

**ORDINANCE NO. 24-1001**

AN ORDINANCE of the City Council of the City of SeaTac, Washington, amending the professional services contract with DKS Associates for the 2024 Transportation Master Plan Update project and amending the City's 2023-2024 Biennial Budget.

**WHEREAS**, Ordinance 23-1015 authorized \$796,600 in funding for the 2024 Transportation Master Plan Update project; and

**WHEREAS**, the 2024 Transportation Master Plan project includes a task for the consultant to provide expertise in determining the appropriate bicycle and pedestrian facilities along 34<sup>th</sup> Avenue South, from South 166<sup>th</sup> Street to South 176<sup>th</sup> Street in support, alignment, and coordination with ST-016, 34<sup>th</sup> Ave S ; and

**WHEREAS**, additional work was identified to increase travel demand model accuracy throughout the entire jurisdiction and to develop a street section that accommodates access for multiple travel modes for the 34<sup>th</sup> Avenue South, South 166<sup>th</sup> Street to South 176<sup>th</sup> Street project; 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 2024 Transportation Master 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 Transportation CIP Fund (307) by \$18,680 to fund additional efforts for the 2024 Transportation Master Plan project.

**Section 2.** The City Manager is authorized to execute an amendment to the professional services contract with DKS Associates 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 9<sup>th</sup> day of January, 2024 and signed in authentication thereof this 9<sup>th</sup>  
day of January, 2024.

CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: January 20, 2024]

[2024 Transportation Master Plan Update Project – Amendment to professional services contract]

**ORDINANCE NO. 24-1002**

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to amend a professional services contract with Perteet, Inc. for design of the South 204<sup>th</sup> Street Improvements 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 204<sup>th</sup> Street Improvements Project ("Project"), Public Works Project ST-134, which is part of the City's transportation improvement program, will be designed in 2023, 2024, and 2025; and

**WHEREAS**, funding for the design efforts is needed in 2024, by increasing expenditures in the Transportation CIP Fund (#307) by \$454,323;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC,**

**WASHINGTON, DO ORDAIN as follows:**

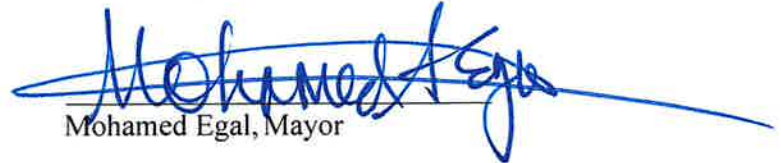
**Section 1.** The City's 2023-2024 Biennial Budget shall be amended by increasing expenditures in the Transportation CIP Fund (#307) by \$454,323 to fund design efforts for the South 204<sup>th</sup> Street Improvements Project.

**Section 2.** The City Manager is authorized to execute a contract amendment with Perteet, Inc., in the amount of \$754,323 for the design of the South 204<sup>th</sup> Street Improvements Project (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 23rd day of January, 2024, and signed in authentication thereof on this 23rd day of January, 2024.

CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: February 3, 2024 ]

[S. 204<sup>th</sup> Street Improvements Project and Budget Amendment]

**ORDINANCE NO. 24-1003**

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 February 1, 2024, 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:**

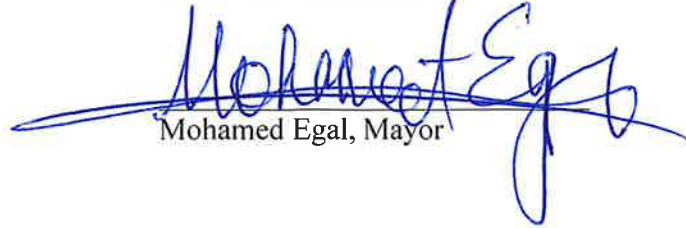
**Section 1.** A listing of the adjustment requests is included by line item, amount, and fund as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

**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 \$109.9 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 27th day of February, 2024, and signed in authentication thereof on this 27th day of February, 2024.

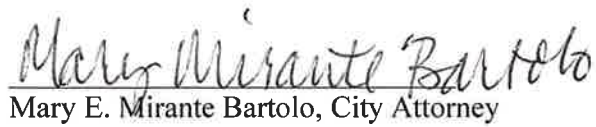
CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 03.09.24 ]

[2023-2024 Biennial Budget Amendment Ordinance]

**EXHIBIT A**

2023-2024 Biennial Budget Amendment

**Revenue**

001	001.334.02.70.001
	001.337.07.00.020
	001.341.49.00.000
301	301.337.07.00.016
307	307.334.03.81.017
501	501.397.90.00.001

2023-2024
TOTAL
\$100,000
\$80,788
\$199,762
\$258,196
\$4,000,000
\$8,000
<b>\$4,646,746</b>

WA Rec & Conserv NSP Trail Repairs
Grandview Fence RPR - KC Parks Levy
Port Reimbursement - Criminal Paralegal & JSS DCs
BMX Track Lighting - KC Parks Levy
Airport Station Area Urban - TIB
Transfer In - 501 Fund (Recreation Trailer DC)

**Expenditures**

**FUND #**

**BAR#**

001	001.000.02.512.51.XX.XXX
	001.000.02.512.51.31.008
	001.000.02.512.51.49.053
	001.000.02.512.51.43.033
	001.000.02.512.51.49.061
	001.000.06.515.35.XX.XXX
	001.000.06.515.30.31.008
	001.000.06.515.30.35.000
	001.000.06.515.30.42.028
	001.000.06.515.30.49.053
	001.000.08.521.20.49.053
	001.000.08.554.30.41.022
	001.000.10.576.80.XX.XXX
	001.000.10.576.80.31.008
	001.000.10.576.80.31.018
	001.000.10.576.80.35.000
	001.000.10.576.80.42.028
	001.000.10.576.80.43.031
	001.000.10.576.80.43.032
	001.000.10.576.80.43.033
	001.000.10.576.80.49.053
	001.000.10.576.80.49.061
	001.000.10.576.80.48.000
	001.000.10.576.80.48.000
	001.000.10.573.90.45.000
	001.000.10.597.90.00.001
	001.000.13.558.50.XX.XXX
	001.000.13.558.50.31.008
	001.000.13.558.50.31.018
	001.000.13.558.50.35.000
	001.000.13.558.50.42.028
	001.000.13.558.50.43.031
	001.000.13.558.50.43.032
	001.000.04.518.88.48.050
	001.000.13.558.50.49.053
	001.000.13.558.50.49.061

**General Fund (001) Total**

2023-2024
TOTAL
\$88,725
\$300
\$440
\$100
\$700
\$99,067
\$150
\$4,000
\$780
\$300
\$197,500
\$6,000
\$73,003
\$500
\$600
\$1,000
\$1,200
\$700
\$1,200
\$500
\$300
\$700
\$80,788
\$100,000
-\$8,000
\$8,000
\$126,159
\$200
\$500
\$2,800
\$600
\$600
\$256
\$150
\$655
\$500
<b>\$790,973</b>

**Description**

Salaries & Benefits (JSS Port DC)
Office & Operating Supplies (JSS Port DC)
Subscriptions (JSS Port DC)
Transportation (JSS Port DC)
Registration (JSS Port DC)
Salaries & Benefits (Criminal Paralegal DC)
Office & Operating Supplies (Criminal Paralegal DC)
Small Tools & Equip (Criminal Paralegal DC)
Telephone (Criminal Paralegal DC)
Subscriptions (Criminal Paralegal DC)
Subscriptions (Flock Safety DC)
Animal Control Services
Salaries & Benefits (Tree & Natural Areas DC)
Office & Operating Supplies (Tree & Natural Areas DC)
Uniforms & Safety Clothing (Tree & Natural Areas DC)
Small Tools & Minor Equip (Tree & Natural Areas DC)
Telephone (Tree & Natural Areas DC)
Lodging (Tree & Natural Areas DC)
Meals (Tree & Natural Areas DC)
Transportation (Tree & Natural Areas DC)
Subscriptions (Tree & Natural Areas DC)
Registration (Tree & Natural Areas DC)
Repairs & Maintenance (Grandview Fence Install)
Repairs & Maintenance (NSP Trail Repairs)
Operating Rentals & Leases (Recreation Trailer DC)
Transfer Out - 501 Fund (Recreation Trailer DC)
Salaries & Benefits (Commercial Plans Examiner DC)
Office Supplies (Commercial Plans Examiner DC)
Uniforms & Safety Clothing (Commercial Plans Examiner DC)
Small Tools & Equip (Commercial Plans Examiner DC)
Telephone (Commercial Plans Examiner DC)
Lodging (Commercial Plans Examiner DC)
Meals (Commercial Plans Examiner DC)
SW Maint & Support (Commercial Plans Examiner DC)
Subscriptions (Commercial Plans Examiner DC)
Registration (Commercial Plans Examiner DC)

**EXHIBIT A**

2023-2024 Biennial Budget Amendment

102	102.000.11.542.30.XX.XXX	\$193,460	Salaries & Benefits (Maint. Ops Workers DC)
	102.000.11.542.30.31.008	\$100	Office & Operating Supplies (Maint. Ops Workers DC)
	102.000.11.542.30.31.018	\$1,000	Uniforms & Safety Clothing (Maint. Ops Workers DC)
	102.000.11.542.30.35.000	\$600	Small Tools & Equip (Maint. Ops Workers DC)
	102.000.11.542.30.42.028	\$1,512	Telephone (Maint. Ops Workers DC)
	102.000.11.542.30.43.032	\$400	Meals (Maint. Ops Workers DC)
	102.000.11.542.30.43.033	\$500	Transportation (Maint. Ops Workers DC)
	102.000.11.542.30.49.061	\$1,000	Registration (Maint. Ops Workers DC)
	<b>Street Fund (102) Total</b>	<b>\$198,572</b>	
301	301.000.04.518.88.35.000	\$2,700	Small Tools & Equipment (JSS Port DC)
	301.000.04.518.88.35.000	\$3,000	Small Tools & Equipment (Tree & Natural Areas DC)
	301.000.04.518.88.35.000	\$2,500	Small Tools & Equipment (Criminal Paralegal DC)
	301.000.04.518.88.35.000	\$2,500	Small Tools & Equipment (Commercial Plans Examiner DC)
	301.000.10.594.75.62.003	\$163,499	Community Center HVAC Replacement
	301.000.10.594.76.63.223	\$258,196	Lighting at BMX Track
	<b>Municipal CIP Fund (301) Total</b>	<b>\$432,395</b>	
307	307.000.11.599.99.65.602	\$4,000,000	Airport Station Area Improvements
	<b>Transportation CIP Fund (307) Total</b>	<b>\$4,000,000</b>	
501	501.000.11.594.48.64.097	\$8,000	Tools & Equipment (Recreation Trailer DC)
	<b>Equipment Rental Fund (501)</b>	<b>\$8,000</b>	
	<b>Grand Total - ALL FUNDS</b>	<b>\$5,429,940</b>	



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

**2/27/2024**

<b>2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 303,073,895</b>					
<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>REVENUES &amp; OTHER SOURCES</b>	<b>EXPENDITURE APPROPRIATION</b>	<b>ENDING BALANCE</b>	
<b>001 General Fund</b>	\$ 40,874,342	\$ 97,656,463	\$ 108,738,450	\$ 29,792,354	
<b>102 Street Fund</b>	9,127,607	21,268,887	13,597,632	\$ 16,798,862	
<b>105 Port ILA</b>	13,049,905	3,066,578	3,171,751	\$ 12,944,732	
<b>106 Transit Planning</b>	410,101	570,960	151,045	\$ 830,016	
<b>107 Hotel/Motel Tax</b>	11,331,778	3,859,200	3,267,846	\$ 11,923,132	
<b>108 Building Management</b>	3,727,788	566,022	578,336	\$ 3,715,474	
<b>111 Des Moines Creek Basin ILA</b>	4,320,685	710,700	3,404,445	\$ 1,626,940	
<b>112 Affordable Housing Sales Tax</b>	221,408	297,290	378,000	\$ 140,698	
<b>113 ARPA Grant</b>	68,336	6,379,861	6,340,471	\$ 107,726	
<b>114 Restricted Public Safety Fund</b>	-	376,514	120,400	\$ 256,114	
<b>207 SCORE Bond Servicing</b>	390,871	287,863	283,063	\$ 395,671	
<b>301 Municipal Capital Improvements</b>	19,345,703	6,866,625	15,693,087	\$ 10,519,241	
<b>306 Facility Construction CIP</b>	3,750,367	104,300	1,271,439	\$ 2,583,228	
<b>307 Transportation CIP</b>	18,602,849	10,129,447	20,799,507	\$ 7,932,789	
<b>308 Light Rail Station Areas CIP</b>	3,030,848	120,750	842,666	\$ 2,308,932	
<b>403 SWM Utility</b>	7,006,547	8,532,000	9,619,720	\$ 5,918,827	
<b>404 Solid Waste &amp; Environmental</b>	1,467,037	872,900	688,586	\$ 1,651,351	
<b>501 Equipment Replacement</b>	2,259,169	2,422,194	4,214,661	\$ 466,702	
<b>TOTAL BIENNIAL BUDGET</b>	<b>\$ 138,985,341</b>	<b>\$ 164,088,554</b>	<b>\$ 193,161,105</b>	<b>\$ 109,912,791</b>	

**General Fund (001)**  
**Decision Cards**

# City of SeaTac Decision Card

<p><b>Title:</b> Judicial Support Specialist</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 92,965</p>	<p><b>Department:</b> Court</p> <p><b>Director:</b> Gail Cannon</p> <p><b>Program:</b> Port of Seattle</p>
<p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 01/02/2024</p> <p><b>Preparer:</b> Gail Cannon</p>

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

The Municipal Court is requesting an additional FTE (Full Time Employee), to cover Port of Seattle cases.

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

- 2080 hours is the total number of hours for a 1.0 FTE working 40hrs per week.
- A total of 1790.70 hours was spent on Port cases by the Judicial Support Specialists.
- 1790.70 hours divide by 2080 hours = .86 of 1 FTE which was spent on Port cases.
- When you compare SeaTac’s case filings of 2944 for 2022 vs Port case filings of 2633 divided by Judicial Support Specialist. Port of Seattle has 1 FTE handling 2633 cases a year, as to SeaTac case 1 FTE is handling around 981 cases a year.
- Port of Seattle Judicial Support Specialist is handling almost 1.5 times more cases than SeaTac Judicial Support Specialist.
- When requesting a new FTE court does not go by hours. They generally go by number of cases being handled. It is extremely difficult for staff to capture all the hours they are working on a particular case. This position would be funded by Port of Seattle.

**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):*

Increase Connectivity and Safety  
Build Effective and Accountable Government.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	301 fund		2,700
On-Going Costs	General Fund (001)		90,265
<b>Total Expenditures</b>		\$ 0	\$ 92,965
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>	Port Reimbursement		92,965
<b>Total Revenues</b>		\$ 0	\$ 92,965
<b>Total Request (Net):</b>		\$ 0	\$ 0

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Judicial Support Specialist  
**Position Title (Provided by HR) :** Judicial Support Specialist  
**Salary Range (Provided by HR) :** 41  
**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

The Judicial Support Specialist enter all case types, such as criminal, traffic and parking citations into the Judicial Information System (JIS) which requires verifying personal identification information. Update JIS with information with dispositions, hearings held, sentencing conditions, warrants, no contact orders, domestic violence orders, and probation entries. Schedule hearings including arraignment, pretrial, readiness, trial, sentencing/reviews, mitigation, contested, show cause, and motions. Prepared court calendars and notify any parties related to case by subpoena or summons. Process continuance requests and notify all parties involved. Schedule and coordinate interpreters for non-English speaking defendants, victims and witnesses. Maintain the financial records for the municipal court, including money receipted for infractions and violations, bail and time payments. Create accounts receivable, set payment schedules and monitor and apply payments in accordance with court procedures and jurisdiction. Collect, docket, receipt and balance money received by the court. Balance cash drawer at daily.

	2023	2024
Total Salary <i>(provided by Finance)</i>		54,921
Total Benefits <i>(provided by Finance)</i>		33,804
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 88,725</b>
<b>BARS</b>		
Office Supplies	XXX.XX.31.008	0 300
Uniform & Safety Clothing	XXX.XX.31.018	0 0
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	0 0
	301 FUND	2,700
Cell Phone Purchase	XXX.XX.35.000	0 0
Cell Phone Service Charges	XXX.XX.42.028	0 0
Software Subscriptions	XXX.XX.49.053	440
Training & Conferences		
Lodging	XXX.XX.43.031	0 0
Meals	XXX.XX.43.032	0 0
Transportation	XXX.XX.43.033	100
Registration	XXX.XX.49.061	700
Vehicle		
Vehicle Purchase	501 FUND	0 0
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	0 0
Other <i>(specify) :</i>		
<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 4,240</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 92,965</b>

# City of SeaTac Decision Card

<p><b>Title:</b> Criminal Paralegal</p> <p><b>Fund(s):</b> General (001)</p> <p><b>Amount:</b> \$ 106,797</p>	<p><b>Department:</b> Legal</p> <p><b>Director:</b> Mary Mirante Bartolo</p> <p><b>Program:</b> Criminal Prosecution</p>
<p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 01/05/2024</p> <p><b>Preparer:</b> Cindy Corsilles</p>

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

A second Criminal Paralegal position is requested. This position will perform the same function as the current criminal paralegal position: i.e., assist the two criminal prosecutors in all matters related to the prosecution of misdemeanor crimes and civil infractions committed within the City of SeaTac and on Port of Seattle properties.

