



City of SeaTac

Regular Council Meeting Agenda

January 10, 2012
6:00 PM

City Hall
Council Chambers

CALL TO ORDER:

ROLL CALL:

FLAG CEREMONY: SeaTac Fire Explorers Boy Scouts of America Post No. 24

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:

- **Key to the City to outgoing Councilmembers Gene Fisher and Ralph Shape (5 minutes)**

By: Mayor Terry Anderson

- **Public Swearing-in of Barry Ladenburg to Council Position No. 1, Terry Anderson to Council Position No. 3, Dave Bush to Council Position No. 5 and Mia Gregerson to Council Position No. 7 as newly re-elected/elected Councilmembers (10 minutes)**

By: Judge Elizabeth Cordi-Bejarano

- **Election of Mayor and Deputy Mayor to serve through 2013 (5 minutes)**

By: Mayor Terry Anderson

- **Plaque to Outgoing Mayor Terry Anderson (5 minutes)**

By: Newly Elected Mayor

- **Reception for Mayor and Deputy Mayor, outgoing Councilmembers Gene Fisher and Ralph Shape, and newly re-elected/elected Councilmembers Barry Ladenburg, Terry Anderson, Dave Bush, and Mia Gregerson (15 minutes)**

- **Institute for Family Development (5 minutes)**

By: Clinical Therapist Kim House

- **Council consideration of Mayoral appointment of Valerie Allan to the Human Services Advisory Committee (5 minutes) (Scheduled for confirmation at the 01/24/12 RCM)**

By: Mayor

2. DISCUSSION ITEM:

- **Summary of \$5,000 - \$35,000 Purchase Requests for the period ended January 5, 2012 (5 minutes)**

By: City Manager Todd Cutts

- **Summary of \$5,000 - \$35,000 Grant Acceptance Requests for the period ended January 5, 2012 (5 minutes)**

By: City Manager Todd Cutts

AGENDA BILL PRESENTATIONS:

- 3. Agenda Bill #3396 – A Resolution amending the City Council Administrative Procedures and repealing Resolution 11-006 related to Council Committee meeting times (20 minutes)**

By: City Manager Todd Cutts

- 4. Agenda Bill #3373 – An Ordinance establishing a Community Building Committee as an advisory committee to the City Council (10 minutes)**

By: City Manager Todd Cutts

5. CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 96617 – 96794) in the amount of \$2,070,900.01 for the period ended December 20, 2011.
- **Approval of claims vouchers** (check nos. 96795 – 96796) in the amount of \$415.00 for the period ended December 20, 2011.
- **Approval of claims vouchers** (check nos. 96797 – 96936) in the amount of \$414,296.13 for the period ended December 30, 2011.
- **Approval of payroll vouchers** (check nos. 50290 – 50319) in the amount of \$173,444.93 for the period ended December 15, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 70823 - 71002) in the amount of \$342,625.92 for the period ended December 15, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$67,976.26 for the period ended December 15, 2011.
- **Approval of payroll vouchers** (check nos. 50320 – 50355) in the amount of \$494,553.47 for the period ended December 31, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 71003 - 71186) in the amount of \$344,878.96 for the period ended December 31, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,015.71 for the period ended December 31, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended January 5, 2012.
- **Summary of \$5,000 - \$35,000 Grant Acceptance Requests** for the period ended January 5, 2012.

Approval of Council Meeting Minutes:

- **Council Retreat** held June 10 and 11, 2011.
- **Council Budget Workshop 4** held October 21, 2011.
- **Joint City Council/Planning Commission Workshop** held November 15, 2011.
- **Administration and Finance Committee Meeting** held December 13, 2011.
- **Regular Council Meeting** held December 13, 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:

1. PRESENTATIONS:

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By: Mayor Terry Anderson

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By: Judge Elizabeth Cordi-Bejarano

- **Election of Mayor and Deputy Mayor to serve through 2013 (5 minutes)**

By: Mayor Terry Anderson

- **Plaque to Outgoing Mayor Terry Anderson (5 minutes)**

By: Newly Elected Mayor

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- **Institute for Family Development (5 minutes)**

By: Clinical Therapist Kim House

- **Council consideration of Valerie Allan for appointment to the Human Services Advisory Committee (5 minutes)**

By: Mayor



MEMORANDUM

Date: January 6, 2012
To: City of SeaTac Mayor and Council
From: Kristina Gregg, City Clerk *KGG*
Subject: Human Services Advisory Committee Re-Appointment

Please be advised that the Mayor has selected, for the Council's consideration, the following individual whom is best qualified to serve as a member of the Human Services Advisory Committee. The appointment is being presented at the January 10, 2012 Regular Council Meeting for your consideration and then, if accepted by Council, at the January 24, 2012 Regular Council Meeting for confirmation of appointment.

Appointment:

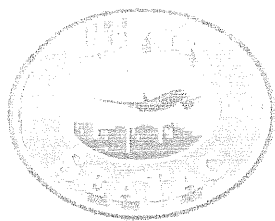
Human Services Advisory Committee:

- Valerie Allan to fill an unexpired term to end April 28, 2012

(Ms. Allan is currently an alternate member of the Human Services Advisory Committee)

Attachment: Application

Cc: Human Services Program Manager Colleen Brandt-Schluter



City of SeaTac

Citizen Advisory Committee

Application for Appointment

Applications are retained in the City Clerk's Office for one year from the date they are received.

I wish to be considered for appointment to the following committee:

- Civil Service Commission Planning Commission
 Human Services Advisory Committee Senior Citizen Advisory Committee (ages 55 and over)
 Library Advisory Committee Tree Board
 Other: _____

If interested in more than one committee, please indicate your order of preference by numbering (i.e. 1, 2, 3).

Name: Valerie Allan

Address: 1411 SW 158th Street Phone: 206-631-5748

City: Burien State: WA Zip: 98166

E-mail Address: Valerie.Allan@highlineschools.org

Are you a SeaTac resident? Yes ___ No x

If student, please state grade: _____

Present Employer: Highline Public Schools-Seatac Schools

Address: _____ Phone: 206-631-5748

City: SeaTac State: WA Zip: 98188

Date available for appointment to a committee: Currently

Can you attend: Evening meetings? Yes x No ___ Daytime meetings? Yes x No ___

Approximately how many hours each month can you devote to City business? 5hrs

Attach an additional page, if needed for any of the following information:

Have you previously served or are you currently on one of the committees listed above? Yes x No ___

If yes, please explain: I have served as an alternative on the Human Services Advisory Committee for the past 2 years.

Professional and/or Community Activities: HPS: Coordinated School Advisory Council, Tyee Campus Partnership, UW Practicum Advisory Committee, Highline High School Booster Club, CPPW grant project lead

Please share your experiences/qualifications that relate to this committee and why you would like to be involved: I have worked for the HPS serving the SeaTac schools school social worker since 2000. During those 11 years I have worked with a wide range of SeaTac residents from senior citizens, students, families, community providers and school administration and staff. My experiences provide a unique perspective that I can bring to the Human Services Advisory Committee. I exciting about using a systems perspective and results based accountability in improving the quality of life for all SeaTac residents.

(continued on back side)

Human Services Advisory Committee, Library Advisory Committee or Planning Commission Applicants:

Do you own or operate a business entity located within the City of SeaTac? Yes ___ No x
Are you employed by a business entity located within the City of SeaTac? Yes ___ No x

Business Name: _____

Business Address: _____

Civil Service Commission Applicants:

You must meet all of the following criteria: You must be a citizen of the United States, a SeaTac resident for at least three (3) years immediately preceding the appointment, and a registered voter of SeaTac and King County. Do you meet all of the criteria? Yes ___ No ___

Senior Citizen Advisory Committee Applicants:

Are you at least fifty-five (55) years of age? Yes ___ No ___

Please list the days/evenings/times that would be most convenient for you to come to City Hall for an interview: _____ During the day _____

If recommended, by whom: _____

Please return this form to:

City of SeaTac
City Clerk's Office
4800 South 188th Street
SeaTac, WA 98188-8605
206.973.4660

I hereby certify that this application contains no willful misrepresentations and that the information is true and correct to the best of my knowledge.

Signature: Valm M. Allan Date: 12/16/2011

***Be advised if you are selected for a committee you are subject to a background investigation**

The City of SeaTac is an Equal Opportunity Employer

For office use only:

Date Interviewed: 2/4/10 Committee: Human Services

Date Appointed: 2/23/10

Date Interviewed: _____ Committee: _____

Date Appointed: _____

Date Interviewed: _____ Committee: _____

Date Appointed: _____

Background Check: 12/15/11 Passed _____ Failed

SUMMARY OF PURCHASE REQUESTS \$5,000-\$35,000
For January 10, 2012 - Regular Council Meeting
Period ended January 5, 2012

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Training Instructor and Quality Assurance Reviews	Fire	001.000.09.522.40.41.000	\$7,000	\$6,160	Jeff Merritt provides Monthly Class Instruction (4.25. hrs.) and Quality Assurance Review of Incident Reports (3 hrs. per month)	
Metal Doors, Frames & Hardware	Parks	001.000.10.575.51.31.008	\$10,000	\$8,500	Metal frames, doors and hardware for new storage area at Valley Ridge Community Center for secure storage for Preschool, Teen Center, etc.	
Production and Printing of SeaTac Report	City Manager	001.000.03.513.10.49.058	\$26,600	\$23,000	Winter SeaTac Report	
AWC 2012 Membership	Non-Departmental	001.000.99.519.90.49.054	\$75,000	\$18,340	Annual AWC Services and Membership Benefits	

Note: Any expenditures over budgeted amount will be absorbed by reductions in other line items.

SUMMARY OF GRANT ACCEPTANCE APPROVAL \$5,000-\$35,000

For January 10, 2012 - Regular Council Meeting

Period ended January 5, 2012

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Minor Home Repair (CDBG)	City Manager	001.333.14.250.007	\$26,000	\$26,000	\$26,000	Housing repair services will focus on maintaining the safety and health of low and moderate income occupants; preserving the dwelling and/or conserving energy.

SeaTac City Council
REQUEST FOR COUNCIL ACTION

Department Prepared by: City Council

Agenda Bill #: 3396

TITLE: A Resolution amending the City Council Administrative Procedures and repealing Resolution 11-006 related to Council Committee meeting times.

January 6, 2012	
__ Ordinance <input checked="" type="checkbox"/> Resolution __ Motion __ Info. Only __ Other	
Date Council Action Requested:	<u>RCM 1/10/2012</u>
Ord/Res Exhibits:	_____
Review Dates:	_____
Prepared By:	<u>Todd Cutts, City Manager</u>
Director:	<u>Todd Cutts for CM A. ANDERSON</u> City Attorney: <u>Mary Michelle Barolo</u>
Finance:	<u>Spencer Pope</u> BARS #: <u>N/A</u>
City Manager:	<u>Todd Cutts</u> Applicable Fund Name: <u>N/A</u>

MR
XX

SUMMARY: The proposed Resolution amends the Council Administrative Procedures by eliminating the current Council Committee structure and providing for City Council Study Sessions instead. The proposed Resolution also amends Resolution 11-006 in order to accommodate this change.

DISCUSSION / ANALYSIS / ISSUES: Councilmember Tony Anderson filled out a Council Information Request requesting that this Agenda Bill and Resolution be prepared for the January 10, 2012 Council Meeting.

