

# City of SeaTac

## Special Council Meeting Agenda

November 15, 2011  
6:00 PM

City Hall  
Council Chambers

*(Revised 11/14/11: added City Manager Todd Cutts as a presenter for the 2012 Preliminary Budget presentation)*

**CALL TO ORDER:**

**ROLL CALL:**

**FLAG SALUTE:**

**PUBLIC COMMENTS (at the beginning of the meeting):** (Speakers must sign up prior to the meeting. Individual comments shall be limited to three minutes. A representative speaking for a group of four or more persons in attendance shall be limited to ten minutes. When recognized by the Mayor or his designee, walk to the podium, state and spell your name, and give your address [optional] for the record.)

**1. PRESENTATIONS:**

- **Council confirmation of Mayoral re-appointment of Cheryl Forbes to the Human Services Advisory Committee (5 minutes)**

By: Mayor Terry Anderson

- **2012 Preliminary Budget (20 minutes)**

By: City Manager Todd Cutts / Interim Finance Director Joyce Papke

**2. DISCUSSION ITEM:**

- **Summary of \$5,000 - \$35,000 Purchase Requests for the period ended November 2, 2011 (5 minutes)**

By: City Manager Todd Cutts

**AGENDA BILL PRESENTATIONS:**

- 3. Agenda Bill #3375 – A Motion accepting the work for the SeaTac Community Center re-roof (5 minutes)**

By: Facilities Manager Pat Patterson

- 4. Agenda Bill #3376 – A Motion accepting the work for the Direct Digital Controls for the HVAC system at the SeaTac Community Center (5 minutes)**

By: Facilities Manager Pat Patterson

- 5. Agenda Bill #3378 – A Motion authorizing final acceptance of the 2011 Annual Overlay Project (5 minutes)**

By: Public Works Director Tom Gut

- 6. Agenda Bill #3368 – A Motion amending authorized construction expenditures and authorizing final acceptance of the South 138<sup>th</sup> Street Neighborhood Pedestrian Improvements Project (10 minutes)**

By: Public Works Director Tom Gut

- 7. Agenda Bill #3381 – A Motion authorizing the City Manager to amend the scope and cost of an agreement with King County related to the restoration of Des Moines Creek (5 minutes)**

By: Public Works Director Tom Gut

**8. CONSENT AGENDA:**

- **Approval of claims vouchers** (check nos. 95838 and 95840 – 96044) in the amount of \$618,531.26 for the period ended October 21, 2011.

- **Approval of claims vouchers** (check nos. 96045 – 96238) in the amount of \$1,148,547.42 for the period ended November 4, 2011.

- **Approval of payroll vouchers** (check nos. 50188 – 50222) in the amount of \$401,746.16 for the period ended October 31, 2011.

- **Approval of payroll electronic fund transfers** (check nos. 70282 - 70463) in the amount of \$349,527.07 for the period ended October 31, 2011.

**8. CONSENT AGENDA (Continued):**

- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,663.31 for the period ended October 31, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended November 2, 2011.

**Approval of Council Meeting Minutes:**

- **Regular Council Meeting** held October 11, 2011.
- **Council Budget Workshop 3** held October 15, 2011.
- **Transportation & Public Works Committee Meeting** held October 25, 2011.
- **Land Use & Parks Committee Meeting** held October 25, 2011.
- **Regular Council Meeting** held October 25, 2011.

**Agenda Items reviewed under Agenda Bill Presentations will be considered for placement on this Consent Agenda. Please refer to the items in the Council packet, if necessary.**

**PUBLIC COMMENTS (related to the Consent Agenda):** (Individual comments shall be limited to one minute and group comments shall be limited to three minutes.)

**PUBLIC COMMENTS (related to the following Unfinished Business):** (Individual comments shall be limited to two minutes. Group comments shall be limited to five minutes.)

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**CITY MANAGER'S COMMENTS:**

**COUNCIL COMMENTS:**

**EXECUTIVE SESSION:**

**ADJOURN:**

# City of SeaTac

## Special Council Meeting Minutes

November 15, 2011  
6:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Special 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, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald, and Mia Gregerson.

**STAFF PRESENT:** City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Interim Finance Director Joyce Papke, Public Works (PW) Director Tom Gut, Facilities Manager Pat Patterson, Community and Economic Development (CED) Director Cindy Baker, Economic Development (ED) Manager Jeff Robinson, and Police Chief Jim Graddon.

**FLAG SALUTE:** Business owner Doris Cassan led the Council, audience and staff in the Pledge of Allegiance.

**PUBLIC COMMENTS:** JB Freer commented on the following: (1) questioned whether she needs a permit to cut trees on her property; (2) commented on the lack of maintenance of the YMCA property and questioned who maintains the property; and (3) the World Cup for Shuffle Board will be played in Seattle in 2012. She is a competitor in the World Cup and would like to see SeaTac host this and bring money into the City.