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

In October 2021, the City entered into an interlocal agreement (ILA) with the Port of Seattle (POS) to provide prosecution and court services. Since the implementation of the ILA, POS Police yearly criminal case filings are as follow: November-December 2021: 35 cases; year 2022: 495 cases, year 2023: 727 cases.

POS criminal cases filings increased the Criminal Division caseload by 82%. This is based on a full calendar year calculation: in 2022, SeaTac Police case filings were 603 vs. 495 POS case filings. This compelled the City to hire a second criminal prosecutor. While the City hired an additional prosecutor in response to the new POS caseload, the Legal Department has not yet added paralegal support to process the new filings.

As required by the ILA, the Legal Department has been tracking the personnel hours spent on POS cases in order to perform an annual reconciliation associated with personnel cost. Overall, the data shows:

In 2022, Criminal Division personnel (prosecutors, DV advocate, paralegals, analyst) provided a combined total of 2,117.33 working hours to prosecute POS cases. 834.75 of these work hours were performed by paralegals. (see attachment 1)

In 2023, the Criminal Division personnel collectively spent 2,932.32 work hours (727 criminal cases) on POS cases. Of these work hours, 1,025.97 were performed by paralegals. (see attachment 2)

In addition to the POS's increased case filings, the number of cases from within the City of SeaTac have also increased. In 2019, SeaTac police has filed 317 cases in comparison to 603 cases filed in 2022. The Criminal Division anticipates this number to also increase by the end of 2023 based on the State Supreme Court's decision in State v. Blake, which made possession of controlled substance such as cocaine, methamphetamine, and heroin a misdemeanor, and are prosecutable in municipal courts. It's evident that the current criminal paralegal workload has significantly increased. As a result, the office is experiencing backlog and oversight issues. The Legal Department tried to re-distribute the work to other employees by having the civil paralegal position cover some of the work overflow. However, this system of coverage kept the civil paralegal from completing her own duties. Currently, the extra workload is covered by a temporary paralegal, but this is not sustainable. The Legal Department needs a paralegal on a permanent basis to fill this need.

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

Alternative: Continue contracting with temp. agencies for paralegal services to avoid a backlog of criminal cases.

Risk:

1. Criminal cases will not be prosecuted in a timely manner, quality of work/work product will suffer, which may compromise public safety and because of which liability may become an issue.
2. Continuing to use a temp agency to fill-in the needs of the Department is not cost effective and sustainable.
3. It will inevitably result in employee burn-out.

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

Having an adequately staffed prosecution team will continue to allow the City to provide quality service to the community, ensure public safety and accountability.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	General Fund (001)/301 Fund		6,500
On-Going Costs	General Fund (001)		100,297
<b>Total Expenditures</b>		\$ 0	\$ 106,797
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>	Port Reimbursement		106,797
<b>Total Revenues</b>		\$ 0	\$ 106,797
<b>Total Request (Net):</b>		\$ 0	\$ 0

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Criminal Paralegal

**Position Title** *(Provided by HR)* : Paralegal 1

**Salary Range** *(Provided by HR)* : 47

**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

The criminal paralegal will perform the duties and responsibilities as outlined in the job description of the current criminal paralegal. This position will work concurrently with the other criminal paralegal and will directly support the two criminal prosecutors and DV advocate. The responsibilities will include, but not be limited to: providing discovery, managing a heavy criminal case load using various software and electronic case management systems, and gathering police reports and relevant evidence to assist in the successful prosecution of criminal cases. This position will coordinate with witnesses, crime victims, municipal court personnel, law enforcement agencies (such as SeaTac Police, King County Sheriff, Port Police, TSA, Border Patrol, etc.). The position will also file criminal complaints and answer inquiries from the public.

	2023	2024
Total Salary <i>(provided by Finance)</i>		63,686
Total Benefits <i>(provided by Finance)</i>		35,381
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 99,067</b>
<b>BARS</b>		
Office Supplies	XXX.XX.31.008	150
Uniform & Safety Clothing	XXX.XX.31.018	0
Office Furniture &	XXX.XX.35.000	3,000
Equipment Computer &	301 FUND	2,500
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	780
Software Subscriptions	XXX.XX.49.053	300
Training & Conferences		
Lodging	XXX.XX.43.031	0
Meals	XXX.XX.43.032	0
Transportation	XXX.XX.43.033	0
Registration	XXX.XX.49.061	0
Vehicle		
Vehicle Purchase	501 FUND	0
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	0
Other <i>(specify)</i> :		
<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 7,730</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 106,797</b>

## ATTACHMENT 1

### Jan22-Dec22 Paralegal (and Legal Analyst) Port Hours

Month	Paralegal I	Paralegal II	Legal Analyst *	Monthly Total	Infraction hours (paralegal only)
January	38	10	15	63	
February	25	10	15	50	2.25
March	29.25	43.25	15	87.5	
April	10.25	26.5	15	51.75	8.25
May	10	28.75	15	53.75	12
June	10	25	15	50	1
July	10	50	15	75	5.25
August	14.25	18.75	15	48	4.25
September	11.5	41	15	67.5	3
October	14.25	37.5	15	66.75	1.5
November	15.5	46	15	76.5	3.75
December	15.75	72.25	15	103	.75
<b>Total Hours for Year 2022:</b>				<b>792.75 criminal hours</b>	<b>42 infraction hours</b>

**Combined hours performed by the paralegals on criminal and infraction (Port) cases are 834.75**

Calculation:

- **2080 hours is the total number of hours for a 1.0 FTE working 40hrs per week.**
- A total of 834.75 hours was spent on Port cases by the paralegals and legal analyst\*.
- Thus: 834.75 hours divide by 2080 hours = **0.401**, meaning that **40%** of a 1.0 FTE was spent on Port cases.

\*Legal analyst hours spent on Port cases were included because the task performed by the legal analyst related to Port cases, should have been performed by a paralegal. However, in the first year, the legal analyst helped structure the billing metrics and monthly data collection to support the paralegal.

## ATTACHMENT 2

### Jan 23 –December 23 Paralegal Port Hours

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Month	Paralegal I	Paralegal II	Paralegal Temporary	Monthly Total Hours	Add: Infraction hours
January	1.25	63	0	64.25	6.75
February	5.5	58	0	63.5	5.25
March	7.25	100.25	0	107.5	5.25
April	27.75	44.5	24	96.25	2.25
May	41.5	1.75	49	92.25	1.5
June	28.75	3	23.25	55	3
July	69	1.75	44.5	115.25	3
August	65	3.75	24.5	93.25	
September	64	4.25	24.5	92.75	
October	43.75	2.5	33.5	79.45	
November	43.75	1	23	67.75	
December	39.75	1	30.75	71.5	

**Combined hours performed by the paralegals on criminal and infraction (Port) cases are 1,025.97**

Calculation:

- In 2023 1,025.97 hours were spent by the paralegals on Port Cases
- Infraction hours between July-December were included in the monthly hours reported
- 1,025.97 hours divide by 2080 hours (equivalent to 1.0 FTE) = 0.493.
- Thus, roughly **50% of a 1.0 FTE was spent on Port cases.**



# City of SeaTac Decision Card

<p><b>Title:</b> Flock Safety</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 197,500</p>	<p><b>Department:</b> Police</p> <p><b>Director:</b> Chief Smithmeyer</p> <p><b>Program:</b> Flock (new)</p>
<p><b>Mandatory?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 12/21/2023</p> <p><b>Preparer:</b> Chief Smithmeyer</p>

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

Installing and maintaining the Flock safety system as an investigative tool. The goal of this program is to reduce crime in the City of SeaTac as well as a feeling of overall safety for our community members.

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

This nation has seen a significant increase in violent crime over the last couple of years. Our region as well as the City of SeaTac has also been impacted by the increase of crime. The increase of violent crime, human trafficking, and significant property crimes erodes our communities feeling of safety and security. The complexity of investigations has also increased due to social media, electronics, video and evidence handling. Our BIPOC community is disproportionately affected by crime, especially those in poverty.

The Flock safety system is a strong investigative tool aimed at assisting law enforcement with the apprehension of dangerous criminals. The Flock safety system does this by deploying cameras in strategic, fixed locations. These cameras indiscriminately take photographs of vehicles and their license plates as they pass by. This information is stored for 30 days unless a vehicle has been identified as one used in a crime. This footage then becomes evidence and a case number is attached. The Flock safety systems can be accessed by law enforcement personnel in an effort to investigate serious criminal activity and has been very successful in our region. The cities of Des Moines's, Tukwila, and Kent are currently utilizing the Flock safety system with tremendous success and amazing results.

Having additional cameras deployed throughout the city of SeaTac would significantly increase investigative leads on serious crimes. Criminal activity has a symbiotic relationship throughout all of our neighboring cities. Criminals frequently perform crimes through multiple jurisdictions. Working in collaboration with the jurisdictions bordering the city of SeaTac would be an excellent force multiplier for the SeaTac Police Department. The Flock system will benefit the City of SeaTac by providing an additional investigative tool to assist us in solving a wide variety of criminal activity. This will lead to more arrests and getting violent criminals off of our streets. This will promote safety and security in our community. The ongoing cost (\$93,500) of the Flock safety system can be paid for out of the police departments current budget without increasing the contract costs.

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

There are no alternatives to this request. The Flock system is a unique law enforcement investigation tool that is highly effective at helping solve violent crimes and assist with a variety of other law enforcement issues. These issues would include Amber and Silver alerts.

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

The Flock safety system works towards the City's goals of promoting our neighborhoods and increasing safety.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	001 Fund		104,000
On-Going Costs	001 Fund		93,500
<b>Total Expenditures</b>		\$ 0	\$ 197,500
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		\$ 0	\$ 0
<b>Total Request (Net):</b>		\$ 0	\$ 197,500

# City of SeaTac Decision Card

<p><b>Title:</b> Tree and Natural Areas Management Program (1 RPT)</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 82,703</p>	<p><b>Department:</b> Parks and Recreation</p> <p><b>Director:</b> Mary Tuttle</p> <p><b>Program:</b> Tree and Natural Areas</p> <p><b>Date Prepared:</b> 09/14/2023</p> <p><b>Preparer:</b> Mary Tuttle</p>
<p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	

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

Regular PT Arborist, who will assist the Parks and Recreation Department in the development of a City-Wide Tree and Natural Areas Management Program, provide training and tree assessment/ inventory City wide.

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

The Department is responsible for the management of all trees and natural areas inside Parks and Open spaces. Currently, North SeaTac Park is the only park with a restoration plan; the forested area inside SeaTac Des Moines Creek trail is in need of a comprehensive forest management plan and nature based+ stormwater education program plans. In addition, the Parks Operations unit partners with the Highline SeaTac Botanical Garden Foundation to maintain a variety of species gardens, as well as create new gardens per the Botanical Garden Master Plan. Staff predominately take their guidance from the Foundation, since there is no one internally with this expertise. Staff assigned to the garden would be able to get clearer direction if there were a trained arborist with the City . There are two parks identified to host natural species and pollinator gardens, where nature based education programs would be ideal; this position would guide that work too.

The City has a desire to maintain the health of current tree and plant species in right of way areas, as well as increase the overall tree canopy across SeaTac.

Parks Operations staff are well trained in the care of our park spaces, and it has been identified there is a need for specific training for natural areas and plant species health. The Parks Operations team has not historically provided nature based or stormwater education or community outreach specific to the development of natural areas, and desires to provide this for community.

This position will be essential in assisting the City in preserving, enhancing and sustaining its current tree canopy, identifying gap areas and tree species that will thrive when planted, as well as developing canopy coverage and natural area restoration goals.

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

Contracting with a consulting arborist for concerns related tto tree hazards, which is already what the City does. This current contract does not include staff training, public outreach, program development, guidance on restoring natural areas, sustainability or forest management plans, nor does it include identifying which species might be best to plant given climate change factors. Staff are unaware of contractors in the region who perform work outside of tree hazard assessment.

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

EXPAND GREEN & PUBLIC SPACES – Enhance the community by maintaining and improving parks and community spaces.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	001 Fund		4,000
On-Going Costs	001 Fund		78,703
<b>Total Expenditures</b>		\$ 0	\$ 82,703
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		\$ 0	\$ 0
<b>Total Request (Net):</b>		\$ 0	\$ 82,703

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Tree and Natural Area Management Program

**Position Title** *(Provided by HR)* : Regular PT Urban Forrester

**Salary Range** *(Provided by HR)* : 54

**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

- Assess current tree canopy conditions and develops tree canopy goals; provide recommendations for species that will thrive in all areas across SeaTac.
- Provides education to staff to assist with assessment and evaluation tools for plant species.
- Education for staff in proper tree pruning techniques, tree removal and planting.
- Provides education to the public for native tree selection and care/ maintenance of plant species.
- Works with community to develop nature based education program plan.
- Provides recommendations for building out a natural resources team for program implementation to include conservation and sustainability.
- Provides education to current "gardener" position inside the Highline SeaTac Botanical Garden.
- Develop a forest management plan and urban tree canopy plan.

	2023	2024
Total Salary <i>(provided by Finance)</i>		50,027
Total Benefits <i>(provided by Finance)</i>		22,976
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 73,003</b>

<b>BARS</b>		
Office Supplies	XXX.XX.31.008	500
Uniform & Safety Clothing	XXX.XX.31.018	600
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	
	301 FUND	3,000
Cell Phone Purchase	XXX.XX.35.000	1,000
Cell Phone Service Charges	XXX.XX.42.028	1,200
Software Subscriptions	XXX.XX.49.053	300
Training & Conferences		
Lodging	XXX.XX.43.031	700
Meals	XXX.XX.43.032	1,200
Transportation	XXX.XX.43.033	500
Registration	XXX.XX.49.061	700
Vehicle		
Vehicle Purchase	501 FUND	
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	

Other *(specify)* :

<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 9,700</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 82,703</b>

# City of SeaTac Decision Card

<p><b>Title:</b> Recreation Trailer for Special Events</p> <p><b>Fund(s):</b> Equipment Rental (501)/001 Fund</p> <p><b>Amount:</b> \$ 8,000</p> <p><b>Mandatory?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><b>Department:</b> Parks &amp; Recreation</p> <p><b>Director:</b> Mary Tuttle</p> <p><b>Program:</b> Special Events</p> <p><b>Date Prepared:</b> 01/03/2024</p> <p><b>Preparer:</b> Jessica Ramirez</p>
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**Description:** *(Provide a brief overview of what is being requested)*

This is for the purchase of a 6x10 enclosed cargo trailer, which would be used to support outdoor events. The trailer would hold supplies needed for all events produced by the Parks and Recreation Department.

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

With the increase in public offerings through the Special Events unit, the need for supplies has expanded. In addition to the more traditional hands- on activities, banners, marketing materials and swag commonly used at events, larger items such as sound systems, tables, chairs, portable stages and generators are necessary.

Park Operations staff provide a great deal of support through transporting supplies; Park Ops staff also assist with set up and tear down at each event. It is an expectation the Special Events Coordinator would connect with the assigned parks staff in order to ensure everything arrives on time and at one time; event schedules change, depending on the type of event, which means working with a variety of Parks staff.

Currently, items are unable to be stored in one place, which requires multiple stops at various locations for Park Ops staff. Tear- down of an event runs the risk of missing or mis-placed items; moving multiple items to multiple storage locations can result in damage to the larger items. Having all of the supplies stored in one place, with staff using an inventory list, will allow for greater efficiency, as all event supplies will be managed in one contained space.

Maintenance cost is estimated at \$1,000/ year; future trailer replacement is estimated to be between \$10,000 - \$12,000 and on an 8 - 10 year replacement cycle.

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

If funding is not approved for the trailer, the Recreation team will continue to store supplies in various locations. Staff time constraints are the primary draw back to this approach; with the increase in events and park patrons visiting park sites, staff could have to choose between supporting an event and supporting a park site.

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

Promote Neighborhoods + Expand Green & Public Spaces.  
 Staff anticipate such an ammentiy would allow for greater stewardship of assets, because the risk of missing or damaged supplies would be reduced, greater efficiency of staff, simply due to trip reductions in hauling around supplies and also allow for Events staff to have greater confidence in supplies arriving to one place, at the same time.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	Equipment Rental Fund (501)		8,000
On-Going Costs			
<b>Total Expenditures</b>		\$ 0	\$ 8,000
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>	Transfer In - General Fund		8,000
<b>Total Revenues</b>		\$ 0	\$ 8,000
<b>Total Request (Net):</b>		\$ 0	\$ 0

# City of SeaTac Decision Card

<p><b>Title:</b> Commercial Plans Examiner</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 134,920</p>	<p><b>Department:</b> CED</p> <p><b>Director:</b> Evan Maxim</p> <p><b>Program:</b> Construction Permits</p>
<p><b>Mandatory?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 11/27/2023</p> <p><b>Preparer:</b> MK. McGee</p>

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

Create a Commercial Plans Examiner position to: 1) ensure the City meets its obligations for review of Port of Seattle projects, 2) create additional capacity for review of large commercial projects, and 3) create increased capacity for training of existing staff, code development, and succession planning.

