



City of SeaTac Council Study Session Agenda

March 12, 2024

4:00 PM

City Hall
Council Chambers

Times listed are estimates only.

This meeting will be conducted in a hybrid format with in-person and remote options for public participation. The meeting will be broadcast on SeaTV Government Access Comcast Channel 21 and live-streamed on the City's website <https://www.seatacwa.gov/seatvlive>.

CALL TO ORDER:

AGENDA REVIEW:

- 4:05 PUBLIC COMMENTS (related to the agenda items listed below):** The City Council is providing in-person, remote oral, and written public comment opportunities. All comments shall be respectful in tone and content. Signing-up for in-person or remote comments or providing written comments must be done by 2 p.m. the day of the meeting. Instructions for providing remote and email or text public comments are located at the following link: [Hybrid Council Meetings and Public Comments](#). Any requests to speak or provide written public comments which are not submitted following the instructions provided or by the deadline will not be included as part of the record.

PRESENTATIONS:

- 4:10 1. Code Compliance Program. (Total Time: 25 Minutes / Presentation Time: 20 Minutes) Page 3**
By: Community and Economic Development Director Evan Maxim

AGENDA BILLS: (These items are for discussion only. Most Agenda Bills will be referred to a future Council meeting for action.)

- 4:35 2. Agenda Bill #6332; A Motion directing staff to engage in further evaluation of the Bullpen property for possible acquisition or other future action by the City Council. (Total Time: 25 Minutes / Presentation Time: 20 Minutes) Page 17**

By: Community and Economic Development Director Evan Maxim

- 5:00 3. Agenda Bill #6319; An Ordinance amending Chapter 3.31 of the SeaTac Municipal Code related to Purchasing. (Total Time: 15 Minutes / Presentation Time: 5 Minutes) Page 34**

By: City Clerk Kristina Gregg

EXECUTIVE SESSION:

ADJOURN:

THE COUNCIL CHAMBERS IS ACCESSIBLE TO PERSONS WITH DISABILITIES AND IS EQUIPPED WITH ASSISTIVE LISTENING DEVICES. PERSONS REQUIRING SPECIAL ACCOMMODATIONS SHOULD CONTACT THE CITY CLERK'S OFFICE BEFORE 5:00 PM THE FRIDAY PRECEDING THE COUNCIL MEETING.



SeaTac City Council

Request for Presentation

Council Consideration:

Code Compliance Program. (*Total Time: 25 Minutes / Presentation Time: 20 Minutes*)

By: Community and Economic Development Director Evan Maxim

ATTACHMENTS: Presentation

CODE COMPLIANCE: UPDATE

MARCH 12, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

This presentation is intended to provide an overview of the Code Compliance program and provide information to the City Council and community related to anticipated ongoing improvements to the program.

WHY IS THIS ISSUE IMPORTANT?

1. The City Council has identified that Code Compliance is a City Council priority in 2024.
2. Staff have had several notable successes and also have identified recurring challenges that will require future City Council action.
3. The Code Compliance program is one tool that is used by the City to achieve SeaTac community's goals and vision contained in the Comprehensive Plan.



POTENTIAL COUNCIL ACTION

NO ACTION REQUESTED Information Only.

REVIEWS TO DATE

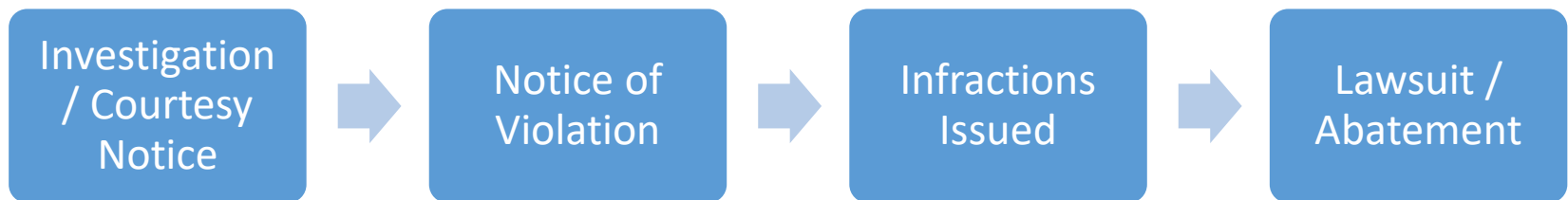
- CSS: 03/12/2024
- PS&J: 07/06/2023; 11/10/2022; 07/14/2022; 04/14/2022



