,271,439	\$ 2,583,228
307 Transportation CIP	18,602,849	6,129,447	16,326,504	\$ 8,405,792
308 Light Rail Station Areas CIP	3,030,848	120,750	842,666	\$ 2,308,932
403 SWM Utility	7,006,547	8,532,000	9,619,720	\$ 5,918,827
404 Solid Waste & Environmental	1,467,037	872,900	688,586	\$ 1,651,351
501 Equipment Replacement	2,259,169	2,414,194	4,206,661	\$ 466,702
TOTAL BIENNIAL BUDGET	\$ 138,985,341	\$ 159,420,076	\$ 187,236,362	\$ 111,169,056

2023-2024 Mid-Biennium Review

Proposed Decision Cards

Department /Fund	Decision Card Title	2023-2024 Revenues	2023-2024 Expenses		
			One-Time	Ongoing	Total
GENERAL FUND (001)					
Court	Community Court Coordinator	68,304		68,304	68,304
	Community Court Support Assistant	113,121		113,121	113,121
	Judicial Support Specialist Supervisor			159,988	159,988
Finance & Systems	Information Systems Business Analyst		4,600	148,352	152,952
	Summer Lifeguard & Water Safety Program (GF Reduction)			(56,910)	(56,910)
Parks	Administrative Assistant 2		2,500	123,922	126,422
	General Fund Decision Cards	\$ 181,425	\$ 7,100	\$ 556,777	\$ 563,877
ARPA Grant (113)	Summer Lifeguard & Water Safety Program	270,000		270,000	270,000
	UPS Modernization	20,442	\$ 20,442		20,442
	Microsoft Teams Phone Conversion	86,776	\$ 9,034	77,742	86,776
	Mental Health Community Responder	165,874	3,700	162,174	165,874
	ARPA Grant Fund Decision Cards	\$ 543,092	\$ 33,176	\$ 509,916	\$ 543,092
Municipal CIP (301)	Administrative Assistant 2 (Computer/Tablet Purchase)		\$ 5,400		5,400
	Information Systems Business Analyst (Comp Purchase)		\$ 3,000		3,000
	Judicial Support Specialist Supervisor (Comp. Purchase)		\$ 2,700		2,700
	Municipal CIP Fund Decision Cards	\$ -	\$ 11,100	\$ -	\$ 11,100

General Fund (001)
Decision Cards

City of SeaTac Decision Card

<p>Title: Community Court Coordinator</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 68,304</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Community Court</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 06/22/2023</p> <p>Preparer: Gail Cannon</p>

Description: *(Provide a brief overview of what is being requested)*

The Court is requesting the City to fund a Community Court Coordinator. This position is 100% funded through Administrative Office of the Court grant.

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

This is a critical position to make the Community Court successful. This position is the main contact for our clients and residents of SeaTac that need any type of resources. Through having a community court and resource center the court will be able to connect all clients and residents with resources they might not know how to obtain. We will have partnering agency on-site several times a month coordinated through our court coordinator. The Court Coordinator will work with all agency to help anyone who need services. They will assess the person for their needs and establish a plan with the individual. This position was approved during last years grant process. We are asking for the City to continue funding this position with grant money. If Administrative Office of the Courts does not continue funding we would be asking for the City to continue funding this out of the general fund.

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

If this position is not funded the court will not be able to move forward with our community court.

City Goal: *(Identify how this request works towards the City's Goals):*

Increase Connectivity and Create & Preserve Housing.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	General Fund (001)		68,304
Total Expenditures		\$ 0	\$ 68,304
Revenues:			
Grant <i>(Identify Grant)</i>	Community Court Grant		68,304
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 68,304
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Community Court Coordinator
Position Title (Provided by HR) : Community Court Coordinator
Salary Range (Provided by HR) : 45
Limited Term Position? (Y/N) No

Primary Duties/Responsibilities:

Under the direct supervision of the Court Administrator, the Community Court Coordinator is responsible for assisting and engaging participants of Community Court through the full process of their court case, including assisting with connecting with community social service providers and attendance at appointments and court appearances. The Court Coordinator will also assist with intakes, needs assessment, service planning and organizing, and facilitating group sessions. The position works as part of a team with our Case Managers.