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

See attached memo

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

If funding is not approved, staff will continue to use available personnel to engage in reviews. Permitting service levels will continue to decline as permit volumes increase; it is likely that some development projects will be delayed in permitting. Staff training and expertise will be minimized, which may affect the City's ability to perform quickly and maintain accuracy with changing code requirements. The City will struggle, and may fail, to fulfill its quality assurance obligations under the POS ILA.

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

Build Effective & Accountable Government - this goal is supported by the efficient use of staff resources to effectively enforce building codes and engage in quality assurance review and inspection of the airport facilities.

Promote our Neighborhoods and Create & Preserve Housing - these goals are supported through the issuance of timely permits that allow for residential and commercial growth in SeaTac.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	001 Fund		5,300
On-Going Costs	001 Fund		129,620
<b>Total Expenditures</b>		\$ 0	\$ 134,920
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		\$ 0	\$ 0
<b>Total Request (Net):</b>		\$ 0	\$ 134,920



## MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: 9/25/2023  
To: Carl Cole, City Manager  
Gwen Voelpel, Deputy City Manager  
From: Evan Maxim, Director of Community & Economic Development  
CC: Mary Kate McGee, Building Services Manager  
Doug Powell, Building Services Supervisor  
Subject: Decision Card: Commercial Plans Examiner

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### Summary

CED is seeking City Manager authorization to submit a decision card to create a Commercial Plans Examiner. There are three reasons for creating this position:

1. Ensure that the City fulfills its obligations under the 2018 Interlocal Agreement (ILA) with the Port of Seattle (POS). The POS capital improvement plan budget indicates that there will be about \$4.6 billion in aviation related projects between now and 2027.
2. The number of large, complicated development projects that require significant technical review and result in an increased demand for inspections is increasing.
3. Improve the building services management capacity to allow for increased training of less experienced staff, engagement in code development, and succession planning.

### Analysis

During the preparation of the 2023-2024 biennial budget, CED prepared a decision card (attached) to create a commercial plans examiner position. The Commercial Plans Examiner position will allow some work duties to be shifted partially, or fully, from the Building Services Supervisor position. The Commercial Plans Examiner will also create additional needed capacity for building reviews and inspections.

#### 2018 ILA with Port of Seattle

The City conducts quality assurance plan reviews and inspections under the 2018 ILA with the POS. In late 2022, the POS approved a [capital improvement plan budget](#) (ref. p. 166) for the period between 2023-2027 to construct \$4.6 billion in airport improvements. Pursuant to the ILA, the POS pays the City for quality assurance review and inspections; the payment covers quality assurance plan reviews and inspections for up to \$300 million in valuation in POS projects. For 2023, the City anticipates at least \$281,071 in payment; on September 7, 2023, permit values were \$300,787,224<sup>1</sup>.

The POS capital improvement plan budget indicates aviation projects in 2023 through 2027 ranging between \$785 million to \$1.05 billion. It is unclear at present when the POS will require additional plan review and inspection services; possibly as soon as 2024. This is the first year in the past five years that the POS will exceed \$300 million in capital projects. Consequently, it appears likely that additional plan review and inspection capacity will be required starting in 2024.

#### Project volume and complexity

Plan review of large, complicated building projects is conducted primarily by the Building Services Supervisor. The Building Services Supervisor, in addition to conducting the plan review, is also responsible for

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<sup>1</sup> The annual payment is adjusted by CPI-W (originally \$226,000). The POS pays an additional \$550 for quality assurance review / inspections per million over \$300 million.

coordinating the structural reviews with our third-party peer reviewer and preparing the plans for permit issuance. During construction, the Building Services Supervisor is also engaged in the building inspections as needed.

Prior to 2016, most of the development in SeaTac was single-family residential and small commercial tenant improvements. Since then, SeaTac has seen a significant increase in urban development. This type of development requires more support for developers and design professionals, more complex plan review and inspections, and more coordination with City staff and contractors. Throughout this shift we have maintained high touch (friendly and helpful) customer service for residents while gaining a reputation for a high level of customer service for higher profile projects.

Mixed-use and commercial development inspections take longer and there are more of them when compared to typical single-family inspections. A single inspection on a mixed-use building can take up to 2.5 hours. Each mixed-use building can have over 600 inspections, not including courtesy site visits. All of this is significantly more time and labor than most single-family dwellings where the average number of inspections is around 11-15 inspections, which typically require less than 30 minutes to complete.

At present, CED is engaged in the review / inspection of fourteen large, complicated projects<sup>2</sup>. Another fifteen large, complicated projects<sup>3</sup> are either under land use review or appear to be moving forward from pre-application to land use applications.

#### Capacity

The Building Services Manager and Building Services Supervisor report that they are regularly working 50+ hours a week to keep up with the current workload. Both positions also report that there is very little, or no time spent on planning, organizing, training, or general division management. There is no additional capacity for increased review of the \$4.6 billion Port of Seattle projects or for the ongoing increases in new construction.

If approved, the proposed Commercial Plans Examiner position would assume the primary responsibility for commercial plan reviews and inspections. All staff would be able to return to a normal workload. The Building Services Supervisor would have a secondary role for this work. The Building Services Supervisor would focus on increased Port of Seattle quality assurance, training, management, and coordinating structural reviews with our third-party peer reviewer. The Building Services Manager would focus on overall division management, supervision of the code compliance team, and code development.

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<sup>2</sup> Cymbaulk, SeaTac Home 2 Suites Hotel, Angle Lake Family Housing, SeaTac Self-Storage, Tyee Highschool, Hanover Apartments fire repair, Maywood buildings A&B, SeaTac Townhomes, SeaTac Airport Apartments and Hotel, Amelia, GMC Apartments, and Adara.

<sup>3</sup> Candlewood hotel, Angle Lake Apartments, International Blvd Redevelopment (Mall of Africa), Victoria Townhomes, Firs MHP redevelopment, Delta Hotel, African Diaspora Cultural Anchor Village, Sebo Townhomes, Angle Lake MHP redevelopment, Motel 6 Apartment conversion, Affordable Cottages, Jordon re-zone, Master Park Lot A, S. 200<sup>th</sup> LLC, and Tarmac Heights Apartments.

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Commercial Plans Examiner  
**Position Title (Provided by HR) :** Commercial Plans Examiner  
**Salary Range (Provided by HR) :** 58  
**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

Under the direction of the Building Services Supervisor, this position will perform complex plans examination and inspection duties; review commercial, industrial, and single and multi-family residential project plans, and inspections, related documents, and permits for compliance with building, mechanical, plumbing, energy, and local ordinances; check plans and specifications to assure complete submittal of required information; provide technical support and guidance to other building division staff; attend pre-application meetings, as assigned; inspect construction sites, installation methods, and materials during construction to assure compliance with codes and regulations.

	2023	2024
Total Salary <i>(provided by Finance)</i>		83,563
Total Benefits <i>(provided by Finance)</i>		42,596
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 126,159</b>
<b>BARS</b>		
Office Supplies	XXX.XX.31.008	200
Uniform & Safety Clothing	XXX.XX.31.018	500
Office Furniture &	XXX.XX.35.000	2,700
Equipment Computer &	301 FUND	2,500
Hardware Telephone		
Cell Phone Purchase	XXX.XX.35.000	100
Cell Phone Service Charges	XXX.XX.42.028	600
Software Subscriptions	XXX.XX.49.053	655
Training & Conferences		
Lodging	XXX.XX.43.031	600
Meals	XXX.XX.43.032	256
Transportation	XXX.XX.43.033	0
Registration	XXX.XX.49.061	500
Vehicle		
Vehicle Purchase	501 FUND	0
Equipment Rental Charges <i>(provided by Public Works)</i>	XXX.XX.45.002	0
Other <i>(specify) : Bluebeam Maint (001.000.04.518.88.48.050)</i>		150
<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 8,761</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 134,920</b>



**Street Fund (102)**  
**Decision Cards**

# City of SeaTac Decision Card

<b>Title:</b> Two Public Works Maintenance Operations Workers <b>Fund(s):</b> Street Fund (102) <b>Amount:</b> \$ 198,572	<b>Department:</b> PW <b>Director:</b> Will Appleton <b>Program:</b> Streets Maintenance
<b>Mandatory?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Date Prepared:</b> 01/04/2024 <b>Preparer:</b> Bryan Chappell

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

Two (2) additional Maintenance Operations Workers assigned to Streets.

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

See Attached Justification.

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

Significantly reduce service levels within the rights-of-way. This alternative would result in the majority of staff efforts to focus on safety within the ROW at the expense of functionality and appearance. Hire a contractor to perform elements of maintenance and operations that are currently done in house such as vegetation management or street surface and sidewalk repairs. Risks are primarily associated with costs and possible consequences of losing in-house capabilities and the impact to service levels.

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

Increase connectivity and safety within our transportation network. Better preserve and maintain our transportation infrastructure for the well being and benefit of our residents, businesses, environment and visitors. A clean, highly functional transportation network serving all modes of transportation also works to promote our neighborhoods by providing safe, enjoyable and functional infrastructure that encourages residents to explore their City and its businesses.

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs	Street Fund (102)	0	600
On-Going Costs	Street Fund (102)	0	197,972
<b>Total Expenditures</b>		<b>\$ 0</b>	<b>\$ 198,572</b>
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Request (Net):</b>		<b>\$ 0</b>	<b>\$ 198,572</b>

Maintenance Operations Worker Decision Card Justification:

An analysis of the past several years of work activities shows that additional staffing is needed for street maintenance and operations to maintain minimum service levels and provide acceptable service levels into the future. Minimum service levels mean maintaining a citywide pavement rating index of 72 (Good), maintaining a clean looking ROW, providing functional/safe sidewalks, responding to citizen concerns within 2 working days, responding to emergency call outs 24/7, performing snow and ice operations competently and safely throughout events, maintaining ROW vegetation and site distances, replacing damaged street trees, meeting NPDES permit requirements, and performing maintenance projects as needed.

Public Works is requesting two (2) additional full-time employees within the Maintenance and Operations Division. SeaTac’s growth, expanding infrastructure within the ROW including landscaping and lighting, increased expectations around health, safety and appearance requires that additional Maintenance and Operations Staff be brought on board to ensure that we can meet minimum levels of service today and into the future.

Operations and Maintenance workplans are developed each year with a focus on ensuring that we perform those tasks necessary within the ROW to ensure minimum functionality and safety. Current staffing levels do not allow for fully completing minimum workplans, which has been the case for the last 2-years. Currently, the 102 Street Fund has six (6) field staff which are responsible for approximately fifty-five (55) job related task activities associated with pavement preservation, vegetation management, irrigation maintenance, litter/graffiti removal, guard rail maintenance, sidewalk maintenance and replacement, and street/pedestrian lighting. Also included in this body of work is responding to ROW-related service requests from our community. The following is a summary of available hours, workplan hours necessary to meet minimum service levels and actual hours worked by streets field staff for 2022 through 2024.

<u>Year</u>	<u>Available Hours<sup>1</sup></u>	<u>Workplan Hours<sup>2</sup></u>	<u>Hours Worked<sup>3</sup></u>
2022	10,938 HRs	Not Determined	7,877 HRs
2023	10,938 HRs	Not Determined	9,333.5 HRs
2024	10,938 HRs	14,413 HRs	TBD

1 - Available Hours: 6-FTE staff, 2080 hrs per person per year, minus 11 holidays and 4 weeks of combined leave, 1,823 HRs

2- Workplan Hours: Estimated number of staff workhours to efficiently perform maintenance and operations within the ROW necessary to meet minimum levels of service.

3- Hours Worked: Actual number of hours worked by streets staff as reported on timesheet. Does not include overtime or seasonal hours worked.

At current staffing levels:

- Surface water maintenance and operations staff have been required to spend approximately 1,400 hours in 2022 and over 1,000 hours in 2023 assisting street operations and maintenance to maintain minimum levels of service within the ROW. This directly reduces maintenance activities associated with our stormwater system.
- Public Works is not able to independently manage extended snow and ice events, without volunteers from other divisions/departments. Events that exceed a duration of several days are at risk of being impacted by staff shortages even with volunteer staff from other departments assisting. Without volunteers, we currently cannot fully staff all trucks for the city's snow and ice response plan (driver plus spotter).
- Unexpected absences significantly impact both day-to-day operations and even more so, planned special projects that require minimum staffing levels to complete.
- The division is not able to take advantage of training opportunities above and beyond what is required to maintain minimum skill levels/competencies and required certifications.
- The division will not have the personnel needed to address infrastructure repair and maintenance needs now being identified through our asset management program. The exact scope and scale of this new body of work remains unclear but is expected to add significantly to our future workload.
- The entire division is subject to increased stress daily simply trying to ensure that minimum service levels are provided. In short, every day is a challenge which is not sustainable.

Additional staffing will allow Operations to:

- Expand our pavement preservation program to help achieve the established pavement rating condition score level of 72. As of 2020, the pavement preservation rating condition is 66. Our pavement preservation program will allow for the employment of multiple strategies that will be integrated to extend pavement life.
- Maintain gravel shoulders and sidewalks more effectively. Specifically starting a sidewalk grinding and replacement program to allow for safer pedestrian traffic within the city in addition to providing proper maintenance on our pervious concrete sidewalks.
- The proposed additional staff will increase the Departments ability to adequately staff snow and ice events and ensure a high level of service for the community.
- Better maintain overhead vegetation and start a tree replacement program for damaged trees in the city's center road median and tree wells in sidewalks.
- Adequately maintain the city's stormwater system which is adding infrastructure with each annual overlay, CIP project and private development that installs frontage improvements.

SeaTac's continued growth, construction of complete streets and increased expectations around the health, safety and appearance of our community all support the need for increasing full-time staffing within maintenance and operations to maintain minimum service levels today and into the future. Should the City elect to assume street lighting from PSE and Seattle City Light and/or sign maintenance responsibilities currently contracted out to King County Streets, additional staffing beyond the two positions would be needed.

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Two Public Works Maintenance Operations Workers

**Position Title (Provided by HR) :** Maintenance Operations Worker

**Salary Range (Provided by HR) :** 44

**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

The Maintenance Worker 1 classification is a skilled journey level position under the direction of a Public Works Maintenance Operations Supervisor or Maintenance Operations Lead. The employee occupying this position will perform field work for the maintenance and repair of City rights-of-way including streets, sidewalk, landscaping and lighting with little or no supervision. This position is cross trained to perform duties as needed to meet workload demand across the division.

	2023	2024
Total Salary <i>(provided by Finance)</i>	0	118,266
Total Benefits <i>(provided by Finance)</i>	0	75,194
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 193,460</b>

<b>BARS</b>		
Office Supplies	XXX.XX.31.008	100
Uniform & Safety Clothing	XXX.XX.31.018	1,000
Office Furniture & Equipment Computer & Hardware Telephone	XXX.XX.35.000	500
	301 FUND	
Cell Phone Purchase	XXX.XX.35.000	100
Cell Phone Service Charges	XXX.XX.42.028	1,512
Software Subscriptions	XXX.XX.49.053	
Training & Conferences		
Lodging	XXX.XX.43.031	
Meals	XXX.XX.43.032	400
Transportation	XXX.XX.43.033	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 *(specify)* :

<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 5,112</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 198,572</b>

**ORDINANCE NO. 24-1004**

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

**WHEREAS**, on May 9, 2023, the City Council adopted Ordinance 23-1013, codified in Chapter 5.35 of the SeaTac Municipal Code, which permits the retail sale of consumer fireworks subject to the issuance of proper permits; and

**WHEREAS**, the City Council received feedback from staff members with recommendations that would improve the application, review, and issuance process of permits for the retail sales of fireworks; and

**WHEREAS**, the City Council agrees that the following amendments will improve the application, review, and issuance process of permits for the retail sales of the fireworks; and

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

**Section 1.** SeaTac Municipal Code 5.35.030 (A) 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 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 27th day of February, 2024, and signed in authentication thereof on this 27th day of February, 2024.

CITY OF SEATAC

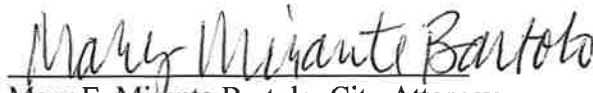


Mohamed Egal, Mayor

ATTEST:

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

Approved as to Form:

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

[Effective Date: March 28, 2024 ]

[Amend SMC 5.35 re: Fireworks]

## EXHIBIT A

SeaTac Municipal Code 5.35.030

5.35.030 Sales - 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 **pursuant to the process for a temporary use permit under SMC 15.475** 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, Complete permit** applications may be ~~filed~~ **submitted to the City only during the period** between April **15 and June 1 through May 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 nontransferable. **Each awarded permit authorizes no more than one vending location.**

4. The maximum number of permits issued by the City in any year shall not exceed four **(4)**. During the first week of May, four (4) complete applications will be selected by lottery from the pool of applications received. ~~Applications shall be reviewed on a first come first served basis.~~



**ORDINANCE NO. 24-1005**

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:**

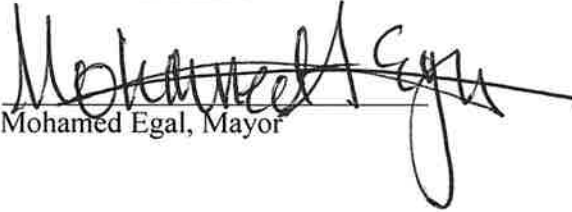
**Section 1.** The City's 2023-2024 Biennial Budget shall be amended by increasing expenditures in the General Fund (001) by \$74,700 to fund additional efforts for the SeaTac 2044 Major Comprehensive Plan Update project.

