



# City of SeaTac

## Council Study Session Agenda

May 22, 2012  
4:00 PM

City Hall  
Council Chambers

### CALL TO ORDER:

1. **Approval of claims voucher (check no. 98207 – ICLEI membership) in the amount of \$600 (15 minutes)**  
By: City Manager Todd Cutts
2. **Agenda Bill #3426 – A Resolution adopting the Ten-Year Transportation Improvement Program for 2013-2022 (20 minutes)**  
By: City Engineer Susan Sanderson
3. **PRESENTATIONS:**
  - **Financial Update (30 minutes)**  
By: Finance Director Aaron Antin
  - **Discussion of Refined Vision and Goals (15 minutes)**  
By: City Manager Todd Cutts
  - **Public Safety Statistics (10 minutes)**  
By: Fire Chief Jim Schneider
  - **Discussion on achieving a quorum for Council meetings remotely (10 minutes)**  
By: City Clerk Kristina Gregg

### ADJOURN:



# City of SeaTac

## Regular Council Meeting Agenda

May 22, 2012  
6:00 PM

City Hall  
Council Chambers

*(Note: The agenda numbering is continued from the Council Study Session.)*

### CALL TO ORDER:

### ROLL CALL:

### FLAG SALUTE:

**PUBLIC COMMENTS:** (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.)

### 4. PRESENTATIONS:

• **Law Week Proclamation (5 minutes)**

By: Mayor Tony Anderson / Tyee Educational Complex Students

• **Matt Griffin YMCA (5 minutes)**

By: YMCA Executive Director Claudia Tanis

• **Council confirmation of Mayoral appointment of Taryn Hill and Thomas Plante to the Library Advisory Committee (5 minutes)**

By: Mayor Tony Anderson

### 5. CONSENT AGENDA:

• **Approval of claims vouchers** (check nos. 98309 – 98516) in the amount of \$491,617.89 for the period ended May 18, 2012.

• **Approval of payroll vouchers** (check nos. 50618 – 50647) in the amount of \$176,036.09 for the period ended May 15, 2012.

• **Approval of payroll electronic fund transfers** (check nos. 72597 – 72772) in the amount of \$339,099.03 for the period ended May 15, 2012.

• **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$66,696.88 for the period ended May 15, 2012.

#### Approval of Council Meeting Minutes:

• **Council Study Session** held March 13, 2012.

• **Council Study Session** held March 27, 2012.

• **Regular Council Meeting** held March 27, 2012.

• **Council Study Session** held April 10, 2012.

• **Regular Council Meeting** held April 10, 2012.

• **Council Study Session** held April 24, 2012.

• **Regular Council Meeting** held April 24, 2012.

**Agenda Items reviewed at the May 8, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3430; A Motion authorizing the City Manager to execute a contract with Berger Partnership or phase II design and planning of the Riverton Heights site**

**Agenda Bill #3420; A Motion authorizing the City Manager to execute a Schedule 74 Project Design Agreement with Puget Sound Energy (PSE) for the Military Road South, South 176<sup>th</sup> Street to South 166<sup>th</sup> Street Improvements**

**Agenda Bill #3425; A Motion authorizing the City Manager to execute a construction contract and authorizing expenditures for the South 164<sup>th</sup> Street Sidewalk Improvements**

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

**ACTION ITEM:**

6. **Agenda Bill #3412; An Ordinance adding a new Section 2.45.365 to the SeaTac Municipal Code, prohibiting the use of all tobacco products in City parks (15 minutes)**

By: Parks and Recreation Director Kit Ledbetter / Recreation Supervisor Brian Tomisser

**UNFINISHED BUSINESS:**

7. **Approval of claims voucher (check no. 98207 – ICLEI membership) in the amount of \$600 (15 minutes)**

By: City Manager Todd Cutts

**NEW BUSINESS:**

**CITY MANAGER'S COMMENTS:**

**COUNCIL COMMENTS:**

**EXECUTIVE SESSION: Review the Performance of a Public Employee (20 minutes) (RCW 42.30.110 [1] [g])**

**ADJOURN:**



FINANCE DEPARTMENT  
 CITY OF SEATAC  
 4800 SOUTH 188TH STREET  
 SEATAC, WA 98188-8605  
 (206) 973-4880  
 FAX: (206) 973-4899

CLAIM  
 VOUCHER NO. 98207

	DATE 5/4/2012	CHECK NUMBER 98207	VENDOR NUMBER 12461	VENDOR ICLEI/LOCAL GOVERNMENTS	CLAIM VOUCHER NO. 98207	
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	PURCHASE ORDER NO.	P.O. DATE	INVOICE NUMBER	INVOICE DESCRIPTION	ACCOUNT DISTRIBUTION	AMOUNT DUE
1.			M2012-4249	2012 MEMBERSHIP RENEWAL (SEA	001.000.11.532.10.41.062	600.00
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
<b>GRAND TOTAL</b>						<b>600.00</b>

AUDITING OFFICER'S CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of SeaTac, and that I am authorized to authenticate and certify to said claim.

x *Rud E. Black*

# ICLEI

Local Governments USA  
for Sustainability

12461

## INVOICE

INVOICE M2012-4249  
DATE: APRIL 9, 2012

ICLEI - Local Governments for Sustainability  
Membership & Customer Care Division  
436 14<sup>th</sup> Street  
Suite 1520  
Oakland, California 94612

TO Trudy Olson  
City of SeaTac

**PAID**  
APR 26 2012  
FINANCE DEPT.

**PAYMENT TERMS**  
Due on Receipt

ITEM	DESCRIPTION	LINE TOTAL
SeaTac, WA Membership Renewal 2012	Dues for Population Under 50,000	\$600.00
<b>TOTAL</b>		<b>\$600.00</b>

ACCOUNTS PAYABLE  
APR 26  
RECEIVED

Approved For Payment  
By: [Signature]  
Date: 4/20/12  
Bank: 001.000.11.532.10.41.062  
Commercial Recycling

Make all checks payable to ICLEI - Local Governments for Sustainability  
No refunds of membership fees shall be granted as a result of resignation.

**THANK YOU FOR THE OPPORTUNITY TO SUPPORT YOUR CLIMATE AND SUSTAINABILITY WORK!**

**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**  
Department Prepared by: Public Works

Agenda Bill #: 3426

**TITLE:** A Resolution adopting the Ten-Year Transportation Improvement Program (TIP) for 2013-2022.

<i>May 10, 2012</i>	
___ Ordinance <u>X</u> Resolution   ___ Motion   ___ Info. Only   ___ Other	
Date Council Action Requested: <u>RCM 6/26/12</u>	
Ord/Res Exhibits: <u>Exhibit A – 2013-2022 TIP</u>	
Review Dates: <u>CSS 5/22/12; PC 6/5/12; Public Hearing 6/26/12</u>	
Prepared By: <u>Susan M. Sanderson, City Engineer</u>	
Director: <u>[Signature]</u>	City Attorney: <u>Mary Michael Bartolo</u>
Finance: <u>[Signature]</u>	BARS #: <u>N/A</u>
City Manager: <u>[Signature]</u>	Applicable Fund Name <u>N/A</u>

*3M  
PST*

**SUMMARY:** The proposed Resolution adopts the ten-year Transportation Improvement Program (TIP) for 2013-2022. The appropriate applications for State and Federal grant funding will be made for the projects included in the TIP.

**DISCUSSION / ANALYSIS / ISSUES:** The City is required by State law to review its Transportation Improvement Program annually. This review is to include a public hearing and formal adoption of the program by the City Council. State law (RCW 35.77.010) requires the City to adopt a minimum Six Year Transportation Improvement Program, prior to July 1st each year. Also the Growth Management Act, Chapter 36.70A RCW, requires City adoption of a comprehensive Transportation Improvement Program to include a section that lists planned arterial street construction. At this time, the funding distribution and scheduling of projects beyond the first two years is tentative.

**RECOMMENDATION(S):** It is recommended that the Resolution adopting the City of SeaTac's 2013-2022 Ten Year Transportation Improvement Program be passed.

**FISCAL IMPACT:** Adoption of the TIP does not obligate the City to expend any money. There are a number of sources for financing TIP projects, including local tax and mitigation fees, state gas tax, and state and federal grants. Staff will make the appropriate applications for State and Federal grant funding for the projects included in the TIP.

**ALTERNATIVE(S):** None. The adopted TIP must be submitted to the Washington State Department of Transportation within 30 days after adoption. Failure to adopt a plan could result in gas tax revenues being withheld until a plan is submitted.

**ATTACHMENTS:** None.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION of the City Council of the City of SeaTac, Washington, adopting a Ten-Year Transportation Improvement Program for the years 2013-2022.

**WHEREAS**, pursuant to RCW 35.77.010, cities are required to adopt a six-year comprehensive Transportation Improvement Program (TIP); and

**WHEREAS**, the Growth Management Act, at RCW 36.70A.070(6), similarly requires adoption by the City of a Comprehensive Plan transportation element, including a ten-year forecast of system and capacity needs and a plan of financing; and

**WHEREAS**, the City Council conducted a public hearing pursuant to state law, to hear and receive public comment on the City's TIP; and

**WHEREAS**, the City Council finds that prioritized and regularly up-dated road and street maintenance and capital improvement projects are essential to growth management, financial planning, and assurance of a comprehensive and coordinated transportation system;

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

1. The Ten-Year Transportation Improvement Program (TIP) for the years 2013-2022, a copy of which is attached hereto as Exhibit "A", is hereby adopted. City staff will make the appropriate applications for State and Federal grant funding for the projects included in the TIP.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2012 and signed in authentication thereof this day of \_\_\_\_\_, 2012.

CITY OF SEATAC

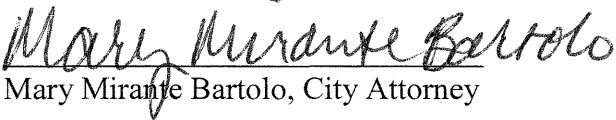
\_\_\_\_\_  
Tony Anderson, Mayor

ATTEST:

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Kristina Gregg, Clerk

Approved as to Form:

  
Mary Mirante Bartolo, City Attorney

[Ten-Year TIP 2013-2022]





**Exhibit A**

D - DESIGN      R/W - RIGHT OF WAY  
S - STUDY      C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

	Project Title and Description	2013	2014	2015	2016-2018	2019-2022
<b>MP-033</b>	<b>Commute Trip Reduction Annual Element</b>					
<b>1</b>	Provide for review, approval and monitoring of the CTR programs for major employers within the City including the implementation of the City's CTR program.	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$27,000 WSDOT)	(\$81,000 WSDOT)	(\$108,000 WSDOT)
<b>ST-829</b>	<b>2012/13 Neighborhood Pedestrian Improvements - S 168th Street Sidewalk Project (Military Rd S to 34th Ave S)</b>	<b>\$1,442,000</b>				
<b>2</b>	This is the fourth Project in the Annual Pedestrian Improvement Program. Improvements include construction of approximately 0.8 miles of new sidewalk on both sides of the street, with curb and gutter, storm drainage improvements, retaining walls, and fencing.	D \$100,000 C \$1,342,000				
<b>ST-122</b>	<b>Military Road S Improvements (S 176th St to S 166th St)</b>	<b>\$1,900,000</b>	<b>\$2,218,260</b>			
<b>3</b>	Reconstruct roadway to include curb, gutter, sidewalk, bicycle lanes, storm drainage, landscaping, street lighting, traffic signal at S 170th Street, channelization, paving and undergrounding aerial utility lines.	D \$100,000 C \$3,000,000 (TIB \$1,200,000)	C \$3,600,000 (TIB \$1,381,740)			
<b>ST-830</b>	<b>2013/14 Neighborhood Pedestrian Improvements</b>	<b>\$250,000</b>	<b>\$1,373,650</b>			
<b>4</b>	Installation and repair of pedestrian improvements through out the City in the neighborhoods for the purpose of creating a safe pedestrian network. The Project location will be considered from the Proposed Pedestrian Network map.	D \$250,000	C \$1,373,650			
<b>ST-883</b>	<b>2013 Annual Street Overlays</b>	<b>\$400,000</b>				
<b>5</b>	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining.					
<b>ST-131</b>	<b>Connecting 28th/24th Ave S (S 202nd St to S 208th St)</b>	<b>\$1,650,000</b>	<b>\$1,950,000</b>	<b>\$2,900,000</b>	<b>\$2,000,000</b>	
<b>6</b>	Construct a five lane principal arterial roadway including bicycle lanes, curb, gutter, sidewalk, storm drainage, street lighting, signalization, channelization, landscaping, and utility extensions. This project will provide a connection between Des Moines' 24th Ave S improvements at S 208th St and to the existing SeaTac 28th Ave S improvements at S 200th Street.	D \$1,300,000 ROW \$350,000	D \$600,000 ROW \$350,000 C \$4,400,000 (FED \$1,400,000 TIB \$1,000,000 FMSIB \$1,000,000)	C \$7,000,000 (FED \$1,600,000 TIB \$1,000,000 FMSIB \$1,500,000)	C \$4,000,000 (FED \$1,000,000 TIB \$1,000,000)	
<b>ST-145</b>	<b>Connecting 28th/24th Ave S (S 208th St to S 216th St)</b>					
<b>Outside City Limits</b>	This is the Des Moines portion of the Connecting 28th/24th Project. This is also a segment of the Des Moines Gateway Project. Widen roadway to a five lane urban arterial and provide a continuous center turn lane, bicycle lanes, transit stops, curb and gutter, landscaping and sidewalks.	C Des Moines	C Des Moines			