	2023	2024
Total Salary <i>(provided by Finance)</i>		44,408
Total Benefits <i>(provided by Finance)</i>		23,896
Subtotal Salary and Benefits	\$ 0	\$ 68,304

BARS

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

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 0
TOTAL:	\$ 0	\$ 68,304

City of SeaTac Decision Card

<p>Title: Community Court Support Assistant</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 113,121</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Community Court</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 06/22/2023</p> <p>Preparer: Gail Cannon</p>

Description: *(Provide a brief overview of what is being requested)*

The Court is asking for the City to fund a Community Court Support Assistant. This is a new position which will be paid for out of the Administrative Office of the Court grant.

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

As the court moves forward with our community court, this position will be beneficial to the community court for additional help in making sure we are capturing all the pertinent data for the community court. This position will help our court coordinator by assisting the court support services department with intake paperwork, including entering new case referrals and maintaining data in their case management system. They will help with monitoring compliance of treatment obligations with providers; timely entering reports into the case management system. Notifying appropriate individuals of a report of non-compliance; They will be back up for our DVMRT classes. This position will help with all the tracking needs for our community court. It is extremely important to make sure we are tracking all our data involving the community court. This is how we will be able to see if it a successful program.

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

If the council choose not to fund the position, the court will still move forward with community court.

City Goal: *(Identify how this request works towards the City's Goals):*

Increase Connectivity and Safety.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	General Fund (001)		113,121
Total Expenditures		\$ 0	\$ 113,121
Revenues:			
Grant <i>(Identify Grant)</i>	Community Court Grant		113,121
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 113,121
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Community Court Support Assistant
Position Title (Provided by HR) : Community Court Support Assistant
Salary Range (Provided by HR) : 37
Limited Term Position? (Y/N) No

Primary Duties/Responsibilities:

Under the direct supervision of the Court Administrator, the Community Court Support Assistant is responsible for assisting our Community Court Coordinator and Case Management Specialist. This position will support the needs of our Community Court and Court Support Service Department. Employees in this classification perform a variety of basic general office and clerical tasks in support of the Court Support Services and the Court. Tasks follow well defined procedures which are highly routine.

	2023	2024
Total Salary <i>(provided by Finance)</i>		64,444
Total Benefits <i>(provided by Finance)</i>		43,277
Subtotal Salary and Benefits	\$ 0	\$ 107,721

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture &	XXX.XX.35.000	
Equipment Computer &	301 FUND	
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	
Software Subscriptions	XXX.XX.49.053	200
Training & Conferences		
Lodging	XXX.XX.43.031	2,500
Meals	XXX.XX.43.032	500
Transportation	XXX.XX.43.033	1,000
Registration	XXX.XX.49.061	1,200
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 5,400
TOTAL:	\$ 0	\$ 113,121

City of SeaTac Decision Card

<p>Title: Judicial Support Specialist Supervisor</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 162,688</p>	<p>Department: Court</p> <p>Director: Gail Cannon</p> <p>Program: Court Services</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 08/01/2023</p> <p>Preparer: Gail Cannon</p>

Description: *(Provide a brief overview of what is being requested)*

Court is requesting a creation of a new supervisor position.

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

See attached.

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

Continue business as usual.

City Goal: *(Identify how this request works towards the City's Goals):*

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	301 Fund		2,700
On-Going Costs	General Fund (001)		159,988
Total Expenditures		\$ 0	\$ 162,688
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 162,688

Staffing in Municipal Court is unique in that all judicial support specialists are not specialized in one area of the court. Each staff is required to learn and perform the duties of civil and criminal cases, processes, and requirements to ensure the court runs smoothly. Civil cases involve parking tickets and infractions. Criminal cases in the court involve criminal non-traffic and traffic citations, competency evaluations, defer prosecution, sentencing, arraignment pretrials, warrants, and no contact orders; these are only some of the of the responsibilities.

Currently, the Court averages around 5,577 cases a year to include Port of Seattle with 7 staff, two of which are in the Court Support Service division. We have 5 employees that work in the courtroom when court is in session. The lead judicial support specialist attends court to fill-in when staff are on leave during vacation, training or when staff are out of the office due to illness.