Vicki Lockwood commented on the recent general election and how outside organizations played a part in the outcomes.

Abdisamad Egal stated that the parking policy at the SeaTac Center is hurting business. He requested the policy be revisited.

Earl Gipson commented on the recent general election and the amount of money spent on campaigns.

### **PRESENTATIONS:**

#### **•Council confirmation of Mayoral re-appointment of Cheryl Forbes to the Human Services Advisory Committee**

MOVED BY SHAPE, SECONDED BY A. ANDERSON TO APPROVE THE RE-APPOINTMENT OF CHERYL FORBES TO THE HUMAN SERVICES ADVISORY COMMITTEE.

MOTION CARRIED UNANIMOUSLY.

Ms. Forbes was unable to attend tonight's meeting. Her certificate will be mailed to her.

#### **•2012 Preliminary Budget**

City Manager Cutts reviewed the budget process, including the City Council vision and goals used in developing the budget. The 2012 budget seeks to achieve City priorities as defined by the Council and continues to provide the level of service the residents, businesses, and property owners have come to expect.

Interim Finance Director Papke stated that Council action will be requested at the November 22 Regular Council Meeting (RCM). She stated that 40% of the General Fund (GF) revenues come from property tax and 31% come from sales tax. The goal was to provide the same services for 2012. In addition, Council has approved a police and fire joint pilot program for fireworks emphasis, and a fire program to provide specific and targeted services to some of the most vulnerable adult residents.

She summarized the 2012 GF budget estimates: revenue = \$29.8 million, expenditures = \$30.3 million. The 2012 preliminary budget proposes the gap of \$480,000 be filled by use of fund balance reserves which achieves the Council's stated goal of maintaining three months of operating reserves.

The proposed budget for all funds in 2012 provides for total City revenues of \$50 million and expenditures totaling \$55 million. The bulk of the \$5.3 million gap is in the various capital projects funds, and anticipates the intentional use of past revenues, which have been set aside and built up for specific projects and purposes.

Ms. Papke stated that the preliminary budget can be accessed on the City's website or reviewed or purchased for \$10 in the City Clerk's Office.

**DISCUSSION ITEM:**

• **Summary of \$5,000 - \$35,000 Purchase Requests for the period ended November 2, 2011**

City Manager Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Estimate</u>
GPS Field Equipment and Software	PW	\$9,600	\$10,247
Des Moines Memorial Drive (DMMD) Tree Removals	PW	\$38,000	\$12,264
Explore Purchase of Washington State Department of Transportation (WSDOT) Property in City Hall Parking lot	Parks	\$10,000	\$7,500
Phone System Upgrade and Ongoing Maintenance	Finance/Systems	\$16,875	\$16,875

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**AGENDA BILL PRESENTATIONS:**

**Agenda Bill #3375 – A Motion accepting the work for the SeaTac Community Center (STCC) re-roof**

**Summary:** In May, Council authorized the hiring of a contractor to replace the roofing and add metal siding to the STCC. Wright Roofing, Inc., was the low bidder. They have successfully completed the project. Accepting the work will allow for closing out the contract and releasing the retainage.

Council authorized \$158,934.73 for this work. There were no change orders. The total amount of this contract is \$144,486.13. There is \$168,260 in the approved Capital Improvement Program (CIP) budget for this work.

Facilities Manager Patterson reviewed the agenda bill summary.

CM Gregerson stated that the LUP Committee recommended this item for approval.

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**Agenda Bill #3376 – A Motion accepting the work for the Direct Digital Controls (DDC) for the HVAC system at the SeaTac Community Center (STCC)**

**Summary:** In April, Council authorized the hiring of a contractor to install DDC controls in the STCC. Trane US, Inc. was the low bidder. Accepting the work will allow for closing out the contract and releasing the retainage.

Council authorized \$41,916.60 for this work. There were no change orders. The total amount of this contract is \$38,106. Seattle City Light will be giving the City a \$15,204 rebate. Total cost of the project is \$22,902.

Facilities Manager Patterson reviewed the agenda bill summary.

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**Agenda Bill #3378 – A Motion authorizing final acceptance of the 2011 Annual Overlay Project**

**Summary:** The construction contract was awarded on July 12, 2011 to Puget Paving and Construction Inc. in the amount of \$395,646.92. The total construction budget, including a 10% contingency, materials inspection, and overtime was approved by Council in the amount of \$441,211.61. Construction began on August 3, 2011 and was substantially complete on September 2, 2011. The project removed and replaced the pavement surface and storm pipes on South 188<sup>th</sup> and 182<sup>nd</sup> Streets and 51<sup>st</sup> Avenue South. New pavement markings were installed throughout the project and sidewalk ramps were retrofitted in compliance with the American with Disabilities Act (ADA).