CODE COMPLIANCE: GENERALLY

- Average number of cases (annually): 230 to 350 (178 in 2023)
- Average closure rate: 95%
- Average days to close (Q2/ Q3 2023): 26
 - Most cases closed at or before infraction stage
- Investigation within 2 days of complaint*: 92%
- Follow up inspections in 1 day of scheduled date*: 86%
 - In Q4 2023, percentages dropped due to unforeseen staff vacancies / leave

Simplified Code Compliance Process



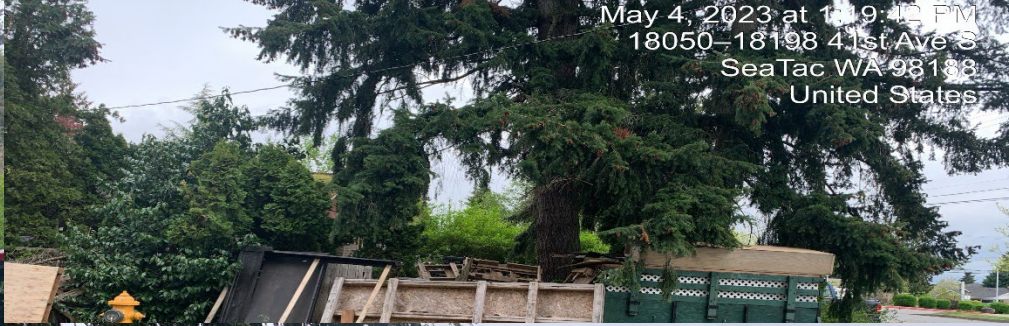
RESIDENTIAL CODE COMPLIANCE CASE STUDY: SUCCESS (1 OF 2)



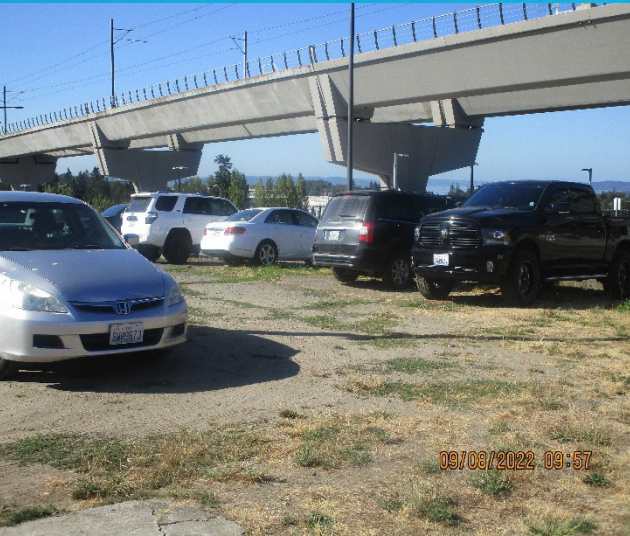
RESIDENTIAL CODE COMPLIANCE CASE STUDY: SUCCESS (2 OF 2)



RESIDENTIAL CODE COMPLIANCE CASE STUDY: UNDERWAY



COMMERCIAL CODE COMPLIANCE CASE STUDY: SUCCESS (1 OF 2)



03.12.24 CSS Council Packet page 011



COMMERCIAL CODE COMPLIANCE CASE STUDY: SUCCESS (2 OF 2)



COMMERCIAL CODE COMPLIANCE CASE STUDY: UNDERWAY



CODE COMPLIANCE: CHALLENGES

CHALLENGES

- Prioritization of cases (e.g. safety vs. environmental / community harm vs. overgrown vegetation) to guide staff focus
- Regulatory provisions (e.g. civil penalty amounts, administrative procedures) to improve
- Time to close varies heavily
 - Some cases resolve only have repeated conversations between staff and person responsible for the code violation
 - Some cases will require an extensive amount of time by Legal to achieve resolution
 - Time spent does not correlate fully with the type of case (safety vs overgrown vegetation)
- Repeat violations on same property / by same person
- Businesses “un-motivated” by current fine amounts
- Business motivated violations (e.g. park n’fly, Turo, construction timelines, etc.)



CODE COMPLIANCE: NEXT STEPS

ADMINISTRATIVE / REGULATORY CHANGES

- Continuous improvement / adaptive management approach
- Prioritize types of violations:
 1. Safety
 2. Environmental / community harm
 3. All other violations of adopted regulations
- Proactive / reactive approach
 - Violations by a business at expense of the SeaTac community
 - Violations that are not the result of a business decision
- Regulatory / administrative adjustments
 - Administrative abatements, repeat violations, fines, etc.