The proposed Resolution amends the Council Administrative Procedures by eliminating the current Council Committee structure as set forth in Section 3 of the Procedures. Instead of the current standing committees, the City Council would hold Study Sessions in order to address City business in advance of the Regular Council Meetings. Under the proposal, Study Sessions would be held at 3:00 p.m. on the 2nd and 4th Tuesdays of every month. Items discussed at a Study Session may be placed on the next Regular Council agenda upon agreement of a majority of Councilmembers present. Ordinarily, items would not be placed on the Regular Council Meeting agenda the same day that it was discussed at a Study Session, unless the Mayor or a majority of the Councilmembers present agree that there are extraordinary or urgent circumstances or that it is in the best interest of the City to do so. A majority of the Councilmembers present could also refer an item to a subsequent Study Session if additional time is needed to study an item.

In addition, the proposed Resolution repeals Resolution 11-006, which set the meeting times for Council Committees.

RECOMMENDATION(S): No Staff recommendation is made as this is a Council action.

FISCAL IMPACT: None.

ALTERNATIVE(S): 1) Do not pass the Resolution; 2) Amend the Resolution prior to passage.

ATTACHMENTS: None.

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the City Council Administrative Procedures and repealing Resolution 11-006 related to Council Committee meeting times.

WHEREAS, the City Council desires to eliminate the current Council Committee structure and replace it with Council Study Sessions; and

WHEREAS, it is necessary adopt a meeting schedule by formal Resolution in order to comply with the Open Public Meetings Act;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:

Section 1. The City Council Administrative Procedures are hereby amended as follows:

Section 2. Presiding Officer

- (A) All ~~Regular and Special~~ Meetings of the City Council shall be presided over by the Mayor, or in his/her absence, by the Deputy Mayor. If neither the Mayor nor the Deputy Mayor are present at a meeting, the Presiding Officer for that meeting shall be elected by a majority of those Councilmembers present, ~~provided there is a quorum.~~
- (B) In the absence of the City Clerk, the Deputy City Clerk or other qualified person appointed by the City Manager may perform the duties of the City Clerk at such meeting.
- (C) The appointment of a Councilmember as Mayor or Deputy Mayor shall not in any way abridge his/her right to vote on matters coming before the Council at such meeting.
- (D) The Mayor shall preserve strict order and decorum at all meetings of the Council. The Mayor shall state all questions coming before the Council, provide opportunity for discussion by Councilmembers, and announce the decision of the Council on all subjects. Procedural decisions made by the Mayor may be overruled by a majority vote of the Council.

Section 3. Council Committees and Representatives

- ~~(A) There are established the following four (4) Standing Committees of the City Council, that shall consist of not more than three (3) members each. The Mayor~~

shall appoint the Chairperson and the membership of each Committee. The Standing Committees shall meet at such dates and times as set by Resolution, and the agenda for any Standing Committee Meeting shall be posted prior to the meeting. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Mayor, the Council, or the City Manager. The Standing Committees are as follows:

- ~~(1) **Transportation and Public Works Committee**, which shall consider matters related to transportation policy, transportation projects, and utility issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~
- ~~(2) **Administration and Finance Committee**, which shall consider matters related to administrative and procedural issues, financial issues, human services and contracts/negotiations and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~
- ~~(3) **Land Use and Parks Committee**, which shall consider matters related to parks, land use and development regulation issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~
- ~~(4) **Public Safety and Justice Committee**, which shall consider matters related to police and fire issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~

(BA) The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that do not readily fit the Standing Committee structure or that require a special approach or emphasis. Such Ad Hoc Committees may be established and matters referred to them at Regular Council Meetings. The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees, including such Ad Hoc Committees.

(CB) Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

Section 4. Meetings

- (A) **Meetings declared open and public.** All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.
- (B) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at 3:00 p.m. except if at any time any Study Session falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced. Meetings may be canceled by majority vote of the Council and public notice given by posting such notice at City Hall.
- (C) **Regular Meetings.** The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced. Meetings may be canceled by majority vote of the Council and public notice given by posting such notice at City Hall.
- (D) **Special Meetings.** Special Meetings may be called by the Mayor or three Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.
- (E) **Adjournments.** Any Regular, adjourned Regular, Special or adjourned Special Meeting may be adjourned in the manner as set forth in RCW 42.30.090.
- (F) **Continuances.** Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.
- (G) **Executive Sessions.** The City Council may hold an Executive Session during a Regular or Special Meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law.
- (H) **Quorum.** At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.
- (I) **Seating.** Members of the City Council will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.
- (J) **Minutes.** ~~Minutes of Regular and Special all meetings of the Council Council Meetings, and minutes synopsis of Council Committee Meetings,~~ will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference,

in accordance with the applicable records retention schedule.

Section 5. Format for Agendas for Council Meetings

- (A) The City Manager and the City Clerk will prepare a proposed agenda for all meetings of Council, which shall be approved by the Mayor or designee. according to the order of business. After the proposed agenda has been approved, ~~by the Mayor, or designee,~~ the City Clerk shall prepare the final Council packet, which shall be distributed.
- (B) The City Council shall hold Study Sessions in order to address City business in advance of Regular Council Meetings. A majority of Councilmembers present may place items addressed at Study Sessions on the next Regular Council Meeting agenda. Ordinarily, items may not be referred to the Regular Council Meeting on the same day as the Study Session in which the item was discussed, unless the Mayor or a majority of the Councilmembers present agree that there are extraordinary or urgent circumstances or that it is in the best interest of the City. A majority of Councilmembers present may also refer an item to a subsequent Study Session in order to study the item further.
- (C) The format of the Regular City Council Meeting agenda shall substantially be as follows:
- (1) Call to Order.
 - (2) Roll Call.
 - (3) Pledge of Allegiance.
 - (4) Initial Public Comments.
 - (a) Individual comments shall be limited to three minutes in duration and group comments shall be limited to ten minutes. To constitute a group, there must be four or more members, including the speaker, at the meeting. The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.
 - (5) Presentations, including introduction of new employees, awards, and Certificates of Appointment, Appreciation, or Recognition.
 - (6) Public Hearings.
 - (a) At Public Hearings required by City, State, or Federal law or as Council may direct, where a general audience is in attendance to present input or arguments for or against a public issue:
 - The City Manager or designee shall present the issue to the Council and respond to questions.
 - Members of the public may speak for no longer than five minutes. No member of the public may speak for a second time until every

person who wishes to speak has had an opportunity.

- Councilmembers may ask questions of the speaker and the speaker may respond, but may not engage in further debate. As a general rule, the Council will not respond to requests by members of the public for information, but staff shall respond as soon as possible and shall advise the Council.
- The public comments will then be closed but Councilmanic discussion may ensue if the Council so desires. In the alternative, the Public Hearing may be continued by majority vote, or the Council may recess to deliberate and determine findings of fact, if appropriate, and to reach a final decision which may be announced immediately following such deliberations or at a subsequent date.

(b) The following procedure shall apply to quasi-judicial Public Hearings:

- The Hearings Examiner, City Manager, or designee will present a summary of the subject matter and any findings and will respond to Council questions.
- The proponent spokesperson shall speak first and be allowed twenty minutes and Council may ask questions.
- The opponent spokesperson shall be allowed 20 minutes for presentation and Council may ask questions.
- Each side shall then be allowed five minutes for rebuttal.
- After each proponent and opponent has used his/her speaking time, Council may ask further questions of the speakers, who may respond.
- The Mayor may exercise a change in the procedures, but said decision may be overruled by a majority vote of the City Council.

(7) New Business (as related to a Public Hearing).

(8) Discussion Items.

- (a) Summary of \$5,000 - \$35,000 Purchase Requests.
- (b) Summary of Donations Received by the City.

(9) Agenda Bill Presentations. This section of the agenda shall include Ordinances, Resolutions, and Motions. The following procedures shall apply:

- (a) The Chairperson or designee may read the item by title only, or if

requested by any Councilmember, the document may be read in its entirety.

- (b) The City Manager or designee will give a presentation. When Staff gives a presentation which includes a recommendation from a City Commission or Advisory Committee then that Commission or Advisory Committee, or a designee, shall be given an opportunity to express its viewpoint during this presentation.
- (c) The Council may then discuss the item and/or question the presenter of the item.
- (d) The Council shall determine what action should be taken regarding the presented item [i.e. placement on Consent Agenda, placement under unfinished business, place item on future Council Agenda, or refer item back to Council Committee].

(1) Any presented item may be postponed and placed on the next Council agenda upon the request of one Councilmember. However, this subsection does not apply if the presented item had been previously postponed or formally presented to the Council at a previous Council meeting.

(10) Consent Agenda.

- (a) Contains items placed on the Consent Agenda by the Mayor and Council including but not limited to:
 - Approval of vouchers.
 - Approval of \$5,000 - \$35,000 purchase requests.
 - Approval of donations received by the City.
 - Approval of minutes.
 - Enactment of Ordinances, Resolutions, and Motions when placed on the Consent Agenda by Council consensus.
 - Notwithstanding the above, any item may be removed from the Consent Agenda if so requested by any Councilmember.
- (b) A motion at this time will be in order.
- (c) Public Comments regarding Consent Agenda.
 - Individual comments regarding the Consent Agenda shall be limited to one minute in duration and group comments shall be limited to two minutes. The Mayor or designee shall be responsible for the allocation

of the appropriate time limitations.

(d) The Council will vote upon the Consent Agenda.

(11) Public Comments regarding items placed on Unfinished Business.

Individual comments shall be limited to two minutes in duration and group comments shall be limited to five minutes. The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.

(12) Unfinished Business. This section of the agenda shall include Ordinances, Resolutions, and Motions previously discussed at a Regular or Special Council Meeting and items that had been discussed earlier at the Meeting under Section 9, Agenda Bill Presentations, but not placed on the Consent Agenda. The following procedures shall apply:

(a) The item being discussed will be identified.

(b) A motion at this time will be in order.

(c) The Council may then discuss the item.

(d) The Council will vote upon the item under consideration.

(13) New Business (not related to a Public Hearing). This section of the agenda shall include Ordinances, Resolutions, and Motions not previously discussed at a Regular or Special Council Meeting. The procedures that apply during this section shall be the same as those under Unfinished Business. The time limit for public comment is the same as provided by subsection 11, and shall be allowed prior to Council action.

(14) City Manager Comments. Reports on special interest items from the City Manager.

(15) Council Comments.

(16) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 12 of these Administrative Procedures.

(17) Adjournment. A Motion to Adjourn.

(BD) The format of any Special Meeting shall be as follows:

Special Meetings are meetings in which the date and/or time are set outside of a regular schedule. Only the designated agenda item(s) shall be considered. The format will

follow that of a Regular Meeting, as appropriate. Applicable provisions of Section 7 shall govern conduct of Special Meetings.

Section 2. All Meetings of the City Council shall be open to the public and shall be held at the SeaTac City Hall, 4800 South 188th Street, SeaTac, Washington 98188, as follows:

Study Sessions. 3:00 p.m. on the second and fourth Tuesday of each month.

Regular Council Meetings. 6:00 p.m. on the second and fourth Tuesday of each month.

and except that, if any such meeting shall fall upon a holiday, the scheduled meeting shall be held on the next business day, commencing at the same hour.

Section 3. Resolution 11-006 is hereby repealed.

PASSED this _____ day of _____, 2012 and signed in authentication thereof on this _____ day of _____, 2012.

