

City of SeaTac

Regular Council Meeting Minutes

May 14, 2024
6:00 PM

City Hall
Council Chambers

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

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

STAFF PRESENT: Interim City Manager (ICM) Kyle Moore, City Attorney Mary Mirante Bartolo, Deputy City Clerk (DCC) Amber Russ, City Clerk Kristina Gregg, Multimedia Video Specialist David Inman, Deputy City Manager (DCM) Gwen Voelpel, Human Resources (HR) Director Mei Barker, Senior Management Analyst Anita Woodmass, Public Works (PW) Director William Appleton, PW Programs Coordinator Mason Giem, Economic Development Manager Aleksandr Yeremeyev

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

AGENDA REVIEW: Hybrid Meeting: Broadcast on SeaTV Government Access Comcast Channel 21, Live-streamed on the City's website <https://www.seatacwa.gov/seatvlive>, in-person and remote options for public participation. Agenda Revisions: The Resolution for Agenda Bill #6415 was revised at the Mayor's request and Agenda Bill #6417 was removed from the agenda prior to the meeting at the Mayor's request.

PUBLIC COMMENTS (any topic):

Andrea Arellano – City Council meetings comparisons

Katie Kresly – City Manager hiring

Vicki Lockwood – Agenda Bill #6434, City Manager Recruitment Ad Hoc Committee

Bryan Boysen – Agenda Bill #6434, City Manager Recruitment Ad Hoc Committee

The following people provided written comment regarding Agenda Bill #6434 – City Manager Recruitment Ad Hoc Committee: Carol Liedke, Leslie Markey, Anita Valdez, Pam Fernald, Earl Gipson, Sue Alegria

PRESENTATIONS:

Asian/Pacific American Heritage Month Proclamation.

CM Kwon read the proclamation.

Mental Health Awareness Month Proclamation.

DM Guzmán read the proclamation.

Key City Issues and Requests for Direction

ICM Moore commented on the following items:

- Requested the following referrals. Council concurred:
 - Referral to Council Study Session (CSS).
 - Council Financial Policies
 - Council Priorities
 - Referral to Administration & Finance (A&F) Committee:
 - Revising the City Council Post Trip Report form.
 - Referral to Parks & Recreation (P&R) Committee.
 - CRF 2024-05 regarding the Community Services Advisory Committee (CSAC).
- Other items:
 - Make music
 - Recycling
- Calendar

PRESENTATIONS (continued):

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

CM Negusse: Administration & Finance (A&F) Committee

DM Guzmán: P&R Committee

CM Kwon: Transportation & Public Works (T&PW) Committee

CONSENT AGENDA:

Approval of claims vouchers (check no. 138478-138602) in the amount of \$1,152,136.82 for the period ended 05/09/2024.

Approval of electronic fund transfer (check no. 240402 - 240413) in the amount of \$75,501.94 for the period ended 04/25/2024.

Approval of payroll vouchers (check no. 56453 - 56460) in the amount of \$243,370.71 for the period ended 4/30/2024.

Approval of payroll electronic fund transfer (check no. 116183 - 116365) in the amount of \$619,748.35 for the period ended 4/30/2024.

Approval of payroll wire transfer in the amount of \$204,483.66 for the period ended 4/30/2024.

Final Acceptance of public works projects: 2023 Overlay Project and \$1,195,470.99.

Approval of Council Meeting Minutes:

Administration & Finance Committee meeting held April 4, 2024

Macro Budget Workshop held April 9, 2024

Transportation & Public Works Committee meeting held April 11, 2024

Regular Council Meeting held April 23, 2024

The following item was reviewed at the May 2, 2024 Administration & Finance Committee meeting and recommended for placement on this Consent Agenda:

Agenda Bill #6430; A Motion authorizing the execution of a contract with World Wide Technology for migrating to Microsoft Teams Phones

MOVED BY NEGUSSE, SECONDED BY EGAL TO ACCEPT THE CONSENT AGENDA AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS:

Agenda Bill #6434; A Motion establishing a City Manager Recruitment Ad Hoc Committee to work with Human Resources (HR) Director Mei Barker on the hiring process for the permanent City Manager and appointing members.

Summary: Carl Cole resigned from his position as City Manager effective May 1, 2024. Council appointed Kyle Moore as the Interim City Manager (ICM) effective May 2, 2024.

The Mayor wishes to establish a City Manager Recruitment Ad Hoc Committee to work with HR Director Barker to establish the hiring process for the permanent City Manager and to appoint three members to the committee.