POTENTIAL COUNCIL ACTION

NO ACTION REQUESTED Information Only.

REVIEWS TO DATE

- CSS: 03/12/2024
- PS&J: 07/06/2023; 11/10/2022; 07/14/2022; 04/14/2022





SeaTac City Council

Request for Council Action

Agenda Bill #: 6332

Council consideration: A Motion directing staff to engage in further evaluation of the Bullpen property for possible acquisition or other future action by the City Council.

Date Action Requested: TBD

Review Dates: CSS: 03/12/2024

Prepared By: Evan Maxim, Community & Economic Development Director

Amount: N/A

Budgeted?: No

Applicable Fund Name: N/A

ANALYSIS: The City of SeaTac staff have and continue to work with the property owner of a property located at 20001 International Boulevard; this property is generally referred to as the "Bullpen" property. The property owner has shared that they intend to sell the property with staff and Economic Development staff have worked with the property owner and local developers to facilitate several possible projects. Unfortunately, staff have also understood that the property may be contaminated, and the cost of cleaning up the contamination has prevented the sale and re-development of the Bullpen property to date.

The Bullpen property is located in the Urban Center and within the Angle Lake subarea. The property currently contains three buildings and associated parking. Two of the buildings are entirely vacant. The third building is partially occupied by a retail business. All three buildings are in poor condition and may discourage investment and new development in the Angle Lake subarea. The SeaTac Comprehensive Plan and Angle Lake subarea plan support the development of the Bullpen property as either multifamily, mixed-use development, or another type of transit oriented development.

Consistent with the City Council's adopted Strategic Real Estate Plan, staff has completed an initial assessment of possibly acquiring the Bullpen to advance a variety of policy objectives contained in the SeaTac Comprehensive Plan and Angle Lake subarea, which is attached to this Agenda Bill. Based upon this preliminary review, staff recommends proceeding with further site investigation to inform a future City Council action (e.g., possible acquisition of the Bullpen property). It is likely that further site investigation will require an expenditure by the City to conduct an environmental assessment to determine the extent of pollution and the cost of clean-up. If the City Council authorizes further investigation, staff will scope out and prepare a budget amendment for City Council action.

BUDGET SIGNIFICANCE: None at present. If the City Council directs staff to proceed with evaluating the Bullpen property, it is likely that a future expenditure will require authorization by the City Council.

COMMITTEE REVIEW(S) AND RECOMMENDATION(S): None.

ALTERNATIVE(S): Direct staff to halt further investigation of this site for possible acquisition. Staff will continue to work with the property owner and possible private development partners to encourage redevelopment of the subject site.

ATTACHMENTS: Initial Bullpen Strategic Analysis
 Bullpen Presentation



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

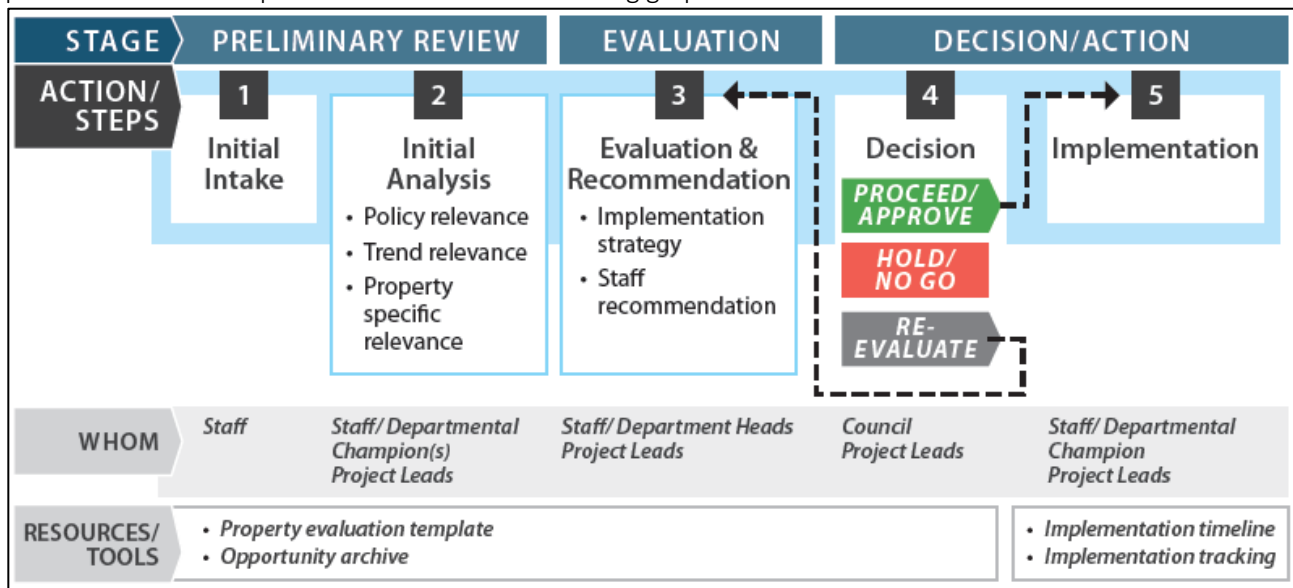
Date: 2/27/2024
 To: City Council
 Carl Cole, City Manager
 From: Evan Maxim, Director of Community & Economic Development
 Subject: Bullpen Property: Initial Strategic Real Estate Plan analysis

