



# City of SeaTac Regular Council Meeting Agenda

March 12, 2024  
6:00PM

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:

## ROLL CALL:

## FLAG SALUTE

## AGENDA REVIEW:

- 6:05 PUBLIC COMMENTS (any topic):** 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.

## 1. PRESENTATIONS: **Page 3**

- 6:15 Key City Issues and Requests for Direction (Total Time: 10 Minutes / Presentation Time: 5 Minutes)**

By: City Manager Carl Cole

- 6:25 Committee Updates (for items not included on the agenda) and review of proposed Council Requests (Total Time: 10 Minutes)**

By: City Council

## **6:35 2. CONSENT AGENDA: **Page 5****

Approval of claims vouchers (check no. 138089 -138177) in the amount of \$479,476.08 for the period ended March 7, 2024. (reissued 138085 - 138088)

Approval of claims EFT's in the amount of \$77,464.15 for the period ended February 27, 2024.

Approval of payroll vouchers (check no. 56418 - 56425) in the amount of \$243,109.19 for the period ended February 29, 2024.

Approval of payroll electronic fund transfer (check no. 115477 - 115647) in the amount of

**\$583,269.79 for the period ended February 29, 2024.**

**Approval of payroll wire transfer in the amount of \$191,705.22 for the period ended February 29, 2024.**

**Approval of Council Meeting Minutes:**

**Administration & Finance Committee meeting held February 1, 2024**

**Council Retreat held February 10, 2024**

**Regular Council Meeting held February 27, 2024**

**The following items were reviewed at the February 15, 2024 Planning & Economic Development Committee meeting and recommended for placement on this Consent Agenda:**

**Agenda Bill #6391; An Ordinance authorizing the City Manager to execute an amendment to the professional services contract with Otak, Inc. for the SeaTac 2044 Major Comprehensive Plan Update project and amending the City's 2023-2024 Biennial Budget. [Page 14](#)**

**6:40 UNFINISHED BUSINESS:**

**6:45 COUNCIL COMMENTS:**

**7:00 EXECUTIVE SESSION: To receive and evaluate complaints or charges brought against a public officer or employee RCW 42.30.110(1)(f) / Potential Litigation RCW 42.30.110(1)(i)**

**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:**

**Key City Issues and Requests for Direction (*Total Time: 10 Minutes / Presentation Time: 5 Minutes*)**

By: City Manager Carl Cole



# SeaTac City Council

## Request for Presentation

**Council Consideration:**

**Committee Updates (for items not included on the agenda) and review of proposed Council Requests (*Total Time: 10 Minutes*)**

By: City Council



# SeaTac City Council Request for Council Action

## **Regular Council Meeting - Hybrid Meeting**

**Meeting Date:** 03/12/2024

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### **Council Consideration:**

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### **Approval of Council Meeting Minutes:**

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**Council Retreat held February 10, 2024**

**Regular Council Meeting held February 27, 2024**

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### **Attachments**

02.01.24 A&F Minutes

02.10.24 Council Retreat Minutes

02.27.24 RCM Minutes

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# Administration and Finance Committee Minutes

February 1, 2024  
4:00 PM

\*Hybrid meeting\*  
Virtual/Council Chambers

Commence: 4:04 PM  
Adjourn: 5:06 PM

Committee Members:	Present	Excused	Unexcused
Councilmember Senayet Negusse, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Iris Guzmán	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilmember Joe Vinson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Council Members Present: Mayor Mohammad Egal and Peter Kwon

Staff Coordinator: Gwen Pilo, Finance & Systems Director

1. Call to Order	<i>Chair Senayet Negusse called the meeting to order at 4:04 PM.</i>
2. Public Comment	<i>Vicki Lockwood commented on Jake Simpson and Mohammad Egal's Travel Expenses regarding the November 2023 NLC Summit Meeting.</i>
3. Review of the Minutes	<input checked="" type="checkbox"/> Recommended for Approval  <i>A copy of the 11/02/2023 minutes were provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<input checked="" type="checkbox"/> Recommended for Approval  <i>Lesa Ellis, Executive Assistant, presented the following items for approval:</i>  <i>Pre-Approval and Expenses:</i> <ol style="list-style-type: none"> <li><i>1. Expenses for Peter Kwon National League of Cities City Summit for March 2024 Registration: \$755.00 Transportation: \$886.20 Total: \$1,641.20</i></li> </ol> <i>The committee approved the travel expenses.</i> <ol style="list-style-type: none"> <li><i>2. Expenses for Iris Guzman National League of Cities City Summit for March 2024 Registration: \$855.00</i></li> </ol>

	<p><i>Transportation: \$480.93  Total: \$1,335.93</i></p> <p><i>Deputy Mayor Iris Guzman announced she will not attend NLC due to a conflicting schedule.</i></p> <p>3. <i>Expenses for James W. Lovell  National League of Cities City Summit for March 2024  Registration: \$545.00  Lodging: \$1,553.72  Transportation: \$890.00  TNC: \$50.00  Total: \$3,394.22</i></p> <p><i>Discounted registration for first-time attendees. Payment made to NLC for Guzmán will be transferred to Lovell, and the remaining dollar amount will be credited to the VISA p-card used. There is no claim for expenses at this time.</i></p> <p><i>The committee approved the travel expenses.</i></p> <p><i>Approval of Claim for Expenses:</i></p> <p>4. <i>Expenses for Mohammed Egal  National League of Cities City Summit  Lodging: \$710.61  Meals: \$371.00  Transportation: \$743.40  TNC: \$203.72  Total: \$2028.73</i></p> <p><i>The committee approved travel expenses.</i></p> <p>5. <i>Expenses for Jake Simpson  National League of Cities City Summit  Lodging: \$821.61  Meals: \$241.00  Transportation: \$433.90  Total: \$1496.51</i></p> <p><i>The committee approved travel expenses.</i></p>
<p>5. Contract for HVAC upgrade SeaTac Community Center</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Brian Ruda, Facilities Manager, presented a proposal to the committee to upgrade the Community Center's CIP HVAC system. The proposal emphasizes the need for equipment replacement in light of a forthcoming energy code change in March. This shift necessitates converting all gas units to electric, specifically heat pumps, during the replacement process.</p>