**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 12th day of March, 2024, and signed in authentication thereof on this 12th day of March, 2024.

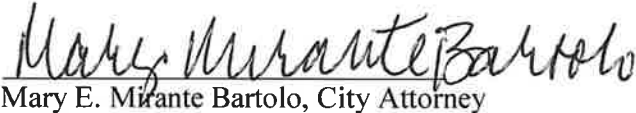
**CITY OF SEATAC**

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 3/23/2024 ]

**ORDINANCE NO. 24-1006**

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 March 7, 2024, reviewed the proposed amendment submitted by the City Manager and Finance Director which details recommended changes in expenditure line items and authorizes additional FTE's 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:**

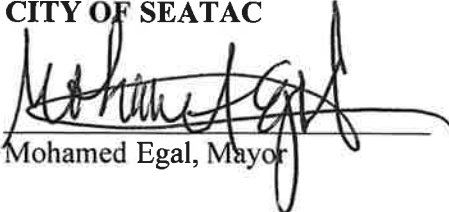
**Section 1.** A listing of the adjustment requests is included by line item, amount, and fund as shown in the attached Exhibit A. Decision Cards providing detailed descriptions are included as Exhibit C.

**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 \$109.8 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 March, 2024, and signed in authentication thereof on this 26th day of March, 2024.

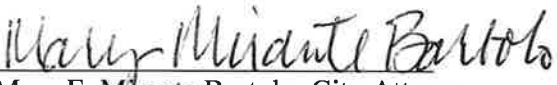
CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 04.06.24 ]

[2023-2024 Biennial Budget Amendment Ordinance]

EXHIBIT A  
2023-2024 Biennial Budget Amendment

**Revenue**

<b>2023-2024</b>
<b>TOTAL</b>
<b>\$0</b>

**Expenditures**

<b><u>FUND #</u></b>	<b><u>BARS#</u></b>	<b><u>2023-2024</u></b>	<b><u>Description</u></b>
		<b>TOTAL</b>	
001	001.000.10.573.90.41.000	\$20,000	Professional Services
	<b><i>General Fund (001) Total</i></b>	<b><i>\$20,000</i></b>	
	<b>Grand Total - ALL FUNDS</b>	<b><u>\$20,000</u></b>	

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

3/26/2024

**2023-2024 BIENNIAL BUDGET (EXPENDITURES + ENDING BALANCES) = \$ 303,073,895**

FUND	BEGINNING BALANCE	REVENUES & OTHER SOURCES	EXPENDITURE APPROPRIATION	ENDING BALANCE
<b>001 General Fund</b>	\$ 40,874,342	\$ 97,656,463	\$ 108,833,150	\$ 29,697,654
<b>102 Street Fund</b>	9,127,607	21,268,887	13,597,632	\$ 16,798,862
<b>105 Port ILA</b>	13,049,905	3,066,578	3,171,751	\$ 12,944,732
<b>106 Transit Planning</b>	410,101	570,960	151,045	\$ 830,016
<b>107 Hotel/Motel Tax</b>	11,331,778	3,859,200	3,267,846	\$ 11,923,132
<b>108 Building Management</b>	3,727,788	566,022	578,336	\$ 3,715,474
<b>111 Des Moines Creek Basin ILA</b>	4,320,685	710,700	3,404,445	\$ 1,626,940
<b>112 Affordable Housing Sales Tax</b>	221,408	297,290	378,000	\$ 140,698
<b>113 ARPA Grant</b>	68,336	6,379,861	6,340,471	\$ 107,726
<b>114 Restricted Public Safety Fund</b>	-	376,514	120,400	\$ 256,114
<b>207 SCORE Bond Servicing</b>	390,871	287,863	283,063	\$ 395,671
<b>301 Municipal Capital Improvements</b>	19,345,703	6,866,625	15,693,087	\$ 10,519,241
<b>306 Facility Construction CIP</b>	3,750,367	104,300	1,271,439	\$ 2,583,228
<b>307 Transportation CIP</b>	18,602,849	10,129,447	20,799,507	\$ 7,932,789
<b>308 Light Rail Station Areas CIP</b>	3,030,848	120,750	842,666	\$ 2,308,932
<b>403 SWM Utility</b>	7,006,547	8,532,000	9,619,720	\$ 5,918,827
<b>404 Solid Waste &amp; Environmental</b>	1,467,037	872,900	688,586	\$ 1,651,351
<b>501 Equipment Replacement</b>	2,259,169	2,422,194	4,214,661	\$ 466,702
<b>TOTAL BIENNIAL BUDGET</b>	<b>\$ 138,985,341</b>	<b>\$ 164,088,554</b>	<b>\$ 193,255,805</b>	<b>\$ 109,818,091</b>

# EXHIBIT C

# City of SeaTac Decision Card

<p><b>Title:</b> Angle Lake Lifeguard Program</p> <p><b>Fund(s):</b> ARPA (113)</p> <p><b>Amount:</b> \$ 0</p>	<p><b>Department:</b> Parks &amp; Recreation</p> <p><b>Director:</b> Mary Tuttle</p> <p><b>Program:</b> Angle Lake Lifeguard</p>
<p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 02/14/2024</p> <p><b>Preparer:</b> Nicole Jones</p>

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

For authorization for additional lifeguards (8) and an Aquatic Coordinator to lead the seasonal positions and aquatic program at Angle Lake. To oversee public activities; ensure patron safety and maintain equipment and grounds.

**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):*

The risk is not having a strong lead at Angle Lake for the seasonal staff or someone at the level to ensure certifications are current if necessary. There is also the risk of not having enough lifeguards for coverage during the week.

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

Increase Safety

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs			
On-Going Costs	ARPA (113)		
<b>Total Expenditures</b>		\$ 0	\$ 0
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		\$ 0	\$ 0
<b>Total Request (Net):</b>		\$ 0	\$ 0



# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Angle Lake Lifeguard Program

**Position Title** *(Provided by HR)* : Aquatic Coordinator

**Salary Range** *(Provided by HR)* : \$35.56-\$45.52

**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

Oversee aquatic activities at Angle Lake Park; ensure activities are proper and appropriate.  
 Develop and train safety events.  
 Ensure all staff are current on all required licenses and certifications.  
 Lead, train, and evaluate staff; ensure efficient and effective utilization of program resources.  
 Oversee the scheduling of the lifeguards to staff the swim area.  
 Work with Recreation Supervisor to establish, update and revise aquatic emergency procedures according to city policy.  
 Recommend purchases of essential aquatic safety equipment.  
 Provide high quality customer service to all patrons.

	2023	2024
Total Salary <i>(provided by Finance)</i>		29,985
Total Benefits <i>(provided by Finance)</i>		982
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 30,967</b>

**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)* :

<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 30,967</b>

# New Position Request Worksheet

*(Required for all decision cards requesting a new position)*

**Title of Associated Decision Card:** Angle Lake Lifeguard Program

**Position Title** *(Provided by HR)* : Lifeguards (8)

**Salary Range** *(Provided by HR)* : \$27.10 - \$34.69

**Limited Term Position? (Y/N)** N

**Primary Duties/Responsibilities:**

Monitor aquatic activities at Angle Lake beach; ensure activities are proper and appropriate. Provide a safe environment for the public; supervise swimmers; render assistance and first-aid to accident and injury victims; rescue persons in distress; maintain order and discipline.

Maintain aquatic equipment in good working order; ensure the beach is kept neat, clean and litter free.

Provide high quality customer service to all patrons.

Provide information to the public concerning aquatic program policies, regulations, and schedules.

2023

Total Salary <i>(provided by Finance)</i>		16,068
Total Benefits <i>(provided by Finance)</i>		477
<b>Subtotal Salary and Benefits</b>	<b>\$ 0</b>	<b>\$ 16,545</b>

**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)* :

<b>Subtotal Associated Costs</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL:</b>	<b>\$ 0</b>	<b>\$ 16,545</b>

**Description:**

For authorization for additional lifeguards (8) and an Aquatic Coordinator to lead the seasonal positions and aquatic program at Angle Lake. To oversee public activities; ensure patron safety and maintain equipment and grounds.

**Justification:**

The current positions that are authorized are a Beach Manager (.25FTE), 2 Assistant Beach Managers .50 FTE total), and 4 lifeguard positions (.83 FTE total). After consulting Aquatic Manager/Supervisors at the cities of Covington, Renton, Federal Way, and Evergreen Aquatic Center it is recommended to shift the staffing pattern in order to ensure coverage and safety at the beach.

Staff are asking for an Aquatic Coordinator, who will double as a Beach Manager and 8 additional lifeguard positions. The Aquatic Coordinator will have the American Red Cross Training as well as the American Red Cross Lifeguard Instructor Certification and will be responsible for ensuring certifications of the beach staff, required in- services/ trainings are occurring as necessary and all safety procedures and equipment is in alignment with these standards.

The table below lists total costs for the Angle Lake Lifeguard Program with all positions and salary ranges. The amount proposed is covered by the \$270,000 currently budgeted in the ARPA Grand Fund.

Parks and Recreation									
ARPA Grant Fund (113)									
Aquatics (10.571.20)									
2024									
Employee Name	Position	FTEs	Field/ Office	# Mths	Total Annual Salary	Total Annual Benefits	Total Salaries & Benefits	Override Notes	
N/A	Aquatics Coordinator (20-40hr/wk)	0.36	F	5.1	29,985	982	30,967	Salary Range: \$35.56-\$45.52; 740 Hours	Mid Range: \$40.52
N/A	Assistant Beach Manager (40hr/wk)	0.25	F	3.0	18,164	517	18,681	Salary Range: \$30.60-\$39.25; 520 Hours	Mid Range: \$34.93
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	Mid Range: \$30.90
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
N/A	Lifeguard (40hr/wk)	0.25	F	3.0	16,068	477	16545	Salary Range: \$27.10-\$34.69; 520 Hours	
<i>SUBTOTAL - Aquatics</i>		3.61			240,965	7223	248,188		
	Lifeguard Uniforms						2,500		
	Small tools						10,000		
	Food Supplies (popsicles for water safety events)						400		
	Office and Operating						8,900		
							<b>Total</b>	<b>\$ 269,988.00</b>	

**Alternatives:**

The risk is not having a strong lead at Angle Lake for the seasonal staff or someone at the level to ensure certifications are current if necessary. There is also the risk of not having enough lifeguards for coverage during the week.

**City Goal:**

Increase Safety

# City of SeaTac Decision Card

<p><b>Title:</b> Drone Show Program</p> <p><b>Fund(s):</b> General Fund (001)</p> <p><b>Amount:</b> \$ 20,000</p>	<p><b>Department:</b> Parks &amp; Recreation</p> <p><b>Director:</b> Mary Tuttle</p> <p><b>Program:</b> Drone Show</p>
<p><b>Mandatory?</b>   <input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>	<p><b>Date Prepared:</b> 02/15/2024</p> <p><b>Preparer:</b> Mary Tuttle</p>

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

Conversion from the traditional fire works display at Angle Lake into a Drone Show.

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

There is already \$20,000 identified for a traditional fireworks display; this Decision Card is asking for both approval of the program and an additional \$20,000 for a total cost of the program at \$40,000.

Staff intention is that this concept be the new model for a 4th of July display, moving forward.

See attachment for complete details.

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

Forgo a show all together. Angle Lake is classified as non-navigable, and it would be going against the court decisions (Snively v. State 1932 & Snively vs. Jaber 1956) to hold the traditional fireworks show.

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

PROMOTE OUR NEIGHBORHOODS  
EXPAND GREEN & PUBLIC SPACES  
INCREASE CONNECTIVITY & SAFETY

**Funding Detail:**

	Fund(s)/Source	2023 Amount	2024 Amount
<b>Expenditures:</b>			
One-Time Costs			
On-Going Costs	General Fund (001)		20,000
<b>Total Expenditures</b>		\$ 0	\$ 20,000
<b>Revenues:</b>			
Grant <i>(Identify Grant)</i>			
Other <i>(Identify)</i>			
<b>Total Revenues</b>		\$ 0	\$ 0
<b>Total Request (Net):</b>		\$ 0	\$ 20,000

## **Fourth of July Drone Show Program Narrative**

**02\_22\_2024**

### **Background:**

Historically, the Fourth of July in SeaTac was celebrated as a traditional fireworks display. In 2023, the cost of the display was \$25,000, \$5,000 of which was a donation made by the Angle Lake Shore Club (ALSC). Additionally, ALSC also donated the use of privately owned boats, barges, and numerous hours of volunteer time. ALSC residents were instrumental in securing access to a vacant property (previously a mobile home park/lot) whereupon the fireworks could be loaded onto three barges, towed by boats, and then attached to eco-blocks located in various positions around the lake.

The City provided additional resources, which included patrol boats to secure the perimeter around the firework barges, fireworks permitting, and a safety plan that included a contingency for dealing with unintended or errant discharge of the fireworks.

The traditional fireworks display model requires two days of prep on the SeaTac staff end, and staff must be present at the loading zone at all times; additionally, the load site must be secured overnight with perimeter fencing or security as well as a portable toilet.

According to Placer AI data, July 4, 2023, logged 8,000 park visits by park patrons, with an average length of stay between 3-4 hours. The primary zip codes reported for park patrons were 98198 and 98188, followed by 98032 and additional zip codes within South King County.

### **Justification / Community Benefit**

Cities are beginning to convert from traditional fireworks displays into drone show displays; this has already happened in King County with the City of Des Moines for their Fourth of July event and the City of Seattle, who provided a drone show for New Year's Eve. SeaTac staff would like to implement a drone show for 2024, with 200 drones, which was recommended by the two operators who responded to SeaTac staff queries.

The drone show will be approximately 15 – 16 minutes long and include music choreographed to the drone movement, which will be broadcast at the park for patrons from the sound stage.

Staff have received initial clearance from the FAA and SeaTac Control Tower to pursue a permit, which the drone operator will submit.

Staff time and City resources would be reduced, as the drone supplier does not require staff to be present during installation, and the operator provides all the equipment.

We would use Valley Ridge Field, which is closed to the public each Fourth of July to prevent field damage. The field would be used as a staging area for the drones. Additionally, a portion of 188<sup>th</sup> Street would be closed 10 minutes before and 10 minutes after the show to move the drones from the field to the lake.

The operator has asked for a practice run in the weeks leading up to the show to ensure Fourth of July operations go smoothly. This means that on the practice night, 188th Street would also need to be closed for 10 minutes before and 10 minutes after the run-through at the lake.

In our discussion with the Emergency Management Coordinator, they expressed support for the drone show based on their increased concern about the potential for fire danger caused by errant fireworks.

Below are considerations that drive staff's recommendation for a drone show instead of a traditional fireworks display:

1. There is a development planned for the vacant property (previously a mobile home park), which has been used for loading the fireworks onto the barges. The planned development will include housing and beach access for residents, thus eliminating our ability to use it as the loading and launching pad for the traditional fireworks display.

The privately owned barges, which serve as floating docks, need to go through a registration and permitting process because removing them from a fixed dock and towing them behind a motorized boat turn them into "Personal Watercraft" requiring registration under RCW 79A.60.010 and under RCW 88.02.

Staff attempted unsuccessfully to identify an owner/operator who owns a licensed barge and can load the fireworks from the Angle Lake Boat Ramp onto their licensed barge. The vendor who provided the 2023 fireworks display responded that they could not provide this equipment or locate a licensed barge either.

Lastly, even if the Angle Lake boat ramp or dock were considered at some point in the future for fireworks loading, there would be impacts to park patrons through the complete closure of the beach, boat ramp, and a portion of the parking lot, as well as lower park, due to the requirement for a 50 – 100-yard safety perimeter. Considering the park's draw on the Fourth of July and the desire to keep all park amenities open on a crowded day, staff do not believe this is a viable option.

Since this arrangement depends on many factors outside of the City's control, such as the continuing availability of the RV lot, a donation from a private club, and privately owned boats and barges, the failure of any of these factors would render the fireworks display problematic or impossible.

2. The traditional fireworks display also requires the perimeter of the display to be secured including establishing a free zone of between a 50 – 100-yard radius (depending on height and type of firework) around each of the three barges. This safety zone effectively restricts the adjacent lake property owners from using any and all portions of the waterway during the fireworks display. Since the Washington Supreme Court adjudicated Angle Lake to be a non-navigable lake, the City must refrain from interfering with the use of the lake by any of the owners of the lake property during any city-organized event. <sup>1</sup>

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<sup>1</sup> *Snively v. State*, 167 Wn. 385 (1932), *Snively v. Jaber*, 48 Wn.2d 815 (1956)

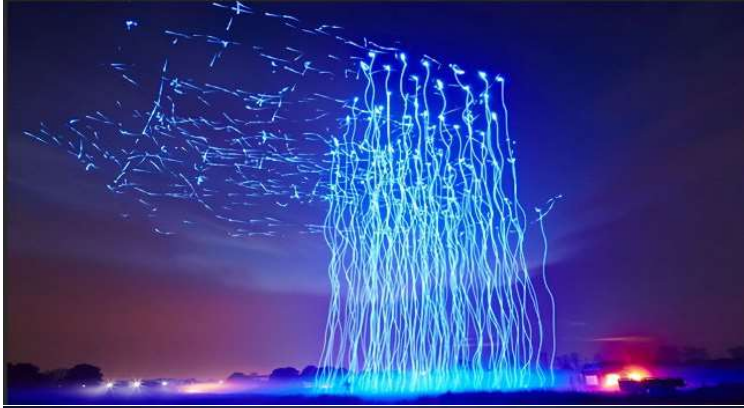
3. Benefits to the SeaTac community would include:
  - a. Ability to celebrate the Fourth of July from Angle Lake with a light display that is sensitive to climate change and the increased fire danger within our region.
  - b. Elimination of air pollution through cessation of toxic chemical release and plastic litter falling into the lake.
  - c. Elimination of noise pollution that is harmful to pets and people, especially veterans and those suffering from PTSD, which can be triggered by traditional fireworks displays.
  - d. Increased level of safety from the danger of errant explosions.