Summary

The purpose of this memo is to provide the City Council with the information necessary to evaluate an opportunity for SeaTac to acquire a property located at 20001 International Boulevard (the “Bullpen” property). Based upon the analysis below, staff recommend that the City Council pass a motion authorizing further research and investigation to evaluate this property for possible City acquisition or other action by the City Council.

The Bullpen property is in the “district center” of the Angle Lake Station area. Staff understands that the site may be contaminated, which has prevented re-development of the site to date. The Bullpen property presents an opportunity for the City to advance three policy objectives on behalf of the SeaTac community: 1) removing hazardous / toxic chemicals from the site; 2) support the redevelopment of an under-developed and visually problematic site; and 3) advance several community goals through the strategic disposition of the property following acquisition. There is strong support for these three policy objectives in the SeaTac Comprehensive Plan and the Angle Lake Subarea plan.

In March 2022, the City Council passed Resolution No. 22-06, adopting the City of SeaTac Strategic Real Estate Plan (SREP, attached). The SREP establishes a standard methodology for the City Council to ensure that property acquisition and disposition decisions are based on established City Council policy objectives. The SREP establishes a three-stage process with five action / steps to evaluate real estate decisions, the phases and action steps are identified in the following graphic:



This memorandum reflects completion of the “Preliminary Review” stage of the Bullpen property. Based upon preliminary review, staff recommends that the City Council authorize staff to proceed to the next

phase. In the evaluation stage, staff anticipates working with the Bullpen property owner / agent to obtain more information (e.g. extent of contamination, estimated clean-up costs, etc.) and to identify possible approaches advancing the three policy objectives noted above. Following completion of the evaluation stage, staff will return to City Council for further direction.

Initial Intake

The potential to acquire the property located at 20001 International Boulevard was identified through ongoing staff discussions with property owners in the Angle Lake subarea. Previously, economic development staff worked with the property owner and owner’s agent to facilitate the sale of the property to private developers. Several previous purchase and sale agreements were unsuccessful, and staff were approached by the owner’s agent regarding whether the City would be interested in acquiring the property. The opportunity is for the City to support the clean-up of hazardous / toxic contamination on the property and leverage the property to achieve other policy objectives.

Initial Analysis

The property currently contains three buildings; two buildings are vacant, and the third building is partially occupied with a small grocery (All Star Grocery). One vacant building is a former restaurant / tavern (The Bullpen); the other vacant building was most recently a retail store (Crazy Furniture). Both vacant buildings are in disrepair and would require improvements prior to occupancy. The property is also known to be contaminated and in a groundwater wellhead protection buffer (5 years); the property owner has information related to the extent of the contamination. Staff have been informed by private developers that the cost of removing contamination on the site privately represents too high a risk to secure financing for redevelopment of the site. Further, staff understand that the condition of the property and buildings makes re-development in the Angle Lake subarea challenging. Finally, the property is located on a prominent corner in the Angle Lake subarea, which allows the City to evaluate several different possible policy objectives as it disposes of the property.

