



City Manager's Weekly Update

December 09, 2011

Dear Mayor, Councilmembers, Residents, and Employees:

City Hall Closure

City departments will be closed from 10:30 AM to 1:30 PM on Monday, December 12, 2011, for an Annual Citywide Staff Meeting and Employee Awards Ceremony being held at the SeaTac Community Center. Police personnel and firefighters are the exception. These vital public safety services will not be affected. Additionally, the City will staff the reception desk at both City Hall and the Community Center to assist callers and visitors during the closure.

Caring Community Cookie Project

Mayor Terry Anderson was invited to a student assembly at Bow Lake Elementary school to proclaim November 30, 2011 as *DoubleTree by Hilton Teaching Kids to Care Day*. The DoubleTree by Hilton Seattle Airport worked with three classrooms at Bow Lake. The students were asked: if they had 2,500 chocolate chip cookies to give to a special group of people that



cared about their community, who would they give them to and why? The students chose the Des Moines Area Food Bank and Madigan Army Medical Center as deserving recipients.

The DoubleTree staff wheeled in cases of their famous chocolate chip cookies to present to the two organizations and delighted the students by giving them cookies as well.

Pictured with Mayor Anderson are representatives from Madigan and the DoubleTree.

Senior Holiday luncheon

The Senior Program's annual holiday luncheon is Friday, December 16. The event features entertainment by the Hanky Panky Band, raffle drawings and a delicious ham dinner. The festivities start at 10:30 AM with the band. The raffles feature two beautiful handmade quilts, an afghan, gift cards, a lovely Raggedy Ann and Andy ensemble, a Victorian doll house and a bird house. Tickets for the raffle and the luncheon are available at the Senior Program or by calling 973.4690. Reservations are required for lunch. The suggested donation for individuals 60 and over is \$3. There is a \$5.75 charge for individuals under 60.

Santa Claus is Coming to Town

Once again, the City of SeaTac Fire Department will be bringing Santa to town to say hello to all the girls and boys. Please see the attached flier to find out where you can visit Santa on Saturday, December 10.

Citizen Advisory Committee Vacancy

The City of SeaTac has an immediate vacancy for a Planning Commissioner.

The Planning Commission is to study and make recommendations to the City Council for adoption of long range comprehensive plans, policies, programs and services related to land use, transportation and community facilities. The Commission also studies and makes recommendations to the Council on a variety of development regulations. The Commission's goal is to maintain and achieve the highest level of the City's attributes so that all SeaTac citizens can enjoy and be proud to live in this community. Planning Commissioners are appointed by the Mayor and Council; the Commission consists of five members, each serving three year terms. Meetings are held on the first and third Tuesday of each month at SeaTac City Hall.

The deadline for applying is Friday, December 30, 2011. If you are interested in serving on this Committee, please contact the City Clerk's Office at 973.4660.

Police Training

November 28 - 30, the SeaTac Police Department hosted a DUI Detection and Standardized Field Sobriety Testing (SFST's) training for commissioned police officer's. The class was taught by SeaTac Sergeant Ted Boe, SeaTac Master Police Officer Eric Lewis and Deputy Cory Stanton (Maple Valley Police). The class had 18 students (officers) from the King County Sheriff's Office, the Kent Police Department, the Snohomish County Sheriff's Office, the Eatonville Police Department, the Gig Harbor Police Department and the Seattle Police Department.



The Washington State Traffic Safety Commission requires all officers participating in traffic enforcement grant funded programs (i.e. Click It Or Ticket, Target Zero DUI emphasis and speed enforcement emphasis) to have up to date training in the area of DUI Detection and SFST's.

This class also provides an introduction to drug impaired driving. The SeaTac Police Department has been actively providing this training, along with other police agencies, for the last two years.

No one home during SeaTac house fire

At approximately 9:30 PM Monday night, SeaTac Fire Department Engine 46 was dispatched to a report of smoke coming from a building in the 3200 block of S. 164th Street. When the SeaTac Fire Engine arrived they reported thick, dark smoke from the eaves of the building and upgraded the call to a full residential fire and requested additional help from SeaTac Fire Engine 45, 47, Battalion 45, Port of Seattle, Tukwila and North Highline Fire Departments. The first arriving crew forced entry into the building and found a fire in the basement which had extended up into the first floor. The fire was quickly extinguished and firefighters searched the building for any hidden fire. No other fire was found. The cause of the fire is under investigation and no damage estimates are available at this time. No one was at the home at the time of the fire and no injuries were reported to any firefighters.

Free Port Jobs Training

Port Jobs WorldHost[®] Customer Service Training is being offered in the Airport Jobs offices by Highline Community College. This free offering of Port Job's Airport University will next be held in January, 2012 where graduates can earn an industry recognized credential and a transferable college credit. Sea-Tac jobseekers, onsite employees seeking career advancement, or those applying for positions at the new Sea-Tac Airport Rental Car Facility (opening March 2012) are encouraged to attend.

Attendees learn how to build customer loyalty and skillfully resolve customer complaints. Employers benefit from team members who are able to increase repeat sales and have higher job satisfaction levels.

For more information, contact Mary Turla at 787.7504 or turla.m@portseattle.org or Crystal Kitterman at 870.5781 or ckitterm@highline.edu.