Considering the growth of SeaTac Municipal Court and the cases that we receive from the Port of Seattle and our new Community Court, we are requesting the creation of a new Judicial Support Supervisor position to fill the need for supervising 5 judicial support specialists, scheduling staff, reviewing, and evaluating job performance, making hiring and disciplinary recommendations, and managing the budget for judicial support. As you know, our team has been expanding rapidly over the past year, and we have reached a point where we need additional leadership to ensure that we continue to meet our goals and objectives.

The new supervisor position would be responsible for overseeing a team of 5 employees, including managing their schedules, providing development opportunities, and ensuring that employees are meeting their performance targets. This would allow our current manager to focus on higher-level strategic initiatives and ensure that our team is well-positioned for future growth.

The new supervisor position will not replace the lead, as we will continue to need the lead position, as it is the only leadership position that participates in court proceedings.

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: JUDICIAL SUPPORT SPECIALIST SUPERVISOR
Position Title (Provided by HR) : Judicial Support Specialist Supervisor
Salary Range (Provided by HR) : 55
Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

Perform supervisory duties for Judicial Support Specialist responsible for court proceedings and daily operations of the Municipal Court. Responsible for the supervision of the judicial support specialist; assign work duties; review and approve timesheets; monitor, review and evaluate job performance; recommend the hiring and discipline of staff under the supervision of Court Administrator. Act in the absence of the Court Administrator. Monitor legislative developments.

	2023	2024
Total Salary <i>(provided by Finance)</i>		104,312
Total Benefits <i>(provided by Finance)</i>		52,596
Subtotal Salary and Benefits	\$ 0	\$ 156,908

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	2,700
Cell Phone Purchase	XXX.XX.35.000	
Cell Phone Service Charges	XXX.XX.42.028	
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		
Lodging	XXX.XX.43.031	1,500
Meals	XXX.XX.43.032	300
Transportation	XXX.XX.43.033	600
Registration	XXX.XX.49.061	240
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 5,780
TOTAL:	\$ 0	\$ 162,688

City of SeaTac Decision Card

<p>Title: Information Systems Business Analyst</p> <p>Fund(s): General Fund (001)</p> <p>Amount: \$ 155,952</p>	<p>Department: Finance</p> <p>Director: Gwen Pilo</p> <p>Program: Information Systems</p> <p>Date Prepared: 08/29/2023</p> <p>Preparer: Bart Perman</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Description: *(Provide a brief overview of what is being requested)*

A Business Analyst to develop and manage the City's asset management platform.

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

The City has been without a position to develop and manage the citywide asset management platform since early 2021. Since that time, IS and GIS staff have been working toward upgrading the City's asset management program, Cityworks to an enterprise system that will serve multiple departments. This has caused delays in this project due a number of reasons including time constraints, other priorities, communication with other departments/divisions, and lack of a person managing this project. As Asset Management and GIS are tightly intertwined, this position will be filled with someone with experience in both Asset Management and GIS. Adding this position will allow IS and GIS staff to focus on their main responsibilities as they have spent considerable time working on the asset management system in addition to their regular work.

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

Continuing without a position dedicated to developing and managing the city's asset management platform will likely cause further delays in implementing a citywide Asset Management program.

City Goal: *(Identify how this request works towards the City's Goals):*

Builds effective and accountable government by providing a functioning and sustainable asset management system.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			7,600
On-Going Costs			148,352
Total Expenditures		\$ 0	\$ 155,952
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 155,952

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: IS Business Analyst

Position Title (Provided by HR) : IS Business Analyst

Salary Range (Provided by HR) : 54

Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

Under the direction of the Information Systems Manager, the IS Business Analyst is responsible for the City's enterprise Asset Management platform. This position will work with operational staff to leverage the platform through process analysis, deep understanding of both the business processes and the enterprise system, and configuration of the enterprise system to best meet operational needs. The position is responsible for the support and training of users of the Asset Management platform and serves as the liaison between the operational staff and the IS team.