	<p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the February 27, 2024, Regular Council Meeting.</p>
<p>6. Internal Pay Equity - Compensation Adjustment</p>	<p><input checked="" type="checkbox"/> Committee Ratification</p> <p>Carl Cole, City Manager, and Mei Barker, Human Resources Director, presented a proposal to ratify and approve the recommendation to change the Recreation Program Supervisor compensation rate from Range 54 to Range 55, effective January 1, 2024. During the November 28, 2023, council meeting, the addition of a Judicial Support Supervisor position was approved, with a recommended compensation at the range of 55. Human Resources suggests adjusting the compensation for Recreation Program Supervisor positions to maintain internal pay equity due to similar roles, responsibilities, and required qualifications.</p> <p>The committee ratified and approved this item.</p>
<p>7. Amending the 2023-2024 Biennial Budget</p>	<p><input checked="" type="checkbox"/> Recommendation to Consent Agenda</p> <p>Carl Cole, City Manager, and Alexis Briggs, Budget Analyst, presented a budget amendment. The presentation includes amending the addition of grant revenues accepted over the last few months, seven Decision Cards, and other miscellaneous increases.</p> <p>The committee recommended this item for approval, and it will be placed on the Consent Agenda at the February 27, 2024, Regular Council Meeting, and no longer be presentation only as listed on the agenda.</p>
<p>8. December Investment Report and Q4 2023 Investment Policy Compliance Review</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p>Carl Cole, City Manager, presented an overview for the Q4 2023 Investment Policy Compliance Review.</p>
<p>9. Adjourn</p>	<p><i>Chair Senayet Negusse adjourned the meeting at 5:06 PM.</i></p>



# City of SeaTac

## Council Retreat Minutes

February 10, 2024 (Saturday)  
9:00 AM - 4:00 PM

Cedarbrook  
18525 36<sup>th</sup> Ave S, SeaTac, WA 98188

**CALL TO ORDER:** Mayor Mohamed Egal called to order the SeaTac City Council Retreat at 9:04 a.m.

**COUNCIL PRESENT (in-person):** Mayor Mohamed Egal, Deputy Mayor (DM) Iris Guzmán, Councilmembers (CMs) Senayet Negusse, Peter Kwon, James W. Lovell, and Joe Vinson. Excused absent: CM Jake Simpson

**STAFF PRESENT (in-person):** City Manager Carl Cole, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Deputy City Manager (DCM) Gwen Voelpel, Finance Director Gwen Pilo, Information Systems (IS) Director Bart Perman, Community and Economic Development (CED) Director Evan Maxim, Police Chief Troy Smithmeyer, Public Works (PW) Director William Appleton, Parks & Recreation (P&R) Director Mary Tuttle, Human Resources (HR) Director Mei Barker, Executive Assistant Lesa Ellis, Government Relations & Communications Manager Kyle Moore

**WELCOME:** Mayor Egal and City Manager Cole welcomed everyone, and Facilitator Amy Leneker reviewed the agenda and plan for the day.

**GROUP CHECK IN:** Facilitator Leneker guided an exercise to build connection and create a shared purpose.

**COUNCIL STANDARDS OF CONDUCT:** Facilitator Leneker lead a discussion about the existing standards of conduct. The Council suggested revisions and enforcement options and referred this item to a future Council Study Session (CSS) as part of the Administrative Procedures revisions.

**RECESSED/RECONVENED:** Mayor Egal recessed the meeting at 10:23 a.m. until 10:38 a.m.

**ROLE CLARITY:** City Manager Cole clarified the role of the City Manager and Council. The Council decides what and why. The City Manager decides how to implement the Council's policies.

Council reviewed examples of the process.

**ADMINISTRATIVE PROCESSES:** City Manager Cole reviewed the following items with Council discussion:

- Council committees and study sessions – future conversation about committee structure vs. CSS
- City Council Administrative Procedures – Council to provide suggested revisions to City Clerk Gregg and City Manager Cole
- Open Public Meetings Act (OPMA) - reminder about the policy, executive sessions, serial meetings, and consequences
- Other – Agenda Bill process
- Port of Seattle (POS) Interlocal Agreement (ILA) – the ILA states how the City deals with disputes with POS, also provides for JAC (Joint Advisory Committee)

**PLUS/DELTA OF MORNING:** Facilitator Leneker and Council reviewed the morning.

**RECESSED/RECONVENED FOR LUNCH:** Mayor Egal recessed the meeting at 12:12 p.m. until 1:02 p.m.

**PRIORITIES – INDIVIDUAL:** Each CM reviewed their individual priorities. Common themes were public safety, human services, land use, and housing.

**BUDGET PROCESS / WORK PLAN / Q&A:** City Manager Cole reviewed the budget process, including the 2025-2026 Budget Development Calendar. The budget is the City's work plan.

Finance Director Pilo commented on the City's Financial Policies. She stated the Macro Budget Workshop will provide an outlook for the next two years, this year's ending budget, financial policies, and goals of the Council.

Staff will send out policies to the Council before the workshop.

**PRIORITIES – COUNCIL:** Facilitator Leneker led an exercise where the Council and staff worked together to develop priorities.

**RECESSED/RECONVENED:** Mayor Egal recessed the meeting from 2:09 p.m. until 2:27 p.m.

**PRIORITIES – COUNCIL (continued):**

The top priorities were:

1. Public Safety
2. Human Services
3. Code Compliance
4. Community Engagement strategy and approach (increasing access, getting input, intentional, going to them); connected resources
5. Infrastructure
6. Economic Development
7. Parks

**RECESSED/RECONVENED:** Mayor Egal recessed the meeting from 2:55 p.m. until 3:03 p.m.

**VALUES EXERCISE:** Facilitator Leneker lead the Council and staff through a values exercise where each CM determined their top 5 values.

**RECAP OF ACTION ITEMS AND COMMITMENTS:** Facilitator Leneker reviewed the action items and commitments from today’s meeting:

- Administrative Procedures, to be addressed at a future CSS
  - Standards of Conduct revisions
  - “snapshot view” for CMs, Staff, and public
  - CRF revisions
- Provide financial policies to Council before Macro Budget Workshop

**PLUS/DELTA OF THE DAY:** Facilitator Leneker reviewed the day.

**CLOSING REMARKS:** City Manager Cole and Mayor Egal thanked everyone for today.

**ADJOURNED:** Mayor Egal adjourned the Council Retreat at 3:51 p.m.

# City of SeaTac

## Regular Council Meeting Minutes

February 27, 2024  
6:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** Mayor Mohamed Egal called the SeaTac City Council Regular Meeting to order at 6:00 p.m.