Section 3 (A) of the City Council Administrative Procedures provides:

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

1. Council action is required to establish the committee, and appoint the original membership, if known.
2. The Mayor will appoint the members of Ad Hoc Committees. For the original appointment, the membership should be included in the action establishing the committee. If the membership is not known when the committee is established, or new members are needed to fill vacancies, this will be done by the Mayor making the appointment and announcing the appointments as a presentation item on a Regular Council Meeting agenda. Council confirmation is not required.
3. Ad Hoc Committee members' terms are for the length of the committee focus or until resignation."

ACTION ITEMS (continued):

Agenda Bill #6434 (continued):

Once the permanent city manager has been appointed by the Council, the ad hoc committee will be discontinued.

Mayor Egal reviewed the agenda bill summary and asked CMs Negusse, Lovell, and Vinson to serve on this ad hoc committee. All three CMs confirmed their interest in serving on the ad hoc committee.

MOVED BY EGAL, SECONDED BY NEGUSSE TO PASS AGENDA BILL #6434 ESTABLISHING THE CITY MANAGER RECRUITMENT AD HOC COMMITTEE AND APPOINTING COUNCILMEMBERS NEGUSSE, LOVELL, AND VINSON AS MEMBERS OF THE AD HOC COMMITTEE.*

Council discussion ensued regarding the committee.

MOVED BY KWON, SECONDED BY NEGUSSE TO AMEND THE MOTION TO STRIKE AD HOC COMMITTEE AND INSERT COMMITTEE OF THE WHOLE.**

Council discussion ensued regarding the amendment.

**AMENDMENT FAILED WITH KWON AND VINSON VOTING YES, AND LOVELL, NEGUSSE, GUZMÁN, AND EGAL VOTING NO.

MOVED BY LOVELL, SECONDED BY NEGUSSE TO REQUIRE THE AD HOC COMMITTEE BE RECORDED, AVAILABLE TO THE PUBLIC, AND OPEN TO ANYONE WHO WANTS TO ATTEND.***

Council discussion ensued regarding the amendment.

CM Lovell had technical difficulties and was unable to participate in the following votes.

***AMENDMENT CARRIED UNANIMOUSLY (5/0)

*ORIGINAL MOTION, AS AMENDED, CARRIED UNANIMOUSLY (5/0).

CM Lovell returned at this point in the meeting.

Agenda Bill #6417; A Motion approving an employment agreement between the City of SeaTac and Interim City Manager (ICM) Kyle Moore.

Summary: On March 27, 2024, City Manager Carl Cole submitted his letter of resignation to the City Council. On April 23, 2024, the City Council passed a resolution accepting Mr. Cole's resignation effective May 1, 2024, and appointing Kyle Moore as the ICM effective May 2, 2024. It is necessary to have a contract between the City and the ICM for this appointment. The terms of the contract shall be retroactive to May 2, 2024.

The cost of the contract for the remainder of 2024 is \$206,158. If required, a budget amendment will be brought forward at a future date.

HR Director Barker reviewed the agenda bill summary.

MOVED BY NEGUSSE, SECONDED BY VINSON TO PASS AGENDA BILL #6417.*

Council discussion ensued regarding the ICM position.

*MOTION CARRIED UNANIMOUSLY.

ACTION ITEMS (continued):

Agenda Bill #6426; A Motion authorizing the City Manager to execute a professional services contract amendment with Bruce Dees & Associates for the design of the SeaTac Des Moines Creek Park trailhead relocation project.

Summary: Staff identified the current SeaTac Des Moines Creek trailhead at South 200th Street as being extremely constrained by parking capacity both from observation and based on community feedback. In addition, staff determined the site would be unable to ensure effective storm water management / run-off protection for the creek from vehicles parking at the site. As the Washington State Department of Transportation (WSDOT) solidified plans for the SR509 expansion, this expansion included development of the highway over the current trailhead.

In 2019, the P&R Department purchased a 9-acre parcel located between South 200th Street and 18th Avenue South from WSDOT for a new trailhead that would be able to address the above issues and interests expressed by the community, particularly related to parking limitations at the trailhead.

In March 2022, the department executed a consultant agreement with landscape architect firm Bruce Dees & Associates for the SeaTac Des Moines Creek Park trailhead development project as identified in the 2021-2026 City of SeaTac Capital Improvement Program (CIP) .