The construction was completed for a total of \$370,810.16, which is \$70,401.45, or 16% below the original authorized amount. The actual construction costs were lower due to lower asphalt quantities, savings in temporary traffic control work, and minor changes to avoid conflicts with existing utilities.

<u>Expenditure</u>	<u>Authorized</u>	<u>Actual</u>
Construction Contract	\$395,646.92	\$367,559.97
Contingency (10%)	\$39,564.69	\$0.00
Materials Testing	\$3,000.00	\$861.87
Inspection Overtime	<u>\$3,000.00</u>	<u>\$2,388.32</u>
Total Expenditure	\$441,211.61	\$370,810.16

PW Director Gut reviewed the agenda bill summary.

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**AGENDA BILL PRESENTATIONS (Continued):**

**Agenda Bill #3368 – A Motion amending authorized construction expenditures and authorizing final acceptance of the South 138<sup>th</sup> Street Neighborhood Pedestrian Improvements Project**

**Summary:** The construction contract was awarded April 26, 2011 to Tri- State Construction, Inc., in the amount of \$942,569.30. The total construction budget, including an approved contingency, materials testing, and overtime was approved by Council in the amount of \$1,044,826.23. Construction began May 16, 2011 and was substantially complete August 25, 2011. The project constructed approximately 0.7 miles of new sidewalk, curb and gutter and retaining walls. The storm drainage system was improved, the street resurfaced, and updates necessary to comply with the ADA were included. Pedestrian safety was improved by the installation of rapid flashing warning lights at the crosswalk to the STCC at 24<sup>th</sup> Avenue South.

The construction was completed for a total of \$1,053,805.56, which is \$8,979.33, or 0.9% over the original authorized amount. The total actual cost of construction contract is \$1,045,711.84, or 15.2% below the Engineer’s Estimate of \$1,233,656.

<u>Expenditure</u>	<u>Original Authorization</u>	<u>Actual Cost</u>
Construction Contract	\$942,569.30	\$942,569.30
Contingency (10%)	\$94,256.93	\$103,142.54
Materials testing	\$5,000.00	\$5,672.72
Construction Inspector Overtime	\$3,000.00	\$2,421.00
Total	\$1,044,826.23	\$1,053,805.56

The actual costs for construction are well within the budget appropriation of \$1,390,000 for this project. Unforeseen utility conflicts were the most significant component of the additional cost.

PW Director Gut reviewed the agenda bill summary.

Upon a question posed by Mayor T. Anderson, CM Fernald stated that the Neighbors Without Borders Action Committee (NWOBAC) was successful in working with the City of Tukwila to get flashing crosswalks installed at some dangerous intersections. She will share the information with PW Director Gut to see if SeaTac can also install similar safety devices.

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**Agenda Bill #3381 – A Motion authorizing the City Manager to amend the scope and cost of an agreement with King County (KC) related to the restoration of Des Moines Creek**

**Summary:** This Motion authorizes the City Manager to amend a Technical Services Agreement (TSA) with KC for work related to restoration of Des Moines Creek on behalf of the Des Moines Creek Basin Committee (DMCBC). The DMCBC, composed of the Cities of Des Moines and SeaTac and the Port of Seattle (POS), will reimburse the City for the costs incurred by this agreement.

The City functions as the treasurer for the DMCBC. The treasurer administers all contracts on behalf of the Committee and therefore Council approval is requested.

A TSA was approved by the Council at the October 12, 2010 RCM. The habitat restoration work in that agreement includes invasive plant management, creek habitat monitoring and evaluation, design and construction for additional habitat improvement. The original agreement also includes operation, monitoring and maintenance work necessary for the constructed Regional Detention Facility (RDF). The work covered under the TSA began January 2011 and is to be completed by December 2014.

During the course of the agreement work, certain additional work item costs have been reviewed and approved by the Basin Committee as necessary to ensure sufficient restoration. The additional work includes habitat plant management, control structure modifications and stream bank stabilization.

The original agreement cost was \$652,000. The additional work is estimated to cost an additional \$191,000.

Phase IV-A (Habitat Monitoring and Maintenance)	BARS#: 111.000.11.595.39.63.146
2. Invasive Species Control and Native Re-vegetation	\$19,000

This work was initially estimated in mid-2010 and included the area adjacent to both sides of the Creek from South 200<sup>th</sup> Street to the Puget Sound outfall. When the detailed work plan was prepared, it was determined that more weeding and invasive plant control was needed than could be accomplished in the initial estimate.