	2023	2024
Total Salary <i>(provided by Finance)</i>		97,585
Total Benefits <i>(provided by Finance)</i>		49,547
Subtotal Salary and Benefits	\$ 0	\$ 147,132

BARS		
Office Supplies	XXX.XX.31.008	
Uniform & Safety Clothing	XXX.XX.31.018	
Office Furniture &	XXX.XX.35.000	4,500
Equipment Computer &	301 FUND	3,000
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	100
Cell Phone Service Charges	XXX.XX.42.028	780
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		
Lodging	XXX.XX.43.031	
Meals	XXX.XX.43.032	
Transportation	XXX.XX.43.033	
Registration	XXX.XX.49.061	
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

Subtotal Associated Costs	\$ 0	\$ 8,820
TOTAL:	\$ 0	\$ 155,952

City of SeaTac Decision Card

<p>Title: Administrative Assistant 2</p> <p>Fund(s): General Fund (001)/301 Fund</p> <p>Amount: \$ 131,822</p>	<p>Department: Parks and Recreation</p> <p>Director: Mary Tuttle</p> <p>Program: Reservations and Agreements</p> <p>Date Prepared: 09/28/2023</p> <p>Preparer: Mary Tuttle</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Description: *(Provide a brief overview of what is being requested)*

A new position, which will handle all Special Use Permits, Facility Rentals, Field Scheduling, Picnic Shelters, Park Rentals and Park and User Agreements within the Department. This position will also pick up some of the more minor duties of the Admin III position.

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

See attachment.

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

Alternatives: Continue with current operations, which is keeping this work divided amongst several people or publish an RFP for another entity to provide this service.
 Risks: Continued confusion with community and lack of consistent/ efficient process; not hiring this position also does not allow for succession planning, with the Admin III, who is getting ready to retire within the next 18 months.

City Goal: *(Identify how this request works towards the City's Goals):*

BUILD EFFECTIVE & ACCOUNTABLE GOVERNMENT – Increase community trust through better community engagement, collaboration, and transparency.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	General Fund (001)/301 Fund		7,900
On-Going Costs	General Fund (001)		123,922
Total Expenditures		\$ 0	\$ 131,822
Revenues:			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 0
Total Request (Net):		\$ 0	\$ 131,822

Decision Card - Amin II Position

8_2023

Justification: The Parks and Recreation Department contains three distinct units. Park Operations, Facility Maintenance and Recreation and Cultural Services. Currently, there is one Administrative III position which supports all three units; this position has remained a constant over the years of building the Department. Parks and Recreation employs 28 full time staff and provides services across the City.

One aspect of business within Parks and Recreation is the rentals and permitting at park sites, ballfields and the community center. All of these sites require the public to request use of the space, and currently, operations are being handled by three different individuals. Approval processes are inconsistent and community often- times calls one of the three booking entities and is informed to try a different number from the one they called.

Community has openly expressed frustration to staff, in particular from those who seek to rent the Community Center for an event and also desire to rent a picnic shelter within a park. The person has two different individuals with whom they must speak, with two separate forms to complete. AR is another factor to consider, which also include three different individuals when the time comes for billing.

With the reservation process being disjointed, there is a lack of consistent and timely communication across various Departments within the City. Ideally, these unique activities will be looked at from multiple lenses before the approval has been made, to ensure safety, feasibility and staffing remain achievable priorities.

Park User Agreements and Contracts, specifically maintaining compliance are areas which could be strengthened with this position. There are several Park User Agreements, with deadlines for renewal which have lapsed, simply due to staffing constraints.

This position is also necessary for succession planning, as the Admin II would work alongside the Admin III and assist with their workload. When the current Admin III retires, this will ensure the body of work doesn't get lost in the transition. The Admin II position would serve as back up when the Admin III is away from the office.

This position would handle the following:

1. Park User Agreements and assist Admin III with maintaining Contracts.
2. Reservation of Space (Field Scheduling, Community Center Rentals, Special Use Permits).
3. Ensuring all applicable insurance, necessary paperwork, etc. is signed and completed prior to the activity.
4. Accounts Receivable.
5. Hosting regular meetings to review incoming applications / requests with staff from Departments invited to attend and provide input in advance of the reservation being completed. (ex: PD, Fire, Risk, PR)
6. Pick up base level duties of Admin III position, ensuring support and succession planning and so the Admin III position can assist the Director with larger, more detailed functions necessary to the City and Department.