The new trailhead will accommodate parking for approximately 85 vehicles. Additional site amenities include gender-neutral single stall restrooms with ADA access, a picnic shelter with tables and seating, the City of SeaTac's first fully accessible playground featuring poured-in-place surfacing, landscape plantings featuring bioswales to treat/manage stormwater and interpretive signage for public education regarding the role of the Des Moines Creek basin related to an urban forest ecosystem, stormwater management, and the salmon-bearing stream.

In July 2023, the SeaTac P&R staff met with the South Correctional Entity (SCORE) Board of Directors to review the proposed trailhead design and access to the new trailhead from 18th Avenue South, which is a street owned by SCORE. The intent was to capture feedback from the Board of Director and ensure SCORE's interests were captured. The overriding comments were related to concerns over emergency vehicle access along 18th Avenue South and park safety.

In January 2024, SeaTac P&R staff reconvened with the SCORE Board of Directors to review the proposed park design changes, which included the widening of 18th Avenue South, a new drive entrance into the trailhead, proposed camera installation, and separated entry for pedestrians off South 200th Street.

The landscape design contract amendment is intended to mitigate SCORE Board members' concerns and outlines the enhanced trailhead design. The amended design reduces the amount of time vehicles will travel on 18th Avenue South by introducing a reconfigured access driveway 700 feet to the north of the original entry point into the trailhead. The design also includes the widening of 18th Avenue South to allow more space for emergency vehicles to navigate around potential traffic on the right-of way (ROW), and adds security cameras along the paved multi-modal path in the parking lot as well as the playground and picnic shelters.

Finally, it approves lighting for the parking lot. Finally, the design amendment allows for additional playground space to include a proposed accessible zipline, which would be the first in SeaTac. The P&R Committee has expressed their support for building fully accessible playgrounds in new parks as well as retrofitting existing sites to increase access.

In March 2022, the original design contract was executed for the budgeted amount of \$250,000. In February 2023, design contract amendment #1 in the amount of \$8,130.50 was executed to authorize environmental consultants Grette & Associates to prepare a Critical Areas Report required by SeaTac Planning/Permitting Divisions due to the new trailhead location and proximity to Des Moines Creek.

ACTION ITEMS (continued):

Agenda Bill #6426 (continued):

Design contract amendment #2 outlines five tasks identified by the landscape architect and associated costs for each task completion and totals \$205,118. The tasks and costs are provided in the table below.

Task	Percentage	Amount
Project Management	9%	\$18,460
Project Design	69%	\$141,532
Permit Application Support	14%	\$28,716
Coordination Meetings	3%	\$6,154
Additional Construction Review	5%	\$10,256
Total	100%	\$205,118

The total of the current design contract and two amendments is \$463,248.50.

Staff provided the SeaTac P&R Committee an update on the design of SeaTac Des Moines Creek Park trailhead on January 31, 2024, and April 11, 2024. The committee reviewed the design contract amendment at the April 11 meeting and approved placing the item on the Regular Council Meeting agenda as an action item.

Deputy P&R Director Fitzpatrick reviewed the agenda bill summary.

MOVED BY GUZMÁN, SECONDED BY EGAL TO PASS AGENDA BILL #6426.*

Council discussion ensued regarding the project.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #6413; A Motion approving the preferred designs for the SeaTac Signage Program

Summary: The SeaTac Signage Program is implementing a Decision Card carried forward from the 2017-2018 Budget, into the 2021-2022 Budget. The Program commenced in 2022 and phase one of the Program is now complete and presented to Council for consideration and final approval.

Phase one of the Program includes a redesign of the 'Welcome to SeaTac' city entry gateway treatments and other city signage throughout the City, including: identification signage for internal 'sub area/ district areas', parks, city facilities, and directional signs to City-owned facilities.

The purpose of the gateway treatments and supporting family of city signage types is to enhance community identity and provide a consistent, highly recognizable unique design that will become synonymous with the City of SeaTac. Currently, the city has several aging signs that have weathered decades, some are in poor condition, aesthetically mismatched, and do not adequately encapsulate the vibrancy and diversity of the city.

The design effort was led by a consultant team and guided by a formal Streetscape and Gateway Ad Hoc Committee review process and a robust city-wide engagement effort. The Ad Hoc Committee reviewed and provided feedback on the general aesthetics of the signage and gateway treatments, ensuring that the proposed signage design(s) reflect the City's desire to provide a clear and consistent community identity.

Approval of the preferred designs will initiate phase two of the program. Phase two will be implemented in 2024-2026 and includes the fabrication and installation of signs throughout the City.