There is \$20,000 inside the 2024 budget, for a traditional fireworks display. This Decision Card will be asking for an additional \$20,000 for a total of \$40,000 to support a drone show.

### **Examples of Drone Show Images**







**ORDINANCE NO. 24-1007**

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.

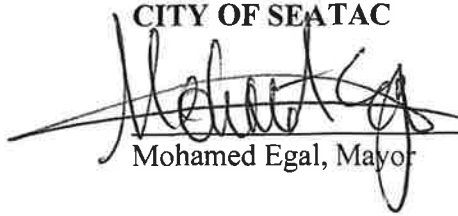
**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or 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 26th day of March, 2024, and signed in authentication thereof on this 26th day of March, 2024.

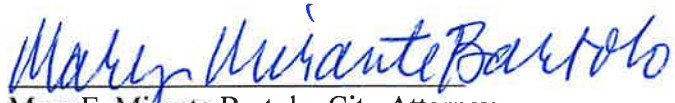
CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 04.06.24]

[SMC 3.31 - Purchasing]

**ORDINANCE NO. 24-1008**

AN ORDINANCE of the City of SeaTac, Washington, amending Chapter 15.600 of the SeaTac Municipal Code related to sign regulations; by amending sections 15.600.005, 15.600.010, 15.600.015, 15.600.020, 15.600.030, 15.600.040, 15.600.050, repealing sections 15.600.060, 15.600.070, 15.600.080, 15.600.090, 15.600.100, 15.600.150, 15.600.160, 15.600.180, adding new sections 15.600.060, 15.600.070, 15.600.080, 15.600.090, 15.600.100, 15.600.110, renumbering sections 15.600.190 and 15.600.200, establishing severability, and establishing an effective date.

**WHEREAS**, the First Amendment of the United States Constitution protects the freedom of speech, including commercial and non-commercial signs, and imposes a high standard of scrutiny on any regulation that targets the content of speech; and

**WHEREAS**, in 2015, the US Supreme Court issued a decision in *Reed v. Town of Gilbert*, wherein the court held that a town sign code that treats various categories of signs differently based on the information they convey violates the First Amendment and is a content-based regulation of speech; and

**WHEREAS**, the City wishes to update its sign code to ensure compliance with *Reed v. Town of Gilbert* and other recent state and federal court cases, including *Contest Promotions v. City and County of San Francisco* and *Reagan National Advertising v. City of Austin* (2021); and

**WHEREAS**, the City desires to update its existing sign code consistent with the United States Supreme Court's decisions with content-neutral provisions that address time, place, and manner restrictions; and

**WHEREAS**, the City has identified a number of additional provisions that would benefit from being updated in order to improve clarity and simplify administration; and

**WHEREAS**, on December 15, 2023 City staff properly and timely transmitted a copy of the proposed code amendments to the Washington State Department of Commerce for expedited review and comment, pursuant to RCW 36.70A.106, and no comments have been received to date; and

**WHEREAS**, on January 2, 2024 a SEPA threshold Determination of Non-significance was issued for the proposed amendments and no comments were received nor was an appeal filed; and

**WHEREAS**, the Planning Commission held numerous meetings in 2023 and an open public hearing on the amendment on January 16, 2024 and recommended approval of the proposed code amendments to Council; and

**WHEREAS**, on February 15, 2024 the Planning and Economic Development Committee of the Council recommended approval of the regulations as amended by the Planning Commission; and

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

**Section 1.** Section 15.600.005 of the SeaTac Municipal Code is hereby amended to read as follows:

**15.600.005 Purpose**

\*\*\*

C. This code aims to address emerging trends in electronic message sign technologies and provide regulations that facilitate the use of such technologies while ensuring protection of motorists and pedestrians from the hazards of glare, startling bursts of light, and the use of virtual movement and animation intended to attract driver attention, to hold driver gaze, and/or to otherwise distract drivers from the safe operation of their vehicles. The code's intent is to protect neighborhoods, surrounding development and the night sky from nuisance factors associated with such glare, movement and animation of electronic message signs.

D. This chapter is not intended to and shall not be interpreted to restrict noncommercial speech on the basis of its content, viewpoint, or message. No part of this chapter shall be construed to favor commercial speech over non-commercial speech.

**Section 2.** Section 15.600.010 of the SeaTac Municipal Code is hereby amended to read as follows:

**15.600.010 Authority, and Application and Exemptions**

A. The provisions of this chapter shall apply to all exterior signs visible from public or private streets, and all signs in the interior of a building intended to be viewed from the exterior within the jurisdictional limits of the City, regardless of the type or nature.

~~B. All signs not specifically defined and allowed or exempted by this code are prohibited.~~

B. Permits shall be required of all signs nine (9) square feet or greater in surface area, and illuminated or electronic signs of any size. Nonilluminated signs less than nine (9) square feet in surface area are not required to obtain a permit but must meet all requirements of this code.

C. Any classification of signs in this chapter which purports to permit commercial speech by reason of its content or identity of the sign user, or otherwise, shall be interpreted to allow noncommercial speech on the sign.

D. To the extent that any provision of this chapter is ambiguous, the term shall be interpreted not to regulate speech on the basis of the content of the message.

E. All signs not specifically defined and allowed or exempted by this code are prohibited.

F. The following are exempted from the regulations and requirements of this chapter, but may be subject to regulation under other provisions of the SMC:

1. Traffic or pedestrian control signs or signals, signs in the public right-of-way indicating scenic or historic points of interest, or signs which are erected or placed by or on the order of a public officer in the performance of public duty;
2. Signs required by law;
3. Noncommercial public service signs, providing such signs are nonilluminated, nonelectronic, do not exceed eight (8) square feet in surface area and six (6) feet in height, and are limited to one (1) sign per street frontage;
4. Official public notices, official court notices or official sheriff's notices;
5. The flag of a government and other political or special purpose flags that are not intended to contribute to a commercial advertising display;
6. Plaques, tablets or inscriptions indicating the name of a building, its date of erection, or other commemorative information, which are an integral part of the building structure or are attached flat to the face of the building, which are nonilluminated, and which do not exceed three (3) square feet in surface area;
7. Nonilluminated "No Trespassing," "No Dumping," "No Parking," "Private Property," "Fire Lane," "Handicapped Parking," and other on-site informational signs, which shall not exceed three (3) square feet in surface area;
8. Holiday and community special event decorations that do not display a commercial message;
9. Sandwich-board signs worn by a person while walking the public ways of the City;
10. Existing theater marquees (monument and/or building-mounted);
11. Signs when internal to the site and not visible or legible at the ground level from public rights-of-way, parks, public easements, and public walkways.
12. Public art, such as murals of a non-commercial nature that do not conform to the definition of "sign."

~~C. Permits shall be required of all signs nine (9) square feet or greater in surface area, and illuminated or electronic message signs of any size. Nonilluminated signs less than nine (9) square feet in surface area are not required to obtain a permit, but must meet all requirements of this code. (Ord. 15-1018 § 1)~~

**Section 3.** Section 15.600.015, Definitions, of the SeaTac Municipal Code is hereby amended and all other definitions and images in this section remain the same:

**15.600.015 Definitions.**

In addition to the land use definitions in Chapter 15.105 SMC, the following definitions apply to this chapter; for any term defined in this section that is also defined in SMC Title 15, the definition in this section shall control. Words not defined herein shall have their common and ordinary meaning.

### Aerial Displays

Signs in this category include balloons, pennants, spinners, strings of flags, streamers, tubes, and other devices affected by the movement of the air or other atmospheric or mechanical means.

### Animation

Movement or the appearance of movement of a sign display through the use of patterns of lights, changes in color or light intensity, computerized special effects, video display, or through any other method; except for the scrolling of a static message or scene onto or off a sign board in one (1) direction per message. Note that animation is prohibited per SMC 15.600.120(D) 15.600.090(D), Prohibited Signs.

\*\*\*

### Area of Facade

The area of that continuous front, side or back surface, including doors and windows, but excluding any roof area and structures or elevators or air-conditioning equipment thereon; provided, that in the case of a roof sign, the surface area of the facade shall be the area of that continuous front, side or back surface immediately beneath the roof, including doors and windows, but excluding the roof area and structures for elevators or air conditioning thereon.

### Awning

A roof like cover that projects from the wall of a building for the purpose of shielding a door or window from the elements. See Figure: AWNING.

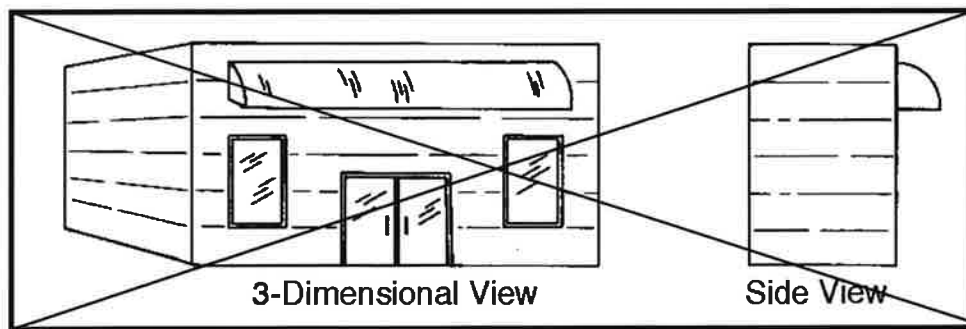


Figure: AWNING

### Awning Sign

Any sign erected upon, or against, an awning, which is a roof-like cover that projects from the wall of a building for the purpose of shielding a door or window from the elements.





Figure: AWNING SIGN

\*\*\*

### Billboard

Generally, a large permanent outdoor advertising sign, containing a message, ~~commercial or otherwise~~, unrelated to the use or activity on the property on which the sign is located, ~~and which is customarily leased for commercial purposes, but not including attached directional signs (not within the billboard face) as defined herein.~~ The approximate sizes of the billboard faces range from twelve (12) to fourteen (14) feet in height and twenty four (24) to forty eight (48) feet in width. The sign area is generally larger than that of a freestanding sign, and is pole-mounted.

### Building-Mounted Sign

~~A single or multiple faced sign of a permanent nature, made of rigid material, attached to the facade of a building or the face of a marquee. A sign affixed to or erected against the wall of a building. Included in this definition are signs of a commercial nature painted directly on a wall.~~

### Canopy

~~A freestanding structure affording protection from the elements to persons or property thereunder.~~

### Canopy-Mounted Sign

~~Any sign or awning erected upon or against a canopy, which is a freestanding structure affording protection from the elements to persons or property thereunder.~~

### Commercial Sign

Any sign, display, or device designed, intended or used to encourage or promote purchase or use of goods or services.

### ~~Community Use~~

~~A public community center, library, museum, park, City Hall, fire station or other public use operated for the benefit of the community.~~

### Construction Sign

~~An informational sign which identifies the architect, engineers, contractors and other individuals or firms involved with the construction of a building, or announcing the character of the building or enterprise, which is erected during the building construction period.~~

### Dawn to Dusk

~~That time of the day between sunrise and sunset.~~

### Directional Sign

~~A single or double faced~~ Any sign not exceeding nine (9) square feet in surface area that is designed for the purpose of to guide or direct providing direction and/or orientation for pedestrian or vehicular traffic to an area, place or convenience.

#### A. Interior Directional Sign

~~Directional signs oriented to the interior of a site and at least thirty (30) feet from the right of way, or not readable from the street.~~

#### B. Perimeter Directional Sign

~~Directional signs oriented to and readable from the street.~~

\*\*\*

### Electronic Message Sign

An electronic changeable copy sign containing a that displays information with alphanumeric characters, including keyboard generated punctuation and symbols, and static images, graphics, logos, or symbols and which may consist of a pattern of lights using different combinations of light-emitting diodes (LEDs), fiber optics, and light bulbs, or other technology capable of displaying static images, graphics, logos, and symbols that can be changed by electrical, electronic or computerized process. See SMC 15.600.130 15.600.080, Electronic Message Signs, for requirements regarding electronic message signs.

\*\*\*

### Foot Candle

A unit of light density incident on a plane (assumed to be horizontal unless otherwise specified), and measurable with an illuminance meter, a.k.a light meter.

### Freestanding Sign

A sign permanently mounted directly into the ground, or supported by one or more poles posts, pylons columns, braces or a solid base other vertical structures or supports, and not attached to or dependent for support from any building. Freestanding signs include those signs otherwise known as “pedestal signs,” “pole signs,” “pylon signs,” and “monument signs.”

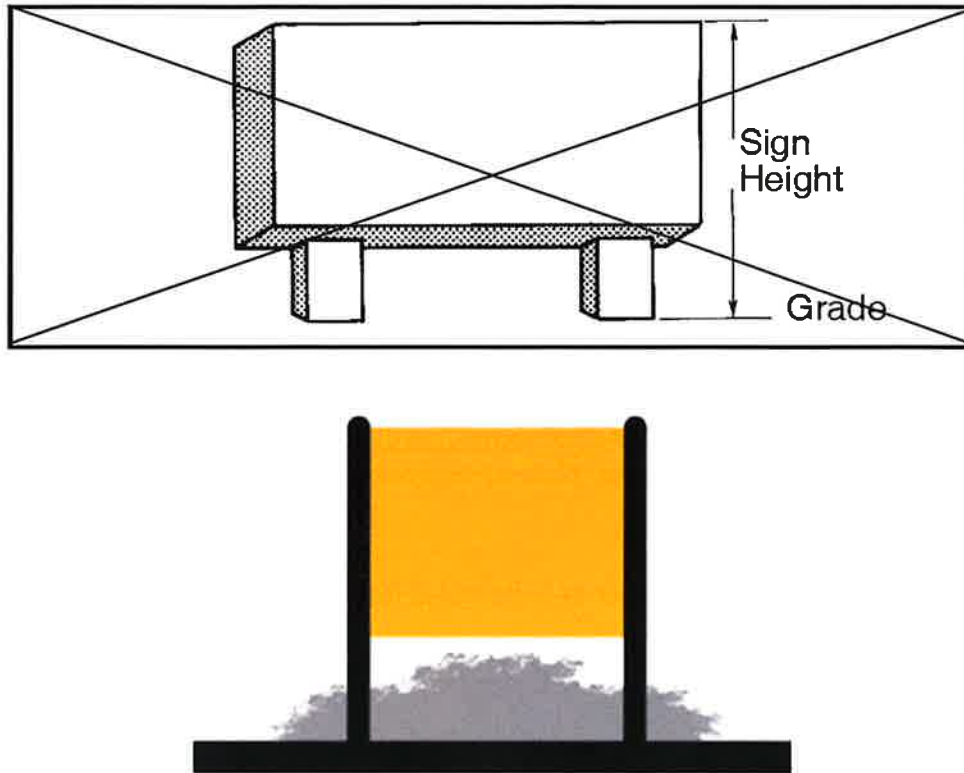


Figure: FREESTANDING SIGN

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### Holographic Display

Any display that creates a three (3) dimensional image through projection. (Note: Holographic displays are prohibited by SMC ~~15.600.120(F)~~ 15.600.090(F), Prohibited Signs.)

\*\*\*

### Informational Sign

A ~~single or double faced~~ small sign of a noncommercial nature not exceeding nine (9) square feet in surface area without advertising, intended primarily for the convenience of the public or to ensure the orderly operation of the site, including but not limited to signs designating restrooms, address numbers, hours of operation, business directories, help wanted, public telephone, instructions regarding parking. Also included are property control and warning signs such as "no trespassing," "no dumping," etc.

#### A. Interior Informational Sign

~~Informational signs oriented to the interior of a site and at least thirty (30) feet from the right-of-way or not readable from the street.~~

## B.— Perimeter Informational Sign

Informational signs oriented to and readable from the street.

### Marquee

A permanent roof-like structure extending from part of a wall of a building a maximum of six (6) feet and supported solely by the building.

### Marquee Sign

Any sign that forms part of or is integrated into a marquee, which is a permanent roof-like projecting structure attached to a building, and that does not extend above the height or beyond the limits of such marquee. Also considered an extension of a building-mounted sign.

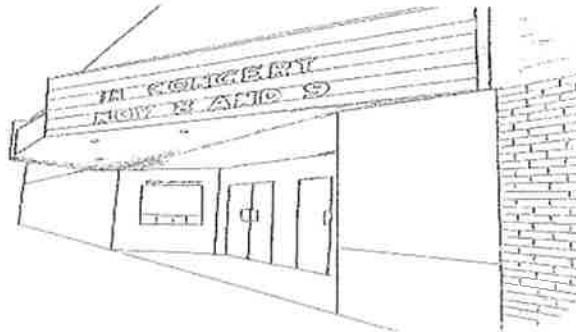


Figure: MARQUEE/MARQUEE SIGN

### Message

In an electronic message sign, a set of sequential displays that convey related information about a product, service or company.