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Administrative Assistant 2
Position Title (Provided by HR) : Administrative 2 - Parks and Recreation
Salary Range (Provided by HR) : 41
Limited Term Position? (Y/N) N

Primary Duties/Responsibilities:

This position would handle the following:

- Park User Agreements and assist Admin III with maintaining Parks and Rec specific Contract.
- Reservation of Space (Field Scheduling, Community Center Rentals, Special Use Permits).
- Ensuring all applicable insurance, necessary paperwork, etc. is signed and completed prior to the activity.
- Accounts Receivable.
- Hosting regular meetings to review incoming applications / requests with staff from Departments invited to attend and provide input in advance of the reservation being completed. (ex: PD, Fire, Risk, PR)
- Pick up base level duties of Admin III position, ensuring support and succession planning and so the Admin III position can assist the Director with larger, more detailed functions necessary to the City and Department.

	2023	2024
Total Salary <i>(provided by Finance)</i>		73,836
Total Benefits <i>(provided by Finance)</i>		45,251
Subtotal Salary and Benefits	\$ 0	\$ 119,087

BARS		
Office Supplies	XXX.XX.31.008	500
Uniform & Safety Clothing	XXX.XX.31.018	500
Office Furniture &	XXX.XX.35.000	1,500
Equipment Computer &	301 FUND	1,200
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	960
Software Subscriptions	XXX.XX.49.053	500
Training & Conferences		
Lodging	XXX.XX.43.031	600
Meals	XXX.XX.43.032	800
Transportation	XXX.XX.43.033	500
Registration	XXX.XX.49.061	475
Vehicle		
Vehicle Purchase	501 FUND	0
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	0
Other <i>(specify)</i> : Reservation tablets for Center (1) and Park 🏠		4,200
Subtotal Associated Costs	\$ 0	\$ 12,735
TOTAL:	\$ 0	\$ 131,822

ARPA Grant Fund (113)
Decision Cards

City of SeaTac Decision Card

<p>Title: Summer Lifeguard & Water Safety Program - Contract for Services</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 270,000</p>	<p>Department: Parks and Recreation</p> <p>Director: Mary Tuttle</p> <p>Program: Lifeguard and Aquatics</p> <p>Date Prepared: 09/12/2023</p> <p>Preparer: Mary Tuttle</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

Description: *(Provide a brief overview of what is being requested)*

To hire a contractor who will provide summer lifeguard services and water safety program at Angle Lake from Memorial Day through Labor Day.

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

The City provides a beach front park to community for use over the summer, which includes a swimming area. Currently, the beach is not guarded and patrons are advised swimming is at their own risk. From Memorial Day through Labor Day, the park serves approximately 3,000 park patrons per week, with peak usage occurring Friday through Sunday.

73.2% of the visitors to Angle Lake are from a radius of 15 miles or less. The City and surrounding community have a large immigrant population who has not historically had much exposure to the dangers posed by lakes.

Since 2019, near drownings have occurred during hours where a Lifeguard and Aquatic safety program could serve as a way to prevent accidents from occurring and better educate the public about how to stay safe around water.

In looking at Risk to the City, it would be best to hire an entity who already has an established water safety program, who is used to working from standard set a Aquatic SOPs, has a keen understanding of how the number of swimmers affect number and position of guards and who is regularly scheduling and training guards, to ensure their required in services and certifications meet Red Cross standards. Additionally, working with an established agency will allow for substitute guards to be placed should a guard need to call out sick.

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

Options include continuing with current status of not providing guards or consider hiring an Aquatics Supervisor, who would need to create SOPs, recruit, train, hire, provide regular in service and Red Cross trainings throughout the year to a full staff of lifeguards, who would also be City employees.