CITY OF SEATAC

_____, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:


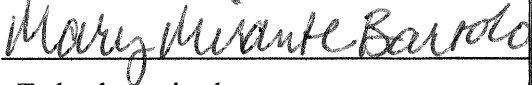


Mary E. Mirante Bartolo
Mary E. Mirante Bartolo, City Attorney

[Council Procedures and Repeal Resolution 11-006]

SeaTac City Council
REQUEST FOR COUNCIL ACTION
 Department Prepared by: City Manager's Office

Agenda Bill #: 3373

TITLE: An Ordinance establishing a Community Building Committee as an advisory committee to the City Council.

<i>January 5, 2012</i>	
<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested: <u>RCM 1/10/12</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>A&F 09/13/2011; PS&J 09/13/11; RCM 10/11/11; LUP 10/25/11; RCM 10/25/11</u>	
Prepared By: <u>Todd Cutts, City Manager on behalf of Councilmember Gregerson</u>	
Director: <u></u>	City Attorney: <u></u>
Finance: <u></u>	BARS #: <u>To be determined</u>
City Manager: <u></u>	Applicable Fund Name: <u>General Fund</u>

MR
KPK

SUMMARY: This Ordinance establishes a Community Building Committee. The mission of this Committee would be to engender a feeling of belonging and shared community, where there is equal opportunity and access to information and resources for all.

DISCUSSION / ANALYSIS / ISSUES:

Background

At the September 13th joint Administration & Finance and Public Safety & Justice Committee meeting, Councilmember Gregerson introduced the idea of a new committee to the Councilmembers present. The joint committee provided direction to the City Administration to research this committee and return to Council with alternatives. At the October 25, 2011 Regular Council Meeting staff presented Agenda Bill 3373, which reflects staff work with Councilmember Gregerson to understand and refine the proposed objectives, mission, and structure of the committee. As such, the concept evolved into a Community Building Committee. City Council directed staff to bring the agenda bill back for Council consideration at the January 10, 2012 Regular Council Meeting. This agenda bill has been updated to reflect this additional step but is otherwise unchanged.

Since incorporation in 1990, the City of SeaTac has experienced growth on many fronts. The population has grown, the number of visitors to the City has increased, the number of jobs in the City has increased, vehicular traffic has increased, and the diversity of cultures and languages has also grown. Much of this growth has benefitted the city through new jobs, improved roads, parks, and transit and a rich cultural tapestry. As communities grow, it can be a challenge to retain a shared sense of community. Increased transiency within the population can lead to lack of familiarity with neighbors, which can contribute to the challenge of retaining a sense of community. Community outreach is one technique used to strengthen the community. The byproduct of this outreach is often a community where citizens have a feeling of belonging and shared community and where there is equal opportunity and access for all.

Purpose and Workplan

With the above in mind, the purpose of this Committee is to make recommendations to City Council to ensure that decisions are made to support community building. Recommendations will be developed through the Committee's workplan. The workplan will include tasks such as:

- Researching best practices of other jurisdictions and vetting those ideas within the community.

- Fostering communication and building trust with all City departments and within the community.
- Acting as a sounding board for projects and programs under development by the City.
- Seeking innovative, community-based ideas through sustainable, two-way communication within the community.
- Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

Committee Structure

The Committee will consist of seven (7) members representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special needs and skills relevant to the workplan. Members will be appointed by the Mayor and confirmed by the City Council to serve staggered two (2) year terms. The Committee will elect a Chair and Vice Chair to provide leadership. The Committee will meet monthly and provide progress reports to the community twice annually and to the City Council on an as-needed basis.

RECOMMENDATION(S): Staff does not have a recommendation as this time.

FISCAL IMPACT: Staff support for this committee exceeds current staffing levels. It is estimated that a 0.25 FTE would be needed to provide on-going support to the Committee's workplan implementation activities, including: conducting research, facilitating meetings and events, reviewing projects and programs, and supporting on-going community engagement. This staff support could be provided by the Assistant City Manager when that position (currently funded) is filled. Conceivably, another staff member could provide this level of support as well, although Council would need to determine what projects may need to be delayed as other potential staffing resources are operating at full capacity.

Alternately, the Committee could be staffed at a lower level, such as 0.1 FTE. Staff involvement in workplan implementation would be significantly reduced. Staff would be available to provide administrative functions such as distributing meeting agendas and taking meeting minutes, with minimal additional time available to support the Committee's research, facilitation, review and engagement functions. Greater reliance would be put on Committee members for workplan implementation.

ALTERNATIVE(S): Do not adopt the Ordinance.

ATTACHMENTS: None.

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of SeaTac, Washington establishing a Community Building Committee as an advisory committee to the City Council.

WHEREAS, the City Council finds that it is appropriate to establish a Community Building Committee as an advisory committee to the City Council;

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

Section 1. Purpose.

The purpose of this Ordinance is to establish a Community Building Committee (hereinafter referred to as “Committee”) as an advisory committee to the City Council. The purpose of the Committee would be to engender a feeling of belonging and shared community, where there is equal opportunity and access to information and resources for all.

Section 2. Creation of Community Building Committee.

There is hereby created an advisory Community Building Committee which shall consist of seven (7) members representing a wide range of ages, neighborhoods, schools, cultures, religions, socio-economics, special needs, and skills that shall be appointed by the Mayor and confirmed by the City Council.

Section 3. Duties and Responsibilities.

It shall be the responsibility of the Committee to make recommendations to City Council to ensure that decisions are made to support community building. Recommendations will be developed through the Committee’s workplan. The workplan will include tasks such as:

1. Researching best practices of other jurisdictions and vetting those ideas within the community.
2. Fostering communication and building trust with all City departments and within the community.
3. Acting as a sounding board for projects and programs under development by the City.
4. Seeking innovative, community-based ideas through sustainable, two-way communication within the community.
5. Participating in existing city, school and community meetings and events to bridge communication gaps and promote active participation and community engagement.

The Committee shall choose its own Chair and Vice-Chair, make its own rules and regulations, and keep a record of its proceedings. A majority of the members shall be a quorum for the transaction of business.

Section 4. Terms and Vacancies.

Upon creation of the Committee, four (4) members shall be appointed for two (2) year terms, and three (3) members shall be appointed for a one year term. Thereafter, members of the Committee shall serve for a term of two (2) years. In the event that there is a vacancy, a qualified successor shall be appointed by the Mayor subject to confirmation by the Council. The appointed successor will then be approved by the City Council to serve the remainder of the unexpired term.

Section 5. Compensation.

Members of the Committee shall serve without compensation from the City for services performed.

Section 6. Council Review.

The City Council shall reserve the right to review the conduct, acts and decisions made by the Committee.

Section 7. Effective Date.

This Ordinance shall be in full force and effect five (5) days after passage and publication as required by law.

ADOPTED this _____ day of _____, 2012, and signed in authentication thereof on this _____ day of _____, 2012.

CITY OF SEATAC

_____, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo
Mary E. Mirante Bartolo, City Attorney

[Effective Date: _____]

[Community Building Committee]

**PAYROLL/CLAIMS VOUCHERS WERE SENT
ELECTRONICALLY TO THE CITY COUNCIL
A HARD COPY OF THE VOUCHERS
CAN BE VIEWED IN THE CITY CLERK'S OFFICE**

SUMMARY OF PURCHASE REQUESTS \$5,000-\$35,000

For January 10, 2012 - Regular Council Meeting

Period ended January 5, 2012

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Training Instructor and Quality Assurance Reviews	Fire	001.000.09.522.40.41.000	\$7,000	\$6,160		Jeff Merritt provides Monthly Class Instruction (4.25. hrs.) and Quality Assurance Review of Incident Reports (3 hrs. per month)
Metal Doors, Frames & Hardware	Parks	001.000.10.575.51.31.008	\$10,000	\$8,500		Metal frames, doors and hardware for new storage area at Valley Ridge Community Center for secure storage for Preschool, Teen Center, etc.
Production and Printing of SeaTac Report	City Manager	001.000.03.513.10.49.058	\$26,600	\$23,000		Winter Sea Tac Report
AWC 2012 Membership	Non-Departmental	001.000.99.519.90.49.054	\$75,000	\$18,340		Annual AWC Services and Membership Benefits

Note: Any expenditures over budgeted amount will be absorbed by reductions in other line items.

SUMMARY OF GRANT ACCEPTANCE APPROVAL \$5,000-\$35,000

For January 10, 2012 - Regular Council Meeting

Period ended January 5, 2012

<u>Item Description</u>	<u>Department</u>	<u>BARS Number</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>	<u>Additional Information</u>
Minor Home Repair (CDBG)	City Manager	001.333.14.250.007	\$26,000	\$26,000	\$26,000	Housing repair services will focus on maintaining the safety and health of low and moderate income occupants; preserving the dwelling and/or conserving energy.

City of SeaTac

City Council Retreat Minutes Synopsis

June 10, 2011 – 9 AM–5 PM

June 11, 2011 – 9 AM–5 PM

City Hall
Council Chambers

Council Present: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Rick Forschler, Anthony (Tony) Anderson (*left at 11 a.m.*), Ralph Shape, Pam Fernald, and Mia Gregerson.

Administrative Staff Present: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Human Resources (HR) Director Anh Hoang, Fire Chief Jim Schneider, Community & Economic Development (CED) Director Cindy Baker, Associate Planner Anita Woodmass, Senior Planner Kate Kaehny, Police Chief Jim Graddon, Assistant Fire Chief Brian Wiwel, and Finance Director Mike McCarty.

Friday, June 10, 2011

Team Building Exercise: Mayor Anderson introduced Agreement Dynamics, Inc. President Rhonda Hilyer and Council participated in the Team Building Exercise.

Recessed: Council recessed for a break from 10:26 a.m. to 10:47 a.m.

Team Building Exercise (Continued): The exercise continued after the break.

Council discussed whether there is a need for a Standard Code of Conduct.

Action: Staff to prepare a Standard Code of Conduct to be placed at the Council dais and in conference rooms, and for use by public speakers.

Recessed: Council recessed for lunch from 12:32 p.m. to 1:21 p.m.

Discussion of Council Meeting Format: City Manager Cutts stated that he has had several conversations with CMs regarding time allotted to discuss issues in front of Council. This presentation will confirm the City's current schedule, compare other cities formats, and discuss whether the City's format should change. He compared schedules for Burien, Des Moines, Tukwila, Normandy Park, Kent, Renton, Covington, and Maple Valley.

Council discussion ensued regarding various options and their concerns.

City Manager Cutts stated that City Manager's he spoke with said you can add meetings or subtract responsibilities. He discussed contracting options. A majority of the cities don't have Council approve contracts under \$40,000+. Some cities also consider the budget process as the time to approve/disapprove contracts.

A few of the CMs commented that they are fine with the City's current format.

Council discussed the Committee format and the contracting dollar amount required for Council approval.

Council concurred to review the option of changing the timing of committee meetings so Public Safety & Justice (PS&J) Committee occurs prior to Administration & Finance (A&F) Committee and Transportation & Public Works (T&PW) Committee occurs after Land Use & Parks (LUP) Committee.

Finance Director McCarty clarified that budget appropriation happens during the budget process, but the City's internal rules require it to be presented again to Council for approval.

Council direction was to maintain the current contracting practice.