**AGENDA BILL PRESENTATIONS (Continued):**

**Agenda Bill #3381 (Continued):**

Regional Detention Facility M&O, Monitoring BARS#: 111.000.11.531.90.48.057  
Task 8.A Modification to Pond Structures \$110,000

After the completion of the Basin Improvement Projects, the DMCBC had the hydraulic design model compared to actual constructed conditions. This analysis identified certain modifications that would improve the operational effectiveness and safety of the improvements. These improvements include a larger intake pipe with trash rack, a control plate on the diversion pipeline and installation of an isolation valve for emergency spill containment.

Stream Bank Stabilization BARS#: 111.000.11.531.90.48.057  
New Task 9 \$62,000

The large woody debris installed in the creek as part of the habitat improvements changed the flow in the creek in two locations which resulted in some erosion of the creek bank. The erosion is directly adjacent to the trail and therefore needs to be repaired and stabilized to prevent damage to the trail.

Subtotal Additional Work \$191,000

The DMCBC reviewed and approved the above additional work and costs. Council approval is requested to increase the authorized cost to a total not to exceed \$843,000.

The agreement cost is funded by the DMCBC whereby contributions by the POS, SeaTac and Des Moines are 41%, 41% and 18%, respectively.

PW Director Gut reviewed the agenda bill summary.

CM Shape stated that the T&PW Committee recommended this item for approval.

**Council consensus:** Referred to the 11/15/11 SCM Consent Agenda

**CONSENT AGENDA:**

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**Agenda Bill #3381; Motion authorizing the City Manager to amend the scope and cost of an agreement with King County related to the restoration of Des Moines Creek**

**CONSENT AGENDA (Continued):**

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

**PUBLIC COMMENTS (related to the Consent Agenda):** There were no public comments.

\*MOTION CARRIED UNANIMOUSLY.

**PUBLIC COMMENTS (related to the Unfinished Business):** There were no public comments.

**UNFINISHED BUSINESS:** There was no Unfinished Business.

**CITY MANAGER'S COMMENTS:** City Manager Cutts commented on the following: (1) November 18 – 10:30 a.m., Hanky Panky Band at the STCC, followed by 11:30 a.m. Senior Thanksgiving Luncheon; (2) November 24 and 25 - City Hall will be closed for the Thanksgiving Holiday; (3) November 22 – 6 p.m., RCM; and (4) he will be on vacation November 23 – December 4. City Attorney Mirante Bartolo will be Acting City Manager during that time.

**COUNCIL COMMENTS:** CM Gregerson commented on the Joint City Council / Planning Commission (PC) Workshop that was held today on Safe and Complete Streets. She stated that she hopes people will continue to be excited about this topic.

CM Fernald stated that no matter the outcome of the election, she knows that everyone will use their collective wisdom and skills to ensure the essentials of the City are taken care of.

CM Forschler briefed on the National League of Cities (NLC) conference he attended last week.

CM A. Anderson stated that he also attended the NLC conference. DM Fisher, Shape, Gregerson, and he are all members of NLC committees. He presented a Resolution to change the Transportation and Infrastructure Committee with some new policies regarding freight mobility. His proposals were unanimously approved to be moved forward to the general membership meeting in March 2012.

CM Shape briefed Council on the South County Area Transportation Board (SCATBd) and Major Zoning Code Update Ad Hoc Committee meetings he attended. At the SCATBd meeting, a briefing was provided from the Pierce County Executive Pat McCarthy. She announced that the Golf US Open will be held in Tacoma in 2015 at the Chambers Bay Golf Course.

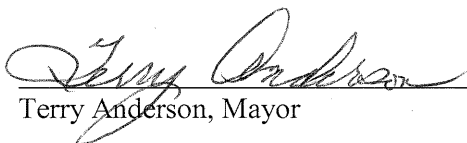
DM Fisher stated that he will be on vacation next week so he will miss the November 22 RCM. He stated that lies were said about him during the recent election.

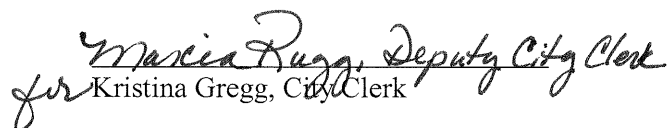
Mayor T. Anderson commented on the election process and lies that were said.

**ADJOURNED:**

MOVED BY A. ANDERSON TO ADJOURN THE SPECIAL MEETING OF THE SEATAC CITY COUNCIL AT 7:17 PM.

MOTION CARRIED UNANIMOUSLY.

  
Terry Anderson, Mayor

  
for Kristina Gregg, City Clerk