Property Characteristics

The following information about the property is currently available to City staff:

- Address: 20001 International Boulevard, SeaTac, WA
- Area: 38,582 square feet (0.89 acres)
- Zoning: CB-C (Community Business in the Urban Center)
- Subarea: Angle Lake
- Buildings: Three buildings, two currently vacant, one partially occupied
- Contamination: Yes, extent of contamination unknown
- Environmental: Groundwater wellhead protection; no other known constraints
- Topography: Flat

All Star Grocery (North Side)



The Bullpen (North Side)



The Bullpen (East Side)



Crazy Furniture (East Side)



Opportunity

Based upon currently available information, property acquisition presents three opportunities:

1. The environmental cleanup of the property by removing hazardous and / or toxic chemicals from the SeaTac community and a groundwater wellhead protection area.
2. Removal of under-developed and visually problematic buildings to promote visual enhancement and economic growth, investment, and new development in the subarea.
3. Additional policy objectives through the strategic sale or use of the property. This may entail the re-sale of the property for private development, development of the site for civic or community use, or the creation of affordable housing through a public-private partnership.

There is strong policy language in SeaTac’s adopted documents that support action by the City to advance the opportunities identified above. The policy language contained in the Comprehensive Plan and Angle Lake Subarea plan are summarized below.

Opportunity No. 1 – adopted SeaTac goals and policies supporting this opportunity:

Comprehensive Plan

- Environmental Element, Goal 9.8: Protect the quality and quantity of groundwater used for public water supplies.
- Environmental Element, Policy 9.8A: Protect aquifers, aquifer recharge areas, and wellhead protection areas used for domestic water supply from contamination.

Opportunity No. 2 – adopted SeaTac goals and policies supporting this opportunity:

Comprehensive Plan

- Community Design Element, Goal 7.1: Provide residents and visitors with a positive, identifiable image of the City of SeaTac.
- Community Design Element, Goal 7.2: Provide a well-designed, pedestrian-friendly, and community-oriented environment in the Urban Center.
- Community Design Element, Policy 7.2K: Maintain the City Center’s and Station Areas Plans’ development standards for building design and orientation to ensure that buildings are designed to accommodate a comfortable and pleasant human experience on the street and are visually pleasing above.
- Economic Vitality Element, Goal 8.7: Enhance and utilize the City’s natural and built environment to increase the desirability of locating in SeaTac.

- Economic Vitality Element, Policy 8.7A: Beautify and enhance the commercial and residential areas of the City through the application of urban design standards and support for public facilities and amenities to attract commercial and residential growth.

Angle Lake Subarea

- Open Space, Landscaping and Public Amenities, UD-20: Preserve and enhance existing open space that serves the District and promote opportunities for new open space enhancements.
- Open Space, Landscaping and Public Amenities, UD-22: Create and promote the District brand and enhance the visual environment by encouraging the provision of public amenities.
- Facilitating Community & Economic Opportunity, CEO-1: Increase access to opportunities for entrepreneurship, employment, housing, services, entertainment and recreation needs of residents, employees, businesses and visitors.
- Facilitating Community & Economic Opportunity, CEO-7: Refine the District's identity and establish branding.
- Facilitating Community & Economic Opportunity, CEO-3: Facilitate the creation of the District Center as an employment hub.
- Collaboration, CEO-9: Work with property owners to promote new development that implements the vision and goals of the District.

Opportunity No. 3 - – adopted SeaTac goals and policies supporting this opportunity:

Comprehensive Plan

- Land Use Element, Goal 2.1: Focus growth to achieve a balanced mix and arrangement of land uses that support economic vitality, community health and equity, and transit access.
- Land Use Element, Policy 2.1A: Implement the City Center, South 154th Street Station Area, and Angle Lake District Station Area Plans to focus the majority of SeaTac's commercial and residential growth and redevelopment into three distinct complete communities within SeaTac's designated Urban Center.
- Land Use Element, Policy 2.1B: Direct moderate and high density residential development to the Urban Center, especially within the City Center and station areas.
- Land Use Element, Goal 2.2: Create walkable, compact, transit-oriented communities with a range of transportation, employment, housing, recreation, goods, and service choices for residents of all income levels.
- Land Use Element, Policy 2.2B: Promote dense residential and employment uses in transit communities to provide current and future residents with greater access to transportation, housing, and economic opportunities.
- Land Use Element, Policy 2.2F: Foster high quality, diverse, and affordable housing.
- Land Use Element, Goal 2.6: Provide an adequate amount of accessible parks, recreational land, and open space throughout the City.
- Housing & Human Services Element, Goal 3.1: Maintain and enhance the quality of life for all community members by providing and supporting effective and accessible human services that are culturally relevant, physically accessible, near adequate public transportation, affordable, and immediate.
- Housing & Human Services Element, Goal 3.4: Increase housing options in ways that complement and enhance nearby residential and commercial uses.
- Housing & Human Services Element, Policy 3.4A: Encourage development of residential areas and lots with adequate existing utilities and transportation systems.
- Housing & Human Services Element, Policy 3.4B: Promote a variety of housing types and options in all neighborhoods, particularly in proximity to transit, employment, and educational opportunities.