**COUNCIL PRESENT (in-person):** Mayor Mohamed Egal, Deputy Mayor (DM) Iris Guzmán, Councilmembers (CMs) Peter Kwon, James W. Lovell, and Joe Vinson; **(remote):** CMs Senayet Negusse and Jake Simpson

**STAFF PRESENT (in-person):** City Manager Carl Cole, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Multimedia Video Specialist David Inman, Finance Director Gwen Pilo, Government Relations & Communications Manager Kyle Moore, Human Resources (HR) Director Mei Barker, Executive Assistant Lesa Ellis, Community & Economic Development (CED) Director Evan Maxim; **(remote):** Deputy City Manager (DCM) Gwen Voelpel, Police Chief Troy Smithmeyer, Parks & Recreation (P&R) Director Mary Tuttle

**FLAG SALUTE:** Mayor Egal led the Council, audience, and staff in the Pledge of Allegiance.

**AGENDA REVIEW:** Hybrid Meeting: Broadcast on SeaTV Government Access Comcast Channel 21, Live-streamed on the City's website <https://www.seatacwa.gov/seatvlive>, in-person and remote options for public participation.

Correction to the memo for Mayoral Appointments: Tree Board term ends December 31, 2026, not September.

### **PUBLIC COMMENTS:**

- Barbara McMichael – Defenders of Highline Forest, spoke regarding tree canopy, budget amendment related to P&R Department, Mayoral appointment to the Tree Board, and Port of Seattle (POS) land stewardship plan
- Chuck D'Arielli – density
- Alvin Simon – Seniors Serving Seniors, submitted petition regarding unfair management company practices for housing
- Tay Zack - immigration

**RECESSED:** Moved by Simpson, seconded by Lovell to recess the meeting from 6:18 p.m. until 6:34 p.m. due to disruptions.

### **PRESENTATIONS:**

#### **Black History Month Proclamation.**

CM Vinson read the proclamation. The Council presented the proclamation to National Association for the Advancement of Colored People (NAACP) Seattle-King County Branch President L. Darrell Powell and Secretary Josette Wicker.

**Council Confirmation of Mayoral Appointment of Andrea Arellano to the Arts, Culture & Library Advisory Committee (ACLAC), James Morgese and Jamie Stenson to the Hotel/Motel Tax Advisory Committee (HMAC), Dee Abasute to the Planning Commission (PC), Pam Fernald to the Tree Board, and Roger Kadeg and Viet (Julie) Le to the StART Committee.**

MOVED BY GUZMÁN, SECONDED BY KWON TO CONFIRM THE MAYORAL APPOINTMENT OF ANDREA ARELLANO TO THE ARTS, CULTURE & LIBRARY ADVISORY COMMITTEE, JAMES MORGESE AND JAMIE STENSON TO THE HOTEL/MOTEL TAX ADVISORY COMMITTEE, DEE ABASUTE TO THE PLANNING COMMISSION, PAM FERNALD TO THE TREE BOARD, AND ROGER KADEG AND VIET (JULIE) LE TO THE START COMMITTEE.\*

\*MOTION CARRIED UNANIMOUSLY.

Mayor Egal presented the certificates of appointment to the members in attendance in person: Jamie Stenson, Roger Kadeg, and Andrea Arellano.

James Morgese, Dee Abasute, and Pam Fernald were present remotely.

**PRESENTATIONS (continued):**

**FLOCK presentation for consideration**

Police Chief Smithmeyer presented the FLOCK program, which is included on the Consent Agenda as part of the budget amendment item. FLOCK is a new investigative tool.

There is an initial cost of \$197,500 for the first year. This includes: \$104,000 for initial installation, \$19,947.40 for tax, \$93,500 for the subscription. After the first year, the ongoing cost for the subscription is \$93,500. These costs can be paid for out of the existing police budget.

Council discussion ensued regarding protocols for data breaches, privacy, and PS&J Committee review.

**2023 4th quarter police stats.**

Police Chief Smithmeyer reviewed the 4<sup>th</sup> quarter police statistics with increases in crimes against persons, narcotic offenses, Dispatch Calls for Service (DCFS), and arrests and decrease in crimes against property, and hate crimes.

The Community Engagement Officer participated in four community events and is working to get the business watch program off the ground.

Council discussion ensued regarding the statistics.

**Key City Issues and Requests for Direction**

City Attorney Mirante Bartolo

- Requested the following referrals. Council concurred:
  - Referral to Council Study Session (CSS)
    - CRF 2023-17 – regarding street banners
  - Referral to Regular Council Meeting (RCM)
    - Gordon Thomas Honeywell’s (GTH) End of Session Legislative Wrap up to the March 26 RCM
    - 33<sup>rd</sup> Legislative Delegation Wrap up to a future RCM
- Grant Acceptance on Consent Agenda: King County (KC) 2023 Parks Levy Grant - \$258,196
- Calendar

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

CM Vinson: Public Safety & Justice (PS&J)

CM Negusse: Administration & Finance (A&F)

DM Guzmán: Parks & Recreation (P&R)

CM Lovell: Planning & Economic Development (PED)

CM Simpson: Transportation & Public Works (T&PW)

CM Kwon: Puget Sound Regional Council (PSRC) Transportation Committee, South County Area Transportation Board (SCATBd)

**CONSENT AGENDA:**

**Approval of claims vouchers (check no. 137824 -137892) in the amount of \$342,978.55 for the period ended January 25, 2024. (including reissued check #137824)**

**Approval of claims vouchers EFTs in the amount of \$54,735.22 for the period ended January 29, 2024.**

**Approval of claims vouchers (check no. 137893 - 137988) in the amount of \$1,128,803.71 for the period ended February 8, 2024.**

**Approval of claims vouchers (check no. 137989 - 138084) in the amount of \$811,289.22 for the period ended February 22, 2024. (including void of \$155,429.52 and reissued checks #137989 and #137993)**

**Approval of payroll vouchers (check no. 56402 - 56409) in the amount of \$239,246.29 for the period ended January 31, 2024.**

**Approval of payroll electronic fund transfer (check no. 115130 - 115303) in the amount of \$600,264.72 for the period ended January 31, 2024.**

**Approval of payroll wire transfer in the amount of \$196,618.98 for the period ended January 31, 2024.**

**Approval of payroll vouchers (check no. 56410 - 56416) in the amount of \$8,029.98 for the period ended February 15, 2024.**