City Goal: *(Identify how this request works towards the City's Goals):*

INCREASE CONNECTIVITY AND SAFETY - Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

EXPAND GREEN & PUBLIC SPACES – Enhance the community by maintaining and improving parks and community spaces

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs			
On-Going Costs	ARPA Grant Fund (113)		270,000
Total Expenditures		\$ 0	\$ 270,000
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		270,000
Other <i>(Identify)</i>	Budget Savings (In-House)		56,910
Total Revenues		\$ 0	\$ 326,910
Total Request (Net):		\$ 0	-\$ 56,910

City of SeaTac Decision Card

<p>Title: UPS Modernization</p> <p>Fund(s): ARPA Grant Fund (113)</p> <p>Amount: \$ 20,442</p>	<p>Department: Finance and Systems</p> <p>Director: Gwen Pilo</p> <p>Program: Voice and Data Com</p>
<p>Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>Date Prepared: 09/12/2023</p> <p>Preparer: Bart Perman</p>

Description: *(Provide a brief overview of what is being requested)*

Modernization of the City's server room Uninterruptible Power Supply

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

The City replaced its Uninterruptible Power Supply (UPS) in 2012. The UPS is used to power the computer network system in the event of a power outage. The batteries were replaced according to the recommended schedule in 2017 and 2022. After the battery replacement in 2022, the vendor submitted a report stating that the manufacturer recommends doing a modernization of this unit every 10 years.

The purpose of the revitalization (modernization) is intended to update the critical components in their UPS at a more favorable cost than replacing these components individually, and to be less disruptive than replacing the entire unit. The modular components would be the latest technology available and would be the same as those found in a new UPS in the same series.

The modernization will include:

New Power Modules, Intelligence Modules, Static Switch, Powerview Display, Network Management Card, Switchgear Board, Battery Monitor Board, and System PSU, removal and disposal of old parts, and One Year of Advantage Ultra Service Contract.

The City received a quote for this service in the amount of \$20,442.

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

While the battery backup is functioning properly at this time, it is recommended to proceed with this service to keep the major components of the UPS current.

City Goal: *(Identify how this request works towards the City's Goals):*

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		20,442
On-Going Costs			
Total Expenditures		\$ 0	\$ 20,442
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		20,442
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 20,442
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

Title: Microsoft Teams Phone Conversion Fund(s): ARPA Grant Fund (113) Amount: \$ 86,776	Department: Finance and Systems Director: Gwen Pilo Program: Voice and Data Comm
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date Prepared: 09/06/2023 Preparer: Bart Perman

Description: *(Provide a brief overview of what is being requested)*

Replacing Cisco phone/voicemail system with Microsoft Teams Phones

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

The City's phone and voicemail system has reached it's end of life and is scheduled to be replaced in 2023. Staff are recommending replacing our existing phone system with Microsoft Teams Calling. The City has been using Office365 since 2021 for email, instant messaging, group chats, virtual meetings, and document collaboration. Microsoft Teams Calling brings the phone system together with unified collaboration and calling to deliver the most productive all-in-one communication solution. Benefits of migrating to Teams Calling include enabling all-in-one communication, reducing the need for server and phone hardware and software, and allowing greater ability for staff to stay connected while working remotely. As part of this migration, the City would upgrade its Office365 licenses to the G5 level which will give us the added benefit of more tools to manage document retention policies, better control of sensitive data protection, and meeting legal, business, and regulatory content requirements. Costs for this proposal include \$9,034 in non-recurring setup fees including software licenses and professional services plus \$77,742 in software subscription fees. After 2024, software subscription fees will be \$116,464 per year.

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

Continue with existing phone and voicemail platform upgrade as planned.

City Goal: *(Identify how this request works towards the City's Goals):*

Build Effective & Accountable Government

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		9,034
On-Going Costs	ARPA Grant Fund (113)		77,742
Total Expenditures		\$ 0	\$ 86,776
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant Fund (113)		86,776
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 86,776
Total Request (Net):		\$ 0	\$ 0

City of SeaTac Decision Card

Title: Mental Health Community Responder Fund(s): ARPA Grant Fund (113) Amount: \$ 165,874	Department: Police Director: Chief Smithmeyer Program: Date Prepared: 06/06/2023 Preparer: Captain Chad Mulligan
Mandatory? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Description: *(Provide a brief overview of what is being requested)*

A Mental Health Professional (MHP) to work with City of SeaTac Police in providing assistance and resources to community members during and after suffering a mental crisis.