### Monument Sign

A type of freestanding ground-mounted, fixed sign that is above ground level and is with a height ranging from five (5) to fifteen (15) feet above the average ground elevation. The base (not included in the sign surface area calculation) is attached to the ground as a wide base of solid construction. by means of a wide base of solid appearance, with no open space between the sign and the ground.

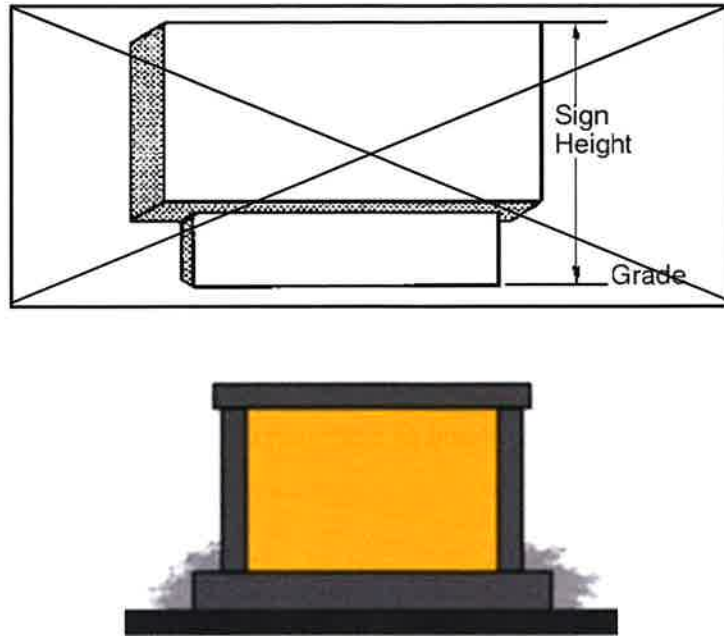


Figure: MONUMENT SIGN

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### Mural

A design or representation, without letters, numbers, or trademarked graphics, that is painted or drawn on the exterior of a structure facade that does not advertise a business, product, service, or activity of the business contained within the building or structure. A mural may have the signature of the person painting the sign, or copyright ownership of the mural painting.

### Mural Sign

A design, or representation with letters, numbers, or trademarked graphics, that is painted or drawn on the exterior of a structure facade that advertises the business, product, service, or activity contained within the building or structure. A mural sign will include the name of the business or activity being conducted within the building or structure. Off premises mural signs are not permitted.

### Neighborhood Unit

A section or area within a multi-family development:

- A.—Where the section or area is geographically different or separated from other sections or areas in the development; or
- B.—Where the dwelling units have characteristics distinguishing them from the dwelling units in other sections or areas of the development.

### Noncommercial Public Service Sign

Noncommercial signs devoted to religious, charitable, cultural, governmental or educational messages.

### Noncommercial Sign

A sign which contains no message, statement, or expression related to commercial interests. Noncommercial signs include, but are not limited to, signs expressing political views, religious views, or information about and/or announcements of public agencies.

### Office Building

An office building as defined by the City of SeaTac Zoning Code.

### Parapet

That portion of a building wall which extends above the roof of the building on all building facades (see Figure: PARAPET).

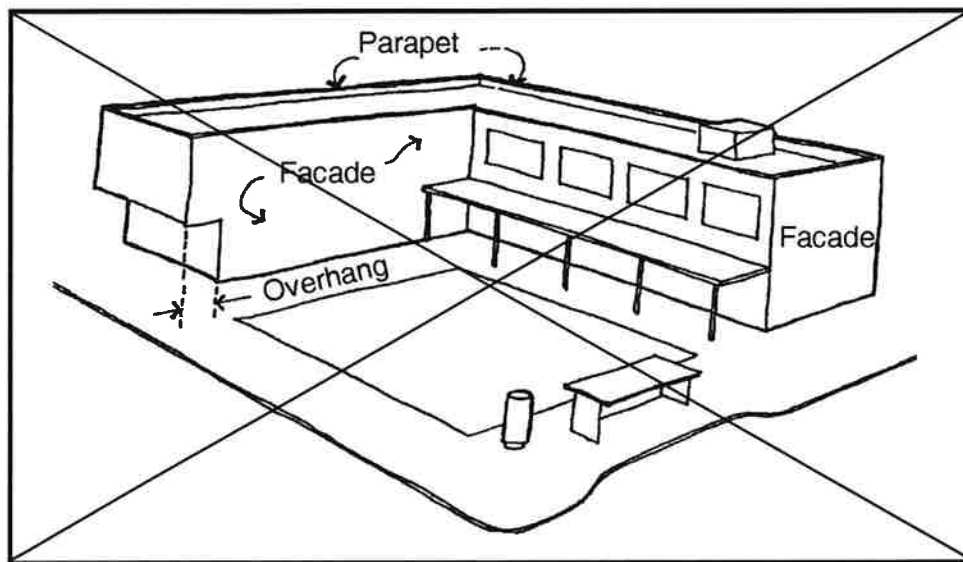


Figure: PARAPET

### Parapet Sign

Any sign erected upon the parapet of a building, which is that portion of a building wall which extends above the roof of the building on all building facades; not to exceed the height of any roof structures housing building/ventilation equipment.

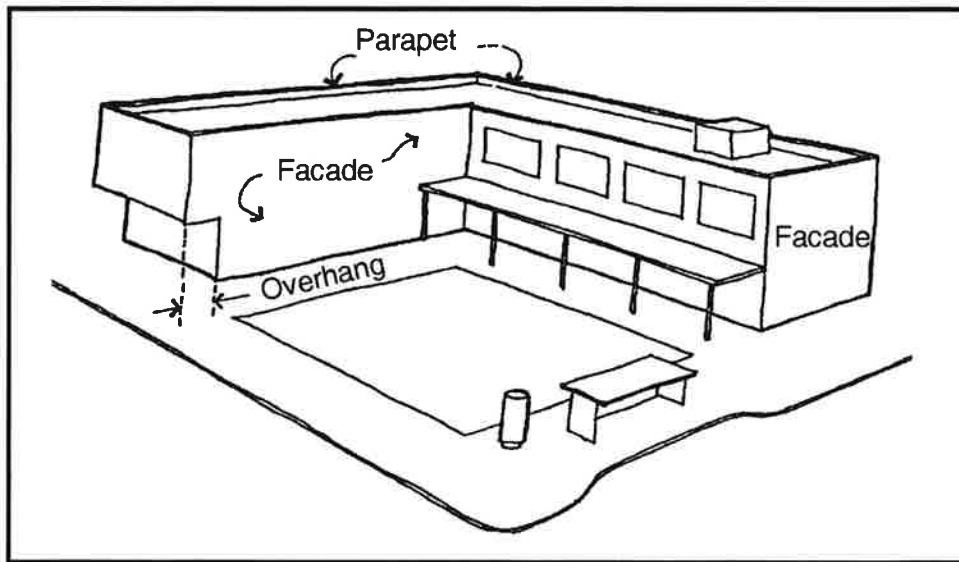


Figure: PARAPET

**Pennants**

A triangular tapering flag made of any lightweight fabric or other nonrigid material suspended in a series from a rope, wire, or string.

**Penthouse**

A structure on top of a building roof which houses an elevator shaft or similar form.

Permanent Sign(s)

All permitted monument/freestanding and building-mounted signs (see SMC 15.600.030, Commercial/Office/Industrial Zone Classification Signs and 15.600.040, Multi-Family Residential Zone Classification Signs).

\*\*\*

**Political Sign**

Signs advertising a candidate or candidates for public elective office or a political party, or signs urging a particular vote on a public issue decided by ballot.

**Porte-Cochere Sign**

Any sign erected upon a porte-cochere, which is a A covering structure projecting horizontally from and attached to a building, affording protection from the elements; typically used for loading and unloading of vehicles.

**Primary Sign(s)**

~~All permitted permanent monument/freestanding and building-mounted signs (see SMC 15.600.030, Commercial/Office/Industrial Zone Classification Signs and 15.600.040, Multi-Family Residential Zone Classification Signs).~~

\*\*\*

### Scrolling

The vertical movement of a static message or display on an electronic message sign.

### Secondary Signs

~~Allowable signage not falling within the definition of a primary sign; includes directional and informational signs, as well as temporary signs and displays (see SMC 15.600.070, Secondary Signage).~~

### Sign

~~All surfaces/structures (permitted, exempt, or prohibited) regulated by this chapter that have letters, figures, design, symbols, trademark or devices intended to attract attention to any activity, service, place, subject, person, firm, corporation, public performance, article, machine or merchandise whatsoever.~~

Any communication device, structure, or fixture which is intended for commercial or non-commercial use; using graphics, written copy, letters, numbers, figures, symbols, logos, or registered trademarks. Painted wall designs or patterns which do not represent a product, service or registered trademark, and which do not identify the user, are not considered signs.

### Sign Copy

Any combination of letters, numerals, words, symbols, pictures, emblems or other characters that constitute a message in either permanent or removable form.

### Sign, Off-Premises

~~A Any sign which displays a message relating to a use of property or sale of goods or services at a location other than that on which the sign is located that directs attention to a business, commodity, service, activity or entertainment not conducted, sold or offered upon the premises where the sign is located.~~

### Sign, On-Premises

~~A Any sign which displays a message which is directly related to the use of the property on which it is located carries advertisements incidental to a lawful use of the premises on which it is located, including signs indicating the business transacted at, services rendered, or goods sold or produced on the premises, or name of the person, firm or corporation occupying the premises.~~

### Single Occupancy Building

~~A commercial building or structure with one (1) major enterprise. A building is classified as "single occupancy" only if:~~



- A. ~~It has only one (1) occupant;~~
- B. ~~It has no wall in common with another building; and~~
- C. ~~It has no part of its roof in common with another building.~~

~~Subdivision Signs~~

~~Signs used to identify a land development of a residential nature.~~

~~Streamer~~

~~A long narrow strip of lightweight fabric or other material suspended in a series from a rope, wire, or string.~~

~~Surface Area~~

~~See "Area or Surface Area of Sign."~~

~~Surface Area of Facade~~

~~The area of that continuous front, side or back surface, including doors and windows, but excluding any roof area and structures or elevators or air conditioning equipment thereon; provided, that in the case of a roof sign, the surface area of the facade shall be the area of that continuous front, side or back surface immediately beneath the roof, including doors and windows, but excluding the roof area and structures for elevators or air conditioning thereon.~~

~~Temporary Freestanding Sign~~

~~A nonpermanent sign securely attached to the ground, intended for use for a limited period of time. A sign structure or device used for the display of messages or images, which is easily installed and removed and which is not intended or suitable for long-term or permanent display due to the sign construction, materials, placement, or installation. Any sign not covered by this definition is a permanent sign and must comply with the applicable permanent sign regulations.~~

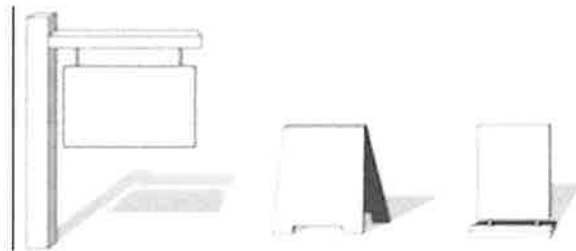


Figure: EXAMPLES OF TEMPORARY SIGNS

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**Section 4.** Section 15.600.020 of the SeaTac Municipal Code is hereby amended to read as follows:

**15.600.020 General Sign Provisions**

**A. Requirements Applicable to All Signs.**

**1. Structural Requirements.** The structure and erection of signs within the City shall be governed by the adopted Uniform Sign Code and Building Code. Compliance with the Uniform Sign Code and Building Code shall be a prerequisite to issuance of a sign permit under SMC 15.600.110, Permits and Fees.

**2. Electrical Requirements.** Electrical requirements for signs within the City shall be governed by Chapter 13.180 SMC, Electrical Code. Compliance with the Electrical Code shall be required by every sign utilizing electrical energy as a prerequisite to issuance of a sign permit under SMC 15.600.170, Permits and Fees.

**3. Sign Illumination.** Illumination from or upon any sign shall be shaded, shielded, directed or reduced so as to avoid undue brightness, glare, or reflection of light on private or public property in the surrounding area, and so as to avoid unreasonably distracting pedestrians or motorists. "Undue brightness" is illumination in excess of that which is reasonably necessary to make the sign reasonably visible to the average person on an adjacent street. Additionally, electronic signs shall meet the standards of SMC 15.600.080, Electronic Message Signs.

**4. Sign Maintenance.** All signs, including signs heretofore installed, shall be constantly maintained in a state of security, safety, repair and professional appearance. If any sign is found not to be so maintained or is insecurely fastened or otherwise dangerous, it shall be the duty of the owner and/or occupant of the premises on which the sign is fastened to repair or remove the sign within five (5) days after receiving notice from the City Manager or designee. The premises surrounding a monument sign shall be free and clear of rubbish and any landscaping area free of weeds.

**5. Sign Obstructing View or Passage.** No sign shall be located so as to physically obstruct any door, window or exit from a building. No sign shall be located so as to be hazardous to a motorist's ingress or egress, or visibility of traffic flow during ingress or egress, from parking areas of any way open to the public. All signs shall comply with SMC 15.400.350, Sight Distance Requirements.

**6. Landscaping for Monument Signs.** All permanent monument signs shall include, as part of their design, general landscaping and curbs about their base to prevent automobiles from hitting the sign-supporting structure and to improve the overall appearance of the installation.

**7. Sign Inspection.** All sign users shall permit the periodic inspection of their signs by the City upon City staff request.

**8. Conflicting Provisions.** Whenever two (2) provisions of this code overlap or conflict with regard to size or placement of a sign, the more restrictive provision shall apply.

**AB. Number of Primary Permanent Signs.**

1. **Primary Permanent** signage, consisting of monument/freestanding signage and facade/building-mounted signage, is allowed within the commercial/industrial/office zones,

multi-family zones, and for ~~churches, schools and community~~ non-commercial uses in the single-family residential zones as described in SMC 15.600.030, Commercial/Office/Industrial Zone Classification Signs, 15.600.040, Multi-Family Residential Zone Classification Signs, and 15.600.050, Single-Family Residential Zone Classification Signs. Within these zoning classifications, only one (1) ~~monument~~/freestanding sign is allowed per site, ~~as described in subsection (B) of this section.~~ See subsection C of this section for a definition of “site”. Each business shall also be allowed the facade signage described within SMC 15.600.030(B)(2) or 15.600.040(B)(2).

2. Where a site has multiple street frontages, one (1) ~~monument~~/freestanding sign shall be allowed on each street frontage, providing that there shall be a minimum of one hundred ~~forty~~ (100) (150) feet between each freestanding sign, drawn in a straight line between the closest edges of the signs.

3. In a residential site of one hundred (100) dwelling units or greater, where the dwelling units are clustered into defined neighborhoods units, only one (1) ~~monument~~/freestanding sign shall be allowed to identify each neighborhood ~~unit~~ containing at least thirty-five (35) residential dwelling units.

**C. Monument Sign Design.** Any monument sign must be “integrated” (that is, all elements of the sign must be incorporated in a single design).

1. Monument signs shall include design elements that effectively frame the sign on both faces. Alternatively, signs that have a substantial framing element on one side may meet this provision.

2. Monument signs shall integrate a top, middle, and bottom element. The top could include a distinctive sign cap and/or include the name of a multi-tenant center. The middle can include a consistent framing technique for an individual sign or multiple signs in a multi-tenant center. The bottom could include a distinctive base design with special materials and/or design.

Signs less than six feet tall are exempt from this provision.

3. Monument signs shall include durable high-quality materials such as stone, brick, concrete, or steel and a design that relates to and/or complements the design of on-site buildings and/or is coordinated with other site design elements (such as distinctive lighting, monuments, wayfinding signs).

4. All permanent monument signs shall include, as part of their design, general landscaping and curbs about their base to prevent automobiles from hitting the sign-supporting structure and to improve the overall appearance of the installation.

5. Posts or other supports must be architecturally covered, painted, or otherwise treated to prevent weathering, and to coordinate with the design of the sign.

**D. Setbacks.**

1. Interior lots (as per SMC 15.110.030): Five (5) feet from the front property line; ten (10) feet from the side property lines.
2. Corner lots: Five (5) feet from all property lines.
3. A sign may be set back between zero (0) feet and five (5) feet from the front property line, provided the applicant provides justification and documented proof that the sign's placement will not hinder vision clearance (as per SMC 15.400.350) for existing and future development on the site.

**B E. Site.** A site shall be considered to be the largest applicable area of the following:

1. A single business located on one (1) or more tax parcels;
2. Multiple uses sharing the area of one (1) or more tax parcels, whether in a multiple-occupancy building, a multiple-building complex, or other common use of a parcel for business operations.