The preferred designs were reviewed by the T&PW Committee on Feb 22, 2024. The Committee recommended approval of the preferred designs and presentation at a regular council meeting. The preferred designs were reviewed by the Streetscape and Gateway Ad Hoc Committee on Jan 29, 2024; April 5, 2023; Nov 30, 2022; Sept 7, 2022. The Committee recommended approval of the preferred designs.

Senior Management Analyst Woodmass reviewed the agenda bill summary.

ACTION ITEMS (continued):

Agenda Bill #6413 (continued):

MOVED BY VINSON , SECONDED BY KWON TO PASS AGENDA BILL #6413.*

Council discussion ensued regarding the signage.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #6376; A Motion authorizing the City Manager to execute a contract with Recology King County (KC) to provide solid waste and recycling services for the City of SeaTac from June 1, 2025, to May 31, 2035.

Summary: The City of SeaTac currently contracts with Recology KC for the collection of residential and commercial solid waste, compost, and recycling. This contract is set to expire on May 31, 2025. Consequently, staff initiated a Request for Proposals (RFP) process in the Fall of 2023 to identify a new service provider capable of meeting the needs of SeaTac's residents and businesses, and secure a solid waste contract for a ten-year term.

Staff used residential solid waste survey results, City Council feedback, staff feedback, the City's Comprehensive Plan (CP), State and County regulations, and input from the Port of Seattle (POS) to develop the RFP for a new solid waste and recycling contract. A key finding from the survey of residents and businesses in SeaTac was that reliability, cost, and sustainability were all important considerations and prioritized by our community in that order.

The RFP process was initiated, carried out, and completed with expert assistance from consultant Hans Van Dusen. Interest was shown throughout the process by Waste Management, Republic Services, Cedar Grove Composting, and Recology KC; however, only Recology KC submitted a proposal. Staff made inquiries into why no other service providers submitted proposals. Cedar Grove gave no reason for non-submittal, Republic Services did not submit because, "The inability for us to adjust to the changes in the recycling industry with the inconsistent volatility with commodity pricing and processing fees," and Waste Management did not submit because, "the process did not permit contract exceptions making it difficult to suggest provisions for a mutually beneficial partnership." A thorough review and scoring of the Recology proposal found it to be complete and meeting the requirements of the RFP. Following an interview with Recology staff, City staff were confident that Recology would be capable of satisfying commitments in their proposal and moved forward with contract negotiations.

Upon completion of negotiations, the following notable service enhancements over our past contract were made:

- Fully embedded food waste services for commercial and multi-family customers for up to two compost carts/week.
- 1-2 yard food waste service available for commercial customers.
- 1 free bulky item collection day per year for all single-family residents, including 3 bulky items such as couches or large chairs.
- A 100% increase in the amount of street-side litter cans.
- Increased performance standards and fines for repeated complaints including missed services.
- Local customer store and call center available 7 days/week with 2-way texting and speed to answer standard reduced to under 20 seconds.
- Expanded customer engagement with dedicated staffing to identify and resolve customer concerns and outreach successful business and multifamily recycling and composting.
- New solid waste trucks in 2026 with renewable natural gas.
- New electric battery powered support vehicles in 2025.
- Locks for multi-family and commercial customers are available for no extra charge.
- Continued convenient curb and drop-off options for hard-to-recycle items for all customers.
- Contractor commitment to domestic recycling processing and transparent reporting.
- Senior low-income discount program expanded to include all low-income qualifiers.
- Overall rate increases by approximately 18%, due to industry cost increases in labor, fuel, capital, disposal, and recycling and compost processing.
- New customer rates are approximately 22% lower than neighboring jurisdictions with similar services.

ACTION ITEMS (continued):

Agenda Bill #6376 (continued):

Recology KC and the City of SeaTac have maintained a good partnership over the course of our current contract and have worked constructively and successfully to solve service-related problems that occurred. This successful relationship is in part why our survey of residents and businesses found that 79% of respondents are either satisfied or very satisfied with their current service. It should also be noted that staff believe that Recology has shown dedication to removing contamination in recycling, increasing recycling/ composting participation, and navigating internal challenges in ways that put the customer first. Staff recommends the contract with Recology KC to the Council for a ten-year term from June 1, 2025, to May 31, 2035.

Each year, the City's Solid Waste & Environmental Services Fund (#404) will receive a franchise fee of 5.3% of overall contract revenue; this fee amount in past years has ranged from between \$336,000 to \$436,000. The fund is a dedicated fund that is used to support solid waste-related services and contract administration provided by City staff.