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

An MHP is being requested to work with the SeaTac Police Department in providing follow-on resources to community members that suffer from mental illness or are having some sort of mental crisis. An MHP would work with the SeaTac Police Department to provide additional resources for community members and their families. An MHP in would be able to perform critical follow-up work that will allow law enforcement to focus on other quality of life issues, by freeing up deputies from these crisis calls. Typically, a community member suffering some type of mental crisis, requires 2-3 deputies to respond to the call. An MHP would free up deputies, especially on repeat callers. An MHP is better trained at communicating with community member that are suffering some type of crisis, based on their education and experience.

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

There are no alternatives to this request. There is currently a program that we can request for assistance from mental health professionals, but they routinely take up to 2-3 hours to respond. They will not respond if we are not present at the scene.

City Goal: *(Identify how this request works towards the City's Goals):*

This position would provide services that will be in line with the City's Goals of Building Effective and Accountable Government and Increased Connectivity and Safety.

Funding Detail:

	Fund(s)/Source	2023 Amount	2024 Amount
Expenditures:			
One-Time Costs	ARPA Grant Fund (113)		3,700
On-Going Costs	ARPA Grant Fund (113)		162,174
Total Expenditures		\$ 0	\$ 165,874
Revenues:			
Grant <i>(Identify Grant)</i>	ARPA Grant		165,874
Other <i>(Identify)</i>			
Total Revenues		\$ 0	\$ 165,874
Total Request (Net):		\$ 0	\$ 0

New Position Request Worksheet

(Required for all decision cards requesting a new position)

Title of Associated Decision Card: Mental Health Community Responder
Position Title (Provided by HR) : Mental Health Community Responder
Salary Range (Provided by HR) : 56
Limited Term Position? (Y/N) No

Primary Duties/Responsibilities:

As the nation is re-defining the types of calls law enforcement is responsible for, the City of SeaTac has an opportunity to be on the front edge or re-imagining law enforcement in King County, the region, and the State of Washington.

A licensed Mental Health Professional (MHP) working for the City of SeaTac would provide us the ability to respond to calls from the community involving members suffering from mental health and substance abuse issues. This position would also allow for the critical follow-up work that is often not completed by the current methods in place within King County. A licensed Mental Health Professional can follow-up with other MHP's, the courts, and hospitals to assist in getting the community members in crisis the proper help they need, in a timely manner. MHP's would be able to address these calls either the day they happen or soon afterwards. Their response would effectively cut hours off the normal follow-up response, getting our community member the help they need in a timely manner. By having an MHP in this position they would have the knowledge and resources to effectively assist the community member in receiving the appropriate assistance to help them in their current crisis and beyond.

An MHP would be able to provide current and relevant training to not only the Police Department, but also to City of SeaTac employees and community members with effective ways to communicate and work with people in crisis. An MHP can submit affidavits to Designated Crisis Responders and to the courts, which strengthens the merit of the ITA and may allow for longer holds that can result in the stabilization of community members in crisis.

An MHP would collaborate with law enforcement in developing a process for reducing the number of in-crisis contacts law enforcement would have with community members. This reduction in police contacts could be seen as a savings to the department, as it would be a reduction in those contacts. An MHP assigned to the City of SeaTac would provide greater and more frequent contacts with community members in crisis as well as providing necessary resources from around the region to help deal with their mental health situation.

	2023	2024
Total Salary <i>(provided by Finance)</i>		102,532
Total Benefits <i>(provided by Finance)</i>		50,442
Subtotal Salary and Benefits	\$ 0	\$ 152,974
BARS		
Office Supplies	XXX.XX.31.008	250
Uniform & Safety Clothing	XXX.XX.31.018	250
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	2,700
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	960
Software Subscriptions	XXX.XX.49.053	240
Training & Conferences		
Lodging	XXX.XX.43.031	2,500
Meals	XXX.XX.43.032	500
Transportation	XXX.XX.43.033	3,500
Registration	XXX.XX.49.061	1,000
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	
Other <i>(specify) :</i>		
Subtotal Associated Costs	\$ 0	\$ 12,900
TOTAL:	\$ 0	\$ 165,874