

City of SeaTac

Regular Council Meeting Minutes

May 24, 2011
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Terry Anderson at 6:02 p.m.

COUNCIL PRESENT: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler, Ralph Shape, Pam Fernald and Mia Gregerson. Excused: Anthony (Tony Anderson).

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, Deputy City Clerk Marcia Rugg, Economic Development (ED) Manager Jeff Robinson, Assistant Fire Chief Brian Wiwel, Finance Director Mike McCarty, Facilities Manager Pat Patterson, Community and Economic Development (CED) Director Cindy Baker, Fire Chief Jim Schneider, Police Administrative Captain Annette Louie and Systems Administrator Bart Perman.

FLAG SALUTE: Resident Mel McDonald led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: There were no public comments.

PRESENTATIONS:

•Key to the City and Certificates of Appreciation to Mel McDonald

Mayor Anderson presented the Key to the City and Certificates of Appreciation for serving on the Human Services Committee and Zoning Code Update Ad Hoc Committee to Mel McDonald.

CMs Shape and Forschler complimented Mr. McDonald for serving on so many committees.

- King County Metro** Service Development Manager Victor Obesco presented an overview regarding the Strategic Plan for Public Transportation 2011-2021. The plan was developed with the Regional Transit Task Force. Their recommendations were issued in the fall of 2010 and have been under consideration of the King County (KC) Council Regional Council Committee and will be voted on by the KC Council. Many of their challenges are meeting travel needs, integrating with other transportations systems, maintaining high customer satisfaction and addressing funding shortfalls.

The new comprehensive plan encompasses a long range policy framework of goals, objectives and strategies. It also includes the 2007 strategic plan with near-term strategies and actions with specific service guidelines.

Mr. Obesco reviewed Metro's vision, service guidelines, and goals for public transportation in respect to the local and regional economy and providing alternatives and additional capacities during peak periods. There are acceptable levels of service qualities that are identified in all corridors. Sound Transit is the primary transportation provider in SeaTac and Metro only parallels these services during peak period times. There are 9 corridors with all day service in two peak commuter routes in which two of those corridors is served by Sound Transit. Of the six corridors that are all day corridors within SeaTac, four of those are currently being underserved. When resources are available, Metro will investigate service levels. Much of the South KC area has underserved corridors. The guidelines will assist in focusing on places to retain service that is most highly used and where people are most dependent upon services even in remote areas with fewer riders.

Upon a question by CM Shape in regards to the South KC decrease in revenues, Mr. Obesco stated that the task force has removed geographic boundaries as factors in evaluating services and revenue decreases, but evaluate service using the service guidelines.

CM Shape stated the task force may include growth. Mr. Victor commented that there will be a county-wide conversation with local cities that would be incorporated into the guidelines for adding service. This is a work program item for the agency to work with Suburban Cities Association (SCA). It is possible there could be another priority that can be identified.

CM Gregerson stated that many areas in Kent have handicapped routes where the productivity levels may not fall within some of the structures resulting in routes to be eliminated. Mr. Viscero stated there is a community access program that works within the interests of local communities that can help provide support in maintaining those vehicles.

PRESENTATIONS (Continued):

King County Metro (Continued):

Upon a question by DM Fisher, Mr. Viscero stated from 2007 through 2008 there was a loss of ridership with slow increases from 2010 to 2011 reflecting the gas prices and higher unemployment rates resulting in affecting future ridership projections. It is also challenging with the decrease of sales tax revenues.

The KC Department of Transportation (DOT) is addressing the implications of a \$20 congestion reduction fee provided under ESSB 5457. The state legislation intend the fee to be a temporary stop-gap tool to preserve service over a two-year period. It is a step to guide Metro’s budget development and assure that Metro can cost effectively manage its services. It will be voted either through a majority of the KC Council or through a county-wide ballot. This would postpone the short-term reductions.

- **Code Red** Assistant Fire Chief Wiwel described in detail how Code Red works and recent testing. Code Red is a reverse 911 system which allows the City to call out to every phone number in the City’s system in the event of various emergencies such as chemical spills, hazardous materials threats, evacuation order, terror threats, bomb threats, nuclear biological threats, and drinking water contamination. The system is capable of dialing over 50,000 phones per hour. The system has been recently split into two different databases to allow citizens to receive only emergency messages or receive general messages. The system has also been upgraded to send emails, text messages, and TDD equipment. The results of the test included 7,500 phones in the system. A test was conducted resulting in 4,800 good working phone numbers. As part of this process it was found that the 911 database which includes all non published numbers in KC had never been added to the system. The data from KC was added to the emergency only numbers. As a result of this, an additional 3,000 numbers were updated with better information and about 7,000 new numbers were added from non-published numbers.