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

Project Title and Description		2013	2014	2015	2016-2018	2019-2022
<b>ST-146</b>	<b>S 216th Street (19th Ave S to 24th Ave S)</b>					
<b>Outside City Limits</b>	Segment 2 of the Des Moines Gateway Project. Widen roadway to a five lane urban arterial and provide a continuous center turn lane, bicycle lanes, transit stops, curb and gutter, landscaping and sidewalks.	C Des Moines				
<b>ST-147</b>	<b>S 216th Street (24th Ave S to 29th Ave S)</b>					
<b>Outside City Limits</b>	Segment 1A of the Des Moines Gateway Project. Widen roadway to a five lane urban arterial and provide a continuous center turn lane, bicycle lanes, transit stops, curb and gutter, landscaping and sidewalks.	D Des Moines	C Des Moines	C Des Moines		
<b>GE-037</b>	<b>Transportation Plan Update</b>	<b>\$500,000</b>	<b>\$500,000</b>			
<b>7</b>	Conduct Transportation Study to evaluate transportation network. Update transportation model. Identify operational and safety problems. Propose necessary mitigation projects. Estimate costs and propose funding measures.	S \$500,000	S \$500,000			
<b>ST-125</b>	<b>Military Road S (S 150th to S 152nd St) &amp; S 152th Street (Military Rd S to International Blvd)</b>	<b>\$300,000</b>	<b>\$1,800,000</b>	<b>\$1,980,000</b>		
<b>8</b>	Widen existing roadway, construct sidewalks, pavement overlay, street lighting, undergrounding of aerial utilities, landscaping, and storm drainage. Provide access and circulation improvements. Construct right turn lane on S 152nd St from Military Rd S to International Blvd. These improvements support redevelopment of the S 154th Street Station Area and facilitate potential Military Rd closure between S 152nd St and International Blvd.	D \$300,000	D \$300,000 ROW \$500,000 C \$1,000,000	C \$1,980,000		
<b>ST-848</b>	<b>Lake to Sound Trail (DMMD - City Limit @ SR 509 to S 156th St)</b>					
<b>9</b>	This portion of the multi-jurisdictional Lake to Sound Trail project is located in SeaTac. A bicycle and pedestrian trail would be extended south from S 156th Street along Des Moines Memorial Drive to SR 509. The improvements are being designed by King County. The Lake to Sound Trail would provide a trail connection from Lake Washington to Puget Sound.	C \$1,650,000 King County				
<b>ST-849</b>	<b>Lake to Sound Trail, (DMMD - 8th Ave S to SR 509)</b>					
<b>Outside City Limits</b>	This portion of the multi-jurisdictional Lakes to Sound Trail project is located in Burien. A bicycle / pedestrian trail would be extended south of SR 509 along Des Moines Memorial Drive to 8th Ave S. The improvements are being designed by King County. The Lakes to Sound Trail would provide a trail connection from Lake Washington to Puget Sound.	C Burien King County				
<b>MP-025</b>	<b>Link Light Rail (SeaTac/Airport Station to S 200th St)</b>					
<b>ST</b>	Construct separated rail tracks and new station at S 200th St with pedestrian drop-off and bus station facilities.	C ST	C ST	C ST	C ST	



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.

RES 12 -

Priority	Project Title and Description	2013	2014	2015	2016-2018	2019-2022
<b>ST-056</b>	<b>Military Road S at S 200th St/I-5 SB Ramps</b>					
<b>ST WSDOT</b>	Widen I-5 south bound off ramp to provide for a left turn lane. Reconstruct west leg to provide left, thru and right turn lanes. Modify signal to facilitate lane changes.			WSDOT/ST \$2,000,000		
<b>ST-831</b>	<b>2014/15 Neighborhood Pedestrian Improvements</b>		<b>\$250,000</b>	<b>\$1,440,000</b>		
<b>10</b>	Installation and repair of pedestrian improvements through out the City in the neighborhoods for the purpose of creating a safe pedestrian network. The Project location will be considered from the Proposed Pedestrian Network map.		D \$250,000	C \$1,440,000		
<b>ST-884</b>	<b>2014 Annual Street Overlays</b>		<b>\$400,000</b>			
<b>11</b>	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining.					
<b>ST-832</b>	<b>2015/16 Neighborhood Pedestrian Improvements</b>			<b>\$250,000</b>	<b>\$1,406,000</b>	
<b>12</b>	Installation and repair of pedestrian improvements through out the City in the neighborhoods for the purpose of creating a safe pedestrian network. The Project location will be considered from the Proposed Pedestrian Network map.			D \$250,000	C \$1,406,000	
<b>ST-885</b>	<b>2015 Annual Street Overlays</b>			<b>\$450,000</b>		
<b>13</b>	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining.					
<b>ST-065</b>	<b>Des Moines Memorial Dr &amp; S 200th St Intersection Improvements</b>			<b>\$200,000</b>	<b>\$750,000</b>	<b>\$750,000</b>
<b>14</b>	Widen to provide left turn lanes on all legs, and right turn lane on east leg. Construct traffic signal and channelization improvements. The improvements would be done in partnership with Des Moines. They are needed to facilitate the SR-509 Interim Trail.			D \$200,000	C \$1,100,000 (Des Moines \$350,000)	C \$1,100,000 (Des Moines \$350,000)
<b>ST-126</b>	<b>S 152th Street Improvements (30th Ave. S. to Military Road S)</b>			<b>\$800,000</b>	<b>\$4,600,000</b>	<b>\$4,600,000</b>
<b>15</b>	Widen existing roadway and construct sidewalks, street lighting, and storm drainage. Provide access and circulation improvements for vehicle and pedestrian movements in support of redevelopment.			D \$800,000	C \$4,600,000	C \$4,600,000
<b>ST-148</b>	<b>S 154th St Transit Station Area Improvements</b>			<b>\$1,000,000</b>	<b>\$6,500,000</b>	<b>\$6,500,000</b>
<b>16</b>	Construct new streets as envisioned in the South 154th Street Station Area Plan. Improve and create pedestrian connections. Area generally bounded by S 152nd St, SR 518, 30th Ave S and International Blvd.			D \$1,000,000	C \$6,500,000	C \$6,500,000



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

Project Title and Description	2013	2014	2015	2016-2018	2019-2022
<b>ST-833</b> <b>ST-834</b> <b>ST-835</b> <b>Neighborhood Pedestrian Improvements</b>				<b>\$5,273,000</b>	
<b>17</b> Installation and repair of pedestrian improvements through out the City in the neighborhoods for the purpose of creating a safe pedestrian network. The Project location will be considered from the Proposed Pedestrian Network map.				D \$750,000 C \$4,523,000	
<b>ST-886</b> <b>ST-887</b> <b>ST-888</b> <b>Annual Street Overlays</b>				<b>\$1,350,000</b>	
<b>18</b> Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining.					
<b>ST-033</b> <b>International Blvd. at SR 518</b>				<b>\$9,600,000</b>	<b>\$5,400,000</b>
<b>19</b> Construct interchange improvements consistent with WSDOT's Route Development Plan. Elements may include modification to S 154th St exit ramp and new eastbound exit ramp to northbound International Blvd.				D \$2,000,000 ROW \$1,000,000 C \$6,600,000	C \$5,400,000
<b>ST-836</b> <b>ST-837</b> <b>ST-838</b> <b>ST-839</b> <b>Neighborhood Pedestrian Improvements</b>					<b>\$7,536,000</b>
<b>20</b> Installation and repair of pedestrian improvements through out the City in the neighborhoods for the purpose of creating a safe pedestrian network. The Project location will be considered from the Proposed Pedestrian Network map.					D \$1,000,000 C \$6,536,000
<b>ST-889</b> <b>ST-890</b> <b>ST-891</b> <b>ST-892</b> <b>Annual Street Overlays</b>					<b>\$1,800,000</b>
<b>21</b> Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life and overlay pavements that are structurally declining.					



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.

RES 12 -

Priority	Project Title and Description	2013	2014	2015	2016-2018	2019-2022
<b>ST-015</b>	<b>34th Ave S Improvements (S 160th St to S 176th St)</b>					<b>\$7,100,000</b>
<b>22</b>	Reconstruct roadway install drainage, curb, gutter and sidewalks. Install traffic calming measures Underground utility lines.					D \$900,000 C \$6,200,000
<b>ST-156</b>	<b>S 154th Pedestrian Grade Separation</b>					<b>\$12,925,000</b>
<b>23</b>	Plan, design, construct a grade separated pedestrian crossing to directly link the S 154th St Station Area with the Tukwila International Boulevard Station.					D \$1,500,000 ROW \$250,000 C \$10,000,000
<b>ST-157</b>	<b>32nd Ave S Improvements (S 152th St to S 154th St)</b>					<b>\$1,600,000</b>
<b>24</b>	Reconstruct and widen roadway; install curb, gutter, storm drainage and sidewalk improvements.					D \$250,000 C \$1,350,000
<b>ST-158</b>	<b>30th Ave S Improvements (S 152th to S 154th St)</b>					<b>\$1,000,000</b>
<b>25</b>	Reconstruct and widen roadway; install curb, gutter, storm drainage and sidewalk improvements.					D \$150,000 C \$850,000
<b>ST-024</b>	<b>S 142nd St/S 144th St (Des Moines Memorial Dr S to 24th Ave S)</b>					<b>\$11,800,000</b>
<b>26</b>	Improve existing arterial roads to serve planned north end development. Provide sidewalks and non-motorized path. Signal improvements at S 142nd/Des Moines Memorial Dr.					D \$1,840,000 ROW \$960,000 C \$10,000,000 (POS \$1,000,000)
<b>ST-141</b>	<b>32nd Ave S (S 170th St to S 176th St)</b>					<b>\$8,000,000</b>
<b>27</b>	Reconstruct roadway, install drainage, curb, gutter and sidewalks. Underground utility lines.					\$8,000,000
<b>ST-022</b>	<b>Military Rd S (S 128th St to S 150th St)</b>					<b>\$12,250,900</b>
<b>28</b>	Reconstruct and widen to provide for drainage, bicycle lanes and pedestrian facilities. Provide for left turn lanes at significant intersections.					D \$1,400,000 C \$10,850,900
<b>ST-116</b>	<b>Military Rd S &amp; S 160th St (International Blvd to S 166th St)</b>					<b>\$7,400,000</b>
<b>29</b>	Reconstruct and widen to provide for drainage, bicycle lanes, pedestrian facilities, upgrade existing signals, channelization, street lighting, continuous left turn lanes and underground overhead utilities.					D \$900,000 C \$6,500,000
<b>ST-018</b>	<b>Military Road S (S 188th St to I-5 south of S 200th St)</b>					<b>\$5,858,200</b>
<b>30</b>	Reconstruct roadway to provide drainage and pedestrian facilities along the roadway.					D \$600,000 C \$5,258,200



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

Project Title and Description		2013	2014	2015	2016-2018	2019-2022
<b>ST-112</b>	<b>Military Road S (S 200th St to S 208th St)</b>					<b>\$4,419,100</b>
<b>31</b>	Reconstruct and widen to provide for drainage, bicycle lanes and pedestrian facilities. Provide for left turn lanes as needed.					D \$500,000 C \$3,919,100
<b>ST-047</b>	<b>Military Road S (S 208th St to S 216th St)</b>					<b>\$3,177,800</b>
<b>32</b>	Reconstruct and wide roadway to provide for drainage and pedestrian facilities on both sides of the roadway.					D \$300,000 C \$2,877,800
<b>ST-031</b>	<b>Military Rd (South City Limits to S 216th St)</b>					<b>\$8,853,900</b>
<b>33</b>	Reconstruct and widen roadway to provide for drainage and pedestrian facilities on both sides of the roadway.					D \$1,000,000 C \$7,853,900
<b>ST-072</b>	<b>Des Moines Memorial Dr. (S 136th St to SR 518)</b>					<b>\$6,256,000</b>
<b>34</b>	Reconstruct and widen roadway to 36 ft. to include storm drainage, landscaping, bicycle lanes, street lighting, channelization, signal modification, paving and modify the overhead utility lines. Install curb, gutter and sidewalk (one side).					D \$700,000 C \$5,556,000
<b>ST-028</b>	<b>Des Moines Memorial Dr. (S 128th St to S 136th St)</b>					<b>\$4,175,600</b>
<b>35</b>	Reconstruct and widen roadway to 36 ft. to include storm drainage, curb, gutter, bicycle lanes, landscaping, street lighting, channelization, signal modification, paving and modification of overhead utility lines.					D \$333,800 R/W \$841,800 C \$3,000,000
<b>ST-029</b>	<b>Des Moines Memorial Dr. (SR 518 to S 156th St)</b>					<b>\$4,352,400</b>
<b>36</b>	Reconstruct and widen roadway to 36 ft. to include storm drainage, bicycle lanes, landscaping, street lighting, channelization, signal modification, paving and modify the overhead utility lines. Install curb, gutter and sidewalks (one side).					D \$ 500,000 C \$3,852,400
<b>ST-049</b>	<b>Des Moines Memorial Dr (S 156th St to SeaTac City Limits/SR 509)</b>					<b>\$5,135,300</b>
<b>37</b>	Reconstruct and widen roadway to 36 feet to provide for drainage, bicycle and pedestrian facilities.					D \$600,000 C \$4,535,300
<b>ST-051</b>	<b>Des Moines Memorial Dr. (S 194th St to S 208th St)</b>					<b>\$5,180,200</b>
<b>38</b>	Reconstruct and widen roadway to 36 feet to provide for drainage, bicycle and pedestrian facilities.					D \$650,000 C \$4,530,200
<b>ST-079</b>	<b>S 144th St (24th Ave S to Military Rd S)</b>					<b>\$3,400,000</b>
<b>39</b>	Reconstruct roadway to provide for drainage and pedestrian facilities. Improvements include curb, gutter, sidewalk, storm drainage, landscaping, street lighting, channelization, paving and undergrounding of utility lines.					D \$400,000 C \$3,000,000