~~C. **Secondary Signage.** Secondary signage shall be allowed in commercial/industrial/office zones, multi-family zones, and for churches, schools and community uses in the single-family residential zones as described in SMC 15.600.070, Secondary Signage.~~

~~D. **Informational Signs.** Informational signs are not included in the number of primary signs so long as the following conditions are met:~~

~~1. **Interior Informational Sign.** Informational signs oriented to the interior of a site and at least thirty (30) feet from the right of way or not readable from the street.~~

~~a. The sign shall not exceed nine (9) square feet in surface area.~~

~~2. **Perimeter Informational Sign.** Informational signs oriented to and readable from the street.~~

~~a. The sign shall not exceed three (3) square feet in surface area, and the number of perimeter informational signs shall not exceed one (1) per street frontage.~~

~~Additional signs oriented to the street may be allowed only if shown to be necessary for safety purposes and granted by the Director.~~

~~3. The sign shall be located on the subject site, and meet all other standards of the code.~~

**D E. Directional Signs.** Directional signs are not included in the number of primary permanent signs so long as the following conditions are met:

~~1. **Interior Directional Sign.** Directional signs oriented to the interior of a site and at least thirty (30) feet from the right of way, or not readable from the street.~~

~~a. The sign shall not exceed nine (9) square feet in surface area.~~

~~2. **Perimeter Directional Sign.** Directional signs oriented to and readable from the street.~~

- ~~a. The sign shall not exceed six (6) sixteen (16) square feet in surface area;~~
- ~~b. Business identification shall comprise no more than twenty-five percent (25%) of the sign;~~
- ~~e. The number of perimeter directional signs shall not exceed one (1) per entrance to a site, except that two (2) such directional signs shall be allowed if necessary for safety and oriented to traffic approaching the entrance from two (2) different directions.~~

~~Additional signs oriented to the street may be allowed only if shown to be necessary for safety purposes and granted by the Director.~~

1. The sign shall not exceed nine (9) square feet in surface area.
  - a. Business identification shall comprise no more than twenty-five percent (25%) of the sign.
2. The number of directional signs shall not exceed one (1) per entrance to a site, except that two (2) directional signs shall be allowed if necessary for safety and oriented to traffic approaching the entrance from two (2) different directions.

Additional signs oriented to the street may be allowed only if shown to be necessary for safety purposes and granted by the Director.

3. The sign is located on the premises to which the sign is intended to guide or direct pedestrian or vehicular traffic, and meets all other standards of the code. If a directional sign is portable, or constructed of nonrigid materials, ~~it is subject to the limitations on number and placement of portable and banner signs per this section, except that an interior directional sign only may be portable in excess of the limits on portable signs if necessary for orderly site operations see SMC 15.600.070, Temporary Sign Standards, for requirements regarding temporary signs.~~

4. Where a property lacks direct street frontage, an off-premises directional sign may be approved through a variance process described in SMC ~~15.600.200~~ 15.600.130, Variance from Sign Code.

**D G. Street Identification.** Each enterprise, including each building in a multiple building complex, shall display and maintain on-premises street address number identification.

**E H. Each Sign Complete.** In no case shall any sign contain a letter, word, or phrase that is continued onto another sign.

**Section 5.** Section 15.600.030 of the SeaTac Municipal Code is hereby amended to read as follows:

### **15.600.030 Commercial/Office/Industrial Zone Classification Signs**

#### **A. General.**

2. **illumination.** ~~Monument/freestanding~~ **Freestanding** and building-mounted signs in the commercial/office/industrial zones may be illuminated through internal and external

illumination; provided, that such illumination does not create glare on adjacent properties or traffic corridors, and that the following conditions are met:

- b. **External Illumination.** If external illumination is used, documentation shall be provided that clearly shows that light or glare from the external illumination will not impact traffic corridors or adjacent properties. ~~The type of external illumination shall be approved by the Director prior to issuance of a sign permit.~~

## B. Standards.

1. **Monument and Freestanding Signs.** ~~Any monument or freestanding sign must be "integrated," that is, all elements of the sign must be incorporated in a single design. Auxiliary projections or attachments not a part of a single design are prohibited. Poles or other supports must be architecturally covered, painted, or otherwise treated to prevent weathering, and to coordinate with the design of the sign.~~

a. ~~Setbacks.~~

i. ~~Interior lots: Five (5) feet from the front property line; ten (10) feet from the side property lines. Exception: Signs may be set back between zero (0) and five (5) feet from the front property line and five (5) feet from the side property line subject to the criteria contained in SMC 15.600.060, Signage—Zero (0) to Five (5) Feet Front Property Line Setback Criteria.~~

ii. ~~Corner lots: Five (5) feet from all property lines. Exception: Signs may be set back between zero (0) and five (5) feet from the front property line subject to the criteria contained in SMC 15.600.060, Signage—Zero (0) to Five (5) Feet Front Property Line Setback Criteria.~~

~~Sign projections shall not obstruct any access points as required in SMC 15.400.350, Sight Distance Requirements.~~

b a. Maximum height: Fifteen (15) feet.

e b. Maximum surface area:

ii. The size of electronic monument or freestanding signs is limited by SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs.

2. **Building-Mounted Signs (Including Parapet, Awning, Marquee, Porte-Cochere, and Canopy-Mounted Signs).** The surface area of any building-mounted sign shall not exceed the figures derived from the following schedule. The size of electronic message signs for building-mounted signs is limited by SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs.

b. Unused sign surface area for a facade may be used by any tenant or user within the same multiple occupancy building if: the display of the sign is necessary to reasonably identify and locate the use, and the provisions of this code do not provide the use with adequate sign display options.

- i. ~~The applicant files with the City a written statement signed by the tenant or user permitted to utilize that sign area under this code permitting the applicant to utilize the unused sign surface area that is directly related to the tenant.~~
- ii. ~~The display of a sign on that facade by the secondary sign user will not create a significant adverse impact on dependent sign users of that facade.~~
- iii. ~~The display of a secondary sign is necessary to reasonably identify and locate the use, and the provisions of this code do not provide the use with adequate sign display options.~~

c. **Sign Height —Parapet Signs.** The height of any building-mounted/canopy sign or parapet sign shall not extend above the highest exterior wall of the building. ~~Additionally, no parapet can be extended above the highest roof ventilation structure.~~

g. Any sign mounted to the facade of a freestanding canopy structure or the facade of a porte-cochere extending more than six (6) feet from a building shall not exceed ~~thirty (30) inches~~ 70 percent of the width or in height, of the fascia the sign is mounted to so as to leave reveal on all sides of the sign and to maintain an appropriate balance between the sign and structure.

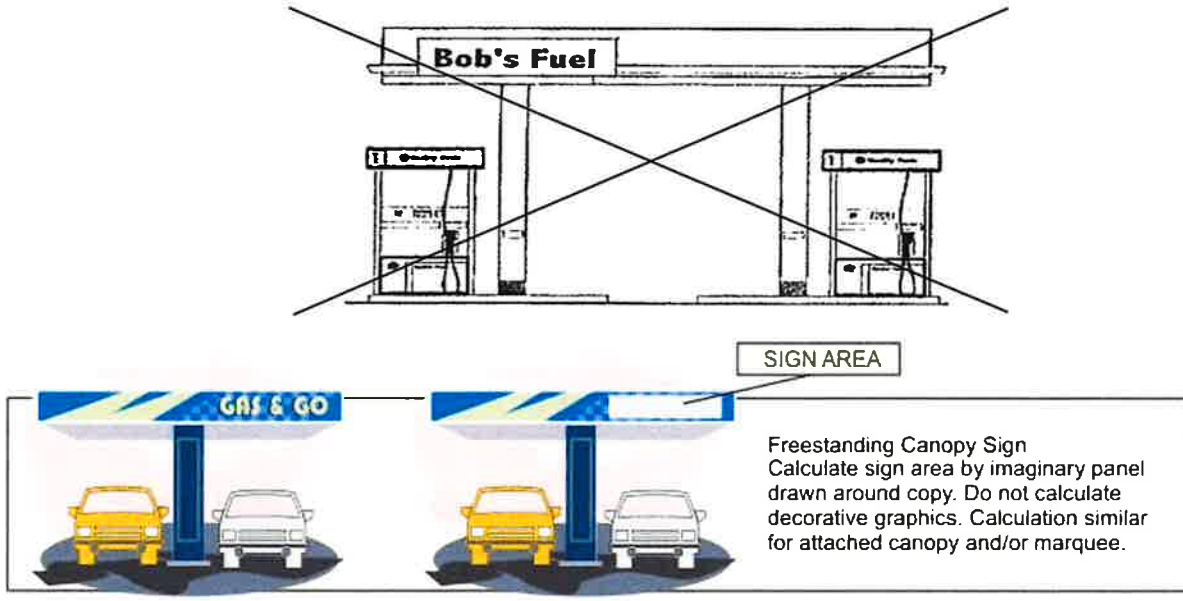


Figure: CANOPY SIGN

h. Window signs shall be considered building-mounted signs for the purposes of this section, and shall be counted as part of the aggregate sign surface area allowed. Window signs shall not be mounted between three (3) feet and seven (7) feet of floor level on any floor of a building, unless such signage does not obstruct visibility through the majority of the window.

~~j.—The width of any decorative lighting strip or accent shall be considered to extend six (6) inches beyond the limits of the actual strip, or accent, where the light flow is unencumbered in that direction.~~

~~k.—In no case may the maximum sign surface area permitted on a building facade be exceeded.~~

**Section 6.** Section 15.600.040 of the SeaTac Municipal Code is hereby amended to read as follows:

**15.600.040 Multi-Family Residential Zone Classification Signs**

A. **General.** This section applies to:

1. Multiple-family buildings and any commercial use, church, school or community use located in the T, UM, UH, CB, RBX, UL, NB, I and O/C/MU zone classifications.
3. See SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs, for separate size and other limitations regarding electronic signs.

B. **Standards.**

1. **Monument and Freestanding Signs.** The following limits shall apply to monument and freestanding signs:

~~a.—Setback: Five (5) feet from the property line. Exception: Signs may be set back between zero (0) and five (5) feet from the front property line subject to the criteria contained in SMC 15.600.060, Signage—Zero (0) to Five (5) Feet Front Property Line Setback Criteria.~~

~~b~~ a. Maximum sign height:

- i. Fifteen (15) feet – ~~primary permanent~~ sign.
- ~~ii.—Six (6) feet—neighborhood unit sign.~~

~~e~~ b. Maximum surface area:

- v. See SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs, for size limitations on electronic signs;
- ~~vi.—Twenty (20) square feet for neighborhood unit signs.~~

~~d~~ c. **Design.** Any monument sign must be “integrated” (that is, all elements of the sign must be incorporated in a single design). Auxiliary projections or attachments not a part of a single design are prohibited, except under the following circumstances:

~~Auxiliary projections or attachments shall be reviewed and approved by the Director.~~

2. **Building-Mounted Signs (Including Parapet, Awning, Marquee, Porte-Cochere, and Canopy-Mounted Signs).** The surface area of any building-mounted sign shall not



exceed the figures derived from the following schedule. The size of electronic building-mounted signs is limited by SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs.

Additionally, the following conditions apply:

b. Unused sign surface area for a facade may be used by any tenant or user within the same multiple occupancy building, if: the display of the sign is necessary to reasonably identify and locate the use, and the provisions of this code do not provide the use with adequate sign display options.

~~i. The applicant files with the City a written statement signed by the tenant or user permitted to utilize that sign area under this code permitting the applicant to utilize the unused sign surface area.~~

~~ii. The display of a sign on that facade by the nondependent sign user will not create a significant adverse impact on dependent sign users of that facade.~~

~~iii. The display of the nondependent sign is necessary to reasonably identify the use, and the provisions of this code do not provide the use with adequate sign display options.~~

c. **Sign Height —Parapet Signs.** The height of any building-mounted/~~canopy or parapet~~ sign shall not extend above the highest exterior wall of the building. ~~Additionally, no parapet can be extended above the highest roof ventilation structure.~~

e. Any building-mounted sign, ~~including any marquee sign, or awning sign attached to a building,~~ shall not project more than six (6) feet from the face of the building to which the sign is attached. Any structural supports shall be an integral part of the design or concealed from view.

h. Window signs shall be considered building-mounted signs for the purposes of this section, and shall be counted as part of the aggregate sign surface area allowed. Window signs shall not be mounted between three (3) feet and seven (7) feet of floor level on any floor of a building, unless such signage does not obstruct visibility through the majority of the window.

i. Decorative lighting including neon and other accent lighting, and lighted canopy or wall panels, shall be considered a building-mounted sign for the purposes of this section, and shall be counted as part of the aggregate sign surface area allowed. The width of any decorative lighting strip or accent shall be considered to extend six (6) inches beyond the limits of the actual strip or accent.

~~j. The width of any exposed neon sign, and any decorative or accent lighting where the light flow is unencumbered by a cover shall be considered to extend six (6) inches beyond the limits of the actual sign, strip, or accent, where the light flow is unencumbered in that direction.~~

~~k. In no case may the maximum sign surface area permitted on a building facade be exceeded. (Ord. 15-1018 § 1)~~

**Section 7.** Section 15.600.050 of the SeaTac Municipal Code is hereby amended to read as follows:

**15.600.050 Single-Family Residential Zone Classification Signs**

\*\*\*

~~C.~~ Each subdivision, development of five (5) or more units in a townhouse zone, or senior citizen multi-family complex is permitted a monument/freestanding sign at its major entrances, not to exceed thirty-five (35) square feet per face and a total of seventy (70) square feet.

~~D.~~ Churches, schools, community uses, and agricultural crop sales located within the UL and T zones shall be allowed the signage described and regulated under SMC 15.600.040, Multi-Family Residential Zone Classification Signs, and 15.600.070, Secondary Signage.

~~E~~ C. Any home occupation shall be allowed the signage described and regulated in SMC 15.465.500(C), Home Occupations.

~~F~~ D. Any daycare facility, bed and breakfast, short-term rental, or specialized instruction school (other than a specialized instruction school located at a former school district facility) within the UL or T zones shall be allowed a nine (9) square foot sign.

~~G~~ E. Electronic message signs are not allowed, except as permitted by SMC ~~15.600.130~~ 15.600.080, Electronic Message Signs.

~~H~~ F. Internally illuminated signs are not allowed except as permitted and regulated by SMC 15.600.040, Multi-Family Residential Zone Classification Signs, for churches, schools, and community uses ~~and agricultural crop sales~~.

~~I.~~ One (1) temporary freestanding sign is allowed while a property is for sale, for rent, or under construction, per SMC 15.600.070(D)(3)(b).

~~J.~~ Portable off-premises signs on private property no more than four (4) square feet in surface area and two (2) feet in height are allowed with the permission of the owner, if such signs are authorized under SMC 15.600.070(E)(4), grand opening/special events, SMC 15.600.080, Political Signs, SMC 15.600.090, Real Estate Signs, and SMC 15.600.100, Garage and Yard Sale Signs. (Ord. 15-1018 § 1)

**Section 8.** Section 15.600.060 of the SeaTac Municipal Code is hereby repealed.

**Section 9.** A new Section 15.600.060 is hereby added to the SeaTac Municipal Code:

**15.600.060 Noncommercial Speech Sign Standards**

Noncommercial speech signs do not promote commercial products or services. The content of such signs is not regulated, but is subject to the following requirements:

A. The sign area of all noncommercial speech signs on a lot shall not exceed thirty-two (32) square feet.

B. The maximum height is limited to six (6) feet.

C. Noncommercial speech signs that do not comply with the requirements of this section shall be subject to the permit requirements, sign area, setback and other provisions of this chapter. All noncommercial speech signs shall comply with general sign regulations per SMC 15.600.020.

D. For requirements regarding temporary noncommercial speech signs, see SMC 15.600.070, Temporary Sign Standards.

**Section 10.** Section 15.600.070 of the SeaTac Municipal Code is hereby repealed.

**Section 11.** A new Section 15.600.070 is hereby added to the SeaTac Municipal Code:

**15.600.070 Temporary Sign Standards**

**A. General.**

1. All temporary signs are subject to the placement, size, and height requirements of this chapter, and the requirements in the underlying zone. The content of temporary signs is not regulated.
2. No sign permit is required for temporary signs.

**B. Materials.** Temporary signs shall be made of any durable material, and the sign face shall be of rigid or flexible construction, unless otherwise required by this section.

**C. Illumination.** Temporary signs shall not be directly illuminated or be provided with any electric service.

**D. Standards.**

1. The sign area of individual temporary signs shall not exceed nine (9) square feet, except a single on-premise temporary sign may be as large as thirty-two (32) square feet.
2. The maximum height of a temporary sign is six (6) feet.
3. Signs may be displayed for a period not to exceed 180 days, except for when the sign is related to an event or a specific date, in which case it shall be removed within fourteen (14) days following the event or specific date.
4. Temporary signs shall not be permanently attached to the ground, a building, or to any other structure, other than what is necessary to secure it to prevent theft, wind damage or safety problems.
5. Temporary signs attached to building walls shall not be placed in a manner that obstructs any door, fire department sprinkler connection, or address numbers.
6. Temporary signs shall not be placed on the roof of a building, or affixed to a permanent sign or its structure, tree, utility pole, or street sign.
7. Aerial displays are permitted for specific promotions or events but shall be removed seven (7) days after the promotions or events end. However, in no case shall an aerial display be displayed for more than twenty-eight (28) days.

8. Banners. A banner may have a sign area of up to thirty-two (32) square feet. The height of banners shall not exceed the height of the building or fence to which they are attached.

a. For buildings or tenant spaces with an exterior wall width greater than thirty-two (32) feet in width, the maximum size of a banner shall be up to one (1) square foot of banner area for every one (1) linear foot of exterior wall space per tenant/business space, up to a maximum size of one hundred (100) square feet.

b. If the banner is strung between support posts, the maximum height shall not exceed fifteen (15) feet, as measured from the existing ground level to the top of the banner.

c. These limitations do not apply to city-owned banners affixed to city property.