Action: Staff to review the option of switching the T&PW Committee and LUP Committee times and PS&J Committee and A&F Committee times

Fire Consolidation Update: Fire Chief Schneider reviewed the exploratory process. He stated that the situation SeaTac faces is \$1.7 billion assessed value from personal property owned by the Port which the Regional Fire Authority (RFA) cannot collect the Fire Benefit Charge (FBC) per Revised Code of Washington (RCW) 52.26. Without the FBC applying to the \$1.7 billion, the proposed RFA can only provide a little over \$6 million of the current \$7,304,686 2011 SeaTac Fire Department Budget which makes the RFA option not very viable. Chief Schneider stated that there are other options: continue partial consolidation or contract for services (like law enforcement).

In May, staff advised the RFA Exploratory Committee of the situation and recommended that the process be suspended at this time. Over the next 12 – 18 months, staff will review the continued partial consolidation and then draft a contract for services for Council review.

Fire Consolidation Update (Continued): Finance Director McCarty discussed the City's taxing capacity. The maximum total taxing capacity per \$1,000 of assessed valuation is \$3.60, minus the King County (KC) Library fee of \$.50, means the City has a maximum capacity of \$3.10. If the City of SeaTac goes to the RFA, an additional \$1.00 of the taxing capacity will be taken away for a total maximum capacity of \$2.10.

City Manager Cutts stated that there is value in considering options.

Action: Staff to review options to be presented to Council for approval

Recessed: Council recessed for a break from 2:28 p.m. to 2:47 p.m.

Council Compensation: DM Fisher clarified the need for this presentation: (1) Voluntary Employee Beneficiary Association (VEBA) – his opinion that money is being paid into a medical fund that will be used up every time Medicare is needed; (2) Council raises – if the Council doesn't receive a raise at each election, then it's eight years without an increase; and (3) additional costs (phones, internet) - need written policies.

Ms. Hoang stated that VEBA is a qualified medical plan. She explained the Health Reimbursement Arrangement (HRA) VEBA account and plan coverage options.

Each CM could elect for full or limited coverage and can change it once per calendar year. Because this is a medical plan, it's not considered compensation and changes in the program could happen during the middle of a term and not have to wait for the next election.

Council discussion ensued regarding the VEBA accounts.

City Manager Cutts clarified that DM Fisher requested this be on today's agenda but no decision needs to be made today.

Action: N/A

Salary increases: Ms. Hoang clarified that salary increases can only be in effect for an election term period. Any increase approved in 2011 would be in effect for the four Council positions up for election for 2012, and the other three positions would be effective in 2014, or Council could approve an increase to be effective for 2014.

Council discussion ensued regarding a Cost of Living Adjustment (COLA). It was determined that Council can't receive a COLA.

Action: N/A

City Attorney Mirante Bartolo stated that the auditor has given direction that the City needs policies put in place for the phone and internet. Sample policies were provided for Council review.

Mr. Cutts stated that staff doesn't have clear direction from Council.

Ms. Mirante Bartolo clarified that a memo was prepared in response to questions from DM Fisher and CM A. Anderson.

Action: Council reimbursement policies to be presented to the A&F Committee on June 14.

Ad Hoc Committee (AHC) progress on zoning code and parking issues: CED Director Baker stated this presentation is to familiarize the CMs who are not on the committee. This will come back before Council with more details.

Principal Planner Woodmass stated that this presentation is to review the AHC process, outline major milestones, and describe the proposed Council participation and adoption process.

She briefed on the history of the park-and-fly program: September 14, 2010 Council requested the AHC review City Center Parking Program which commenced in November 8, 2010. Eight meetings have been conducted to date with CM Shape and DM Fisher co-chairing. There are 11 committee members.

Ms. Woodmass gave an overview of the existing bonus program. There are currently two parking structures in the City Center, both with Development Agreements (DA).

The review process included four models considered by the AHC: (1) Model One – Similar to Existing Program, (2) Model Two - Form Based Program, (3) Model Three – Deduction Method, and (4) Existing Program.

AHC progress on zoning code and parking issues (Continued): Lot layout, ground floor commercial requirements, building design, and design treatments were common standards addressed in all models.

She reviewed the challenges and most contentious issues discussed by the AHC:

Challenges: A complex code! Over 100 standards discussed with some standards difficult to reach broad consensus.

Most contentious issues: Base stalls in option one – how many? And Setbacks – Parking structures from streets?

The AHC used a four step voting process: (1) AHC voted on detailed Voting Ballots, (2) Votes were tallied, (3) Ballot results were distributed to the AHC, and (4) AHC ranked models most to least preferred.

At the May 9, 2011 meeting, the AHC ranked the models in order of preference. The AHC then voted to take forward the top two models only and achieved majority votes on standards where possible.

Most preferred: Model 1 - Similar to Existing Program (base stall + bonus program).

2nd Preferred: Model 2 – Form Based Program (stall count limited by building form).

Ms. Woodmass detailed the next steps:

- Staff to prepare Code Language for the two models
- Joint Council and Planning Commission (PC) Workshop to review the two parking program models and ballot results (tentatively scheduled for July 12)
- Joint Council and PC Meeting with a public hearing (PH) and request direction from Council on the Ordinances (tentatively scheduled for July 26)
- PC meeting with a continued PH and PC make recommendation on program standards (tentatively scheduled for August 2)
- Council action to adopt, modify or remand the proposed code – Council adopts, modifies or remands proposed code (tentatively scheduled for October 11)

Action: Staff to prepare Code Language and schedule meetings for review and Council action

Recessed: *At 4:00 p.m., Council recessed the Retreat until Saturday, June 11 at 9 a.m.*

Saturday, June 11, 2011

Reconvened: Council reconvened the retreat at 9:10 a.m.

Council Present: Mayor Terry Anderson, DM Gene Fisher (*left at approximately 9:18 a.m., returned at 10:01 a.m., left for the day at 11:34 p.m.*), CMs Rick Forschler, Anthony (Tony) Anderson, Ralph Shape, Pam Fernald, and Mia Gregerson (*left at 11:03 a.m., returned at 1:22 p.m.*).

Administrative Staff Present: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance Director Mike McCarty, Community & Economic Development (CED) Director Cindy Baker, Economic Development (ED) Manager Jeff Robinson, Building Services Manager Gary Schenk, Code Compliance Officer Barbara Canfield, Program Manager Soraya Lowry, PW Director Tom Gut, Judge Elizabeth Cordi-Bejarano, Fire Chief Jim Schneider, and Police Chief Jim Graddon.

Macro Budgeting: Michael Pendleton, Ph.D. with Pendleton Consulting, L.L.C. facilitated this exercise. This exercise will help inform staff for the budget process. He presented the ground rules for the meeting and reviewed the Policy Leadership Model.

The purpose of this exercise is for Council to hear from staff about projects that will meet the Council's goals. Council will then be asked to give direction to staff as to how to move forward.

DM Fisher left the meeting at approximately this point in the meeting.

•**General Fund (GF) Budget Projections:** Finance Director McCarty reviewed the revenue and expenditures assumptions being used for the 2012 budget. Council discussion ensued regarding the assumptions.

Macro Budgeting (Continued):

•**General Fund (GF) Budget Projections (Continued):** Mr. McCarty reviewed the 2012 Budget Forecast:

	Projected 2011 Year End (YE) Estimate	2012 Budget Estimates
Revenues	28,550,350	28,086,912
Expenditures	28,271,900	29,248,400
YE Estimated Surplus/(Deficit)	278,450	(1,161,488)
Add 2012 Projected new construction property tax increase		87,120
YE Estimated Surplus/(Deficit) with 2012 new construction property tax increase included	278,450	(1,074,368)
Add 2012 Projected 1% property tax increase		115,048
Add 2012 Construction sales tax		920,000
Subtract 2012 Cost of City Council Coals (\$96K in ongoing costs)	530,019	(149,000)
Subtract 2012 Repair/Replacement Proposed Expenditures		(229,598)
YE Estimated Surplus/(Deficit)	278,450	(417,918)
Beginning Fund Balance	7,870,200	8,148,650
Estimated YE Fund Balance	8,148,650	7,730,732
Projected Fund Balance Target	7,067,975	7,406,750
Projected Over/(Under) Fund Balance Target	1,080,675	323,983

Council discussion ensued regarding the estimates.

DM Fisher returned at this point in the meeting.

•**Goal Cost Analysis**

1. To promote ED to attract and retain businesses and jobs while maintaining reasonable laws and regulations.

ED Manager Robinson presented an overview of the possible work plan and associated costs to implement this goal. Topics presented and reviewed included current and future ED activities, goals and objectives, and ED strategies for Real Estate Development, Business Recruitment and Retention, Image, Communications, Tourism Promotion, and Property Management.

2010-2011 accomplishments include 24 new and retained businesses, approximately 150 jobs created or retained, and approximately 200,000 square footage leased. Council discussion ensued regarding the businesses in SeaTac.

Council and staff discussed the importance of working together with other cities to bring more business to the area.

Estimated 2011 Funding for ED actions: Hotel/Motel (H/M) Tax Receipts and Interest - \$674,000, H/M Bond Reserve Fund - \$7.3 million, and 2011 Estimated Expenditures is \$1.2 million. Estimates for actual will be closer to \$850,000 instead of \$674,000.

2012 Work Plan and Macro Budget

Action Items	Council Involvement	Timeline	Cost	Funding Options
Real Estate Development	Approval of H/M Committee Budget	On-going	\$60K (+ Current Staff)	H/M Tax Fund 107
Business Recruitment and Retention			Current Staff	
Image and Communications			\$110K (+ Current Staff)	
Implement South 154 th Street Station Area	See South 154 th Street presentation			
Tourism Promotion	Approval of H/M Committee Budget	On-going	\$745K (+ Current Staff)	H/M Tax Fund 107
Property Management: SeaTac Center	See South 154 th Street Station Area			

Recessed: Council recessed for a break from 10:33 a.m. to 10:45 a.m.

Discussion ensued regarding the action items and funding options. Council agreed that the work plan as presented is an acceptable approach, and no new funds will be needed, to accomplish this goal.

Action: Staff to present budget for consideration to support goal.

CM Gregerson left at this point in the meeting.

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

2. To enhance code enforcement effectiveness within all neighborhoods and areas in the City.

Building Services Manager Schenk reviewed the recent history for code compliance. In 2010, cases continue to be reduced as staff reduced and case types remained “reactive”. He noted that the program name is being modified to become Code Compliance rather than Code Enforcement to more accurately reflect the broader, friendlier approach of which enforcement is only one element.

Mr. Schenk and Code Compliance Officer Canfield gave an overview of complaints and showed examples of typical complaints.

Program Objectives are to respond to citizen needs, promote cooperative projects, bridge the business/citizen gap, unify community and start new initiatives.

Police Chief Graddon and Mr. Schenk gave an overview of what other cities are doing, and SeaTac’s current approach to code compliance (reactive vs. proactive).

CED Director Baker provided information regarding the staffing structure, which in past years has been reduced from three to one staff member.

She reviewed general strategies that could be used in a Code Compliance Program: area-specific objectives, community meetings, Adopt a Neighborhood Program, Joint Task Force, graffiti clean-up, educational program, flexible City code, abatements, and a new strategy titled Community Unification Program.

In 2012, staff would like to focus on a specific area within the City to accomplish multiple objectives that are well coordinated and effective.

The Community Unification Program would explore different avenues for “Unification without Translation”, including music, community gardens, art, school projects, dance, and community projects.