- Housing & Human Services Element, Goal 3.6: Increase housing opportunities for all economic segments of the community, especially in SeaTac’s transit communities.
- Housing & Human Services Element, Policy 3.6C: Offer incentive programs for developers to preserve, replace, or build additional affordable housing units.
- Housing & Human Services Element, Policy 3.6D: Cooperate with the private sector, non-profit agencies, and public entities in the planning and development of affordable housing in SeaTac.
- Community Design Element, Goal 7.2: Provide a well-designed, pedestrian-friendly, and community-oriented environment in the Urban Center.
- Community Design Element, Policy 7.2A: Implement the City Center and Station Area Plans to encourage the development of distinctive focal points (i.e., high activity neighborhood and commercial centers) within the Urban Center.
- Community Design Element, Policy 7.2D: Partner with developers to catalyze high-quality, transit-oriented developments in the station areas.
- Community Design Element, Policy 7.2G: Establish a variety of public spaces throughout the Urban Center.
- Community Design Element, Policy 7.2P: Encourage the development of buildings and structures in the Urban Center which provide civic functions.

Angle Lake Subarea

- Transit-Oriented Uses, LU-2: Concentrate people-intensive uses in the District Center.
- Transit-Oriented Uses, LU-3: Promote active, pedestrian focused ground floor uses, especially in the District Center.
- Transit-Oriented Uses, LU-6: Remove barriers to high density residential development.
- Transit-Oriented Uses, LU-12: Work with public and private property owners and developers to promote transit-oriented uses in the District.
- Open Space, Landscaping and Public Amenities, UD-20: Preserve and enhance existing open space that serves the District and promote opportunities for new open space enhancements.
- Facilitating Community & Economic Opportunity, CEO-1: Increase access to opportunities for entrepreneurship, employment, housing, services, entertainment and recreation needs of residents, employees, businesses and visitors.
- Facilitating Community & Economic Opportunity, CEO-6: Promote a variety of housing choices for people of all income levels, backgrounds, and ages.
- Facilitating Community & Economic Opportunity, CEO-9: Work with property owners to promote new development that implements the vision and goals of the District.

Next Steps

Presuming the City Council authorizes staff to engage in further research and investigation of the Bullpen property, staff anticipates the following components to the “Evaluation” stage:

- A. Determining the extent of contamination on the Bullpen site. This will require completion of an Environmental Assessment by a consultant.
- B. Developing the estimated cost remove the contamination and obtain a “No Further Action” determination by the Washington Department of Ecology.
- C. Contacting the property owner to determine possible options for acquiring the subject site and anticipated terms of any property acquisition. Staff understands that the property owner is willing to sell the subject site. However, if the property owner is not willing to sell the Bullpen property, staff will explore other options with the proeprty owner.
- D. Investigating other factors currently unknown that may be disclosed by the property owner.
- E. Once the Evaluation stage is complete, staff will seek further direction from the City Council.

BULLPEN PROPERTY

MARCH 12, 2024



PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

Staff has prepared an initial analysis of the “Bullpen” property and is seeking City Council direction on whether to proceed with evaluating the property for possible acquisition.

WHY IS THIS ISSUE IMPORTANT?

1. SeaTac has established a standard methodology for the City Council to evaluate property acquisition based upon establish policy objectives.
2. Staff have completed an initial analysis of the Bullpen property and believe acquisition of the property will advance numerous policy objectives.
3. Staff is seeking City Council guidance prior to taking further action.

POTENTIAL COUNCIL ACTION

COUNCIL ACTION REQUESTED

- City Council consensus to bring a Motion to a Regular Council Meeting for action.

STAFF RECOMMENDATION

- Approve a Motion directing staff to engage in further evaluation of the Bullpen property for possible acquisition or other future action by the City Council.

ALTERNATIVE

- Direct staff to halt further evaluation of this site for possible acquisition or other City action.