**Exhibit A**

D - DESIGN      RW - RIGHT OF WAY  
S - STUDY      C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

Project Title and Description		2013	2014	2015	2016-2018	2019-2022
<b>ST-041</b>	<b>S 170th St (Military Road S to 51st Ave S)</b>					<b>\$2,487,400</b>
<b>40</b>	Reconstruct roadway to 36 feet to provide for drainage, pedestrian facilities, curb, gutter, sidewalk, storm drainage, landscaping, street lighting, channelization, paving, signalization and undergrounding of utilities.					D \$400,000 C \$2,078,400
<b>ST-084</b>	<b>40th Ave S (S 176th St to S 166th St)</b>					<b>\$2,993,400</b>
<b>41</b>	Reconstruct roadway to 36 feet to provide for drainage and pedestrian facilities. Improvements could include curb, gutter, sidewalk, storm drainage, landscaping, street lighting, channelization, paving, signalization and undergrounding of utilities.					D \$500,000 C \$2,493,400
<b>ST-140</b>	<b>S 216th St (I-5 to 35th Ave S)</b>					<b>\$350,000</b>
<b>42</b>	Reconstruct roadway, install drainage, curb, gutter and sidewalks. Underground utility lines.					
<b>ST-139</b>	<b>16th Ave S (S 188th St to S 192nd St)</b>					<b>\$750,000</b>
<b>43</b>	Reconstruct roadway, install drainage, curb, gutter and sidewalks. Underground utility lines.					
<b>ST-150</b>	<b>8th Ave S (S 186th St to S 188th St)</b>					<b>\$800,000</b>
<b>44</b>	Reconstruct roadway, install drainage, curb, gutter and sidewalks. Underground utility lines.					
<b>ST-044</b>	<b>S 195th Street (International Blvd. to 28th/24th St)</b>					<b>\$1,734,100</b>
<b>45</b>	Construct a new three lane roadway to provide an additional access point to the Aviation Business Center.					D \$300,000 R/W \$450,000 C \$984,100
<b>ST-069</b>	<b>S 208th Street (International Blvd. to 28th/24th St)</b>					<b>\$1,116,500</b>
<b>46</b>	Widen roadway to three to five lanes depending on the existing and proposed level of development in the Aviation Business Center.					D \$200,000 C \$916,500
<b>ST-136</b>	<b>32nd Ave S (S 200th St to S 204th St)</b>					<b>\$1,500,000</b>
<b>47</b>	This is a City project in conjunction with the SR 509 Extension. Install sidewalks and neighborhood traffic calming measures.					D \$200,000 C \$1,300,000
<b>MP-043</b>	<b>SR 509 Extension (Des Moines Memorial Dr. S to I-5)</b>					
<b>WSDOT</b>	Construct new 4 lane full access control freeway to connect existing SR 509 freeway terminus with I-5.					\$1,500,000,000 WSDOT
<b>ST-132</b>	<b>S 208th St (International Blvd to SR 509 &amp; SR 509 to 34th Ave S)</b>					
<b>WSDOT</b>	In conjunction with the extension of SR 509, terminate roadway either side of SR 509. Widen roadway to 36 feet and construct sidewalks both sides on eastern portion and west cul-de-sac.					\$1,000,000 WSDOT



**Exhibit A**

D - DESIGN R/W - RIGHT OF WAY  
S - STUDY C - CONSTRUCTION

**2013 - 2022 Transportation Improvement Program**

Project No.  
and  
Priority

RES 12 -

Project Title and Description	2013	2014	2015	2016-2018	2019-2022
<b>ST-004</b> <b>ST-077</b> <b>S 200th St (International Blvd. to South Access and SR 509 Ramps to Des Moines Memorial Dr. )</b>					<b>\$5,500,000</b>
<b>48</b> Widen to a three to five lane urban arterial the areas of S. 200th Street outside the SR 509 Improvements with curb, gutter, sidewalk, bicycle lanes, associated intersection improvements, consolidation of driveways and possible undergrounding of overhead utility improvements.					D \$500,000 C \$5,000,000
<b>MP-013</b> <b>South Access (Airport Drives to SR 509 Extension)</b>					<b>\$13,600,000</b>
<b>Port of Seattle</b> Construct new arterial or limited access roadway to connect the south end of the Airport to the new SR 509 extension with at-grade intersection at S 200th St.					(POS \$88,400,000)
<b>ST-134</b> <b>S 204th St (32nd Ave S to 34th Ave S)</b>					
<b>WSDOT</b> In conjunction with SR 509 Extension, widen roadway to 36 feet. Construct sidewalks on both sides.					\$650,000 WSDOT
<b>ST-133</b> <b>34th Ave S (S 204th St to S 211th St)</b>					
<b>WSDOT</b> In conjunction with SR 509 Extension, construct new 36 foot wide roadway with sidewalk on one side.					\$4,500,000 WSDOT
<b>ST-052</b> <b>Des Moines Memorial Dr. (S 208th St to Marine View Dr.)</b>					
<b>Outside City Limits</b> Reconstruct and widen roadway to 36 feet to include storm drainage, bicycle lanes, landscaping, street lighting, channelization, paving, modification to overhead utility lines, curb, gutter and sidewalks (one side).					D \$824,000 R/W \$364,000 C \$4,553,000 Des Moines
<b>ST-050</b> <b>Des Moines Memorial Dr. (SeaTac City Limit to Normandy Park Rd)</b>					
<b>Outside City Limits</b> Reconstruct and widen roadway to 36 feet to provide for drainage, bicycle and pedestrian facilities.					\$1,103,000 Burien
<b>TOTAL</b>	<b>\$6,442,000</b>	<b>\$8,491,910</b>	<b>\$9,020,000</b>	<b>\$31,479,000</b>	<b>\$178,301,800</b>

POS PORT OF SEATTLE  
TIB TRANSPORTATION IMPROVEMENT BOARD  
FED FEDERAL GRANT  
WSDOT WASHINGTON STATE DEPARTMENT OF TRANSPORTATION  
ST SOUND TRANSIT  
TBD TO BE DETERMINED

Project adds Sidewalks in Residential Areas  
Amounts shown in bold are City's net costs



### **3. PRESENTATIONS:**

- **Financial Update (30 minutes)**

By: Finance Director Aaron Antin

- **Discussion of Refined Vision and Goals (15 minutes)**

By: City Manager Todd Cutts

- **Public Safety Statistics (10 minutes)**

By: Fire Chief Jim Schneider

- **Discussion on achieving a quorum for Council meetings remotely (10 minutes)**

By: City Clerk Kristina Gregg



# MEMORANDUM

To: City Council  
From: City Manager Todd Cutts <sup>TC</sup>  
Date: May 14, 2012  
Re: Vision Statement and Revised Goals

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Under the presentations portion of the 5/22/12 Study Session, Council will discuss refining the city vision statement. For reference, the two final vision statement drafts from the 5/5/12 workshop are listed below. Additionally, the top goals identified from the workshop are also listed below for consideration.

## **Draft vision statements from May 2012 Vision/Goals Workshop:**

- SeaTac is a global city with a healthy community and vibrant economy that is a premier place to live, work and play. *(23 words)*
- The city of SeaTac is a global community with a vibrant economy and a premier quality of life. *(18 words)*

## **Draft vision statement created by Councilmember Fernald and emailed to Council on 5/8/12.**

- The City of SeaTac is a premier global community offering a solid, sustainable economy and an inclusive, vibrant quality of life. *(21 words)*

## **Revised goals identified at the May 2012 Vision/Goals Workshop:**

- Foster a positive business environment and aggressively pursue economic development opportunities to attract and retain businesses and jobs while maintaining reasonable laws and regulations in order to improve economic vitality.
- In order to enhance quality of life and public image, enhance code compliance effectiveness within all neighborhoods and areas in the city.
- Plan and construct infrastructure improvements in the South 154th Street Light Rail Station Area that increase the viability of commercial development while also continuing to pursue development opportunities, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.

- Plan and construct infrastructure improvements in the South 200th Street Light Rail Station Area that increase the viability of commercial development while also engaging in strategic urban planning efforts to determine the highest and best land uses in this area, incorporating input from SeaTac residents and adjacent businesses, as well as the development community.
- Develop and implement programs and projects that help position SeaTac as a healthy community, thereby enhancing quality of life. (OPTIONAL NEW GOAL)

**Top Five Goals identified at the February 2011 Council Retreat:**

- To promote economic development to attract and retain businesses and jobs while maintaining reasonable laws and regulations.
- Move forward with the South 154<sup>th</sup> light rail station development to establish a clear focus and attract ideas from developers.
- To enhance code enforcement effectiveness within all neighborhoods and areas in the city.
- To establish a plan for infrastructure costs relating to the vision of both 154<sup>th</sup> and 200<sup>th</sup> streets stations. Tie both to transportation SR 509-light rail-airport.
- To assist, expedite, and facilitate the design and continuance of light rail south to 200<sup>th</sup> street.

#### **4. PRESENTATIONS:**

- **Law Week Proclamation (5 minutes)**

By: Mayor Tony Anderson / Tyee Educational Complex Students

- **Matt Griffin YMCA (5 minutes)**

By: YMCA Executive Director Claudia Tanis

- **Council confirmation of Mayoral appointment of Taryn Hill and Thomas Plante to the Library Advisory Committee (5 minutes)**

By: Mayor Tony Anderson



# MEMORANDUM

Date: May 18, 2012  
To: City of SeaTac Mayor and Council  
From: Kristina Gregg, City Clerk *KAG*  
Subject: Confirmation of Appointment

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Please be advised that the Mayor has selected, for the Council's consideration and confirmation, the following individuals whom are best qualified to serve as members of the Library Advisory Committee. The appointments are being presented at the May 22, 2012 Regular Council Meeting for your consideration and confirmation.

**Appointments:**

***Library Advisory Committee:***

- Thomas Plante to fill an unexpired term ending August 25, 2014
- Taryn Hill to fill an unexpired term ending August 25, 2013

**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**

**PAYROLL/CLAIMS VOUCHERS ARE ALSO  
AVAILABLE ON OUR CITY WEBSITE**

**[www.ci.seatac.wa.us](http://www.ci.seatac.wa.us)**

# City of SeaTac

## Council Study Session Minutes Synopsis

March 13, 2012  
4:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Deputy Mayor (DM) Mia Gregerson at 4:10 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson (*participated by Skype*), DM Mia Gregerson, Councilmembers (CMs) Barry Ladenburg (*participated by Skype*), Rick Forschler, Terry Anderson, Dave Bush (*participated by Skype*), and Pam Fernald.

### **Agenda Bill #3410 – An Ordinance repealing Ordinance #11-1016 and adopting a new policy related to City Council Reimbursements**

**Summary:** The City Council discussed the current Council reimbursement policy at the February, 2012 retreat. At that time, staff was directed to revise the current policy to revert back to a reimbursement policy with regard to non-cell phone expenses, remove the “miscellaneous expenses” category, and better define when meal expenses would be reimbursed consistent with the Attorney General’s Office Memorandum entitled, “Eating and Drinking at Public Expense.”

This Ordinance repeals Ordinance #11-1016 which is the current reimbursement policy and enacts a new policy. The new policy:

- Retains the current reimbursement or allowance for cellular phones.
- Removes the \$100 per month allowance for internet and miscellaneous expenses.
- Provides that reimbursement for internet service is capped at \$55 per month, and clarifies that reimbursement for internet service is not allowed if a CM has internet service for a City provided iPad or other similar tablet device.
- Provides greater clarity with regard to what meal expenses are reimbursable.
- Provides that CMs shall submit requests for reimbursement within 90 days of incurring the expense (or by January 15 at fiscal yearend).