The General Code Compliance Work Program in 2012 includes: (1) continue code compliance with a few new initiatives, (2) area-specific program (start with South 154th Street Area), and (3) simple code compliance document that outlines two-five year program, with code compliance strategies.

Program Tasks	Council Involvement	Timeline	Cost	Funding Options
Existing Program	Identification of Issues	Ongoing	1 FTE (existing) \$2,000	GF
Area-by-Area Specific Program (South 154 th Street Station Area)	Input	1 st Quarter	See South 154 th Street Presentation	See South 154 th Street Presentation
Task Force (South 154 th Street Station Area)	Invitation to other agencies and kick-off	1 st Quarter		
Other General Strategies as Appropriate (South 154 th Street Station Area)	Input	Unknown		
Code Compliance Document	Review	1 st Quarter	Existing Staff	GF

Council agreed that the work plan as presented by staff is an acceptable approach and no new funds will be needed to accomplish this goal.

Action: Staff to present budget for consideration to support goal.

DM Fisher left at this point in the meeting.

Recessed: Council recessed for lunch from 11:34 p.m. to 12:16 p.m.

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

3. Move forward with the South 154th Street light rail station development to establish a clear focus and attract ideas from developers.

CED Director Baker detailed what's been completed to date: Station Area Plan Adopted (2006), Development Standards Adopted (2007), Properties Rezoned, Light Rail Operational, City Purchased SeaTac Center (2009), Substantial ED Efforts, Some pedestrian safety actions, Neighborhood Communications, and Riverton Heights Site Earmarked for Redevelopment.

She questioned where the City goes from here stating that full implementation at this time is difficult due to the adverse economic conditions, lack of debt and equity financing, market conditions, budget, timing, resources, and a large portion of the area is privately owned.

However, there are steps that can be done now. They are short-term in nature, but staff will continue to keep their eye on the long-term goal.

Ms. Baker identified the vision of the South 154th Street Station Area, including ED, cultural, infrastructure, intergovernmental, surrounding development, safety/security, and design.

ED Manager Robinson reviewed the ED Key Milestones: purchased SeaTac Center (December 2009), facilitated developer tours of area (2010-2011), adopted Multi-Family Tax Exemptions (June 2008), and acquired Riverton Heights Site (2007).

He also reviewed the original implementation strategies.

Staff presented numerous photos of the area and ideas regarding the process to redevelop the property.

Program Manager Lowry reviewed the Riverton Heights Public Engagement process, background on the L-Shaped property and the airport's Cargo Study.

Discussion ensued regarding whether to move ahead within the scope of the current community study or to also include impacts/location of the air cargo concept.

Ms. Lowry stated that at the May 10 Regular Council Meeting (RCM), at least two CMs expressed interest in adding additional language to broaden the range of uses to the final report. Staff suggested an addendum as follows: City Council reviewed the Riverton Heights Final Report at the May 10, 2011 RCM. At the Council meeting, it was requested that the report be amended to consider a broader range of uses. This addendum is being added to document City Council's interest in considering a broader range of uses for the Riverton Heights Site than those reflected in the Final Report.

Council discussion ensued regarding the addendum.

Council agreed to divide the project into two phases: (1) accept the community study as it is currently written; and (2) authorize a more detailed subsequent process design that will take into account the Fire station and Port of Seattle (POS) intended uses for near and in this area.

Action: Staff to prepare an agenda bill for Council to accept the final report as presented. Staff to receive proposals and then come back to Council with a contract for approval.

Recessed: Council recessed for a break from 1:12 p.m. to 1:21 p.m.

CM Gregerson returned at this point in the meeting.

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

3. (Continued): CED Director Baker discussed the need for a work plan to address a wide range of code violations in the South 154th Street Station Area. These violations include excessive trash, noise, drinking in public, trespassing, and various impediments to pedestrian traffic.

Building Official Schenk reviewed what efforts have been done to date, including community outreach, law enforcement problem solving project, and installation of signage.

Ms. Baker presented the proposed 2012 Code Compliance Work Program: continue existing program - reactive approach and Knock & Talk, abatements, citations, graffiti removal, and create effective code.

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

3. (Continued): Staff is also proposing a new initiative that would be data driven to create a clear understanding of the problem and how to measure success by engaging the businesses who could help the City understand how best to resolve the issues. Select strategies from the Code Compliance Program would be used to promote the ED of the South 154th Street Station Area.

One vehicle for implementation of the strategy would be a multi-agency task force involving numerous agencies within this community. This Task Force would be used to create a community unification program in 2012 and implemented 2012 or the following year. To implement this goal there is a need for an additional staff person which will require approval of funds to support this position.

Ms. Baker reviewed the 2012 Code Compliance Work Plan and Macro Budget and the staff recommendations for 2012 Design priorities.

Following is the summary of 2012 net new fiscal impacts:

Function	Strategy/Initiative	Cost
ED	Continue the Business Outreach Program: SeaTac Center Property Management	\$40,000
	Continue Assessment to Facilitate Property Assemblage for Redevelopment	\$1,000,000 - \$3,000,000
	Conduct developer workshop / roundtable	\$25K
	Complete market feasibility analysis of residential development on SeaTac Center site	\$15K
	Move Forward with the Riverton Heights Site Implementation	\$100K
	TOTAL ED Initiatives	\$1,180,000 - \$3,180,000
Code Compliance	1 FTE: Area Specific Program, Multi-Agency Task Force, “Adopt-a-Neighborhood” Program	\$96K
	Create Area Specific Program	\$8K
	TOTAL Code Compliance Initiatives	\$104k
Design	Streamline Permit Process	\$10K
	Develop Expedited Development Review for Mixed Use and Residential Projects	\$20K
	TOTAL Design Initiatives	\$30k
	Total South 154th Street Station Area Cost	\$1,314,000- \$3,314,000

Council discussion ensued regarding the proposed projects.

Council concurred that the work plan as presented is an acceptable approach to accomplishing this Council goal. Council also agreed to the additional costs required to fund this program.

Action: Staff to present budget for consideration to support goal.

4. To establish a plan for infrastructure costs relating to the vision of both South 154th and 200th Streets stations tie both to transportation SR 509-lightrail-airport

PW Director Gut detailed the background, work plan, budget impacts, accomplishments to date, the nature of the partnership with Sound Transit, and a summary of projects currently underway. It was noted that projects have been accelerated to be finished sooner than expected.

No.	Project	Location	Description	Status	Cost Estimate
PI-1	International Boulevard (IB) at South 154 th Street	32 nd Avenue South to South 152 nd Street	Intersection widening, pedestrian, bike, underground utilities	Done	-
PI-2	South 154 th Street	24 th Avenue South to 32 nd Avenue South	Provides missing pedestrian and bike link. Landscaping, street lighting, utility undergrounding	Active	\$5.3m*

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

4. (Continued):

No.	Project	Location	Description	Status	Cost Estimate
PI-3	Military Road South	South 150 th Street to South 152 nd Street	Pedestrian, bike, frontage improvements and underground utilities	Conceptual	\$3.0m
PI-4	South 152 nd Street	30 th Avenue South to Military Road South	Pedestrian, bike and frontage improvements	Conceptual	\$5.4m
PI-9	South 152 nd Street	Military Road South to IB	Pedestrian, bike and frontage improvements / Accommodate Military Road closure between South 152 nd Street and IB	Conceptual	\$1.8m
PI-5	32 nd Avenue South	South 152 nd Street to South 154 th Street	Pedestrian, landscaping, on-street parking	Conceptual	\$1.6m
PI-6	30 th Avenue South	South 152 nd Street to South 154 th Street	Pedestrian, landscaping	Conceptual	\$1.0m
PI-7	IB Pedestrian Crossing	South 154 th Street	Grade separated pedestrian crossing	Conceptual	\$12.9m
PI-8	IB at SR 518		Reconstruct westbound exit ramp to South 154 th Street to direct connection to IB or align with 32 nd Avenue South	Conceptual	\$15m
	South 154 th Street Transit Station Area	Area bounded by South 152 nd Street, SR 518, IB, 32 nd Avenue South	New streets as envisioned by plan	Conceptual	\$7.5m

Mr. Gut detailed project PI-3. The proposed project would help address current pedestrian safety concerns and create a sense of place and contribute toward a positive image. Challenges to implementing this project include balancing compatibility with existing development while providing flexibility for redevelopment and finding the funding capacity within the City’s Capital Improvement Program (CIP).

Council discussion ensued regarding the project. Council concurred with the principal of the corridor design but rather than the City of SeaTac assuming all of the costs, Council directed staff to work with the City of Tukwila to see if they will fund their side of the corridor.

Council discussion ensued regarding the projects listed in the table above.

Mr. Gut reviewed the plan for development of the South 200th Street Station Area. In particular, he reviewed completion of the 24th/28th Avenue South arterial extension, with a conceptual cost estimate of \$18.2 million. There could be the opportunity to share the project cost among various project partners, such as Sound Transit, Washington State Department of Transportation (WSDOT), POS and the City.

SeaTac Businessman Tom Dantzer reviewed past activities and funding agreements made in this area by private citizens.

Council discussion ensued with Council concurring that the work plan as presented by staff is an acceptable approach to accomplishing this goal and that staff should pursue the funding options available for this project.

Action: Staff to pursue funding options available for this project.

Recessed: Council recessed for a break from 3:05 p.m. to 3:17 p.m.

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

5. To assist, expedite, and facilitate the design and continuance of light rail south to South 200th Street.

Ms. Lowry provided Council with an overview of the project and the projected approach to accomplishing the goal. This project is projected to last for many years. The two most important features of the update noted that Sound Transit plans to accelerate the time frame for completion, thereby taking five years off the project time line. The second feature is that Sound Transit proposes to utilize a “design-build” process which will require a large

Macro Budgeting (Continued):

•Goal Cost Analysis (Continued):

5. (Continued): degree of upfront work and preplanning by the city to stay ahead of the process. The location of the station was reviewed including the location of a proposed parking garage and community access points. The participants discussed the pros and cons of relieving the project of a portion of requirements relating to parking and ground level business activity.

Council discussion ensued. Council generally agreed with the proposed work plan and projected costs under the assumption that some or all of the related costs to the City would be reimbursed.

Action: Staff to come back to the Council with the details of what it would mean to adjust the parking space requirements on the project and the pros and cons of requiring Sound Transit to provide a public restroom at the station.

•General Budget Discussion/Parameters

Mr. Cutts asked Council to provide staff with direction on up-coming budget preparations. The City Council was asked to provide direction in five general areas:

1. Shall the City increase property tax by 1%?

Council discussion ensued with Council concurring (5-1) to take the allowed 1%.

2. Shall the City consider implementation of any new taxes?

The Council concurred that no new taxes be implemented unless they are absolutely needed and only if they were dedicated to some specific need.

3. Should the City continue to use Port construction sales tax (\$920,000) for City operations or should it be used for capital projects?

The Council indicated (5-1) to use what is needed for operating to balance the budget.

4. Should the City budget for enhanced public engagement to inform the 2013 budget process?

The Council concurred (5-1) to include appropriations for a public engagement process.

5. Given the anticipated fund balance year-end 2011, should the 2012 budget be constructed to strictly balance revenues and expenditures for that year, or should the goal be to create a budget that achieves a projected fund balance equal to three months operating reserves?

The Council concurred (6-0) to target a three month reserve but also indicated an interest in eventually returning to a four month operating reserve.

Public Comments: There were no public comments.