**E. General Location Provisions.**

1. With the exception of public right-of-way, temporary signs shall only be located on public or private property with the property owner's permission.

2. Temporary signs shall not be placed in any public park, trail, open space, or other public space, except for those signs placed or authorized by the government, agency, or organization that owns or maintains the land.

3. No part of a temporary sign may overhang a paved roadway, sidewalk, bicycle path, parking space, driveway, loading area, or wheelchair access.

4. Temporary signs shall not be placed within any roadway median, traffic circle, traffic island, or roundabout.

5. Temporary signs in the public right-of-way shall be located at least five (5) feet from any other temporary sign.

6. Temporary signs in the public right-of-way shall be located at least 25 feet from traffic signs, signals, wayfinding signs, and other traffic control devices erected by the city or other public authority.

7. Off-premise, commercial temporary signs may only be located in the right-of-way adjacent to the commercial premises.

**Section 12.** Section 15.600.080 of the SeaTac Municipal Code is hereby repealed.

**Section 13.** A new Section 15.600.080 is hereby added to the SeaTac Municipal Code:

**15.600.080 Electronic Message Signs**

Electronic message signs shall be allowed, provided they comply with the following requirements:

**A. Size and Location.**

**1. Freestanding/Monument Signs.**

a. That portion of the sign that constitutes the electronic changeable display shall be allowed as follows:

<u>Zone</u>	<u>Maximum Electronic Portion of Sign</u>	<u>Maximum Total Size of Sign</u>
<u>CB, CB-C, O/CM, I, RBX</u>	<u>55 sf</u>	<u>85 sf</u>
<u>NB</u>	<u>25 sf</u>	<u>85 sf</u>
<u>Non-Commercial Uses in UL, T, UM, UH, O/C/MU, P</u>	<u>Not allowed</u> <u>Not allowed</u> <u>25 sf</u>	<u>35 sf not on an arterial</u> <u>60 sf on a minor/collector arterial</u> <u>85 sf on a principal arterial</u>
<u>Commercial Uses in O/C/MU, T, UM, UH</u>	<u>Not allowed</u> <u>Not allowed</u> <u>25 sf</u>	<u>35 sf</u> <u>60 sf on a minor/collector arterial</u> <u>85 sf on a principal arterial</u>
<u>Multi-Family Uses in T, O/CM, UM, UH</u>	<u>Not allowed</u>	<u>35 sf</u>

**2. Building-Mounted Signs.**

a. Building-mounted electronic message signs are not allowed in the following zones: UL, T, O/C/MU, UM, UH, P, NB.

b. In all other zones, a site or property may be allowed a maximum of fifty-five (55) square feet of building-mounted electronic changeable display per street frontage.

**C. Light Levels.**

1. All signs shall incorporate photocell/light sensors, with automatic dimming technology that appropriately adjusts to ambient light conditions and the means to immediately turn off the display if it malfunctions or if for some reason it is not complying with the regulations in this Section.

2. Maximum brightness levels for electronic message signs in all zones shall not exceed 0.3 foot candles above ambient light as measured using a foot candle meter at a preset distance depending on sign size. Measurement distance shall be determined using the following calculation: the square root of the product of the sign area times 100. Example using a 12 square foot sign:  $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance.

4. All electronic message signs shall be designed to prevent light trespass into the sky.

**D. Residential Zones.**

1. Electronic message signs shall not be allowed within any dwelling or home occupation in any residential zone.

2. Businesses, churches or schools are allowed electronic message signs providing that:

a. They comply with subsections (A) through (C)(1) and (C)(3) of this section;

b. Electronic displays in residential zones shall be turned off between the hours of 10:00 p.m. and 7:00 a.m.

**Section 14.** Section 15.600.090 of the SeaTac Municipal Code is hereby repealed.

**Section 15.** A new Section 15.600.090 is hereby added to the SeaTac Municipal Code:

### **15.600.090 Prohibited Signs**

The following signs or displays are prohibited, unless otherwise approved by this chapter. Prohibited signs are subject to removal by the City at the owner's or user's expense. Any existing sign which is prohibited upon the effective date of this code shall be removed within six (6) months of notification from the City except as provided in SMC 15.600.100, Nonconforming Signs, regarding nonconforming signs.

A. Signs which purport to be, or are an imitation of, or resemble an official traffic sign or signal, or which bear the words "stop," "caution," "danger," "warning," or similar words;

B. Signs which, by reason of their size, location, movement, content, coloring or manner of illumination, may be confused with or construed as a traffic control sign, signal or device, or the light of any emergency (police, fire or ambulance) or radio equipment vehicle, or which obstruct the visibility of any traffic or street sign or signal device;

C. Signs which rotate or have a part(s) which move or revolve except the movement of the hands of a clock;

D. Signs that display animation;

E. Any display or sign not specifically allowed by the sign code, including, but not limited to, strings of lights; ribbons; spinners, twirlers or propellers; flashing, rotating or blinking lights, chasing or scintillating lights; fluttering or moving lights or other illuminating device which has a changing light density or color; lasers; strobes or lights with stroboscopic effect; displays or lights that imitate the appearance of explosions or fireworks; flares; balloons; bubble machines and similar devices of a carnival nature, or containing elements creating sound or smell. Exception: Certain of these devices are permitted on a limited basis for grand openings of new businesses under SMC 15.600.070(D);

G. Signs identifying, or window signs advertising activities, products, businesses or services which have been discontinued for more than sixty (60) days on the premises upon which the signs are located, and any window signs in excess of the amount of wall signage allowed, or mounted between three (3) feet and seven (7) feet above floor level and obstructing the view through a the majority of the window;

H. Private signs on utility poles as prohibited by RCW 70.54.090;

I. Billboards except those qualifying as nonconforming signs pursuant to SMC 15.600.100, Nonconforming Signs;

J. Roof signs, except as allowed through a variance process by SMC 15.600.130(G)(5);

K. Signs attached to or placed on a vehicle or trailer on public or private property; provided, however, this provision shall not be construed as prohibiting the identification of a firm or its products on a vehicle operating during the normal course of business, or advertising a vehicle for sale if such sign is placed inside the vehicle.

L. Any sign that impedes free ingress and egress from any door, window, or exit way required by building and fire codes, or blocks pedestrian access to transit or to/from parked vehicles.

**Section 16.** Section 15.600.100 of the SeaTac Municipal Code is hereby repealed.

**Section 17.** A new Section 15.600.100 is hereby added to the SeaTac Municipal Code:

**15.600.100 Nonconforming Signs**

A. **Applicability.** This section applies to the maintenance, repair, as appropriate, and removal of nonconforming signs. "Nonconforming sign" means a sign that was legally established, but no longer conforms to the current sign standards of this chapter.

**1. Loss of Nonconforming Status.** A nonconforming sign shall immediately lose its nonconforming status if:

a. The sign is altered in any way in structure or height which is not in compliance with the standards of this chapter; or

b. The sign is relocated to a position which is not in compliance with the standards of this chapter; or

c. The sign is replaced; provided, that this replacement refers to structural replacement, not change of "copy," panel or lettering; or

d. Any new permanent sign is erected or placed in connection with the enterprise using the nonconforming sign; or

e. The loss of legal nonconforming status takes place upon any change in land use or occupancy, or a change in business name, and the sign shall be brought into conformity. Such nonconforming signs shall, within ninety (90) days, be brought into conformity with this code or be removed.

Upon any of the above-referenced circumstances taking place, any permit or designation for what had been a nonconforming sign shall become void. The Administrator shall notify the sign user, sign owner or owner of the property upon which the sign is located of cancellation of the permit or designation and the sign shall immediately be brought into compliance with this chapter and a new permit secured or shall be removed.

**B. Illegal Signs.** An illegal sign is any sign which does not comply with the requirements of this chapter within the City limits as they now or hereafter exist and which is not eligible for characterization as nonconforming under this section.

C. **Nonconforming Sign Maintenance and Repair.** Nothing in this section shall relieve the owner or user of a nonconforming sign or owner of the property on which the nonconforming sign is located from the provisions of this code regarding safety, maintenance and repair of signs, nor from any provisions on prohibited signs, contained in SMC 15.600.090, Prohibited Signs; provided, however, that any repainting, replacement of “copy,” panels and/or lettering, cleaning, and other normal maintenance or repair of the sign or sign structure shall not modify the sign or structure in any way which is not in compliance with the requirements of this code, or the sign will lose its nonconforming status (subsection ~~(B)(6)~~ (A)(1) of this section).

**Section 18.** Section 15.600.110 of the SeaTac Municipal Code is hereby repealed.

**Section 19.** A new Section 15.600.110 is hereby added to the SeaTac Municipal Code:

**15.600.110 Permits and Fees**

A. **Permit Requirements.** No sign governed by the provisions of this code that is illuminated or electronic or is greater than nine (9) square feet in surface area shall be erected, altered or relocated by any person, firm or corporation from and after the date of adoption of this code without a permit issued by the City. No permit is required for a non-illuminated sign of nine (9) square feet or less surface area, but such signs must otherwise comply with this code.

B. **Permit Applications.** Applications for permits shall contain the name and address of the owner and user of the sign, the name and address of the owner of the property on which the sign is to be located, the location of the sign structure, drawings or photographs showing display faces with the proposed message and design accurately represented as to size, area, proportion, and color, and such other pertinent information as the Code Administrator of this code may require to ensure compliance with this code and other applicable ordinances. Permit applications shall be available for inspection by the public upon request.

C. **Expiration of Permits.** A sign permit shall become null and void if the work for which the permit was issued has not been completed within one (1) year of its issuance.

D. **Permit Exceptions.** No new permit shall be required:

1. For repainting, cleaning or other normal maintenance or repair of a sign or sign structure for which a permit has previously been issued, so long as the sign structure or content is not modified in any way;

2. For the changing of the advertising copy or message on an approved reader board or theater marquee, during the period of amortization.

E. **Notice of Permit Denial – Reasons.** When a sign permit is denied by the Code Administrator, he shall give written notice of the denial to the applicant, together with a brief written statement of the reasons for the denial.

**Section 20.** Section 15.600.150 of the SeaTac Municipal Code is hereby repealed.

**Section 21.** Section 15.600.160 of the SeaTac Municipal Code is hereby repealed.

**Section 22.** Section 15.600.180 of the SeaTac Municipal Code is hereby repealed.



**Section 23.** Section 15.600.190 of the SeaTac Municipal Code is hereby renumbered to read as follows:

**15.600.190 15.600.120 Administration, Enforcement and Sign Removal**

\*\*\*

**Section 24.** Section 15.600.200 of the SeaTac Municipal Code is hereby renumbered and amended to read as follows:

**15.600.200 15.600.130 Variance from Sign Code**

\*\*\*

G. **Limitation of Authority.** The Hearing Examiner may not grant a variance to:

5. **Roof Signs.** Notwithstanding SMC ~~15.600.120~~ 15.600.090, Prohibited Signs, a roof sign may be allowed through a variance process provided the following criteria are met in addition to the decision criteria listed under subsection (F) of this section:

c. No other ~~primary~~ permanent signage exists or shall be allowed for the site;

6. **Off-Premises Signs.** Notwithstanding SMC ~~15.600.120~~ 15.600.090, Prohibited Signs, an off-premises sign may be allowed through a variance process provided the following criteria are met in addition to the decision criteria listed under subsection (F) of this section:

a. For a ~~primary~~ permanent sign:

i. ~~Primary~~ Permanent signage cannot be located on the site.

\*\*\*

**Section 25.** Section 15.600.210 of the SeaTac Municipal Code is hereby repealed.

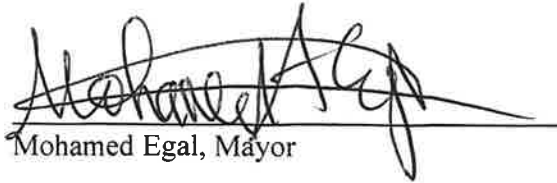
**Section 26. Corrections.** Upon approval of the City Attorney's Office, the City Clerk and the Code Reviser are authorized to make necessary corrections without altering intent, including the correction of clerical errors, references to other local, state or federal laws, codes, rules, or regulations; 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.** 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 March, 2024, and signed in authentication thereof on this 26th day of March, 2024.

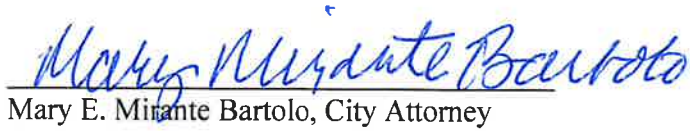
CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 04.06.24]

**ORDINANCE NO. 24-1009**

An ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a contract with JLL, Inc to provide owner's representative services associated with the SeaTac Civic Center project and amending the 2023-2024 biennial budget.

**WHEREAS** in 2020, the City contracted with ARC Architects to evaluate the long-term viability and suitability of the existing City Hall and the Maintenance Facility with the goal of serving the community for the next 40 years; and

**WHEREAS** in 2021, ARC Architects delivered the results of these evaluations to City staff; and

**WHEREAS** in 2021, the Administration and Finance Committee reviewed the architect's preliminary recommendations for City Hall and the Maintenance Facility to improve safety and replace aging and inadequate systems; and

**WHEREAS** in an August 2022 Council Study Session, the Council reviewed the options for City Hall including the option to construct a Civic Campus inclusive of a new City Hall ("Civic Campus"); and

**WHEREAS**, the 2023-2024 Biennial Budget included three hundred thousand dollars (\$300,000) to perform a feasibility study for a Civic Campus; and

**WHEREAS**, the City Council recognize the value of pursuing a Civic Campus to provide community benefits to include increasing accessibility from collocating similar community and municipal services, providing community open space, creating civic meeting spaces, and creating opportunities to develop mixed use buildings, including potential commercial and retail uses in addition to municipal and community-based services; and

**WHEREAS**, the scope and expertise necessary to pursue a Civic Campus will require the creation of a Limited-term Project Manager position and the services of a consulting firm to function as Owner's Representative; and

**WHEREAS**, Resolution 23-007 adopted September 12, 2023, authorized the City Manager to site, design and construct a Civic Campus and in support of this effort create a Limited-term Special Capital Project Manager position and select a consultant to act the owner's representative;

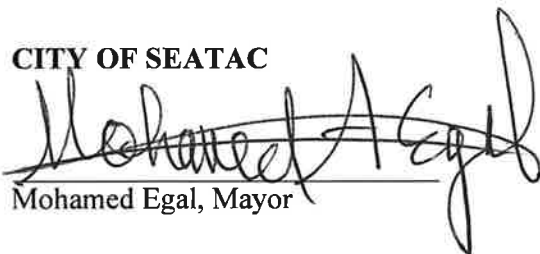
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** The City Manager is authorized to execute a contract with JLL, Inc. in the amount of \$347,100 for owner's representative services associated with the SeaTac Civic Campus Project for Phase 1.

**Section 2.** The 2023-2024 Biennial Budget shall be amended to increase expenditures in the Facility Construction CIP Fund (#306) by \$47,100, General Fund (#001) by \$128,820 and the Municipal Capital Improvements Fund (#301) by \$2,500 to fully fund Project expenditures.

**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 March, 2024, and signed in authentication thereof on this 26th day of March, 2024.

**CITY OF SEATAC**  
  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 04.06.24 ]

**ORDINANCE NO. 24-1010**

AN ORDINANCE of the City Council of the City of SeaTac, Washington, authorizing the City Manager to execute a contract with Bulpin Consulting Services for On-Call Real Property and Right-of-Way Management services, 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 Airport Station Area Pedestrian Improvements ("Project"), Public Works Project ST-141, which is part of the City's transportation improvement program, is currently in design and the Right-of-Way Acquisition phase; and

**WHEREAS** the incumbent City's Real Property Analyst serves an essential role in performing work needed for the successful completion the Right-of-Way Acquisition phase; and

**WHEREAS** contracting with the incumbent Real Property Analyst to continue their role on the Project and providing supplemental on-call services related to Real Property and Right-of-Way Management provides value to the City.

**WHEREAS** additional funding for an on-call Real Property and Right-of-Way Management service contract is needed in 2024 resulting in increasing the professional services budget expenditure amount in the Streets Fund (#102) by \$140,000.

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

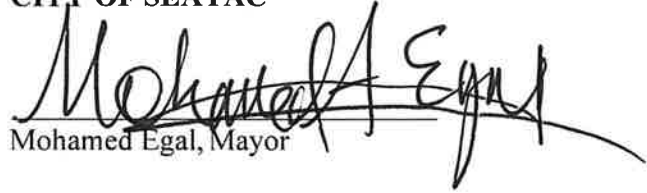
**Section 1.** The City's 2023-2024 Biennial Budget shall be amended by increasing expenditures in the Streets Fund (#102) by \$140,000 to fund an on-call Real Property and Right-of-Way Management service contract.

**Section 2.** The City Manager is authorized to execute a contract with Bulpin Consulting Services, in the amount of \$140,000 for an on-call Real Property and Right-of-Way Management service contract for the Project and other on-call related tasks.

**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 April, 2024, and signed in authentication thereof on this 23rd day of April, 2024.

CITY OF SEATAC

  
Mohamed Egal, Mayor

ATTEST:

  
Kristina Gregg, City Clerk

Approved as to form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: 05/04/2024 ]

[Bulpin Consulting Services]