Senior Assistant City Attorney Mark Johnsen reviewed the agenda bill summary.

Council discussion ensued regarding the options.

**Council consensus:** Refer this to the 03/27/12 RCM Consent Agenda

### **Agenda Bill #3409 – A Motion authorizing the City Manager to provide funding for the Celebrate America July 4<sup>th</sup> Proposal and Funding Request**

**Summary:** A group of SeaTac citizens have been meeting to develop positive ideas to help unite the community. To that end, this group of citizens is proposing a “Celebrate America” event on the 4<sup>th</sup> of July. As proposed, this event would hold “Celebrate America” functions in parks across the City, making it accessible to all City neighborhoods. The following is an excerpt from the cover letter of the event proposal distributed to City CMs by the Celebrate America group:

“This is one day that all SeaTac residents can come together to celebrate being Americans and have some fun too. We want to include all of our recent immigrants and especially those who have become new United States (US) citizens. This celebration is about patriotism and about including our children. We have put together the proposal for the 4<sup>th</sup> of July 2012 focusing on a wide range of activities so that as many of our kids as possible can participate. We know this is an ambitious proposal, but we have identified stakeholders for each activity who have proven track records for organizing these kinds of events and can do them on very short notice. We are asking the Council to voice support and to provide initial first year funding of \$45,905.55 as outlined in the detailed budget proposal. As you will see, most of the money will be going for gifts, prizes, trophies, and mementos for kids.”

The Celebrate America group has met with the Hotel/Motel (H/M) Committee, the City Council Festival Committee and City staff regarding their funding request. The H/M Committee will meet on March 14, 2012, with a decision on the Celebrate America group’s request for funding for this year’s event. The City Council Festival Committee, including CMs Ladenburg, Bush and Fernald, have met twice with the Celebrate America group. Subsequent to meeting with the Celebrate America group on February 21, the City Council Festival Committee developed a counter proposal and this proposal was shared with the Celebrate America group. The proposal was discussed at the March 6 Festival Meeting. The proposal is:

**Agenda Bill #3409 (Continued):**

Celebrate America Funding (using savings from International Festival Budget):	\$5,000
<u>Celebrate America Matching Funding (using lodging tax dollars):</u>	<u>\$5,000*</u>
<b>Total Potential City Contribution:</b>	<b>\$10,000</b>

\*This amount would be contingent upon the Celebrate America generating matching funds up to \$5,000 (if \$1,000 cash in matching funds is generated, the City would match this cash with \$1,000).

The Angle Lake Shore Club \$10,000 fireworks funding request is not part of this request and will be brought back to the City Council at a later date.

The City Council Festival Committee has recommended the funding package, with a total potential City contribution of \$10,000, outlined above.

The request for the funds of \$45,905.55 is not included in the 2012 City Budget. Any funds that are not in the 2012 Budget will be required to have a budget amendment. If funded, numerous details (such as the City will be billed directly by the vendors providing services for the event) would need to be worked out.

Parks and Recreation (P&R) Director Kit Ledbetter and Celebrate America Chairperson Steve Beck reviewed the agenda bill summary.

Mr. Beck detailed the proposed celebration: (1) Wounded Warrior Memorial, (2) Sports Games and Exhibitions, and (3) Old Fashion Picnic.

CMs Ladenburg and Fernald stated that the City Council Festival Committee's biggest concerns were the budget and setting precedence. The committee recommended a \$5,000 funding match.

Celebrate America Committee Member Clyde (Fuzz) Hill stated that this event has been vetted with the Police Chief and police services and parking issues have been addressed. In response to a comment made regarding involving other nationalities, Mr. Beck has made several visits with the Somali community, and a ceremony for new naturalized citizens is proposed as part of the Celebrate America event.

Council discussion ensued regarding the request, specifically parking and budget.

**Council consensus:** Not move this item forward

**Agenda Bill #3402 – A Motion authorizing the City Manager to sign an Interlocal Agreement (ILA) between the City of Tukwila and the SeaTac Municipal Court for Probation Services**

**Summary:** For the past 10 years, SeaTac Municipal Court has contracted with Probation Officer Jay Gorham to provide probation monitoring services. Mr. Gorham works one day per week. Currently, SeaTac Municipal Court has approximately 102 offenders who report to probation for monitoring. A caseload of this size requires the attention of a full-time probation officer. Increasing the level of probation supervision protects the community by reducing the risk that persons under probation supervision will commit future crimes. In addition, probation as an alternative to incarceration allows individuals to live with their families, hold jobs, and be productive members of society. Tukwila Municipal Court has an established Probation Department employing one full-time Probation Officer, one full-time support staff, and one part-time Jail Alternatives Coordinator. By contracting with Tukwila Municipal Court for probation services, SeaTac defendants requiring supervision would be offered a variety of programs that otherwise could not be offered by SeaTac at this time. Such programs include the following: more frequent pre-sentence investigations, full time case management, Probation Officer testimony in court during review hearings, administration of portable breath tests to defendants ordered not to consume alcohol, proper maintenance of probation files ensuring confidentiality, in-depth interviews with defendants both in and out of custody and jail alternative programs such as electronic home monitoring, day reporting and community service. The courts have agreed to pilot this program throughout 2012.

Probation Services revenue is part of SeaTac's General Fund (GF) Budget; however, State Statute is clear as to how Probation Services revenue shall be used. It is the Court's request, that in accordance with State law, these revenues be used to provide additional and enhanced Probation Services for SeaTac Municipal Court defendants.

Probation fees for the SeaTac Municipal Court are imposed for three different levels of probation: Active Supervision, Monitored Supervision, and Record Check. The table below compares annual probation fees assessed to the defendant by the SeaTac Municipal Court Judge to Tukwila Municipal Courts' proposed fees for services that will be invoiced to SeaTac. It is estimated that the annual probation service cost (invoices) to SeaTac Municipal Court will be \$30,000.



**Agenda Bill #3402 (Continued):**

<b>Probation Level</b>	<b>Fees Imposed by SeaTac</b>	<b>Tukwila invoices SeaTac</b>
Active Supervision	\$600 per case, per year	\$300 per case, per year
Monitored Supervision	\$150 per case, per year	\$200 per case, per year
Record Check	\$50 per case, per year	\$100 per case, per year

Tukwila Municipal Court would be assuming a current probation caseload of 644 cases; 102 Active Supervision cases, 139 Monitored Supervision cases, and 403 Record Check cases.

Currently, the Municipal Court has .65 FTE's (Full-time Equivalents) performing Probation Services related work as follows:

Judge Cordi-Bejarano	.10 FTE's	\$10,919
Administrator Paulette Revoir	.05 FTE's	\$ 6,258
One Judicial Process Specialist	.50 FTE's	<u>\$39,929</u>
<b>Total</b>	<b>.65 FTE's</b>	<b>\$57,106</b>

If the contract with Tukwila Municipal Court is approved, the Judicial Process Specialists' Probation Services work will be reduced to .35 FTE's and other Municipal Court duties equivalent to .15 FTE's will need to be assigned to the Judicial Process Specialist. Although total salary and benefit expenditures currently allocated to Probation Services (\$57,106) will decline by \$11,979 to \$45,127, GF revenues outside of Probation Services will be needed to cover this shift in duties.

**2012 Estimated Revenues:**

Adult Probation Services **\$101,137** Note: Average annual revenues for last four years were \$94,101.

**2012 Proposed Expenditures:**

Remaining three month contract with Current Probation Officer (\$2,400 month)	\$7,200
One-time fee to Tukwila MC to assume existing caseload	\$15,000
Monthly \$200 Administrative Fee to Tukwila Municipal Court (9 months)	\$1,800
Annual Estimated Probation Services Fee to Tukwila Municipal Court	\$30,000
SeaTac Municipal Court Staff Allocation (.50 FTE's)	\$45,127
Supplies/forms, etc related to Probation Services	<u>\$707</u>
<b>Total 2012 Proposed Expenditures</b>	<b>\$99,834</b>

Notes: (1) Expenditures after 2012 will be approximately \$21,600 lower; (2) The 2012 adopted "Probation Services" line item budget is currently \$28,800 so a budget amendment in the amount of \$25,200 will be required at a later date; (3) Actual year-to-date "Probation Services" expenditures total \$13,678 and includes salaries, benefits, supplies and professional services.

**2012 Estimated Revenue Surplus: \$1,303**

Judge Elizabeth Cordi-Bejarano and Court Administrator Paulette Revoir reviewed the agenda bill summary.

City Manager Cutts (*participating by Skype*) stated that GF Budget impacts weren't originally considered. Since then, he has worked with the Judge and the Court and the fiscal implication has been reduced from the original proposal of \$25,000-\$30,000 to \$11,000 which he is more comfortable with.

**Council consensus:** Refer this to the 03/27/12 RCM Action Item

**PRESENTATIONS:**

● **Animal Services**

Program Manager Soraya Lowry stated that this presentation is to provide a schedule and updates on the King County (KC) contract negotiations.

Administrative Captain Annette Louie provided the proposed schedule: March 27 - KC will provide a briefing at the Council meeting, April 10 - contract review #1, April 24 – 2<sup>nd</sup> non-binding Council statement of interest due, May 22 – contract review #2, and June 12 – contract approval.

Ms. Louie responded to questions asked at the previous meeting: (1) enhanced service is available through KC as needed on an overtime basis; and (2) costs did increase to \$110,000 because Shoreline and Kirkland have withdrawn.

**ADJOURNED:** DM Gregerson adjourned the CSS at 5:10 p.m.

# City of SeaTac

## Council Study Session Minutes Synopsis

March 27, 2012  
4:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Anthony (Tony) Anderson at 4:01 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson (*left during the Executive Session, returned at 5:27 p.m.*), Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg, Rick Forschler, Terry Anderson, Dave Bush, and Pam Fernald.

### PRESENTATIONS:

#### •Surface Water 101: The Who, What, When, Where and Why of SeaTac's Only Utility

Public Works (PW) Director Tom Gut stated that surface water is unique in that there is no meter and it is something neither the utility nor rate payer provides.

Mr. Gut reviewed how the utility was created, how it is funded, what programs/services are provided by the utility (capital improvements, maintenance, basin planning, education and outreach, illicit discharge detection and elimination, National Pollutant Discharge Elimination System [NPDES] administration and coordination), utility evaluation and update (last updated in 1997), and the future (expanding NPDES permit requirements, aging infrastructure, and opportunities).

Stormwater Compliance Manager Don Robinett stated that the NPDES Permit requires the City evaluate at least one education and outreach program each permit cycle. During this permit cycle, staff evaluated the "Lake Stewardship" flyer which is available on the City's website. The flyer was also distributed by mail in 2010. Phone and mail surveys were also conducted to see how many people understand the message and are adopting behaviors for promoting it. The responses help guide the City in the information provided to the residents to make sure the City is getting the best outcome for the expense.

Mr. Robinett stated that currently, all of the materials are in English only, but staff will look into offering additional languages during the next permit cycle.

**RECESSED:** DM Gregerson recessed the CSS to an Executive Session on Potential Litigation at 4:36 p.m.

#### **EXECUTIVE SESSION: Potential Litigation (RCW 42.30.110 [1] [i]) (30 minutes)**

City Clerk Gregg announced that Council requested an additional 10 minutes at 5:07 p.m.

**RECONVENED:** DM Gregerson reconvened the meeting at 5:20 p.m.

*CMA. Anderson left during the Executive Session.*

#### **Agenda Bill #3417 – A Motion approving leasing 3,361 square feet (sq. ft.) of the City Hall second floor to SASH, Inc.**

**Summary:** SASH, Inc. is a service provider aimed at assisting seniors in moving into retirement/assisted living communities and then helping them to sell their current residences. They are interested in renting 3,361 sq. ft. of space in City Hall with first rights of refusal on any additional available space on the second floor. The lease has a three year lease renewal option upon mutually agreeable terms.

The proposed lease provides that if SASH requires additional square footage within the building and the City is unable to accommodate their request, then SASH shall have the ongoing right to terminate the lease after 18 months. Should SASH terminate the lease prior to the expiration of the three year term, they shall be responsible for a portion of the leasing transaction costs (pro-rated commissions, cost of tenant improvements, and free rent) based on the amount of time remaining on the lease.

Consistent with current trends in the commercial real estate market, the proposal from SASH asks for one free month of rent for each year of the lease agreement. The breakdown for the three year term is as follows:

Months 1-3	\$0
Months 4-12	\$4,481.33 per month
Months 13-18	\$4,621.38 per month
Months 19-24	\$4,691.40 per month
Months 25-30	\$4,761.42 per month
Months 31-36	\$4,831.44 per month

**Agenda Bill #3417 (Continued):** The total rent collected over the three year period is \$153,765.81. The Andover Company will receive 5% commission or \$7,688.29. Tenant improvements are expected to cost \$16,500. Utilities and services during that period will be approximately \$39,102.89. Leasehold excise taxes will amount to about \$19,743.53. However, the City will receive approximately \$6,027.62 of the leasehold excise tax back from the State. The net revenue will be approximately \$76,758.72.