This topic was reviewed by the T&PW Committee at its April 11, 2024, meeting. The Committee voted unanimously to move this item forward to full Council for consideration and action, with a recommendation to approve.

PW Director Appleton and PW Programs Coordinator Giem reviewed the agenda bill summary.

MOVED BY LOVELL, SECONDED BY VINSON TO PASS AGENDA BILL #6376.*

Council discussion ensued regarding the contract.

*MOTION CARRIED UNANIMOUSLY.

Agenda Bill #6121; A Motion authorizing the City Manager to execute three of the five related contracts with local organizations to implement the SeaTac Small Business Capital Access Program (SBCAP), which will provide small business outreach, technical assistance, and access to capital.

Summary: Small businesses in SeaTac need money to grow. The SeaTac Small Business Capital Access Program (SBCAP) will provide technical support and training to small businesses. This will make it easier for small businesses to get money from Washington State to grow. The program will be free and available to all SeaTac businesses.

The City of SeaTac's program will be paid for with money from the federal government (ARPA and SLFRF funds) that help communities recover from the effects of the COVID pandemic. The program is in response to SeaTac business owners' comments from 2023 and previous years.

The SeaTac Small Business Capital Access Program will be managed and led by Business Impact NW (BINW). BINW will lead business outreach and work with the Chamber of Commerce and Small Business Development Center (SBDC). The Chamber and the SBDC will provide technical support and training to businesses. BINW will also work with two more community-based organizations (CBOs). These two CBOs will make sure that SeaTac businesses--including home-based businesses--are aware of and able to use the program. The City will select the two CBOs through a Request for Qualifications (RFQ).

In total, the City will have five contracts for this program:

Contract 1 – Business Impact NW – manage program and outreach.

Contract 2 – Small Business Development Center – technical support.

Contract 3 – Seattle Southside Chamber of Commerce – technical support.

Contract 4 – to be determined – outreach.

Contract 5 – to be determined – outreach.

Minor changes may be made to Contracts #1, #2, and #3 during signing. Substantive changes will come back to the City Council for review. Contracts #4 and #5 will be approved by the City Council later following an RFQ. Business outreach will include digital platforms, using trusted community partners, printed materials, and door-to-door information. The goal is to make sure that every business in SeaTac knows about the services. All businesses will be able to get training and financing. If needed, the program will also change over time to meet changing small business needs.

ACTION ITEMS (continued):

Agenda Bill #6121 (continued):

\$1,500,000 is already allocated within ARPA Federal State and Local Fiscal Relief Funds (Fund #113) of the 2023-2024 Biennial Budget. Funds not expended in 2024 would be included in the 2025-2026 budget.

Amounts not to exceed during contract period:

Contract #1 BINW : \$550,000

Contract #2 Chamber: \$300,000

Contract #3 SBDC: \$300,000

Contract #4 CBO1: \$175,000 - to be presented to Council once contractors are selected through RFQ

Contract #5 CBO2: \$175,000 - to be presented to Council once contractors are selected through RFQ

On September 13, 2022, the full Council approved some of the ARPA funding to be allocated for the proposed program within the 2021-2022 budget. All necessary funding has been incorporated into the 2023-2024 budget.

The PED Committee reviewed the proposed program in greater detail at their meetings on June 23 and December 21, 2023. A&F reviewed the early details of the program at the August 11, 2022, meeting.

The Council has expressed support for this program in each of the reviews.

ED Manager Yeremeyev reviewed the agenda bill summary.

MOVED BY LOVELL, SECONDED BY EGAL TO PASS AGENDA BILL #6121.*

Council discussion ensued regarding funding for small businesses, outreach, and technical assistance.

MOVED BY EGAL, SECONDED BY NEGUSSE TO REFER THIS ITEM BACK TO THE PLANNING & ECONOMIC DEVELOPMENT (PED) COMMITTEE.**

**MOTION TO REFER CARRIED WITH GUZMÁN AND KWON VOTING NO.

UNFINISHED BUSINESS: None


COUNCIL COMMENTS:

CM Vinson – thanked everyone for tonight’s robust discussion.

CM Kwon – Chinook Middle School Law Day, Make Music Day, Spring Recycling Event,

EXECUTIVE SESSION: None

ADJOURNED: MAYOR EGAL ADJOURNED THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 9:49 P.M.


Mohamed Egal, Mayor


Kristina Gregg, City Clerk