Currently there are about 12,000 in the data base. The system is only as good as the database and the numbers in it. Most of the data information is from the phone company. The easiest way to enroll is to go to the City’s website and click on the Code Red icon to enroll.

CM Forschler commented that the City used the system for notifying citizens about the illegality of fireworks.

DISCUSSION ITEM:

• Summary of \$5,000 - \$35,000 Purchase Requests for the period ended May 20, 2011

City Manager Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Funding for Small Business Development Center	CED	\$10,000	\$10,000	\$10,000
AR-15 Riles and Optic Scopes (6 of each)	Police	see note in additional information		\$10,000

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #3325 – A Motion approving the low bidder for the re-roofing of the SeaTac Community Center (STCC)

Summary: This Motion would approve the low bidder for re-roofing the original pitched roof sections and replacing the membrane on the flat roof areas of the STCC. The roofing contract also calls for the metal cladding of the upper wood sided areas. The existing roofing on the STCC is nearly 20 years old and is in need of replacing. There are also signs of deterioration in the upper siding. A request for bids to install new 3-tab roofing on the gable roofs and a new PVC membrane on the flat roofs was sent out via the Municipal Research Services Center (MRSC) small works roster on April 1, 2011. The bid request also included an additive alternate for the installation of metal siding over the existing roof. A pre-bid meeting was held on April 12 attended by ten roofing contractors. Bids from five contractors were received on April 19. They are as follows:

	Base bid	Alternate metal siding
Tecta America, Inc.	\$265,796.00	\$16,456.00
Bates Roofing, LLC	\$160,020.00	\$10,980.00
Mike’s Roofing, Inc.	\$146,000.00	\$39,000.00
Pacific Tech Construction, Inc.	\$132,840.00	\$35,000.00
Wright Roofing, Inc.	\$120,400.00	\$11,550.80

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3325 (Continued):

Wright Roofing was the lowest bidder and has been in business for more than 15 years.

The total amount of the contract with sales tax and a 10 percent contingency will be \$158,934.73. There is \$168,260 in the approved 2011 Capital Improvement Program (CIP) program allocated for this project. The roof is in repair and was originally slated to be replaced last year. There are areas on the sloped roofs that are missing material as well as more leaks developing in the flat roof areas. The upper siding is showing holes where the siding is rotting away. Without this replacement the STCC would be subjected to further deterioration possibly penetrating to the substructure.

Some of the roof replacement of the upper siding is rotting and will be clad in metal. After this was presented to the Land Use and Parks (LUP) Committee, it was suggested to do the sloped roofs including the old and the new in metal. Mr. Patterson compared costs differences between metal and 3-tab roofing. Metal roofing costs is much higher, but is offset by lasting about 34 years. There is also laminate roofing which has been recently upgraded to a 50 year warranty. The metal roof is \$117,000 additional to do the slope and metal roofs, versus \$29,000 for laminated shingles.

Facilities Manager Patterson reviewed the agenda bill summary.

Council discussion ensued regarding the differences in the roofing types and costs.

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

Agenda Bill #3326 – An Ordinance amending the 2011 Annual City Budget for corrections to the 2010 carryovers

Summary: This Ordinance amends the 2011 Annual City Budget to correct the 2010 carryovers budget amendment adopted by the City Council in February 2011. Two additional items have been identified that were inadvertently left off the list of items included in the 2010 carryovers budget amendment. Ordinance 11-1003, adopted on February 22, 2011, amended the 2011 Annual City Budget and carried over appropriations included in the 2010 Budget that were not completed in 2010. Two additional items detailed below have been identified as having been inadvertently left off the list of carryovers. This budget amendment is necessary to increase the 2011 amount in the appropriate line items to provide appropriation authority in the 2011 Budget for these items.