REVIEWS TO DATE

- CSS: 03/12/2024



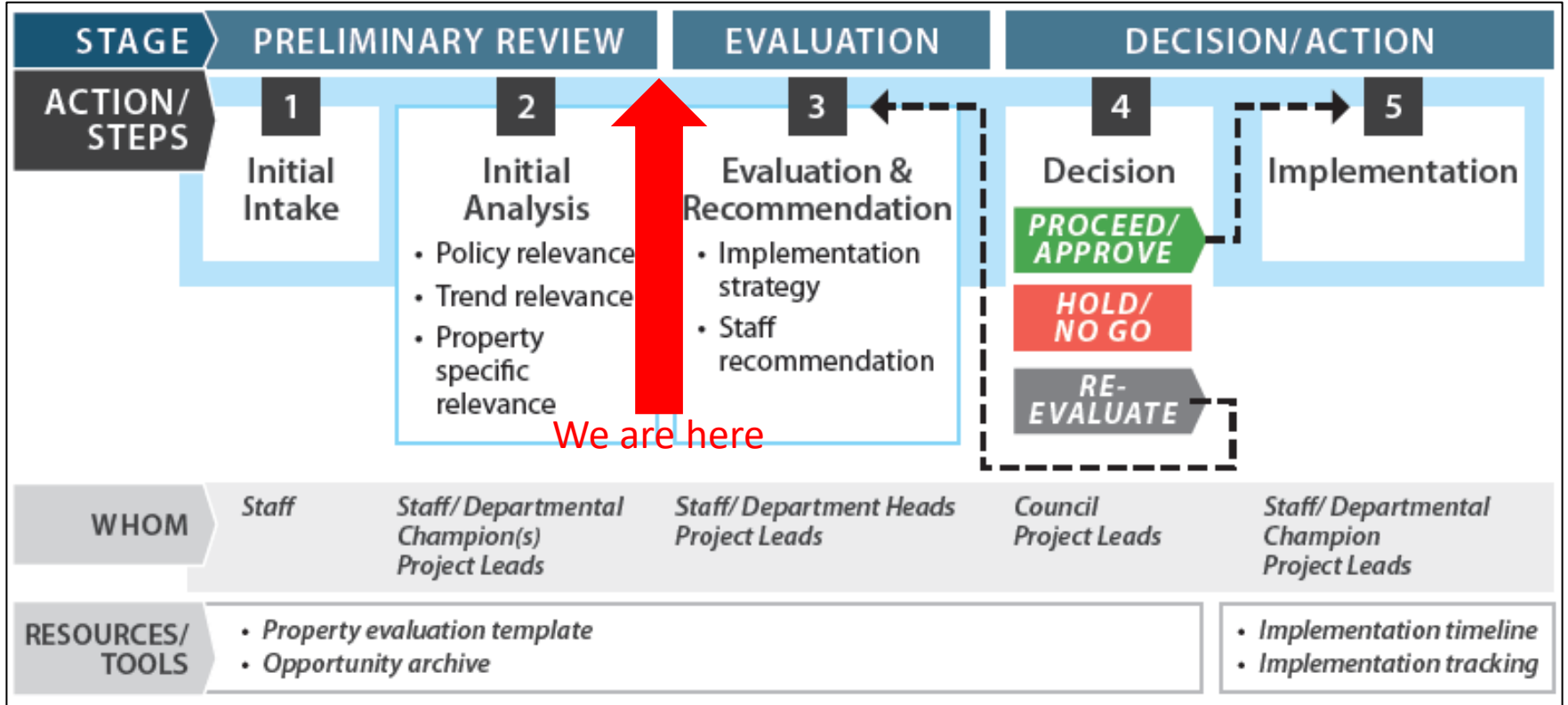
STRATEGIC REAL ESTATE PLAN

RESOLUTION NO. 22-06

- In March of 2022, the City Council established a standard methodology for the City Council to evaluate property acquisition and disposition.
- The methodology assists the City Council in ensuring that decisions to purchase or sell property are based upon adopted City Council policy objectives (i.e. the Comprehensive Plan and related policy documents).
- Staff has completed the “Preliminary Review” stage of the Bullpen property. Before beginning the next stage of “Evaluation”, which will likely require additional funding, staff is seeking City Council guidance.
- Additional City Council approvals will be required prior to any final decision on acquiring or taking action on the Bullpen property.