**CONSENT AGENDA (continued):**

**Approval of payroll electronic fund transfer (check no. 115304 - 115476) in the amount of \$617,697.44 for the period ended February 15, 2024.**

**Approval of payroll wire transfer in the amount of \$200,690.83 for the period ended February 15, 2024.**

**Approval of Summary of Grant Acceptance for the King County 2023 Parks Levy Grant - \$258,196 (23-G002/A).**

**Approval of Council Meeting Minutes:**

**Public Safety & Justice Committee meetings held July 6 and October 5, 2023**

**Administration & Finance Committee meeting held November 2, 2023**

**Transportation & Public Works Committee meeting held January 11, 2024**

**Parks & Recreation Committee meeting held January 11, 2024**

**Regular Council Meeting held January 23, 2024**

The following items were reviewed at the February 1, 2024 Administration & Finance Committee meeting and recommended for placement on this Consent Agenda:

**Agenda Bill #6351; An Ordinance amending the City's 2023-2024 Biennial Budget.**

**Agenda Bill #6375; A Motion authorizing the City Manager to sign the contract with Hermanson through King County Directors Association (KCDA) to upgrade heating, ventilation, and air conditioning (HVAC) equipment at the SeaTac Community Center.**

The following items were reviewed at the February 15, 2024 Planning & Economic Development Committee meeting and recommended for placement on this Consent Agenda:

**Agenda Bill #6382; An Ordinance #24-1003 amending SeaTac Municipal Code Chapter 5.35.030 related to the application and permit process of the retail sale of consumer fireworks.**

MOVED BY LOVELL, SECONDED BY VINSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED.

MOTION CARRIED WITH SIMPSON VOTING NO.

**UNFINISHED BUSINESS:** None

**COUNCIL COMMENTS:** Council apologized to the community for the hateful comments made tonight.

CM Kwon commented on the coffee with a cop event.

Mayor Egal stated he loves America, and he chooses love over hate.

**EXECUTIVE SESSION:** None

**ADJOURNED:** MAYOR EGAL ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 8:10 P.M.

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Mohamed Egal, Mayor

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Kristina Gregg, City Clerk



# SeaTac City Council

## Request for Council Action

### Agenda Bill #: 6391

**Council consideration:** An Ordinance authorizing the City Manager to execute an amendment to the professional services contract with Otak, Inc. for the SeaTac 2044 Major Comprehensive Plan Update project and amending the City’s 2023-2024 Biennial Budget.

**Date Action Requested:** RCM: 03/12/2024

**Review Dates:** PED: 02/15/2024

**Prepared By:** Jennifer Kester, Planning Manager

**Amount:** \$74,700

**Budgeted?:** No

**Applicable Fund Name:** General Fund

**ANALYSIS: Summary:**

As part of the SeaTac 2044 Major Comprehensive Plan Update project, our project consultant completed a Best Available Science review to assess the need for potential updates and amendments to the SeaTac Municipal Code pertaining to critical areas. Based on that assessment, staff has determined that additional technical support and environmental expertise is needed to complete the amendments identified in the Best Available Science review.

**Analysis:**

The Best Available Science (BAS) review was completed to identify potential updates to the City’s critical areas code language (also known as the Critical Areas Ordinance/CAO). The BAS evaluation of environmentally sensitive areas (i.e., critical areas) is required per the Growth Management Act. Most recent updates to the city’s CAO were passed in 2015 and the BAS review was completed to provide recommendations for updates to the next CAO amendment. This BAS review covers Chapter 15.700 of the SeaTac Municipal Code, which provides regulations for critical areas.

Since 2015, the Washington Department of Fish and Wildlife and the Washington Department of Ecology (Ecology) released updated guidance based on BAS for management of riparian zones along streams and for wetland mitigation. Ecology additionally revised their critical aquifer recharge areas guidance in 2021 to help local jurisdictions protect groundwater resources under the Growth Management Act. Staff has also identified the potential for landslide hazards along Military Road south of South 200th Street based on recent LIDAR data and the need for a review and update of the City’s wellhead protection mitigation.

Due to the technical and scientific nature of the necessary updates, current staff do not have the skills to prepare these updates without the use of a consultant team. The completed BAS memo and proposed scope of work are enclosed as Exhibit E of the contract amendment.

**BUDGET SIGNIFICANCE:** In 2022, the City Council authorized \$500,000 in funding for the SeaTac 2044 Major Comprehensive Plan Update project. The proposed contract amendment would require the allocation of an additional \$74,700 from the General Fund (Fund #001).

**COMMITTEE REVIEW(S) AND RECOMMENDATION(S):** The contract and budget amendments were reviewed by the Planning and Economic Development Committee on February 15, 2024. The committee recommended adoption and placement on the consent agenda at a regular council meeting.

**ALTERNATIVE(S):** Direct staff to prepare an RFQ for the selection of a different consultant for the critical areas code update.

**ATTACHMENTS:**

- Ordinance
- Contract Amendment
- Contract Exhibit E

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute an amendment to the professional services contract with Otak, Inc. for the SeaTac 2044 Major Comprehensive Plan Update project and amending the City's 2023-2024 Biennial Budget.

**WHEREAS**, Ordinance 22-1016 authorized \$500,000 in funding for the SeaTac 2044 Major Comprehensive Plan Update project; and

**WHEREAS**, on April 11, 2023, the City Council awarded the professional services contract for the management for the SeaTac 2044 Major Comprehensive Plan Update project to Otak, Inc.; and

**WHEREAS**, the SeaTac 2044 Major Comprehensive Plan Update project included a task for Otak, Inc., to complete a Best Available Science review to assess the need for potential updates and amendments to the SeaTac Municipal Code pertaining to critical areas; and

**WHEREAS**, based on that assessment, staff has determined that additional technical support and environmental expertise is needed to complete the amendments identified in the Best Available Science review; and

**WHEREAS**, it is necessary for the City Council to amend the 2023-2024 Biennial Budget to provide additional expenditure authority and appropriation for the SeaTac 2044 Major Comprehensive Plan Update project.

**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 General Fund (001) by \$74,700 to fund additional efforts for the SeaTac 2044 Major Comprehensive Plan Update project.

**Section 2.** The City Manager is authorized to execute an amendment to the professional services contract with Otak, Inc. for the development and delivery of the SeaTac 2044 Major Comprehensive Plan Update project.