The two proposed corrections are as follows:

1. Professional Services in the CED Department in the General Fund #001. This request is to carry over the remaining \$27,470 from the 2010 Budget to pay for expert services for the Zoning Code Update, expert services related to the maintenance of the wetland at Cedarbrook Lodge (a City responsible function pursuant to the Development Agreement [DA]), and geotechnical, biological and other similar experts to support development reviews.
2. Judgments, Damages and Settlements in the Street Fund #102. This request is to carry over the remaining \$34,782 for expenditures related to repairs to City property damaged in automobile accidents. No appropriation was provided for in the 2011 Budget for these types of repair expenditures. \$14,584 was paid in March 2011 for an emergency retaining wall repair and new barrier system to help protect the wall from future impacts from vehicles. It is estimated that an additional \$15,000 to \$19,000 will be needed to repair City property damaged by automobiles during the remainder of 2011.

This Ordinance increases the appropriations in the General Fund #001 by \$27,470 and in the Street Fund #102 by \$34,782, for a total budget increase in the amount of \$62,252 for the two funds, but it will not have any effect on the year-end fund balance for 2011. These expenditures were included in the calculation of the January 1, 2011 fund balance projections when the 2011 Budget was being developed. This amendment simply allows these expenditures to occur in the current fiscal year instead of 2010.

Finance Director McCarty reviewed the agenda bill summary.

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

Agenda Bill #3318 – A Motion authorizing the City Manager to approve purchase of network hardware

Summary: When the City moved City Hall to its current location in 2002, it purchased networking hardware to support its voice/data network. This equipment has not been upgraded/replaced since that time. Most of the equipment has reached its end of service life. The following equipment is now obsolete and needs to be replaced:

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3318 (Continued):

(1) Remote site network switches - these switches connect remote sites, as well as the first floor of City Hall, to our main datacenter at City Hall. Many of these have reached the end of their support life and the remaining switches will reach the end of support life in May 2011; (2) The core switch in the City's datacenter reached the end of its service life in May 2010. As part of the replacement, some components will be upgraded to allow greater connectivity speed between City Hall and Fire Station 46 which will serve as the City's Emergency Coordination Center (ECC) and potential disaster recovery site.

As part of the 2011-2016 CIP, the 2011 Annual City budget includes \$53,000 for Remote Site Switches and \$18,000 for the City Hall core switch. When the quote for the core switch was obtained, the City was only going to replace the switch chassis and continue to use the existing line cards. These line cards will reach the end of service in January of 2012. Due to the end of service on these line cards, and changes in the technology since the time the original estimate was made, some of the existing equipment cannot be re-used as previously planned. This increased the cost of the remote switches by \$5,059.91 and the cost of the core switch by \$26,536.39. Part of this difference is made up by the trade-in value of our existing equipment and the remainder will be made up with savings from items that were purchased under budget or will not be purchased in 2011.

Systems Administrator Perman reviewed the agenda bill summary

CM Forschler stated that the Administration and Finance (A&F) Committee recommended this item for approval.

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

Agenda Bill #3329 – A Motion authorizing the City Manager to enter into a lease agreement for the Refugee Women's Alliance (REWA)

Summary: REWA has been a tenant in the SeaTac Center since March 2000 with an initial five-year term. Their most current lease expired in March 2010. Since that time REWA has been under a month-to-month lease. REWA requested a new lease agreement for a three-year term with an option for an additional three years. The new lease will begin at the current monthly rate of \$3,750 plus triple net charges and will stay constant over the initial three-year term. The tenant is not requesting any improvements to the space. The rate for the option period will be negotiated at market rate, projected to be approximately \$4,031 monthly, plus triple net charges.

The total revenue generated by the three-year lease is \$196,332 including projected triple net charges. The total projected revenue for the three-year option period is \$211,167 including triple net charges. The total projected revenue for the six-year period is \$407,499.

ED Manager Robinson reviewed the agenda bill summary.

ED Robinson stated the A&F Committee recommended this item for approval. Since that meeting, REWA has requested minor tenant improvements. The painting was \$3,400 and carpet approximately \$13,000.

DM Fisher stated the cosmetic improvements should be done at the end of the three-year lease.

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

Agenda Bill #3334 – A Motion authorizing the City Manager to execute a six month extension with the Andover Company to provide property leasing and representation at the SeaTac Center

Summary: This Motion would allow the contracting for full-service commercial brokerage and leasing services at the SeaTac Center. Services include, but are not limited to: Property Tours; Transaction Facilitation; Marketing Coordination and Development of Marketing Materials; Market Analysis; Project Coordination; and Administrative Support.

Andover was initially selected after an analysis of costs, services, and the hands-on experience of the leasing agents with the SeaTac Center property and current tenants. The offices of the company are also in the closest proximity to the SeaTac Center and the lead brokers have a list of prospective interested tenants retained from their prior work with Collier's International which previously represented the prior owners of the property.