Although the rent revenues will ultimately pay for the cost of tenant improvements and the lease commissions, these expenditures are not budgeted in 2012. Therefore, a budget amendment will be necessary and will be brought forward for Council approval at a later date.

Facilities Manager Pat Patterson introduced The Andover Company Leasing Broker Mike Ewing and reviewed the agenda bill summary.

Mr. Ewing provided an overview of market trends.

Council discussion ensued regarding the proposed lease with questions related specifically to vehicle capacity, number of potential SASH clients, 3% escalator in the lease, and tenant improvements.

*Mayor A. Anderson returned at this point in the meeting.*

**Council consensus:** Refer this to the 04/10/12 RCM Action Item

**Agenda Bill #3407 – An Ordinance authorizing the City Manager to execute a contract with MacLeod Reckord to design Angle Lake Park Phase II improvements, and amending the City’s annual budget**

**Summary:** This design would complete the Master Plan for Angle Lake Park that was approved by the City Council on September 10, 1996. Staff had several Landscape Architects that were interviewed in 1996 and MacLeod Reckord was the most qualified. Staff is recommending rehiring MacLeod Reckord because they are the most qualified firm to complete Phase II and they did an outstanding design for Angle Lake Park Phase I. The plan is to complete the design and bid the project in late December 2012, so construction can start in early 2013 and the project be completed before the International Festival and 4<sup>th</sup> of July.

The Angle Lake Park Phase I project was completed in 1996. The cost estimate for Phase II was completed in 1998, and has been carried forward every year since. The park improvements will include two new rentable picnic shelters, a spray waterpark, regrading the area south of the performing stage, renovating the lower parking lot, removing the old roadway, installing a new pathway system, and installation of a new irrigation throughout the park. Staff used the Washington State Architect and Engineer fee schedule to negotiate the fees for this project. The fee is \$194,219 plus a contingency of 10% (\$19,422) for a total request not to exceed \$213,641.

The 2012 Budget approved \$100,300. However, the 2012-2017 Capital Improvement Plan (CIP) provided a total of \$386,653 for design services (\$100,300 in 2012 and \$286,353 in 2013). Therefore, an additional appropriation needs to be made if the entire design is to be completed in 2012. This Ordinance amends the City’s 2012 budget to appropriate an additional \$93,613 in the Municipal Capital Facilities Fund #301 that will be paid for through Real Estate Excise Taxes (REET). This means that a total of \$193,913 will be appropriated in 2012 for the Angle Lake Park Phase II design. This amount will pay for 80% of the architect fee plus a 10% contingency, and \$23,000 for additional survey and geotechnical work that may be necessary to complete the design. The remaining portion of the architect’s fees will be requested as part of the 2013 budget process.

Parks and Recreation (P&R) Director Kit Ledbetter introduced MacLeod Reckord Landscape Architect Ed MacLeod and reviewed the agenda bill summary.

Mr. MacLeod detailed the proposed elements for phase 2.

Council discussion ensued regarding the fiscal impacts.

**Council consensus:** Refer this to the 04/10/12 RCM Consent Agenda

**Agenda Bill #3413 – A Motion authorizing the City Manager to execute a contract with Anchor QEA, LLC to complete the Tub Lake Trail Master Plan**

**Summary:** The Tub Lake Trail is included in the City’s Park, Recreation and Open Space Plan adopted by in 2009. This design would complete the Master Plan for the Tub Lake Trail. Seven landscape architect firms responded to the City’s Request for Proposal (RFP). After scoring the proposals, three landscape architect firms were interviewed on February 29, 2012. The interview panel consisted of CM Fernald, P&R Director Ledbetter, Parks Operations Supervisor Roger Chouinard, and Port of Seattle (POS) Environmental Programs Senior

**Agenda Bill #3413 (Continued):** Manager Bob Duffner. Anchor QEA of Seattle was selected to complete the Tub Lake Master Plan.

This project will complete a quality Master Plan on a trail to Tub Lake. The best route (Westside Trail or Sunset Park) for a part gravel and part boardwalk trail, with a viewing area for the beautiful Tub Lake will be determined. The project will require a combination of several disciplines working together to determine the best route, permitting issues, constructability and cost estimates. The final plan will be of high quality for use in seeking outside grants with cost estimates.

The P&R Department has a total of \$18,000 for the Master Plan in the 2012 Budget. The proposed contract will not exceed \$15,000 in cost. This plan will be funded with the King County (KC) Proposition #2 open space and regional trails property tax levy.

P&R Director Ledbetter reviewed the agenda bill summary.

**Council consensus:** Refer this to the 04/10/12 RCM Consent Agenda

**Agenda Bill #3418 – An Ordinance amending Chapter 3.31 of the SeaTac Municipal Code (SMC) related to purchasing**

**Summary:** This Ordinance amends the City's Purchasing Code, pursuant to direction given to the City Manager at the City Council retreat on February 25, 2012.

The following is a list of proposed changes:

SMC 3.31.050. Currently, the City Manager has authority to execute contracts that do not exceed \$5,000. Contracts that exceed \$5,000 but are less than \$35,000 are approved by the City Council by Motion as part of the consent agenda. Similar authority is provided for the execution of contract amendments. This Ordinance authorizes the City Manager to execute contracts that do not exceed \$50,000 in value. The current \$5,000-\$35,000 agenda item would be removed. In addition, the City Manager would be authorized to execute contract amendments that do not exceed the lesser of 10% of the contract cost or \$50,000.

SMC 3.31.060. This section related to the purchase of supplies and equipment would be amended so that the requirement to obtain at least three quotations more closely matches the contract approval limits in SMC 3.31.050 and the dollar amounts for PW contracts.

SMC 3.31.090 and 3.31.100. These sections related to PW projects would be amended to remove the maximum dollar for utilizing the small works roster, and instead provides that the small works roster process can be used when applicable. The maximum dollar amount is set by State law, which is currently \$300,000.

SMC 3.31.190. Currently, the City Manager is authorized to lease or rent City facilities or let a contract in which the City receives payment, provided that the annual payment does not exceed \$35,000. However, when the City receives annual payment between \$5,000 and \$35,000 the agreements are approved by the City Council by Motion, similar to the \$5,000-\$35,000 purchases. This section related to lease or rental of City facilities would be amended to authorize the City Manager to execute such contracts if the annual payment to the City does not exceed \$50,000. This Ordinance also authorizes the City Manager to accept grants on behalf of the City with these same dollar amounts.

City Manager Todd Cutts reviewed the agenda bill summary, also explaining how surrounding cities handle this process.

CM Forschler requested this item be considered under Action Items at the April 10 Regular Council Meeting (RCM).

**Council consensus:** Refer this to the 04/10/12 RCM Action Item

*Due to the time, this presentation was moved to the RCM.*

**PRESENTATIONS (Continued):**

● **Code Compliance Program Manager**

**ADJOURNED:** Mayor A. Anderson adjourned the CSS at 5:59 p.m.

# City of SeaTac

## Regular Council Meeting Minutes

March 27, 2012  
6:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Regular Meeting was called to order by Mayor Anthony (Tony) Anderson at 6:07 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg, Rick Forschler, Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance Director Aaron Antin, Program Manager Soraya Lowry, Judge Elizabeth Cordi-Bejarano, Court Administrator Paulette Revoir, Public Works (PW) Director Tom Gut, Stormwater Compliance Manager Don Robinett, Community and Economic Development (CED) Director Cindy Baker, Building Services Manager Gary Schenk, Police Chief Jim Graddon, and Fire Chief Jim Schneider.

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

**PUBLIC COMMENTS:** Earl Gipson spoke against Agenda Bill #3418 (purchasing authority).

### PRESENTATIONS:

#### ●Introduction of New Employee: Finance Director Aaron Antin

City Manager Cutts introduced Mr. Antin.

*This presentation was moved from the Council Study Session (CSS) agenda to this agenda:*

#### ●Code Compliance Program Manager

CED Director Baker stated that at the February 25 Council Retreat, staff made a presentation about the Code Compliance Officer versus Program Manager. There is currently enough money in the budget to hire a Program Manager. She proposed hiring a Program Manager with the existing budget as a permanent position. Staff will request additional funding next year if necessary.

She clarified that the Program Manager position will also do Code Compliance. This position will hopefully create a program that will have neighborhoods and businesses participating to clean up an area of the City. This will shift the City's focus from reactive to proactive in the specified area.

Council directed an agenda bill on this issue be brought forward to a future CSS.

#### ●Animal Services

Police Chief Graddon introduced King County (KC) Executive's Office Regional Initiatives Director Diane Carlson, RASKC (Regional Animal Services, KC) Operations Manager Eric Swansen, RASKC Interim Director Glynis Frederiksen, and RASKC Animal Control Officer Pam McLaren.

Ms. Carlson provided background information on RASKC.

Benefits of the regional model: 24/7/365 on-call field response for incidents that affect the immediate life, health and safety of a person or animal, consistent level of service, humane animal care, and regulatory approach countywide, euthanasia rate continues to be reduced, uniform, regional licensing system and central location for citizens to license their pets, find lost pets and track health related animal issues, and economies of scale for marketing/licensing, field services and shelter operations; and Pet Adoption Shelter open 7 days a week.

The current contract ends in 2012. The City of Auburn will withdraw at the end of 2012 which will create unsustainable cost shifts for remaining parties. City-County workgroup formed in November 2011. New cost model has been developed to show system without all three cities. SeaTac still below projected 2012 cost.

Cost issues: For the 2013-2015 draft Interlocal Agreement (ILA), KC has significantly reduced costs and shifted cost allocation (80% usage / 20 % population).

Revenue Issues: Increased focus on revenue generation: "bridge to sustainability", aggressively pursue numerous revenue generating ideas (enhanced marketing, donations, new regional revenue streams, and increase support for licensing – better tools for marketing and ongoing canvassing support).

Service Issues: service levels retained while costs reduced, Joint City-County Committee collaborate on issues – including response protocols, efficiency ideas, revenue ideas, and new district boundaries – combine four districts into two and reduce one Animal Control Officer.

## **PRESENTATIONS (Continued):**

### **Animal Services (Continued):**

Timeline: April 6 – finalize amendments to the agreement and cost model based on initial statements of interest, May 1 – cities provide KC second nonbinding statement of interest, May 10 – final cost estimates circulated, July 1 – formal adoption and execution of agreement, if approved, the successor ILA will take effect January 1, 2013 and run for three years through December 31, 2015, with option to extend an additional 2 years.

Council discussion ensued regarding KC's program, "No Kill" Policy, and cost and credit.

Mr. Swansen stated that SeaTac only has about 15 – 16% of animals licensed. More work needs to be done to increase those numbers. KC is working on a tool kit that will help get the message out.

Program Manager Lowry stated that staff is proposing to come to the April 24 Council meeting with a briefing on the draft contract. At the same time, staff will ask Council for the 2<sup>nd</sup> nonbinding statement of interest.

### **•Municipal Stormwater Permit Annual Presentation**

Stormwater Compliance Manager Robinett stated that the NPDES (National Pollutant Discharge Elimination System) is a component of the Federal Clean Water Act. He provided background on the NPDES permit, including benefits of compliance.

Compliance includes providing an annual report to the Department of Ecology (DOE) along with a Stormwater Management Program (SWMP) update. Both must be submitted to DOE by March 31 of each year and covers the previous calendar year.

2011 accomplishments include: completed first permit cycle, maintained compliance with permit, implemented new database tracking system, and implemented Illicit Discharge Detection and Elimination (IDDE) Program.

Tasks for 2012 include, maintain ongoing program compliance, continue to find efficiencies in compliance, coordinate with other permittees, participate in regional forums, and review and respond to 2013 permit.

Council discussion ensued regarding education and the stormwater complaint process.

### **•ClickNRequest Web Service**

PW Director Gut stated that a few years ago the City received a stormwater grant for tracking stormwater complaints. Cityworks was selected to provide a customized program for the City. ClickNRequest is an online public form to submit requests for service or public comments. He showed the ClickNRequest online process.

### **•State of Court Address**

Judge Cordi-Bejarano stated that the focus this year was on improving access to justice. 2011 accomplishments include hired Court Administrator Paulette Revoir, built a clerk station at the counter, improved web page by increasing information available and allowing fees to be paid online, and provided a 1-800 number available to make payments during the week and weekends.

The feasibility of providing information on court hearings through the use of social media and the possibility of televised court hearings are being explored. The court continues to research ways to reduce costs.

In 2012, the court is going to formally celebrate Law Week during the first week of June with the theme of "No courts. No justice. No freedom." She reviewed the proposed schedule for Law Week.

The court began publishing a quarterly newsletter to educate people about the court and services offered.