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

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 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: \_\_\_\_\_]

**CONSULTANT CONTRACT AMENDMENT NO. 1  
BETWEEN THE CITY OF SEATAC AND OTAK, INC.**

City of SeaTac  
4800 S. 188th Street  
SeaTac, WA 98188

Otak, Inc.  
11241 Willows Road NE, Suite 200  
Redmond, WA 98052

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PROJECT: SeaTac 2044 Major Comprehensive Plan Update project

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Pursuant to Sections 2 and 18 of the Consultant Agreement (Agreement) between the City of SeaTac (City) and Otak, Inc. (Consultant), dated April 24, 2023, the City and Consultant hereby amend as follows:

Section 1 (under the subheading “Scope of Services”) as follows:

The Consultant agrees to perform in good and professional manner the additional tasks described in Exhibit E of the Amendment.

Section 7 (under the subheading “Compensation”) as follows:

The City shall pay to the Consultant the fees and costs specific in Exhibit E of this Amendment.

All other terms of the Agreement shall remain unchanged.

IN APPROVAL, authorized representatives of the Parties to this Agreement have signed below. This Amendment shall become effective on the date of the last signature made.

CITY OF SEATAC:

CONSULTANT:

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Department Head Initials

APPROVED AS TO FORM:

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

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

Its: \_\_\_\_\_



# City of SeaTac Critical Areas Code Updates

## Scope of Work

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February 7, 2024

### Introduction

Otak completed a Best Available Science review to assess the need for potential updates and amendments of the SeaTac Municipal Code pertaining to critical areas. Based on that assessment and further discussions with City staff, we have prepared this scope of work and budget proposal for completing the code amendments, working closely with City staff. Otak's task leader for this work will be senior planner, Emily Larson, who will work with our science-based team members to complete the work described below. Mandi Roberts will serve as principal in charge of this task.

### Background from the Best Available Science Review

The Best Available Science (BAS) review completed to identify potentially needed updates the City of SeaTac's (City) critical areas code language (also known as the Critical Areas Ordinance/CAO). The BAS identified several areas of focus for the code update work. The BAS evaluation of environmentally sensitive areas (i.e., critical areas) is required per the Washington State Growth Management Act [Chapter 36.70A of the Revised Code of Washington (RCW)]. Most recent updates to the City's CAO were passed in 2015 and this BAS review has been completed to provide recommendations for updates to the next CAO amendment. This BAS review covers Chapter 15.700 (critical areas) of the SeaTac Municipal Code (SMC), that provides regulations for critical areas. Completed versions of the Washington State Department of Commerce's (DOC) Critical Areas Checklist and the Washington Department of Fish and Wildlife's (WDFW) Riparian Management Zone Checklist for Critical Areas Ordinances are attached.

The City's last update to their critical areas regulations, passed in 2015, were based on the BAS at that time. Since 2015, the WDFW and the Washington Department of Ecology (Ecology) have released updated guidance based on BAS for management of riparian zones along streams and for wetland mitigation. Riparian ecosystem BAS has been synthesized in *Volume 1: Science Synthesis and Management Implications* (Quinn et al. 2020) that describes how riparian ecosystems and watersheds affect ecological functions and aquatic habitats. *Volume 2: Management Recommendations* (Rentz et al. 2020) provides guidance for cities to protect and restore functioning riparian ecosystems. Healthy functioning riparian ecosystems are fundamental for clean water, productive salmon populations, and climate resilient watersheds. In 2021, Ecology led the preparation of *Wetland Mitigation in Washington State, Part 1: Agency Policies and Guidance (Version 2)* (Ecology et al. 2021) that provides updated guidance on compensatory mitigation according to BAS. All three documents are intended to support local governments in developing consistent policies based on BAS as required under the Growth Management Act. Ecology additionally published *Critical Aquifer Recharge Areas Guidance* (2005, revised March 2021) to help local jurisdictions protect groundwater resources under the Growth Management Act.

This BAS review has been completed to identify amendment recommendations for Chapter 15.700 of the SMC, that includes the following Sections: 15.700.005 (Purpose), 15.700.010 (Authority and Application), 15.700.015 (Definitions), 15.700.020 (Appeals), 15.700.030 (Critical Area Rules), 15.700.040



(Complete Exemptions), 15.700.050 (Partial Exemptions), 15.700.060 (Exceptions), 15.700.070 (Critical Area Maps and Inventories), 15.700.080 (Disclosure By Applicant), 15.700.090 (Critical Area Review), 15.700.100 (Critical Area Report Requirement), 15.700.110 (Contents of Critical Area Report), 15.700.120 (Mitigation, Maintenance, Monitoring and Contingency), 15.700.130 (Bonds to Ensure Mitigation, Maintenance and Monitoring), 15.700.140 (Vegetation Management Plan), 15.700.150 (Critical Area Markers and Signs), 15.700.160 (Notice on Title), 15.700.170 (Critical Area Tracts and Designation on Site Plans), 15.700.180 (Building Setbacks), 15.700.190 (Erosion Hazard Areas – Development Standards and Permitted Alterations), 15.700.200 (Flood Hazard Areas), 15.700.250 (Landslide Hazard Areas – Development Standards and Permitted Alterations), 15.700.260 (Seismic Hazard Areas – Development Standards and Permitted Alterations), 15.700.270 (Steep Slope Hazard Areas – Development Standards and Permitted Alterations), 15.700.280 (Wetlands – Identification and Rating), 15.700.290 (Wetlands – Limited Exemption), 15.700.285 (Wetlands – Development Standards), 15.700.290 (Wetlands – Permitted Alterations and Allowed Uses), 15.700.300 (Wetlands – Alteration of Wetlands Historically and Continually Used for Agricultural Purposes), 15.700.310 (Wetlands – Mitigation Requirements), 15.700.330 (Streams – Development Standards), 15.700.340 (Streams – Permitted Alterations), 15.700.350 (Streams – Mitigation Requirements), 15.700.360 (Wellhead Protection Areas and General Groundwater Resources), and 15.700.370 (Fish and Wildlife Habitat Conservation Areas). The following chapters and sections were also reviewed as applicable to this BAS review of the City’s critical areas: 13.190.130 (Forest Practices) and 18.10 (Flood Hazard Areas).