Adjourned: The SeaTac City Council Retreat adjourned at 4:46 p.m.

City of SeaTac

2012 Budget Workshop 4

Minute Synopsis

October 21, 2011 (Friday)
1:00 PM

City Hall
Council Chambers

COUNCIL PRESENT: Mayor Terry Anderson, Deputy Mayor (DM) Gene Fisher (*arrived at 1:19 p.m. and left at 3:36 p.m.*), Councilmembers (CMs) Rick Forschler (*arrived at 1:06 p.m.*), Anthony (Tony) Anderson (*arrived at 1:19 p.m. and left at 3:45 p.m.*), Ralph Shape, Pam Fernald (*arrived at 1:09 p.m.*), and Mia Gregerson.

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Interim Finance Director Joyce Papke, Assistant Finance Director Brenda Rolph, Public Works (PW) Director Tom Gut, Parks & Recreation (P&R) Director Kit Ledbetter, Assistant P&R Director Lawrence Ellis, Facilities Manager Pat Patterson, Community and Economic Development (CED) Director Cindy Baker, Economic Development (ED) Manager Jeff Robinson, Senior Planner Al Torrico, Fire Chief Jim Schneider, Assistant Fire Chief Brian Wiwel, Municipal Court Judge Elizabeth Cordi-Bejarano, Human Resources (HR) Director Anh Hoang, Systems Administrator Bart Perman, Police Chief Jim Graddon, and Police Administrative Captain Annette Louie.

2012–2017 CITYWIDE CAPITAL IMPROVEMENT PROGRAM (CIP):

City Manager Cutts stated that 2010 was the first year the CIP was adopted. Staff will request the CIP document be adopted once again in tandem with the budget.

CM Forschler arrived at this point in the meeting.

Mr. Cutts stated that \$9.2 million worth of projects have been included in the CIP for 2012 and \$82.8 million for 2012 – 2017. The Council goals are reflected in the CIP. General improvements include projects at City parks and facilities, fire stations, and light rail station areas.

CM Fernald arrived at this point in the meeting.

Assistant Finance Director Rolph gave an overview of the internet CIP document.

CED Department

ED Manager Robinson reviewed the CED Department projects. Council and staff discussion ensued regarding the projects.

1. SeaTac Center Improvements - \$501,315 in 2012 (funds from lease revenues).
2. South 154th Street Station Area Property Acquisitions - \$500,000 in 2012, \$250,000 in 2013, and 250,000 in 2014.

DM Fisher and A. Anderson arrived at this point in the meeting.

3. International Marketplace Store Front Retail Space - \$1,626,075 in 2015.
4. Community Access Point (CAP) Property Acquisition - placeholder.
5. CAP Construction – placeholder.

P&R Department

P&R Director Ledbetter discussed the following CIP requests with discussion ensuing. Mr. Ledbetter stated that they are listed in order of priority.

1. SeaTac Community Center (STCC) Skate Park - \$273,900 in 2012.
2. Angle Lake Park Phase II - \$100,300 in 2012 and \$1.9 million in 2013.
3. Valley Ridge Park (VRP) Fourth Sports Field, including restroom and concession building - \$945,000 in 2015, and \$867,937 (may not need if Tennis Outreach Program [TOPs] is developed).
4. Riverton Heights Property Development - \$80,000 in 2012.
5. Japanese Garden Ornamental Fence - \$29,434 in 2012.
6. VRP Playground Equipment Replacement - \$71,959 in 2014.
7. Angle Lake Park Playground Equipment Replacement - \$42,773 in 2013.
8. South 154th Street Station Area Plaza/Pedestrian Connection at Military Road South Triangle - \$82,500 in 2014 and \$330,000 in 2015.
9. Sunset Park Tennis Court Renovation - \$120,450 in 2015.
10. VRP Synthetic Turf Field Replacement - \$1.2 million in 2017.
11. SeaTac/Airport Station Gathering Place Plaza - placeholder.
12. Angle Lake Park Ornamental Fence Replacement - \$34,049 in 2016.

2012–2017 CITYWIDE CIP (Continued):

Facilities Division

Facilities Manager Patterson reviewed the 2012 Facilities Division requests. Council and staff discussion ensued regarding the projects.

1. Fire Station 45 Replacement - \$1.66 million in 2012 and \$1.46 million in 2013 with potential decrease in utilities of \$36,000+ each year.
2. City Hall Heat Pump Replacements – 2012 - \$26,654, 2013 - \$27,458, 2014 - \$28,266, 2015 - \$29,104, 2016 - \$29,977, and 2017 - \$30,877.
3. Maintenance Facility Fueling Station - \$27,463.
4. STCC Rooftop Heat Pump Unit Replacement - \$70,393 with energy savings of \$4,400+ each year.

Recessed: Council recessed from 2:33 p.m. to 2:42 p.m.

PW Department

PW Director Gut discussed the following 2012 CIP requests with Council discussion on each item.

1. South 154th Street Improvements (24th – 32nd Avenues South) - \$2 million in 2012.
2. South 164th Street Neighborhood Pedestrian Improvements - \$1.36 million in 2012.
3. Military Road South Improvements (South 176th to 166th Streets) - \$500,000 in 2012, \$3.5 million in 2013, and \$3.2 million in 2014. Received a grant for approximately \$2.95 million.
4. 2012/13 Neighborhood Pedestrian Improvements (location to be determined) - \$250,000 in 2012 and \$1.34 million in 2013.
5. Military Road South (South 152nd - 150th Streets) - \$300,000 in 2012, \$800,000 in 2013, \$2 million in 2014, and \$980,000 in 2015.
6. 28th/24th Avenue South Extension - \$800,000 in 2012 and total of \$20 million from 2012 – 2017.

Mr. Robinson reviewed the estimated potential economic impacts for the 28th/24th Avenue South Extension. The City's expected return on investment over 20 years are estimated as follows: construction sales tax - \$5.3 million, property and leasehold tax - \$23.2 million, and Building Permit and Plan review fees - \$4.1 million for a total of all fees and taxes of \$32.7 million.

Mr. Gut reviewed some of the grants the City is actively pursuing or hope to obtain, including a Freight Mobility Strategic Investment Board (FMSIB) – State Grant for \$7 million and a Transportation Improvement Board (TIB) Grant.

Staff is researching another funding opportunity related to the light rail station. The City has been talking with Sound Transit about the anticipated impacts at International Boulevard (IB) and South 200th Street. Instead of mitigating the impacts with additional turn lanes on a very tight roadway, staff is proposing a contribution from Sound Transit.

Mr. Cutts stated that this project is heavily leveraged with funds outside of the City. It is anticipated that City will pay \$7 million towards the \$20 million project and \$13 million will come from outside funds.

Capital Equipment

Equipment Rental Fund Vehicles/Equipment Replacement

PW Director Gut stated 2012 requests were discussed at a prior budget workshop. There are only six pieces of equipment scheduled for replacement in 2012 for a total of \$29,904.

Facilities Division

Facilities Manager Patterson reviewed the 2012 request – Replacement of Security Camera Digital Video Recorders - \$20,516.

CM Fisher left at this point in the meeting.

Fire Capital Reserve Fund Vehicles/Equipment Replacement

Fire Chief Schneider reviewed the proposed replacement vehicles and equipment for 2012 – two vehicles for \$424,234. The Lance Telesqurt will be replaced in a two year cycle. Also, staff is working on obtaining some additional revenue to cover the funding gap to replace an engine with a Quint apparatus. That will be done without any additional staffing and will increase the City's Insurance Services Office (ISO) Rating.

Assistant Fire Chief Wiwel explained how the cost estimates are determined.

2012–2017 CITYWIDE CIP (Continued):

Capital Equipment (Continued):

Fire Capital Reserve Fund Vehicles/Equipment Replacement (Continued):

Chief Schneider stated that in 2013 staff will also be requesting to replace the Self Contained Breathing Apparatus (SCBA) bottles and harnesses - \$103,603.

CMA. Anderson left at this point in the meeting.

City Clerk's Office Equipment Replacement

City Clerk Gregg reviewed the CIP request for replacement of audio/visual equipment in the Council Chambers, Court Room, and Executive Conference Room - \$135,000 in 2012. Ms. Gregg will prepare a listing of equipment for Council to review and determine their priorities.

Information Systems Equipment Replacement

Systems Administrator Perman reviewed the fund with some equipment on a regular replacement schedule, and other items reaching end of service life:

1. Computers and Monitors - \$45,000 a year.
2. Network Routers - \$24,000 in 2013.
3. City Hall Data Center Battery Backup - \$45,000 in 2012.
4. City Virtual Server Hosts - \$14,000 in 2015.
5. Storage Area Network - \$30,000 in 2015.
6. Mobile Software for CRW - \$14,500 in 2012.
7. Notebook computers for field work - \$18,200 in 2012.

Closing comments & questions

Interim Finance Director Papke thanked the Finance Department staff for their hard work during this budget process.

FINALIZE DECISION CARDS

Mr. Cutts stated that decision cards were reviewed during Budget Workshop 3. Based on the discussions at that workshop, decision card funding has been included in the proposed budget with one outstanding decision card.

CED Director Baker reviewed the decision card: Program Manager - \$122,630.91. Council and staff discussion ensued regarding this position.

Mr. Cutts stated that it appears the Council is not comfortable with the holistic program management piece of this position but they are interested in code enforcement at South 154th Street Station Area. He stated that this was presented to Council at the June retreat as a .75 full-time employee (FTE) code enforcement position to focus in the South 154th Street Station Area. He questioned whether Council was still interested in the .75 FTE. Council discussion ensued with a few CMs requesting the City consider contracting for a code enforcement position instead of an additional employee.

Mr. Cutts also suggested an option of a position with a termination date.

Staff and Council discussion ensued regarding reactive versus proactive code compliance.

Council concurred to leave \$95,000 in the budget as a placeholder to allow the conversation to continue. Mr. Cutts stated that staff will research options and present them to the Position Vacancy Review Board (PVRB) and Administration & Finance (A&F) Committee.

FINALIZE 2012 PRELIMINARY BUDGET DECISIONS

Ms. Papke stated that the preliminary budget will be discussed at the November 8 Regular Council Meeting (RCM) with a public hearing and tentative Council action scheduled for the November 22 RCM.

CM Shape presented a decision card: Northwest Symphony Donation from Hotel/Motel (H/M) Tax Funds - \$5,000. Mr. Cutts stated that the H/M Tax Advisory Committee voted against this cost the past two years but the City Council approved it in the budget.

Discussion ensued regarding the decision card. Four CMs communicated their approval of budgeting it in the H/M Tax Fund.

FINALIZE 2012 PRELIMINARY BUDGET DECISIONS (Continued):

Ms. Papke questioned whether the allowable 1% property tax increase should be included in the 2012 budget.

Mr. Cutts stated that the 1% property tax was previously presented to Council during the June Retreat for building the 2012 budget with a five to one consensus for approval.

Ms. Papke stated that the 1% (\$118,000) is currently included in the preliminary budget.

Mayor T. Anderson, DM Fisher (by information provided to Mayor T. Anderson), and CMs Fernald and Forschler stated their opposition to including the 1%.

Ms. Papke stated that the 1% will be removed from the preliminary budget.

PLAN 5TH BUDGET WORKSHOP, OCTOBER 22, 2011 (ONLY IF NEEDED) *No additional budget workshops are needed.*

Council 2012 Budget Workshop 4 was closed at 5:42 p.m.