### **•Fire Services Consolidation**

City Manager Cutts stated that a similar presentation was made at the February Council retreat. At that time, Council indicated their comfort level with the direction staff was moving, but thought it would be a good idea to have a similar presentation made to the Council in front of the public and videotaped.

Fire Chief Schneider detailed the three options:

(1) Continue to operate as a separate Municipal Fire Department: SeaTac Fire Department operating budget for 2012 is approximately \$7.5 million. There are also soft costs, capital equipment and capital facilities costs. He reviewed future costs and added demands. The main reason for originally entering into an ILA with the Kent Regional Fire Authority (RFA) was due to safety standards not being met. He reviewed the Master Plan Recommendations – all items that could be cost prohibitive.

**PRESENTATIONS (Continued):**

**Fire Services Consolidation (Continued):**

(2) Join the Kent RFA: the exploratory process was suspended because the Fire Benefit Charge could not be placed on the personal property at the Port of Seattle (POS) so the City could not generate enough revenue.

(3) Contract for services with Kent RFA: Contract for Services, same idea as with Sheriff's Office. He explained the benefits of this option.

He reviewed the accomplishments through the existing partnership: entered into ILA for various services; implemented the training consortium that consists of SeaTac, Maple Valley, and Kent Fire Department; and SeaTac and Kent RFA created an observation and training agreement.

City administration is seeking Council direction for additional consolidation considerations in 2012 between the SeaTac Fire Department and Kent RFA. The consolidation consideration staff would like to explore is the option of SeaTac contracting for Fire/Emergency Medical Services (EMS) protective services with the Kent RFA.

Chief Schneider detailed the process: (1) exploratory process beginning in March 2012, including a citizen advisory committee, and presenting a white paper to SeaTac Council and Kent RFA in July or August 2012; (2) If Council gives direction to continue moving forward, create a plan; (3) create an ILA, and (4) contract for services and ILA implemented.

Council discussion ensued regarding the options with Council consensus for staff to begin the exploratory process.

Firefighter (FF) Dave Little stated that the training they have been receiving through the current ILA has been outstanding. The FF's feel this is an opportunity they would all like to further research.

**Council consensus:** Refer this to the 04/10/12 RCM Consent agenda

**CONSENT AGENDA:**

- **Approval of claims vouchers** (check nos. 97583 – 97733) in the amount of \$370,511.97 for the period ended March 20, 2012.
- **Approval of payroll vouchers** (check nos. 50484 – 50514) in the amount of \$178,930.97 for the period ended March 15, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 71897 - 72067) in the amount of \$343,255.93 for the period ended March 15, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$68,514.04 for the period ended March 15, 2012.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended March 23, 2012.
- **Summary of Donations \$500 or Greater** for the period ended March 21, 2012.
- **Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests** for the period ended March 23, 2012.

**Approval of Council Meeting Minutes:**

- **Council Study Session** held February 14, 2012.
- **Regular Council Meeting** held February 14, 2012.

**Agenda Items reviewed at the March 13, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3410; Ordinance repealing Ordinance 11-1016 and adopting a new policy related to City Council Reimbursement**

CM Forschler requested the Summary of CM and City Manager travel be removed to be discussed under Unfinished Business.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE REMOVAL OF THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL.\*

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

\*MOTION CARRIED UNANIMOUSLY.

**ACTION ITEM:**

**Agenda Bill #3402; Motion authorizing the City Manager to sign an Interlocal Agreement (ILA) between the City of Tukwila and the SeaTac Municipal Court for Probation Services**

**Summary:** For the past 10 years, SeaTac Municipal Court has contracted with Probation Officer Jay Gorham to provide probation monitoring services. Mr. Gorham works one day per week. Currently, SeaTac Municipal Court has approximately 102 offenders who report to probation for monitoring. A caseload of this size requires the attention of a full-time probation officer. Increasing the level of probation supervision protects the community by reducing the risk that persons under probation supervision will commit future crimes. In addition, probation as an alternative to incarceration allows individuals to live with their families, hold jobs, and be productive members of society. Tukwila Municipal Court has an established Probation Department employing one full-time Probation Officer, one full-time support staff, and one part-time Jail Alternatives Coordinator. By contracting with Tukwila Municipal Court for probation services, SeaTac defendants requiring supervision would be offered a variety of programs that otherwise could not be offered by SeaTac. Such programs include the following: more frequent pre-sentence investigations, full time case management, Probation Officer testimony in court during review hearings, administration of portable breath tests to defendants ordered not to consume alcohol, proper maintenance of probation files ensuring confidentiality, in-depth interviews with defendants both in and out of custody and jail alternative programs such as electronic home monitoring, day reporting and community service. The courts have agreed to pilot this program throughout 2012.

Probation Services revenue is part of SeaTac's General Fund (GF) Budget; however, State Statute is clear as to how Probation Services revenue shall be used. It is the Court's request, that in accordance with State law, these revenues be used to provide additional and enhanced Probation Services for SeaTac Municipal Court defendants.

Probation fees for the SeaTac Municipal Court are imposed for three different levels of probation: Active Supervision, Monitored Supervision, and Record Check. The table below compares annual probation fees assessed to the defendant by the SeaTac Municipal Court Judge to Tukwila Municipal Courts' proposed fees for services that will be invoiced to SeaTac. It is estimated that the annual probation service cost (invoices) to SeaTac Municipal Court will be \$30,000.

<b>Probation Level</b>	<b>Fees Imposed by SeaTac</b>	<b>Tukwila invoices SeaTac</b>
Active Supervision	\$600 per case, per year	\$300 per case, per year
Monitored Supervision	\$150 per case, per year	\$200 per case, per year
Record Check	\$50 per case, per year	\$100 per case, per year

Tukwila Municipal Court would be assuming a current probation caseload of 644 cases; 102 Active Supervision cases, 139 Monitored Supervision cases, and 403 Record Check cases.

Currently, SeaTac Court has .65 FTE's (Full-time Equivalents) performing Probation Services related work:

Judge Cordi-Bejarano	.10 FTE's	\$10,919
Administrator Paulette Revoir	.05 FTE's	\$ 6,258
One Judicial Process Specialist	.50 FTE's	\$39,929
<b>Total</b>	<b>.65 FTE's</b>	<b>\$57,106</b>

If the contract with Tukwila Municipal Court is approved, the Judicial Process Specialists' Probation Services work will be reduced to .35 FTE's and other Municipal Court duties equivalent to .15 FTE's will need to be assigned to the Judicial Process Specialist. Although total salary and benefit expenditures currently allocated to Probation Services (\$57,106) will decline by \$11,979 to \$45,127, GF revenues outside of Probation Services will be needed to cover this shift in duties.

**2012 Estimated Revenues:**

Adult Probation Services **\$101,137** Note: Average annual revenues for last four years were \$94,101.

**2012 Proposed Expenditures:**

Remaining three month contract with Current Probation Officer (\$2,400 month)	\$7,200
One-time fee to Tukwila MC to assume existing caseload	\$15,000
Monthly \$200 Administrative Fee to Tukwila Municipal Court (9 months)	\$ 1,800
Annual Estimated Probation Services Fee to Tukwila Municipal Court	\$30,000
SeaTac Municipal Court Staff Allocation (.50 FTE's)	\$45,127
Supplies/forms, etc related to Probation Services	<u>\$707</u>
<b>Total 2012 Proposed Expenditures</b>	<b>\$99,834</b>



**ACTION ITEM (Continued):**

**Agenda Bill #3402 (Continued):**

*Notes: (1) Expenditures after 2012 will be approximately \$21,600 lower; (2) The 2012 adopted "Probation Services" line item budget is currently \$28,800 so a budget amendment in the amount of \$25,200 will be required at a later date; (3) Actual year-to-date "Probation Services" expenditures total \$13,678 and includes salaries, benefits, supplies and professional services.*

**2012 Estimated Revenue Surplus: \$1,303**

Judge Cordi-Bejarano stated that this was previously reviewed by Council. At that time, it was pointed out that the ILA did not have a reciprocal liability paragraph. The indemnity clause was redrafted and is now included.

MOVED BY LADENBURG, SECONDED BY GREGERSON TO PASS AGENDA BILL #3402.

MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS:**

**•Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests for the period ended March 23, 2012.**

MOVED BY A. ANDERSON, SECONDED BY LADENBURG TO PASS THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL CITY MASTERCARD EXPENSES AND/OR REIMBURSEMENT REQUESTS FOR THE PERIOD ENDED MARCH 23, 2012.\*

CM Forschler stated that while he will vote to approve this item, he wanted Council to have an opportunity to discuss it. He heard concerns from residents, especially about five people attending from the City.

Mayor A. Anderson, DM Gregerson, and CMs Ladenburg and Bush briefed on the benefits of attending the National League of Cities (NLC) conference and specific training and meetings they attended.

DM Gregerson stated that she is also a steering committee member. This conference allows individual cities with the same message to become one voice.

CM Fernald stated that during her first year on the Council, she attended the NLC Conference which is a great experience and not a waste of money in general. She also stated that Council can meet with delegates when they are here in Washington State.

CM T. Anderson requested that attending conferences should be limited to three CMs at one time.

CM Ladenburg stated that the November 2013 NLC conference will be hosted in Seattle.

\*MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS:** There was no New Business.

**CITY MANAGER'S COMMENTS:** City Manager Cutts commented on the following: (1) April 7 – 9 a.m.-3:30 p.m., Recycle Event and Rain Barrel Sale at the Tyee Educational Complex; (2) April 7 – 9 a.m., egg hunt at Angle Lake Park; and (3) requested Council feedback on desire to videotape workshops from this point forward.

Council discussion ensued regarding videotaping workshops. Council consensus was to not videotape the April 2 Labor Relations Workshop. Future workshops will be discussed as needed.

**COUNCIL COMMENTS:** CM Ladenburg providing additional information related to his attendance at the NLC Conference.

CM Fernald commented on the following: (1) shared an example of an "Access to Corner Stores" that failed; and (2) received a letter from Officer Doug Reynolds stating the police are seeing more home invasions. She reminded everyone to call 911 to report suspicious activity.

CM Bush stated that the Global Connections High School received the 2011 Washington Achievement Award.

CM Gregerson commented on the following: (1) April 4 – regional contracting forum for small businesses at the Washington State Convention Center; (2) Bank of America in SeaTac hosted a two day meet and greet to discuss hardships with mortgages. She questioned if there is any way to have others who were not aware of the date to access this information; and (3) congratulated Mr. Ledbetter for being elected to the King Conservation District Board.

**COUNCIL COMMENTS (Continued):** Mayor A. Anderson commented on the following: (1) thanked Floyd and Doris Moe for their service to the City with picking up garbage around the City; (2) attended a day celebrating reading at Bow Lake Elementary School where he read Dr. Seuss Books to the kids; (3) appreciation of the SeaTac Judge and Officers and their outreach; and (4) requested the City prepare a proclamation for the Girl Scouts 100<sup>th</sup> Anniversary.

**ADJOURNED:**

MOVED BY T. ANDERSON, SECONDED BY LADENBURG TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 9:04 P.M.

MOTION CARRIED UNANIMOUSLY.

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Tony Anderson, Mayor

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Kristina Gregg, City Clerk

# City of SeaTac

## Council Study Session Minutes Synopsis

April 10, 2012  
4:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Anthony (Tony) Anderson at 4:00 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson (*arrived at 4:01 p.m.*), Councilmembers (CMs) Barry Ladenburg (*arrived at 4:07 p.m.*), Rick Forschler (*arrived at 4:03 p.m.*), Terry Anderson, Dave Bush, and Pam Fernald.

### **Agenda Bill #3411 – A Motion authorizing the City Manager to execute a design agreement for the South 168<sup>th</sup> Street Sidewalk Project**

**Summary:** The South 168<sup>th</sup> Street Sidewalk Project is the fourth project from the City's Neighborhood Sidewalk Program. This project is scheduled to construct sidewalks on both sides of South 168<sup>th</sup> Street from 34<sup>th</sup> Avenue South to Military Road South. Design services requested for this project include preparation of detailed engineering drawings, specifications and estimates required to bid and construct the project.

A statement of qualifications was requested from firms selected from the Municipal Research and Services Center (MRSC) Consultant Roster in January 2012. The following firms submitted statements of qualifications: The BlueLine Group, LLC; Gray and Osborne, Inc.; Parametrix, Inc.; and Reid Middleton, Inc. The firms were evaluated based on their staff qualifications, experience with similar projects, project understanding, and available resources to complete the project on schedule. Reid Middleton was selected as the most qualified firm due to their extensive experience on similar projects, including the adjacent Military Road South Improvements from South 166<sup>th</sup> Street to South 176<sup>th</sup> Street. The scope of work includes surveying, engineering design, cost estimating, possible right-of-way or easement acquisition, public outreach, environmental services, geotechnical investigation, and coordination with affected utilities. The negotiated scope and fee for Reid Middleton, Inc. is reasonable for the level of effort and work anticipated. The City of SeaTac's standard agreement form will be used. It is anticipated that the project will be constructed in 2013.