### ***Riparian Ecosystems***

According to Quinn et al. (2020) and Rentz et al. (2020), riparian ecosystems are defined as the area that provides full ecological function for bank stability, shade, pollution removal, detrital inputs, recruitment of large woody debris, and wildlife movement. The current term or approach to managing these habitats is to identify them as Riparian Management Zones (RMZ) rather than buffers, as is commonly used in most critical areas ordinances. The preferred term is RMZ because buffer implies undeveloped natural areas that can contribute habitat to riparian functions, whereas RMZ is meant to capture the area capable of providing full functions and is managed to that end.

One of the goals of managing RMZs is the Desired Future Condition (DFC), in which habitat composition and structure is old, structurally complex conifer-dominated forest with large diameter trees, numerous snags and logs, and multi-strata canopies that promote plant diversity. This is used as the benchmark for the DFC in riparian areas. A significant component of implementing the RMZ management concept is to use the site-potential tree height (SPTH) for determining RMZ widths on streams. Tree height refers to the average height of the tallest dominant tree (200 years or older) in which key riparian ecosystem functions are effectively captured. The effectiveness of providing riparian functions decreases as the distance from a stream increases. Designating RMZs based on at least SPTH<sub>200</sub> is therefore a scientifically supported approach to protecting and managing fully functioning riparian ecosystems, including salmon.

Rentz et al. (2020) describe procedures for delineating RMZs in forested ecosystems (e.g., portions of the City). The inner edge of the RMZ should be based on the active channel as determined by the location of the stream ordinary high water mark (OHWM) following Ecology’s OHWM delineation manual (Anderson et al. 2016). The outer edge should be the recommended minimum based on SPTH<sub>200</sub>, vegetation composition, and pollution removal. The minimum RMZ width for pollution removal is 100 feet, which has been documented to remove 80-95% or more of common stream contaminants (e.g., nitrogen, phosphorous, sediment, and most pesticides). The mean SPTH<sub>200</sub> in western Washington ranges from 100 to 240 feet and is correlated with soil types that support different climax trees species.



The greater of the two (e.g., one full SPTH<sub>200</sub> or the 100-foot pollution removal overlay) should be utilized to determine the regulated RMZ to protect all key riparian functions. WDFW has created the SPTH mapping tool (<https://arcg.is/1ueq0a>), which includes the extent of the City’s jurisdiction and can be used if this approach is to be adopted for regulating riparian ecosystems.

In addition, Quinn et al. (2020) and Rentz et al. (2020) do not distinguish between non-fish bearing and fish-bearing streams. No evidence or scientific literature has been identified that full riparian ecosystem functions along non-fish bearing streams are less important to aquatic ecosystems than full riparian ecosystem functions along fish-bearing streams, due to their connectivity.

### ***Wetland Mitigation***

Ecology’s *Wetland Mitigation in Washington State, Part 1: Agency Policies and Guidance (Version 2)* (Ecology et al 2021) provides updated guidance for selecting, designing, and implementing compensatory mitigation based on BAS, to ensure that environmental policies and regulatory requirements are achieved. The updated guidance emphasizes mitigation sequencing, functional assessment tools, determining adequate compensation for lost wetland functions and values, the importance of site selection for habitat connectivity, and long-term sustainability and protection. Guidance on calculating impacts addresses permanent and temporary impacts, short and long-term temporary impacts, indirect impacts, and shading (e.g., habitat conversion).

The goal of any project that impacts wetlands is to achieve “no net loss” of wetland functions and values- a key national and state policy goal since 1989. Determining no net loss is contingent on the amount of compensation required to offset wetland losses and typically requires compensating for both area and functions. Commonly used methods for evaluating the adequacy of proposed compensation include using Ecology’s *Calculating Credits and Debits for Compensatory Mitigation (Credit-Debit Method)* (Hruby 2012) and mitigation ratios.

## **Scope of Work**

### **1.0 Project Management and Collaboration**

We will provide customary project management and coordination during the course of the work and will participate in up to four meetings with City staff to discuss, review, and confirm needed updates.

Our team will integrate invoicing with the Comprehensive Plan update project and add this item as a specific work item and report on progress monthly in invoicing.

#### ***Deliverables***

- Preparations for and participation in up to four meetings with City staff
- Status reporting to accompany monthly invoicing

### **2.0 Prepare First Draft of the Code Revisions for City Staff Review**

Our team will complete a first draft of code revisions pertaining to critical areas, focused on the recommended update topics summarized below, based on the review of BAS for critical areas. Completed versions of the Washington State Department of Commerce’s (DOC) Critical Areas Checklist and WDFW’s Riparian Management Zone Checklist for Critical Areas Ordinances are attached.



- 1) Best Available Science: 15.700.110(A) and 15.700.285(B) reference BAS, but the CAO does not specify BAS was used for the development and review of other portions of the CAO policies, including protection of streams and anadromous fisheries. Suggest critical areas update reference BAS in discussion of both per RCW 36.70A.172, Chapter 365-195 WAC, WAC 365-195-915, and the example below from the City of North Bend's Municipal Code.

**Example:** 14.05.020. Jurisdiction A. *The city shall regulate all uses, activities, and development within, adjacent to, or likely to affect one or more critical areas, consistent with best available science as provided in the Critical Areas Ordinance Update – Gap Analysis and Best Available Science Consistency Review on file with the city, and consistent with the critical areas provisions of this title.*

- 2) No Net Loss: 15.700.005(F), 15.700.350, and 15.700.285(E/F) address "no net loss" of wetland and stream functions. Suggest critical areas update specifies no net loss as one of the goals of protecting critical area functions and values, and of mitigation.
- 3) Critical Aquifer Recharge Areas (CARAs): 15.700.360 address wellhead and groundwater resource protection. 15.700.360(B)1 discusses the protection of mapped wellhead protection areas (Map 9.2 in Comprehensive Plan); however, there is no discussion of the protection of CARAs. There may need to be an update to the GIS layer for Wellhead Protection Areas and CARAs (as applicable), as well as development of protection measures for CARAs per Ecology's 2021 CARA Guidance Document for the code.

Our team will specifically review the wellhead protection areas mapping in the current SeaTac Comprehensive Plan and evaluate the needed for additional/updated code language.