STRATEGIC REAL ESTATE PLAN: ACQUISITION METHODOLOGY



BULLPEN PROPERTY (NORTH, EAST FRONTAGES)



BULLPEN: BACKGROUND

PROPERTY INFORMATION

- Address: 20001 International Boulevard, SeaTac, WA
- Area: 38,582 square feet (0.89 acres)
- Zoning: CB-C (Community Business in the Urban Center)
- Subarea: Angle Lake
- Buildings: Three buildings, two currently vacant, one partially occupied
- Contamination: Yes, extent of contamination unknown
- Environmental: Groundwater wellhead protection area (5 years)
- Topography: Flat



BULLPEN PROPERTY: POLICY OBJECTIVES

POLICY OBJECTIVES IDENTIFIED DURING PRELIMINARY REVIEW

- **Environmental** – removal of hazardous and / or toxic chemicals from the SeaTac community and a groundwater wellhead protection area.

- **Economic development / investment** – removal of under-developed and visually problematic buildings to promote visual enhancement and economic growth, investment, and new development in the Angle Lake subarea.

- **Additional policy objectives** – if the City acquires the property, the City Council could leverage the property to accomplish other policy objectives. Possible objectives include, but are not limited to:
 - Private re-development as a multifamily or mixed use building;
 - Civic or community use of the site; or,
 - Affordable housing.



BULLPEN: NEXT STEPS

EVALUATION

- **Site Investigation** - Determine the extent of contamination on the Bullpen property and what steps will be necessary to obtain a “No Further Action” from the Department of Ecology.
 - This will require consultant support and is likely to result in a request for Council approval of a decision card.

- **Terms** - Working with the property owner to determine whether acquisition of the property by the City is feasible, and what terms are possible.
 - If the City cannot negotiate mutually acceptable terms, staff will explore other options to advance the policy objectives.

- **Further City Council Direction** – once the Evaluation stage is complete, staff will seek further direction from City Council.

POTENTIAL COUNCIL ACTION

COUNCIL ACTION REQUESTED

- City Council consensus to bring a Motion to a Regular Council Meeting for action.

STAFF RECOMMENDATION

- Approve a Motion directing staff to engage in further evaluation of the Bullpen property for possible acquisition or other future action by the City Council.

ALTERNATIVE

- Direct staff to halt further evaluation of this site for possible acquisition or other City action.

REVIEWS TO DATE

- CSS: 03/12/2024





SeaTac City Council

Request for Council Action

Agenda Bill #: 6319

Council consideration: An Ordinance amending Chapter 3.31 of the SeaTac Municipal Code related to Purchasing.

Date Action Requested: RCM: 3/26/2024

Review Dates: CSS: 3/12/2024

Prepared By: Kristina Gregg, City Clerk

Amount: N/A

Budgeted?: No

Applicable Fund Name: N/A

ANALYSIS: Effective May 6, 2023, Ordinance No. 23-1010 revised the City Manager's signing authority to \$100,000 and set a one-year trial period for contracts \$100,000 - \$150,000 to be approved on the consent agenda. During this one-year trial period, only 1 contract was approved using this process.

In addition, during this same time period, only 4 grants between \$100,000 and \$150,000 were approved by Council on the consent agenda.

Due to the low number of contracts and grants approved between \$100,000 and \$150,000, staff is recommending increasing City Manager signing authority to \$150,000 for contracts and grants.

BUDGET SIGNIFICANCE: None.

COMMITTEE REVIEW(S) AND RECOMMENDATION(S): This item is scheduled for review at the March 12, 2024 Council Study Session and action at the March 26, 2024 Regular Council Meeting.

ALTERNATIVE(S): 1. End the trial period without revising the authority.
2. Amend the limit.

ATTACHMENTS: Ordinance

ORDINANCE NO. _____

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 passed Ordinance No. 23-1010, amending the City's Purchasing Code to increase the City Manager's signing authority to make purchases, execute contracts, and accept grants when the value does not exceed \$100,000; and

WHEREAS, Ordinance No. 23-1010 also amended the procedures for handling purchases, executing contracts, and accepting grants exceeding \$100,000, but not exceeding \$150,000, and providing a one-year review period; and

WHEREAS, the City Council has determined 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 agreements. Contracts, agreements, and purchases that require additional budget appropriations must be approved by the City Council, regardless of amount.

1. Contracts and agreements not exceeding \$150,000 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.~~

23. Contracts and 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 \$1~~50~~0,000, whichever is less, and such cost increase does not require additional budget appropriations; or
- iii. The total value of the contract does not exceed \$1~~50~~0,000 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 one hundred fifty thousand dollars (\$1~~50~~0,000) 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 _____ day of _____, 2024, and signed in authentication thereof on this _____ day of _____, 2024.

CITY OF SEATAC

Mohamed Egal, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]

[SMC 3.31 - Purchasing]