The amount to be paid is not to exceed \$217,891. The Transportation Capital Improvement Program (CIP) Fund (307) has a current budget balance of \$250,000 for this project.

Public Works (PW) Director Tom Gut reviewed the agenda bill summary.

**Council consensus:** Refer this to the 04/24/12 RCM Consent Agenda

*CM Forschler arrived at this point in the meeting.*

### **Agenda Bill #3416 – A Motion authorizing staff to apply for 2013 Community Development Block Grant (CDBG) for design and construction of expanding the Valley Ridge Community Center (VRCC)**

**Summary:** The City pre-school and teen programs currently share space at the VRCC. This makes it very difficult for each program to establish their own identity and limits storage capacity for each program. The expansion of the VRCC will separate the programs so the teen program can grow, establish their own identity, have their own storage area, and decrease conflicts between the pre-school and teen program. The expansion will also allow the possibility of extending the hours of teen programming by offering evening and weekend programs without interrupting the pre-school's equipment.

CDBG funding will allow for expansion of the facility by approximately 1,000 square feet (sq. ft.). The VRCC is currently 1,800+ sq. ft. The expansion will provide more storage, a small office for staff, and enough space to allow the tennis table and other free standing equipment upright at all times. Currently, all teen recreational equipment is taken down each day to accommodate the pre-school program the following day. The existing restrooms and kitchen will continue to be shared by both programs.

Since the VRCC is adjacent to the Tyee Educational Complex, the City is able to offer a free afterschool program which provides homework assistance, supervision, video games, table tennis, arts and crafts, and refreshments. The City currently serves between 35-50 teens daily.

The design and construction of the proposed project is not budgeted and this project will not proceed without CDBG grant funding and no City funding will be requested for this project. The estimated cost for design and construction is \$245,000. If the grant funding is approved, the City Council will be asked to formally accept the grant and award contracts for design and construction of the expansion project.

**Agenda Bill #3416 (Continued):** To meet all grant requirements, a pre-application has been submitted (due April 6, 2012) with the grant application deadline June 1, 2012. Approval of this Motion is required for the City to formally apply for this grant funding. If the Motion to apply is not approved, staff will withdraw the pre-application.

Assistant Parks and Recreation (P&R) Director Lawrence Ellis reviewed the agenda bill summary.

Council discussion ensued regarding the criteria for a CDBG grant.

*CM Ladenburg arrived at this point in the meeting.*

**Council consensus:** Refer this to the 04/24/12 RCM Consent Agenda

**Agenda Bill #3421 – A Motion establishing an Exploratory Process, to explore consolidation considerations between the City of SeaTac Fire Department and the Kent Fire Department Regional Fire Authority (RFA)**

**Summary:** The Exploratory Process will occur between May and July 2012. Fire Administration will then create a White Paper reviewing the data collected during the Exploratory Process; answer questions we have identified from other jurisdictions experiencing consolidation; and evaluate if consideration of the two fire departments would bring better services at a more sustainable cost effective level.

The department will present the White Paper to the SeaTac City Council and Kent Fire Department RFA Governance Board in the Fall of 2012.

Fire Chief Jim Schneider reviewed the agenda bill summary.

Council discussion ensued regarding combining resources and the benefits derived from both sides and the steps necessary to implement a consolidation.

**Council consensus:** Refer this to the 04/24/12 RCM Consent Agenda

**Agenda Bill #3423 – A Resolution formally recognizing the Highline Communities Coalition (HCC) in collaboration with the Cities of Burien, SeaTac, and Normandy Park and the Highline School District (HSD) and to authorize Mayor Anderson to sign said resolution**

**Summary:** In 2007, City of Burien CM Rose Clark, and HSD School Board President Bernie Dorsey began meeting monthly on Saturday mornings and soon decided that their jurisdictions should be exploring ways to work together since they served the same communities. After a few months, they invited electeds from SeaTac (CM Gregerson), Normandy Park (Shawn McEvoy), and Des Moines (Matt Pina) to the meetings. The collaborative moved forward as the HCC to continue to discuss issues related to vibrant Highline communities.

In 2010, the HCC (Cities of Des Moines, Burien, SeaTac and Normandy Park and HSD) each applied for grant funding from Seattle-King County (KC) Department of Public Health to change policies, systems and environments to promote vibrant and livable Highline communities.

From 2010-2012, each of the Cities and the HSD received grant funding from Seattle-KC Department of Public Health and worked together to successfully achieve grant deliverables targeting over 12 policy areas for healthier Highline citizens and communities.

The mission of the HCC is to develop sustainable relationships to maximize resources and services to support thriving families, schools, and communities. The coalition will continue to meet regularly to discuss characteristics of vibrant communities and identify where the coalition can collaborate to leverage collective resources efficiently and effectively and gain new resources for the betterment of Highline citizens.

Examples of characteristics of vibrant communities that the HCC is targeting include and are not limited to: (1) community events and traditions that encourage social interaction and sharing; (2) community awareness, attachment, education, and involvement that encourages everyone; and (3) safe, clean, well-lit connected neighborhoods that encourage mobility, interaction, physical activity, and play.

The HCC will develop consistent policies and leverage resources to promote regional vitality. A Joint Resolution strengthens the coalition's capacity to create vibrant Highline communities where residents, families, and schools thrive.

The HCC will make the most efficient and effective use of existing resources and continue to seek new resources to work toward its mission. There will not be a negative financial impact to the City.

**Agenda Bill #3423 (Continued):** DM Gregerson reviewed the agenda bill summary. The City of Des Moines has already approved and the remaining agencies will be considering this same Resolution.

Council discussion ensued regarding the purpose of this committee. Areas of potential collaboration were also discussed. Comments were made for and against formalizing the HCC.

**Council consensus:** Refer this to the 04/24/12 RCM Action Item

## **PRESENTATIONS:**

### **•Resident Survey Result Briefing**

City Manager Todd Cutts stated that this survey was part of a strategic process for 2012. The results of the survey will be included as part of the goal setting workshop discussions in May and then the macro budget workshop in June.

Program Manager Soraya Lowry reviewed the goals for this survey and the methodology for conducting the survey.

She presented the results of the survey, including priority characteristics relating to SeaTac as a whole (highest and lowest), rate City Services, priority services (highest and lowest), importance of infrastructure improvements (strong/weak correlation with priorities), value of services received for City taxes, overall direction of SeaTac, and Governance – City employees. 73% responded that they would recommend living in SeaTac, and 72% plan to remain in SeaTac for the next five years.

SeaTac benchmarks are generally similar to or lower than ratings given by residents in other jurisdictions nationally and regionally.

Ms. Lowry suggested that when Council moves to goal setting that the following questions be considered: Are priorities consistent with Council's vision for the City? Can the City effectively influence priorities? Do priorities have a funding source? Must/should certain priorities precede others? Where is more information needed?

Council discussion ensued regarding the results.

### **•Edward Bryne Memorial Justice Assistance Grant (JAG) Program**

Police Chief Jim Graddon stated that the City is eligible for just over \$14,000. The City has been awarded this grant in the past. This funding is used for training, equipment purchases, and overtime to support training.

Council concurred to have staff apply for this grant.

### **•Council consideration of Mayoral Re-Appointment of Valerie Allan to the Human Services Advisory Committee (HSAC) (Scheduled for confirmation at the April 24, 2012 Regular Council Meeting[RCM])**

Mayor A. Anderson stated that the current practice is to bring appointments/re-appointments before the City Council for consideration two weeks prior to Council confirmation. He requested Council input on changing the practice to only bring it forward for confirmation at a RCM. Council concurred to change the process.

Mayor A. Anderson announced his selection of Valerie Allan to be re-appointed to the HSAC.

**Council consensus:** Refer this to the 04/24/12 RCM for Confirmation

### **•Citywide Employee Training Plan**

Human Resources (HR) Director Anh Hoang reviewed employee training provided in 2011 and the 2012 planned training. HR has established a calendar for employee training.

**ADJOURNED:** Mayor A. Anderson adjourned the CSS at 5:37 p.m.

# City of SeaTac

## Regular Council Meeting Minutes

April 10, 2012  
6:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Regular Meeting was called to order by Mayor Anthony (Tony) Anderson at 6:01 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg, Rick Forschler, Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Finance Director Aaron Antin, Program Manager Soraya Lowry, Facilities Manager Pat Patterson, Police Chief Jim Graddon, and Fire Chief Jim Schneider.

**FLAG SALUTE:** Police Chief Jim Graddon led the Council, audience and staff in the Pledge of Allegiance.

**PUBLIC COMMENTS:** Judy Williams encouraged the City to publicize Citywide events. She questioned the funding source for the free after school program at the Valley Ridge Community Center (VRCC). She also encouraged Council support of the funding for the July 4<sup>th</sup> Fireworks.

Vicki Lockwood questioned the expenditures for the National League of Cities (NLC) Conference, specifically how the Council can approve piece meal expense reports.

Earl Gipson spoke regarding Agenda Bill #3418 (purchasing authority), stating his opinion that increasing the amount to \$50,000 will work, but he is not in favor of removing the visibility of the purchases at Council meetings.

### **PRESENTATIONS:**

#### **•South King Council of Human Services**

Program Director Nathan Phillips thanked the Council for its support. The South King Council of Human Services is an umbrella organization for human services providers and community groups in South King County (SKC). In the last five years, the Council has gotten serious about trying to help focus regional resources for human services in SKC where human services needs are greater than other parts of KC.

The South King Council works on building coalitions and collaborations that bring resources to SKC, helping mostly Seattle based entities learn how to do business in SKC, and working with agencies in SKC to build up their ability to provide services and attract resources (Capacity Building Project). Mr. Phillips detailed ways the South King Council is supporting these strategies.

#### **•Southwest King County Chamber of Commerce (SWKCC)**

President/CEO Lynn Wallace reviewed the 2011 accomplishments: Mayor T. Anderson spoke at the May membership luncheon, Ms. Wallace worked with the Hotel/Motel (H/M) Tax Advisory Committee to develop a tourism promotion area for additional tourism dollars, recognized three SeaTac students as students of the month and one chosen as student of the year, ribbon cutting for the Holiday Inn Express, participated in the International Festival Committee securing the food vendors, expanded website with additional links, and offered medical insurance programs to small businesses. The Chamber also actively participates in the South Sound Chambers of Commerce Legislative Coalition. The coalition represents employers and workers that come together as one voice in Olympia. In 2012, the SWKCC will continue and expand 2011 programs.

#### **•Port of Seattle (POS) Century Agenda Conversation**

POS Commissioner John Creighton stated that this is a 25 year strategic plan. He played a Century Agenda video showing POS goals and vision. Leading up to the centennial, the Commission felt that a 25 year vision needed to be set to build on the legacy previously cultivated. Over the next 25 years the POS will add 100,000 jobs through economic growth, for a total of 300,000 port-related jobs in the region, while reducing environmental footprint.

The goals are: (1) position the Puget Sound region as a premier international logistics hub; (2) advance this region as a leading tourism destination and business gateway; (3) use their influence as an institution to promote small business growth and workforce development; and (4) be the greenest and most energy efficient port in North America. The goals will be finalized later this year, but the POS is looking for input from regional partners.

Commissioner Creighton stated that all five POS Commissioners support this agenda. It has energized the entire organization.

Council discussion ensued regarding the Century Agenda.

**CONSENT AGENDA:**

- **Approval of claims vouchers** (check nos. 97734 – 97744) in the amount of \$60,057.42 for the period ended March 23, 2012.
- **Approval of claims vouchers** (check nos. 97745 – 97944) in the amount of \$272,312.30 for the period ended April 5, 2012.
- **Approval of payroll vouchers** (check nos. 50515 – 50551) in the amount of \$508,445.85 for the period ended March 31, 2012.
- **Approval of payroll electronic fund transfers** (check nos. 72068 - 72245) in the amount of \$347,932.99 for the period ended March 31, 2012.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,883.86 for the period ended March 31, 2012.
- **Summary of \$5,000 - \$35,000 Purchase Requests** for the period ended April 4, 2012.
- **Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests** for the period ended April 5, 2012.

**Agenda Items reviewed at the March 27, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3407; An Ordinance authorizing the City Manager to execute a contract with MacLeod Reckord, to design Angle Lake Park Phase II improvements, and amending the City's annual budget**

**Agenda Bill #3413; A Motion authorizing the City Manager to execute a contract with Anchor QEA, LLC to complete the Tub Lake Trail Master Plan**

CM Forschler requested the fireworks display on the Summary of \$5,000 - \$35,000 Purchase Requests, and the summary of travel expenses be removed to be discussed under Unfinished Business.

MOVED BY A. ANDERSON, SECONDED BY LADENBURG TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH REMOVAL OF THE FIREWORKS DISPLAY AND SUMMARY OF TRAVEL EXPENSES.\*

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

\*MOTION CARRIED UNANIMOUSLY.