- 4) Frequently Flooded Areas: 15.700.200 Flood Hazard Areas references Chapter 18.10, which regulates Flood Hazard Areas. 18.10.040 refers to the 2020 Flood Insurance Study (FIS) for King County, WA and Incorporated Areas, and accompanying flood insurance maps. As applicable, we suggest updating Chapter 18.10 include a GIS layer of Channel Migration Zones (CMZs) and discussion of their protection, following the guidance in Channel Migration Assessments on Ecology's website and Riparian Ecosystems, Vol 2, Sect 2.3.3(B) (Rentz et al. 2020).
- 5) National Flood Insurance Program (NFIP) Biological Opinion (BiOp): The CAO and Chapter 18.10 do not reference NFIP BiOp. If applicable, after further review related to floodplains, Chapter 18.10 may need to be updated to include regulations for development in floodplains per the NFIP BiOp (see Additional Resources at the bottom of Page 6 of DOC Checklist and example below from City of North Bend's Municipal Code).

**Example:** 14.12.210 Floodplain habitat assessment. A. *Assessment Required. A floodplain habitat assessment is required unless the project is exempt under subsection B of this section. A habitat assessment determines if the project is likely to have no effect, not likely to adversely affect, or likely to adversely affect critical habitat or threatened and endangered species. If required, the habitat assessment shall be prepared at the applicant's sole expense by a qualified consultant in accordance with the requirements of the Floodplain Habitat Assessment and Mitigation Regional Guidance 2013 prepared by FEMA Region X, or any successor guidance document approved by FEMA for habitat assessment and mitigation. The city's actual costs of review of applicant's habitat assessment and mitigation plan shall be paid by the applicant pursuant to the city's adopted taxes, rates and fee schedule.*



- 6) Geologically Hazardous Areas: the CAO does not provide a definition of Geologically Hazardous Areas. 15.700.015's definition of critical areas includes: erosion, landslide, steep slope, seismic, and volcanic hazard areas, and are regulated in: 15.700.190 Erosion Hazard Areas, 15.700.250 Landslide Hazard Areas, 15.700.260 Seismic Hazard Areas, and 15.700.270 Steep Slope Hazard Areas. Suggest critical areas update include definition for *Geologically Hazardous Areas* consistent with RCW 36.70A.030(14) "*Geologically hazardous areas*" means areas that because of their susceptibility to erosion, sliding, earthquake, or other geological events, are not suited to the siting of commercial, residential, or industrial development consistent with public health or safety concerns.

The City has specifically mentioned the potential for landslide hazards from Military Road to the south based on LIDAR and our team will review this data and determine needed mapping and updates to critical areas code language accordingly.

As noted above, we recommend critical areas update include a GIS layer of CMZs as applicable and discussion of their regulation according to the guidance (Stream Channel Migration Zones) on Ecology's website.

- 7) 15.700.190 Erosion Hazard Area: The CAO does not include a definition for Erosion Hazard Areas, nor a corresponding GIS layer that maps these areas. Suggest update define and designate these areas and/or include these areas under Steep Slope Hazard Areas.
- 8) Protection of Fish and Wildlife Habitat Conservation Areas (15.700.370): Suggest critical areas code language be updated to include current recommendations for protection of FWHCAs, including PHS and riparian ecosystems, according to BAS resources listed on Page 8 of the DOC Checklist, and consistent with Riparian Ecosystems, Vol 2, Sect 3.2.1 #4 (Rentz et al. 2020).  
15.700.370 references state and federally listed species; suggest critical areas update expand this section to include specific measures for protection of anadromous fish and other listed species known to occur in/adjacent to the city. See guidance in the resource links at bottom of Page 8 on DOC Checklist.
- 9) Designating & Protecting Waters of the State: suggest update to 15.700.330 include a reference to delineating the OHWM in accordance with Ecology's OHWM delineation manual (Anderson et al. 2016), as updated. The manual is titled Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State and is available at:  
<https://apps.ecology.wa.gov/publications/documents/1606029.pdf>  
Suggest 15.700.370(A)4 update include stream typing consistent with WAC 222-16-030 and DNR Forest Practices, and establishment of riparian management zones (RMZs) per Riparian Ecosystems, Vol 1 (Quinn et al. 2020) and Riparian Ecosystems, Vol 2 (Rentz et al. 2020). Additionally recommend update establishes a goal to retain and restore CMZs and RMZs to the extent practicable, to maximize riparian function over time as identified in Vol 2, Sect 4.2.
- 10) Anadromous Fisheries (15.700.330.A.2, 15.700.340.G/L/M, 15.700.370): Suggest critical areas update includes expanded buffer widths in the form of RMZs as discusses in Riparian Ecosystems, Vol. 2, Sect. 2.3.5 (Rentz et al. 2020), as well as the other protective measures listed in the resources at the bottom of Page 9 of the DOC Checklist.
- 11) 15.700.300.D.4 implements Transfer of Development Rights (TDRs). The code updates will identify additional non-regulatory measures to protect and enhance the functions and values of





critical areas, such as Stewardship Programs, Grant Opportunities, and Joint Planning With Other Jurisdictions and Non-profit Organizations. Also recommend critical areas update include incentives for riparian restoration efforts according to the guidance in Riparian Ecosystems, Vol 2, Sect. 4.3.

- 12) Monitoring and Adaptive Management: Suggest critical areas update include the establishment of monitoring and adaptive management according to the recommendations in the 2020 Riparian Ecosystems Vol. 1, Sect. 9.8 & Vol. 2, Sect. 1.4, 3.2, and Chpt. 5.
- 13) Mitigation: 15.700.350.D Streams – Mitigation Requirements specifies replacement or enhancement is required for alterations to streams or buffers per a development proposal, with no net loss of functions. Suggest critical areas update identify mitigation measures, including submittal of a mitigation plan to ensure replacement, enhancement, and restoration efforts are successful.  
  
15.700.270 Steep Slope Hazard Areas does not identify mitigation for steep slopes; suggest critical areas update identify mitigation requirements for impacts to steep slopes and steep slope buffer reduction areas.  
  