City of SeaTac

Joint City Council / Planning Commission

Workshop Minutes Synopsis

November 15, 2011
5:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Workshop was called to order by Mayor Terry Anderson at 5:02 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.

PLANNING COMMISSION (PC) PRESENT: Chair Daryl Tapio, Members Barry Ladenburg, and Tom Dantzler.
Absent: Vice Chair Roxie Chapin and Member Jeff Guite.

STAFF PRESENT: City Manager Todd Cutts, City Clerk Kristina Gregg, Community & Economic Development (CED) Director Cindy Baker, Senior Planner Kate Kaehny, Economic Development (ED) Manager Jeff Robinson, Communities Putting Prevention to Work (CPPW) Program Manager Anne Antonini, and Public Works (PW) Director Tom Gut.

DISCUSSION ITEM:

•Safe & Complete Streets

SvR Design Civil Engineer/Planner Amalia Leighton stated that she is a technical advisor on the CPPW Grant.

CED Director Baker stated that the purpose of this workshop is to update the Council and the PC on the SeaTac Safe and Complete Streets Plan, get feedback on concept and deliverables, and review the schedule for endorsement of the plan.

Ms. Leighton stated that today's presentation would review the why, what, where, how, and when of the Safe and Complete Streets Plan, which is being funded by the CPPW Grant.

Why SeaTac cares about Safe and Complete Streets - Maximize space in right-of-way (ROW), efficiently utilize limited resources, provide flexibility for private sector, and leverage opportunities, help promote health, safety, and security, economic competitiveness, and community image/livability.

What are Safe and Complete Streets? For everyone, accommodate all users, and consider freight, transit, pedestrians, and equestrians.

Goals of plan: support safety for all users and all modes in the ROW.

Where do safe and complete streets fit into SeaTac's existing non-motorized efforts? Policy foundation (building upon policies that the City already has in the Comprehensive Plan [CP]), integrate existing efforts for transportation plan update, and inform CP update.

How does SeaTac create a Safe and Complete Streets Plan? 5 key elements: existing bicycle and pedestrian network, gap analysis, policy recommendations and identify those as a strong foundation, looking at typologies and thinking about what type of improvements are appropriate on a residential street versus on a minor arterial or a major freight corridor, and design tool kit that identifies appropriate facilities.

Ms. Leighton reviewed progress to date, including establishing a staff advisory committee, data collection, and Land Use & Parks (LUP) Committee briefings. The City has also been conducting public outreach.

Next steps include reviewing the policies at the November 22 LUP Committee Meeting, presenting to the PC on December 6, presenting again to Council in January and tentative Council action in February.

Council, PC, and staff discussion ensued.

Ms. Leighton clarified that after February 2012, the grant will go away. The benefit of the plan may allow the City to be available for additional funding.

PUBLIC COMMENTS: There were no public comments.

ADJOURNED: Mayor T. Anderson adjourned the Council Workshop at 5:34 p.m.



Administration and Finance Committee Minutes

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

Members:	Present:	Absent:	Commence:	2:37 PM
			Adjourn:	3:36 PM
Gene Fisher, Chair	X	(Arrived at 2:52 PM)		
Tony Anderson	X			
Rick Forschler	X			

Other Councilmembers Present: Ralph Shape

Staff Coordinator: Joyce Papke, Interim Finance Director

Other Staff Present: Todd Cutts, Mary Mirante Bartolo, Vicky Hutchens

<p>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</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____</p> <p>Jim Griggs, Michael Pursley, and Laura Schrag from the Washington State Auditor's Office distributed the auditor's report and reviewed its content. The audit concluded that the financial statements were presented fairly in all material respects, and the City complied with all material requirements for the programs that had federal grant funding associated with them. There were no findings or management letter items to report. The auditors reviewed their recommended changes for three exit item exceptions: 1) Ball field payment issues. Specifically, separation of duties, reconciliations between ball field scheduling and invoices, and the endorsement of checks taken at the Maintenance Facility location.; 2) Maintenance Facility cash receipting including misfiling of receipts and deposits made four days or more following receipt; and 3) Hotel/Motel Tax Fund unallowable expenditures of \$18,400 which were spent on college scholarships for five students. It was noted that no scholarships have been offered since 2010 and staff will work to resolve and correct the other exit conference recommendations.</p>
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<p>2. Salary Survey – Prosecuting Attorney – Anh Hoang</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p>Human Resource Director Anh Hoang presented the results of a salary survey conducted at the request of the City Attorney for the employee classification of Associate City Attorney/Prosecutor for the City of SeaTac. Ms. Hoang stated that they had received ten comparables from other cities which included four cities who contract out this position. After this information was reviewed, it was Ms. Hoang’s recommendation that the current salary scale increase approximately 10.4% to the current market average. Ms. Hoang indicated that she discussed this with City Manager Todd Cutts who verbally approved this. The Committee approved that the salary range be amended from 58 to 62 with the effective date of October 10, 2010.</p>
<p>3. Parks Operations Worker Vacancy – Kit Ledbetter, Anh Hoang</p>	<p><input type="checkbox"/> Informational Update <input checked="" type="checkbox"/> Recommended for: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p>Parks and Recreation Director Kit Ledbetter reported that the Position Vacancy Review Board met recently and is presenting one recommendation to the A&F Committee. The Parks and Recreation Department is requesting permission to fill the Parks Operation Worker position that was vacated due to the incumbent submitting their resignation. Mr. Ledbetter reviewed statistical data related to the acres of park property maintained per staff person, and not filling this position would affect the ability to adequately maintain the City’s parks at an acceptable level. Additionally, in response to a previous inquiry from Councilmember Forschler, Mr. Ledbetter and Human Resource Director Anh Hoang presented information regarding contracting out bargaining unit work. City Attorney Mary Mirante Bartolo indicated that pursuant to law, bargaining unit work cannot be contracted out unless a waiver exists in the contract and unless the union consents. Human Resources Director Anh Hoang indicated that she did contact that union to ask this question and the union indicated that they did not want to consent to contracting out bargaining unit work. Mr. Ledbetter noted that one Parks</p>

	<p>Operation Worker position had already been eliminated due to budget reductions in the 2011 Budget. Parks and Recreation Director Kit Ledbetter was given permission to fill this vacancy.</p>
<p>4. City of SeaTac Technology Plan – Bart Perman</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p>Bart Perman, Systems Administrator, presented a Draft Technology Plan to the Councilmembers present. He outlined the purpose, mission, vision, and goal of this Plan. Public access, working with other government agencies, emergency preparedness, offsite storage, and cloud vs. data storage were some of the topics discussed. The implementation of this Technology Plan will be the responsibility of the IS Division of the Finance and System Department. The IS Division will do reviews on a regular basis to update the plan and ensure compliance.</p>
<p>5. Next Meeting</p>	<p>January 10, 2012</p>

City of SeaTac

Regular Council Meeting Minutes

December 13, 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 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, Human Resources (HR) Director Anh Hoang, Court Administrator Paulette Revoir, Interim Finance Director Joyce Papke, Assistant Finance Director Brenda Rolph, Community & Economic Development (CED) Director Cindy Baker, Planning Manager Barbara Nelson, Senior Planner Mike Scarey, Economic Development (ED) Manager Jeff Robinson, Police Administrative Captain Annette Louie and Fire Chief Jim Schneider.

FLAG SALUTE: Highline Times Editor Eric Mathison led the Council, audience and staff in the Pledge of Allegiance.

PUBLIC COMMENTS: Mike Condon, representing a group, reviewed job descriptions for three City employees he feels are not doing their job. He asked for their resignation.

Ray McCullah, Global Connections High School student, discussed his senior project which is to raise awareness about teenage prostitution.

CM A. Anderson stressed the importance of raising awareness about teenage prostitution with the younger students.

PRESENTATIONS:

•Child Care Resources Annual Update

Family Services Director of Child Care of Resources Mary Jacobs introduced Provider Services Assistant Director Caroline Shelton. Ms. Jacobs shared a story of how their services assisted a parent in SeaTac. Child Care Resources vision is that every child has a great start in school and life. The mission is to lead efforts to promote equity for children, community stability, and school readiness by helping families access and choose high quality child and after school care, partnering with providers and caregivers to offer excellent care, and advocating for child care solutions that strengthen communities. She detailed services provided by Child Care Resources.

Provider Services Assistant Caroline Shelton stated that they provide training and technical services to providers, closely in partnership with Family Services. She shared an example of a way they provide technical assistance to the licensed childcare community.

Ms. Shelton thanked Council and the City for support with funding.

•Civil Service Commission Annual Update

Commissioner Erin Sitterley stated that the Civil Service Commission ensures that hiring and promotions are fair and competitive and that all personnel rules are fairly administered for the City's Firefighters. She briefed on the Civil Service Commission 2011 accomplishments, including: established an eligibility register for Battalion Chief for a two year period, enhanced the tactical examination portion, and added a behavioral examination component. 2012 goals include a promotional period for Captains to establish an eligibility register with an enhanced exam.

•Planning Commission (PC) Annual Report

Commissioner Barry Ladenburg reviewed progress made during 2011 towards implementation of the goals and requirements of state law, including Comprehensive Plan (CP) Amendments and Area Rezones. He also briefed Council on the Zoning Code Update accomplishments to date which began in 2008. He reviewed the City Council Goals for 2012 and how the PC will assist with meeting those goals.

DISCUSSION ITEM:

• Summary of \$5,000 - \$35,000 Purchase Requests for the period ended December 6, 2011

City Manager Cutts reviewed the requests:

<u>Item Description</u>	<u>Department</u>	<u>Amended Budget</u>	<u>Estimate</u>
Contract for Jail Public Defense Services	Municipal Court	\$140,000	\$15,600
Purchase of Tranben Vouchers for City's Employee Trip Reduction (ETR) program	HR	\$15,400	\$5,418
Street Trees	Public Works (PW)	\$34,782	\$5,174
Computerized Research and Publications	Legal	\$17,600	\$22,900

Council consensus: Referred to the 12/13/11 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #3385 – A Resolution adopting the City of SeaTac 2012-2017 Capital Improvement Program (CIP)

Summary: The City of SeaTac 2012 – 2017 CIP is the third comprehensive capital projects and equipment plan that has been developed by the City. The proposed 2012 – 2017 CIP was reviewed by the City Council at Budget Workshop #4 on October 21, 2011. Since that review, only one change has been made to the proposed CIP and that is the addition of electronic document sharing software for the Municipal Court in the amount of \$75,000. Justice Assistance Grant (JAG) funding in the amount of \$15,000 will be used to offset a portion of this cost. Additionally, PW was notified in late-November that the City was not awarded the \$1.7 million Transportation Improvement Board (TIB) grant which was included as part of the Military Road S (S 150th to S 152nd) and S 152nd Street (Military to International Boulevard [IB]) project. The draft CIP document was not modified to reflect this funding change due to the late notice and to maintain consistency with both the adopted 2012 Budget and the Capital Facilities Plan in the CP. The project will either be fully funded with parking taxes and Transportation CIP fund balance or will be moved out to 2013. The City Council will have an opportunity to readdress the timing and funding for this project in early 2012.

On the expenditure side, the proposed 2012 - 2017 CIP provides for \$76.2 million in capital projects and \$6.7 million in capital equipment for a total of \$82.9 million. The CIP includes land acquisitions, planning, design, engineering and construction of transportation infrastructure (projects over \$100,000), building improvements, park improvements, economic development projects (all over \$25,000) and equipment purchases over \$5,000. In addition to these capital expenditures, the CIP includes estimates on operating expenditure impacts including salaries, benefits, supplies, utilities, etc.