Attachments

Santa Claus is Coming to Town

Agendas

Civil Service Commission	12.12.11
Zoning Code ACH/ Special PC	Cancelled
Special Meeting - Administration & Finance Committee	12.13.11
Public Safety & Justice Committee	Cancelled
Special Meeting - Land Use & Parks Committee	12.13.11
Hotel/ Motel Tax Advisory Committee	Cancelled
Not Attached - S. 200th Street Station Ad Hoc Committee (agenda available on City's website 12.13.11)	12.15.11

You can view the City's Event Calendar at:

<http://www.ci.seatac.wa.us/index.aspx?page=16>



Todd Cutts, City Manager



SANTA CLAUS IS COMING TO TOWN

SPONSORED BY
THE CITY OF SEATAC FIRE DEPARTMENT
SEATAC FIREFIGHTER LOCAL 2919 & FIRE EXPLORERS

Once again, the City of SeaTac Fire Department will be bringing Santa to town to say hello to all the girls and boys. You can visit Santa at the following locations at the day and times listed below:

SATURDAY, DECEMBER 10, 2011

9:00 AM
Fire Station 45
2929 South 200th Street

1:00 PM
Fire Station 46
3521 South 170th Street

10:00 AM
Madrona Elem. Parking Lot
20301 32nd Ave. S.

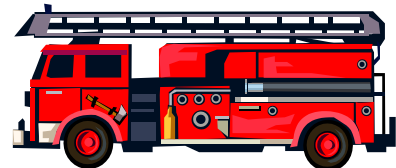
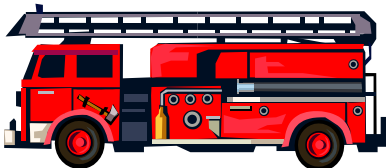
2:00 PM
McMicken Elem. Parking Lot
3708 S. 168th Street

11:00 AM
Bow Lake Elem. Parking Lot
18237 42nd Ave. S.

3:00 PM
SeaTac Park Community Ctr.
13735 24th Ave. S.

ENJOY A HAPPY AND SAFE HOLIDAY SEASON

Thank you to Highline School District for allowing us to distribute materials to the schools and for the use of facilities. In consideration for the privilege to distribute these materials, the Highline School District shall be held harmless from any cause of action, claim or petition filed in any court or administrative tribunal arising out of the distribution of these materials, including all costs, attorney's fees and judgements or awards.





4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

AGENDA

City of SeaTac

Civil Service Commission

Chair: Donna Thomas

Commissioners: Sue Drebert, Erin Sitterley

Chief Examiner/Assistant Chief Examiner: Stephanie Johnson, Alyne Hansen

Meeting: Monday, December 12, 2011 at 3:30pm.

Location: SeaTac City Hall, Conference Room 128

AGENDA

1. **Call to Order** – By Committee Chair
2. **Public Comment** – If requested
3. **Regular Business:**
 - a. Approval of Minutes:
 - i. Meeting held on November 14, 2011
 - b. Review draft of Fire Captain Promotional Exam announcement for 2012
 - c. Other items from the Commission members.
4. **Next Meeting** – Monday, January 9, 2012 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

Mayor
Terry Anderson

Deputy Mayor
Gene Fisher

Councilmembers
Rick Forschler
Tony Anderson
Ralph Shape
Pam Fernald
Mia Gregerson

City Manager
Todd Cutts

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg



Administration and Finance Committee Agenda

Special Meeting
Tuesday, December 13, 2011
2:30 PM
Council Chambers

Members:

Gene Fisher, Chair
Tony Anderson
Rick Forschler

Staff Coordinator: Joyce Papke, Interim Finance Director

1. 2010 Audit Exit Conference with State Auditor's Office - Jim Griggs, Audit Manager, Michael Pursley, Assistant Audit Manager and Laura Schrag, Assistant State Auditor *(45 minutes)*
2. Salary Survey – Prosecuting Attorney – Anh Hoang *(10 minutes)*
3. Parks Operations Worker Vacancy – Kit Ledbetter, Roger Chouinard *(10 minutes)*
4. Pabla Punjabi Palace, Proposed Lease for Additional Space – Jeff Robinson *(5 minutes)*
5. City of SeaTac Technology Plan – Bart Perman *(15 minutes)*
6. City Councilmembers and City Manager Future Travel Authorizations and Completed Travel Approval of City Credit Card Payments and Personal Reimbursements – Joyce Papke *(5 minutes)*
7. Next Meeting – January 10, 2012



Agenda for Special Meeting of the Land Use and Parks Committee

Tuesday, December 13, 2011
4:00 – 5:30 PM
Airport Conference Room 345

Members:
Mia Gregerson, Chair
Ralph Shape
Pam Fernald

Staff Coordinator: Cindy Baker, Community and Economic Development Director

1. **Safe & Complete Streets Plan** [*Cindy Baker, Kate Kaehny, Amalia Leighton, SvR Design (1 Hour 30 Minutes)*]

LUP Actions:

a. BICYCLE Technical Information

- i.* **Review and Comment on Gap Analysis and Map**
- ii.* **Review, Comment on and Endorse:**
 - 1. Proposed Bicycle Network**
 - 2. Proposed Bicycle Project Selection Worksheet**
 - 3. Proposed Non-Motorized Alternative Facilities Matrix**

b. PEDESTRIAN Technical Information

- i.* **Review and Comment on Gap Analysis and Map**
- ii.* **Review, Comment on and Endorse:**
 - 1. Proposed Pedestrian Network**
 - 2. Proposed Annual Neighborhood Sidewalk Project Selection Worksheet**

c. Review, Comment on and Endorse Proposed Policies

2. **Update from CED Managers** [*If time permits*]