15.700.140 Vegetation Management Plan does not provide guidance on what is required in plan, such as removal of invasive plants within buffers. Suggest critical areas update identify mitigation requirements, which may include standard buffer requirements.
- 14) Protection of 5 Key Riparian Functions: suggest critical areas update includes 5 key riparian ecosystem functions (shade, roost strength, nutrient input, wood input, pollution control) identified by Rentz et al. in Riparian Ecosystems, Vol 2, Sect 2.2.2, and incorporate management recommendations per Sects 9.3, 9.7, and 9.8 (2020).
- 15) Watershed Management: suggest critical areas updates include watershed management recommendations from Riparian Ecosystems, Vol 2, Sect 3.3 and 3.4 for watershed-scale management considerations, applicable to streams, buffers, and RMZs, including restoration and protection of watersheds and connectivity, in addition to planning for climate change (Rentz et al. 2020).
- 16) Riparian Habitat Management Plans: suggest critical areas update reflects recommendations for Riparian Habitat Management Plans outlined in Riparian Ecosystems Vol 2, Sect 3.2.2 (Rentz et al. 2020).
- 17) Hazard Trees: encourage the creation of snags in critical areas or their buffers rather than complete tree removal when feasible. Suggest critical areas be updated consistent with the protection measures identified for removing hazard trees in Riparian Ecosystems Vol 2, Sect 3.2.1 #7 (Rentz et al. 2020).
- 18) Minimizing Impacts from Recreational Trails: suggest update to 15.700.340(F) include reference to PHS data and management per Riparian Ecosystems Vol 2, Sect 3.2.1 #10 (Rentz et al. 2020).
- 19) Suggest 15.700.340 Stream – Permitted Alterations be updated to state any stream crossings shall follow WDFW’s 2013 Water Crossing Design Guidelines, or as updated, along with consideration of National Marine Fisheries System’s (NMFS) 2011 Anadromous Salmonid Passage Facility Design, or as updated. Stream crossing design shall follow BAS and be coordinated with WDFW.



20) 15.700.110 Contents of Report: suggest adding a statement requiring critical area reports to address project’s climate resiliency within critical areas (e.g., increasing habitat connectivity, planning for wider range of stream flows, and increasing stream shading).

21) 15.700.310.2 Requirements for Compensatory Mitigation: update references to *Wetland Mitigation in Washington State, Part 1: Agency Policies and Guidance (Version 2)* (Ecology et al. 2021), as amended, and Part 2: Developing Mitigation Plans (Ecology et al. 2006), as amended.

Based on these points above and based on further discussion and confirmation with City staff in the meetings noted under Task 1.0, we will prepare proposed code modifications in a Word document, including a track changes version and clean version—both for City staff review.

***Please note that we understand the City has an expert GIS mapping and analysis department, and we assume that the City will create and provide maps as referenced above for inclusion in the code update work. We will coordinate with the City’s GIS staff on needed mapping and can support with minimal GIS work if needed.***

***Deliverable***

- Code modifications, in track changes and clean Word versions for City staff review

**3.0 Prepare Second Draft of the Code Revisions for Planning Commission Review**

Based on City staff review of the proposed updates, we will complete a second draft (in one round of revisions) of the critical areas code updates for Planning Commission review as applicable.

***Deliverable***

- Code modifications, in track changes and clean Word versions for Planning Commission review as applicable

**4.0 Finalize Code Revisions**

Based on review by the Planning Commission and further instruction and guidance by City staff, our team will complete one final round of revisions to the critical areas code sections to move through formal adoption. This document may be packaged with other code modifications at the City’s request.

***Deliverable***

- Code modifications, in track changes and clean Word versions for formal City adoption process

**5.0 Support with Presentation Materials and Planning Commission Meeting or Other Meeting (1)**

Our team will prepare presentation materials summarizing the code updates being made and will attend one meeting with Planning Commission or related to a public hearing per City’s direction to support City staff in presenting the updates.

***Deliverables***

- Powerpoint presentation summarizing code updates related to critical areas
- Attendance at one meeting, such as a Planning Commission meeting or public hearing



## 6.0 Support Related to Adoption of the Revisions

We will make one final round of minor revisions if needed during the adoption process and will be available for other consultation and minimal support during adoption.

### Deliverables

- Any final minor revisions to the code update (Word) document
- Minimal consultation as needed during adoption (phone/Teams calls; emails, etc.)

### Schedule

We anticipate that this work would begin as soon as authorized and proceed concurrently with other code related work under the two projects Otak is working on—the City Center/Airport District Subarea Plan and the Envision SeaTac 2044 Comprehensive Plan. A detailed tabular schedule will be prepared upon further consultation with City staff and in consideration of other concurrent code work to be completed.

### Budget

This proposed budget includes time for Otak staff, as well as subconsultant support to confirm language for geologic hazard updates that may be needed. Labor and direct costs are assumed in the budget.

	<i>Sr. Planner</i>	<i>Planner</i>	<i>Planning Associate</i>	<i>Scientist</i>	<i>Budget Subtotals and Total</i>
	<i>\$180.00</i>	<i>\$160.00</i>	<i>\$130.00</i>	<i>\$190.00</i>	
Project Management and Collaboration Meetings with City Staff (Up to 4 Meetings)	24	12	12	2	
First Draft of Code Revisions (City Staff)	16	40	56	12	
Second Draft of Code Revisions (Planning Commission)	12	32	48	8	
Finalize Code Revisions	8	24	32	4	
Support with Planning Commission Meeting (1 Meeting Assumed))	3	6	6		
Minimal Support with City Council Adoption	2	8	4		
<b>Subtotal Hours</b>	<b>65</b>	<b>122</b>	<b>158</b>	<b>26</b>	
<b>Subtotal Fees</b>	<b>\$11,700.00</b>	<b>\$19,520.00</b>	<b>\$20,540.00</b>	<b>\$4,940.00</b>	<b>\$56,700.00</b>
<b>Geotechnical consulting/support</b>					<b>\$16,500</b>
<b>Direct Expenses</b>					<b>\$1,500</b>
<b>Total Estimated Budget</b>					<b>\$74,700.00</b>



## References

- Anderson, P., S. Meyer, P. Olson, and E. Stockdale. 2016. Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State. Ecology Publication No. 16-06-029. Available at: <https://apps.ecology.wa.gov/publications/documents/1606029.pdf>
- Ecology [Washington Department of Ecology]. 2005. Critical Aquifer Recharge Areas Guidance, revised March 2021. Available at: <https://apps.ecology.wa.gov/publications/documents/0510028.pdf>
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- Quinn, T., G.F. Wilhere, and K.L. Krueger, technical editors. 2020. Riparian Ecosystems, Volume 1: Science Synthesis and Management Implications. Habitat Program, Washington Department of Fish and Wildlife, Olympia.
- Rentz, R., A. Windrope, K. Folkerts, and J. Azerra. 2020. Riparian Ecosystems, Volume 2: Management Recommendations. Habitat Program, Washington Department of Fish and Wildlife, Olympia.