On the funding side, the proposed CIP includes \$20.4 million in Federal, State and local grants, \$20.6 million in parking taxes, \$16.0 million from ending fund balance accumulations, \$14.5 million from asset sales, \$3.2 million from construction sales taxes, \$2.9 million from real estate excise taxes, \$1.8 million from Valley Ridge Park turf field rentals, and the balance (\$1.7 million) is from impact fees, interest, lease revenues, and a settlement. Additionally, \$1.8 million remains in "funding to be determined" for sidewalk related projects. The CIP also includes estimates on operating revenues impacted by the capital projects.

It is important to remember that the 2012 – 2017 CIP is a six year plan only and is subject to change. Only the first year of the CIP is adopted by the City Council in its annual budget ordinance. As additional information becomes available during the year, the budget may be amended via ordinance by the City Council.

The proposed 2012 - 2017 CIP provides a listing of capital projects and equipment expenditures that total \$82,873,113 over the six year period.

Assistant Finance Director Rolph reviewed the agenda bill summary.

Council consensus: Referred to the 12/13/11 RCM Consent Agenda

Agenda Bill #3384 – An Ordinance repealing SeaTac Ordinance No. 11-1019 and reestablishing the 2012 property tax levy and rate

Summary: This Ordinance repeals SeaTac Ordinance #11-1019 and formally reestablishes the final 2012 property tax levy and rate, as was discussed at the Special Council Meeting (SCM) on November 29, 2011, and as was provided to King County (KC) by staff on November 30. This final property tax levy is based on the final new construction levy and assessed valuation of property in the City, as certified by the KC Assessor's Office.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3384 (Continued): On November 22, 2011, the Council approved Ordinance #11-1019, tentatively establishing the amount to be levied in 2012 by taxation on the assessed valuation of property in the City. This action was necessary because the City was required to submit its 2012 property tax levy to KC by December 2, 2011 (KC deadline), and the November 22 Regular Council Meeting (RCM) was the last meeting scheduled prior to this deadline. The approved tentative levy amount of \$12,797,316 was the maximum statutory levy at that time, as estimated by the KC Assessor's Office, and would typically have been expected to accommodate any anticipated increases in new construction and utility values, yet to be received from KC at that point.

However, the final new construction levy came in considerably higher than anticipated, due to a significant increase in utility value over 2011. On November 28, 2011, the City received certification of assessed valuations for the tax year 2012 from the KC Assessor's Office. The total valuation of the City for 2012, as certified by the KC Assessor, is \$4,500,240,659, representing a decrease from 2011 in general assessed valuation, but an overall increase in total assessed valuation, due to the significant increase in utility value within the City.

Initiative 747, approved by the voters on November 6, 2001, limited annual property tax increases to the lower of 1% or inflation, defined by the implicit price deflator (IPD), whichever is lower. On November 8, 2007, the Washington State Supreme Court ruled that Initiative 747 is unconstitutional. In a special legislative session held on November 29, 2007, the 1% property tax increase limitation was reinstated by the Legislature.

On November 22, 2011, Council elected not to take the allowable 1% over the previous year, thereby limiting any increase in 2012 property tax revenue to only that resulting from new construction and state-assessed property valuation increases, along with prior year refunds. On November 29, 2011, the City Council reviewed final numbers released by KC and reaffirmed this approach. Steps were taken by staff on November 30 to establish the 2012 Property Tax Levy with KC accordingly. This Ordinance formalizes these actions.

This Ordinance provides for a 2012 tax levy of \$12,954,786, the maximum allowable levy as determined by the KC Assessor's Office, excluding the allowable 1% increase over 2011. The resulting levy rate of \$2.88 per \$1,000 of assessed valuation represents an increase of \$.08 per \$1,000 over the 2011 levy rate. It has been determined that given the decrease in assessed valuation of the majority of unchanged properties in SeaTac for 2012, the City portion of the property tax bill should actually reflect a modest decrease in City property tax due for 2012. The 2012 proposed property tax levy is based on the City levying no increase over 2011, except that which results from the addition of new construction, increases in the value of state-assessed property, and applicable refunds made.

Interim Finance Director Papke reviewed the agenda bill summary.

Council consensus: Referred to the 12/13/11 RCM Consent Agenda

Agenda Bill #3386 – An Ordinance adopting a City-initiated rezone of parcels related to the South 200th Street LINK Light Rail Station

Summary: This Ordinance rezones six parcels of property at the site of the future South 200th Street LINK Light Rail Station (South 200th Street Station). The rezone is needed to facilitate the construction of the South 200th Street Station and related facilities.

Sound Transit is working with the City to permit and construct a LINK Light Rail station at South 200th Street in the City. Sound Transit plans to have the station open and operational by the end of 2016. The site includes two parcels of land currently owned by the Port of Seattle (POS) which are Zoned Aviation Operations (AVO) and Aviation Commercial (AVC). The site also includes three privately owned parcels in single family residential use which are Zoned UH-900, and one parcel owned by Puget Sound Energy (PSE) that is the site of an electrical substation and is also Zoned UH-900. All six of these parcels would be rezoned to Aviation Business Center (ABC). The current zoning of the Port-owned properties allows transit use, however the City's Interlocal Agreement (ILA) with the Port requires the change in zoning classification when the two Port parcels are acquired by Sound Transit. The rezoning of the Port-owned properties is more administrative than substantive in nature.

The South 200th Street Station will include a 700 stall (approximately) parking garage to serve transit users. The station and parking garage are expected to expand the demand for retail services in the area with 4,500 passengers estimated daily. The proposed rezone of the residential properties from UH-900 (a residential zone) to ABC (a commercial zone) will allow retail and service uses to locate on these portions of the site.

Sound Transit is currently in negotiations with both the POS and the private parties regarding acquisition of the subject parcels.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #3386 (Continued): The rezone of the four parcels depicted in Exhibit A will be effective five days after passage and publication of the Ordinance. The rezone of the parcels depicted in Exhibit B will be effective upon transfer of the parcels from the POS to Sound Transit in order for the zoning to remain consistent with the City's ILA with the Port.

The PC made its recommendation on the proposed amendments at the November 1, 2011 PC meeting. The PC and staff concur in their recommendation that the proposed rezone be adopted.

Although not a direct impact of the rezone per se, Sound Transit's acquisition of the three residential properties will result in their being removed from the property tax rolls. According to the City's Finance Department, 2012 City property taxes for the three residential properties are estimated to total approximately \$1,700. The other three properties being in public ownership (Port and PSE), are tax exempt already. There will be some offsetting sales tax revenue from the retail uses that will be located in the new parking garage serving the light rail station's patrons; however it is not possible to make an estimate of that potential revenue at this time.

Senior Planner Scarey reviewed the agenda bill summary.

Council consensus: Referred to the 12/13/11 RCM Consent Agenda

Agenda Bill #3389 – A Motion adopting the City of SeaTac State and Federal Legislative Agendas

Summary: In 2011 the City Council directed the City Manager to develop and present a State and Federal Legislative Agenda for formal adoption by the full Council. In prior years the Legislative Agenda was presented to and endorsed only by the Administration and Finance (A&F) Committee. The 2012 agenda was developed during a process that included a presentation of the draft agenda to the A&F Committee and through the solicitation of legislative agenda items from both the City Council and department directors. A draft agenda was subsequently distributed for comment to the City Council and Department Directors. The agenda that is being proposed for adoption is the result of this process.

The agenda will serve as the directional instrument for the City's State Lobbyist and for communications with both the State and Federal legislative delegations.

ED Manager Robinson reviewed the agenda bill summary.

Council discussion ensued regarding the agendas with a few CMs requesting additional information be provided during a workshop in 2012 for the 2013 agendas.

Council consensus: Referred to the 12/13/11 RCM Consent Agenda

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 96486 – 96616) in the amount of \$375,175.39 for the period ended December 5, 2011.
- **Approval of payroll vouchers** (check nos. 50254 – 50289) in the amount of \$393,140.71 for the period ended November 30, 2011.
- **Approval of payroll electronic fund transfers** (check nos. 70642 - 70822) in the amount of \$338,778.47 for the period ended November 30, 2011.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$68,081.06 for the period ended November 30, 2011.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended December 6, 2011.

Approval of Council Meeting Minutes:

- **Land Use and Parks Committee Meeting** held November 22, 2011.
- **Special Council Meeting** held November 15, 2011.
- **Special Council Meeting** held November 29, 2011.

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

Agenda Bill #3385; Resolution #11-008 adopting the City of SeaTac 2012-2017 Capital Improvement Program

Agenda Bill #3384; Ordinance #11-1021 repealing SeaTac Ordinance No. 11-1019 and reestablishing the 2012 property tax levy and rate

CONSENT AGENDA (Continued):

Agenda Bill #3386; Ordinance #11-1022 adopting a City-initiated rezone of parcels related to the South 200th Street LINK Light Rail Station

Agenda Bill #3389; Motion adopting the City of SeaTac State and Federal Legislative Agendas

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

PUBLIC COMMENTS (related to the Consent Agenda): Earl Gipson spoke regarding the Legislative Agendas, specifically requesting the Initiative Process and Open Government items be removed.

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS (related to the Unfinished Business): 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) December 26 - City Hall will be closed in observance of Christmas; (2) December 27 – Land Use & Parks (LUP) Committee, Transportation & Public Works (T&PW) Committee and RCM have been cancelled; (3) January 2 – City Hall will be closed in observance of New Year's Day; and (4) January 10, 2012 – Council will resume meeting with the A&F Committee meeting, Public Safety & Justice (PS&J) meeting, and RCM.

COUNCIL COMMENTS: CM Shape commented on the following: (1) participated in the dedication of the new space gallery at the Museum of Flight, (2) attended a farewell party for POS Aviation Community Development Director Diane Summerhays, (3) the Council election process, including the fact that people don't appreciate the time it takes to serve as a CM and the sacrifices individual CMs make, and (4) thanked elected CMs and candidates for their service.

CM A. Anderson stated that the City received its exit conference by the State Auditor's Office today. This year no findings were made. He also stated that he will miss DM Fisher and CM Shape.

CM Forschler agreed with CM Shapes comments regarding the sacrifices CMs make when serving the City. He read a statement from the Unite Here Local website, adding that he hopes that the candidates that received donations from this group will not be influenced by them when it comes to making decisions for the City.

CM Gregerson commented on the following: (1) CM Shape received a Member Emeritus Award from the Suburban Cities Association (SCA), and (2) requested the "Where the Fun Begins" Parks & Recreation (P&R) Department video be shown at a future RCM.

CM Fernald commented on the following: (1) a meat salesman is going door to door in the City without a permit, (2) attended the Fire Explorers appreciation event, (3) attended a community meeting for a proposed new skate park, (4) attended the City employee appreciation lunch, (5) thanked DM Fisher, and CM Shape for their service, and (6) invited all residents to attend and participate in meetings.

DM Fisher stated that he was targeted during the election process; he stated why he felt that was the case and explained false information that was given during the campaign. He also reviewed accomplishments he was a part of during his tenure on the Council.

ADJOURNED:

MOVED BY SHAPE, SECONDED BY TONY TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:57 P.M.

MOTION CARRIED UNANIMOUSLY.