The projected and estimated operating budget for the property can accommodate this expense, without any impact to the City's General Fund. The actual cost of the service is dependent upon the lease rate and terms and is based on a percentage thereof.

ED Manager Robinson reviewed the agenda bill summary.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3334 (Continued):

ED Robinson stated the A&F Committee recommended this item for approval.

DM Fisher stated the City should be looking at other tenants.

Upon a question from CM Shape if it was customary to do only six month lease extension, ED Manager Robinson stated the Motion could be extended for a year. The City wanted to make sure of being comfortable with and satisfied with the services they were going to provide.

Council consensus: Referred to the 05/24/11 RCM Consent Agenda

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 94004 – 94227) in the amount of \$434,621.41 for the period ended May 20, 2011.
- **Approval of payroll vouchers** (check nos. 49733 – 49769) in the amount of \$165,915.69 for the period ended May 15, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 68303 - 68475) in the amount of \$331,046.00 for the period ended May 15, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$65,749.80 for the period ended May 15, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended May 20, 2011.

Approval of Council Meeting Minutes:

- **Council Workshop** held April 15, 2011.
- **Council Workshop** held April 26, 2011.
- **Administration and Finance Committee Meeting** held May 10, 2011.
- **Regular Council Meeting** held May 10, 2011.

Agenda Items reviewed under Agenda Bill Presentations recommended for placement on this Consent Agenda:

Agenda Bill #3325; Motion approving the low bidder for the re-roofing of the SeaTac Community Center (STCC)

Agenda Bill #3326; Ordinance #11-1009 amending the 2011 Annual City Budget for corrections to the 2010 carryover

Agenda Bill #3318; Motion authorizing the City Manager to approve purchase of network hardware

Agenda Bill #3329; Motion authorizing the City Manager to enter into a lease agreement for the Refugee Women's Alliance (REWA)

Agenda Bill #3334; Motion authorizing the City Manager to execute a six month extension with the Andover Company to provide property leasing and representation at the SeaTac Center

MOVED BY FORSCHLER, SECONDED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED.*

PUBLIC COMMENTS There were no public comments.

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS: There were no public comments.

UNFINISHED BUSINESS: There was no Unfinished Business.

NEW BUSINESS: There was no New Business.

CITY MANAGER'S COMMENTS: City Manager Cutts commented on the following: (1) May 30 - City Hall will be closed in observance of Memorial Day; (2) June 11 and 12, 9 a.m. – 5 p.m. - Council Retreat in the Council Chambers; and (3) May 27 – June 6 he will be on vacation and Public Works (PW) Director Gut will serve as Acting City Manager.

COUNCIL COMMENTS:

CM Gregerson commented on the following: (1) recommends supporting the KC ESSB 5457; (2) attended lunch for the Woman of Empowerment with Captain Louie speaking; and (3) thanked Council for allowing her to attend a Food Policy Conference.

CM Fernald commented on the IAFF contract that was presented and approved at the May 10, 2011 RCM. She recommended that when the next contract is being reviewed Council to consider the following: level of service, comparable cities, state legislation, and volunteer firefighters.

CM Forschler commented on how to incorporate ED into a committee structure. City Manager Cutts stated that this issue will be brought up at the June retreat in respect to the committees and also through polling how other cities incorporate ED.

CM Shape commented on the South County Area Transportation Board (SCATBd) meeting. There was a briefing from Sound Transit and Metro Transit. This information is available in the Mayor/Council library. The only item that wasn't discussed was the update on the Transportation Improvement Board funded by part of the state gas tax which is distributed by cities that apply for those funds based upon their projects. The application is this year and due by August 31. All the projects must contain sustainability to be eligible.

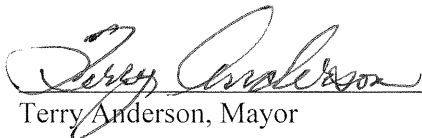
Mayor T. Anderson commented that there are other businesses in SeaTac that are not necessarily covered under Hotel/Motel (H/M) Committee.

EXECUTIVE SESSION: There was no Executive Session.

ADJOURNMENT:

MOVED BY SHAPE, SECONDED BY FORSCHLER TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:30 P.M.

MOTION CARRIED UNANIMOUSLY.


Terry Anderson, Mayor


Marcia Rugg, Deputy City Clerk