**ACTION ITEMS:**

**Agenda Bill #3417; A Motion approving leasing 3,361 square feet (sq. ft.) of the City Hall second floor to SASH, Inc.**

**Summary:** SASH, Inc. is a service provider aimed at assisting seniors in moving into retirement/assisted living communities and then helping them to sell their current residences. They are interested in renting 3,361 sq. ft. of space in City Hall with first rights of refusal on any additional available space on the second floor. The lease has a three year lease renewal option upon mutually agreeable terms.

The proposed lease provides that if SASH requires additional square footage within the building and the City is unable to accommodate their request, then SASH shall have the ongoing right to terminate the lease after 18 months. Should SASH terminate the lease prior to the expiration of the three year term, they shall be responsible for a portion of the leasing transaction costs (pro-rated commission, cost of tenant improvements, and free rent) based on the amount of time remaining on the lease.

Consistent with current trends in the commercial real estate market, the proposal from SASH asks for one free month of rent for each year of the lease agreement. The breakdown for the three year term is as follows:

Months 1-3	\$0
Months 4-12	\$4,481.33 per month
Months 13-18	\$4,621.38 per month
Months 19-24	\$4,691.40 per month
Months 25-30	\$4,761.42 per month
Months 31-36	\$4,831.44 per month

The total rent collected over the three year period is \$153,765.81. The Andover Company will receive 5% commission or \$7,688.29. Tenant improvements are expected to cost \$16,500. Utilities and services during that period will be approximately \$39,102.89. Leasehold excise taxes will amount to about \$19,743.53. However, the

**ACTION ITEMS (Continued):**

**Agenda Bill #3417 (Continued):** City will receive approximately \$6,027.62 of the leasehold excise tax back from the State. The net revenue will be approximately \$76,758.72.

Although the rent revenues will ultimately pay for the cost of tenant improvements and the lease commissions, these expenditures are not budgeted in 2012. Therefore, a budget amendment will be necessary and will be brought forward for Council approval at a later date.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO PASS AGENDA BILL #3417.

MOTION CARRIED WITH FERNALD VOTING NO.

**Agenda Bill #3418; An Ordinance amending Chapter 3.31 of the SeaTac Municipal Code (SMC) related to purchasing**

**Summary:** This Ordinance amends the City's Purchasing Code, pursuant to direction given to the City Manager at the City Council retreat on February 25, 2012.

The following is a list of proposed changes:

SMC 3.31.050. Currently, the City Manager has authority to execute contracts that do not exceed \$5,000. Contracts that exceed \$5,000 but are less than \$35,000 are approved by the City Council by Motion as part of the consent agenda. Similar authority is provided for the execution of contract amendments. This Ordinance authorizes the City Manager to execute contracts that do not exceed \$50,000 in value. The current \$5,000-\$35,000 agenda item would be removed. In addition, the City Manager would be authorized to execute contract amendments that do not exceed the lesser of 10% of the contract cost or \$50,000.

SMC 3.31.060. This section related to the purchase of supplies and equipment would be amended so that the requirement to obtain at least three quotations more closely matches the contract approval limits in SMC 3.31.050 and the dollar amounts for public works (PW) contracts.

SMC 3.31.090 and 3.31.100. These sections related to PW projects would be amended to remove the maximum dollar for utilizing the small works roster, and instead provide that the small works roster process can be used when applicable. The maximum dollar amount is set by State law, which is currently \$300,000.

SMC 3.31.190. Currently, the City Manager is authorized to lease or rent City facilities or let a contract in which the City receives payment, provided that the annual payment does not exceed \$35,000. However, when the City receives annual payment between \$5,000 and \$35,000 the agreements are approved by the City Council by Motion, similar to the \$5,000-\$35,000 purchases. This Section related to lease or rental of City facilities would be amended to authorize the City Manager to execute such contracts if the annual payment to the City does not exceed \$50,000. The proposed Ordinance also authorizes the City Manager to accept grants on behalf of the City with these same dollar amounts.

City Manager Cutts commented that staff is now posting vouchers on the City's website for everyone to review, in addition to emailing them to the City Council.

MOVED BY GREGERSON, SECONDED BY LADENBURG TO PASS AGENDA BILL #3418.\*

Council discussion ensued as to whether the City Manager's authority should be increased.

\*UPON A ROLL CALL VOTE, MOTION CARRIED WITH LADENBURG, A. ANDERSON, GREGERSON, AND BUSH VOTING YES AND FORSCHLER, T. ANDERSON, AND FERNALD VOTING NO.

**UNFINISHED BUSINESS:**

•**Summary of \$5,000 - \$35,000 Purchase Requests for the period ended April 4, 2012: Fireworks Display (Angle Lake Fireworks Show - July 4<sup>th</sup>) - \$10,000**

MOVED BY LADENBURG, SECONDED BY GREGERSON TO APPROVE \$10,000 FOR FIREWORKS DISPLAY.

UPON A ROLL CALL VOTE, MOTION CARRIED WITH LADENBURG, T. ANDERSON, A. ANDERSON, GREGERSON, AND BUSH VOTING YES AND FORSCHLER AND FERNALD VOTING NO.



**UNFINISHED BUSINESS (Continued):**

**•Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests for the period ended April 5, 2012.**

MOVED BY LADENBURG, SECONDED BY A. ANDERSON TO APPROVE THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL CITY MASTERCARD EXPENSES AND/OR REIMBURSEMENT REQUESTS FOR THE PERIOD ENDED APRIL 5, 2012.\*

CM Forschler stated that he will vote in favor of this request, but removed it from the Consent Agenda to allow for any Council discussion.

\*MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS:** There was no New Business.

**CITY MANAGER'S COMMENTS:** City Manager Cutts commented on the following: (1) April 21 - 9 a.m., Earth Day activities; (2) April 24 – 3 p.m., Teen Center Open House at the VRCC; and (3) April 28 – 10 a.m., National Prescription Drug Take Back Program at City Hall.

**COUNCIL COMMENTS:** CM Ladenburg commented on the following: (1) April 7 - attended the Egg Hunt, and (2) attended the 9-1-1 King County (KC) Academy with CM Fernald.

CM T. Anderson stated that the Highline Botanical Garden rose garden walls dedication ceremony is scheduled for May 5 at noon.

CM Fernald commented on the following: (1) April 21 – the City will be celebrating Arbor Day. As part of being a Tree City, a proclamation will be read that will be the kick-off for the City's Ivy Out event; and (2) attended the King County Sheriff's Office (KCSO) first ever 9-1-1 academy.

CM Bush stated that he attended the Rotary Club annual banquet at Cedarbrook Lodge. The money raised will go towards senior and children programs.

DM Gregerson stated that the public/private partnership conversation will be a part of everything the City does. She shared examples of recent public/private partnerships. She also thanked the Highline Times for a recent Communities Putting Prevention to Work (CPPW) article.

Upon a request by Mayor A. Anderson, Chief Graddon stated that SeaTac Police Officer Andy Conner was named the "Citizen of the Year" by the Municipal League of KC. Officer Conner was honored for his work in founding the "Genesis Project", based in SeaTac.

Mayor A. Anderson stated that he attended a Des Moines Council Committee meeting with CM Ladenburg to discuss common issues between the two cities. It was agreed that the 28<sup>th</sup>/24<sup>th</sup> Avenue South extension is a worthy project.

**ADJOURNED:**

MOVED BY T. ANDERSON TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:41 P.M.

MOTION CARRIED UNANIMOUSLY.

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Tony Anderson, Mayor

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Kristina Gregg, City Clerk

# City of SeaTac

## Council Study Session Minutes Synopsis

April 24, 2012  
4:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Study Session (CSS) was called to order by Mayor Anthony (Tony) Anderson at 4:02 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg (*arrived at 4:25 p.m.*), Rick Forschler (*arrived at 4:05 p.m.*), Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, Senior Assistant City Attorney Mark Johnsen, City Clerk Kristina Gregg, Economic Development (ED) Manager Jeff Robinson, Public Works (PW) Director Tom Gut, Human Resources (HR) Director Anh Hoang, Senior HR Analyst Stephanie Johnson, Administrative Captain Annette Louie, Program Manager Soraya Lowry, Court Administrator Paulette Revoir, Police Chief Jim Graddon, and Fire Chief Jim Schneider.

### **Agenda Bill #3419 – A Motion authorizing the City Manager to enter into a five-year lease agreement in the SeaTac Center with Sahra Abdulle, doing business as SeaTac Market / Sunset International Furniture**

**Summary:** This Motion authorizes the City Manager to execute a sixty month lease with one five-year option at the City's discretion with the SeaTac Market / Sunset International Furniture in the north building of the SeaTac Center in space that was most recently occupied by the Monte Carlo nightclub. The lease and options will both include a redevelopment clause that can be exercised at the City's discretion. The new full service market is planning on offering a wide range of canned goods, including fresh produce, meats and seafood.

The proposed lease is for 24,500 square feet (sq. ft.) that has been empty since vacated in August 2010. Since that time the space has been shown to over 20 prospective tenants all of which required an initial lease term longer than five years and substantial investment by the City in tenant improvements. For this lease the tenant will provide an advance of \$10,000 as prepayment for the fifth month's rent and triple net charges and a \$10,000 security deposit.

The tenant will receive four month's free rent but will pay the triple net charges as the tenant improvements and fixturing of the space is completed. The agreement also includes a personal guarantee of the rents due over the initial five-year term.

The total revenue generated by the lease over the initial five year term is approximately \$930,000, including triple net charges. The agreement includes a leasing commission to the Andover Company equal to 5% or approximately \$40,850 and a maximum fixturing allowance for the tenant of \$10,000. In addition, the City will clean the kitchen area and remove the carpeting on the first floor for an estimated cost of \$10,000.

ED Manager Robinson reviewed the agenda bill summary.

*CM Forschler arrived at this point in the meeting.*

Council discussion ensued regarding the vendor and lease, specifically sections 6 and 9.

**Council consensus:** Refer this to the 05/08/12 RCM Consent Agenda

### **PRESENTATIONS:**

#### **•Informational presentation on the Regional Traffic Buster System**

PW Director Gut stated that earlier this year Council approved an Interagency Data Sharing Agreement with the Washington State Department of Transportation (WSDOT). That agreement allowed information to be shared on WSDOT's Traffic Buster Network. Since that agreement was approved, WSDOT completed the City's connection to the fiber optic network and they provided a computer station. He introduced WSDOT Northwest Regional ITS Engineer Michael Forbis.

Mr. Forbis explained the Traffic Buster project and demonstrated applications for traffic management system, traffic signals, and a video application.

Council discussion ensued regarding the applications.

*CM Ladenburg arrived at this point in the meeting.*

Mr. Forbis reviewed the details of the Traffic Buster Program. Estimated completion is August 31 with only two cities left to complete.

## **PRESENTATIONS (Continued):**

### **•Police Contract Update**

Police Chief Graddon introduced King County (KC) Sheriff Steve Strachan.

Sheriff Strachan mentioned the passing of former SeaTac Police Chief Greg Dymerski.

Sheriff Strachan provided an update on the SeaTac Police Department and King County Sheriff's Office (KCSO) Police Service Partnership Program.

He reviewed the Sheriff's Office role, Police Partnership Program (designed by the Partner City), Partnership Benefits, SeaTac Police Department, Interlocal Agreement (ILA), Exhibit B Cost Detail, Agreement Oversight, Zones, and KCSO commitment to SeaTac.

Council discussion ensued regarding the costs and the School Resource Officer (SRO) position.

Chief Graddon stated that costs are assessed each year.

Sherriff Strachan stated that the commitment to schools is hard to quantify, but has a great amount of benefit.

### **•At Will Employment**

HR Director Hoang provided background information about, and defined, Just Cause vs. At-Will employment.

SeaTac Employment Policies/Practices: (1) SeaTac Municipal Code (SMC) 2.65.010 - City Manager authority; (2) Collective Bargaining Agreements (just cause); and (3) Non-Represented employees - Employee Handbook: probationary period is 6 months and then become "just cause" employees for regular employees. Part-time, seasonal, and temporary employees are At-Will employees.

The following policy questions need to be answered related to future hires in department head level positions:

- (1) Should the City establish At-Will employment relationship?
- (2) If the City establishes At-Will, should there be allowance for severance pay for without cause separations?
- (3) If these changes are made, when should they be implemented? (The Assistant City Manager [ACM] position will be hired in near future.)

If the City allows severance packages for newly hired department head level employees, the City Ordinance will need to be amended and an implementation date set.

Council discussion ensued as to how other cities handle this policy. Council provided input as to whether they felt the employees should be At-Will or Just Cause, and if At-Will, whether severance should be negotiated for those asked to leave without just cause.

City Manager Cutts stated that from a recruitment perspective, it's not worth changing the policy to At-Will without severance. Council concurrence was given (5-2) for staff to move forward with this change. Mr. Cutts stated that he will present an agenda bill at the May 8, 2012 CSS for discussion and Regular Council Meeting (RCM) for action due to hiring the ACM soon.

### **•Salary Range for Assistant City Manager (ACM) position**

Senior HR Analyst Johnson stated that the position has been budgeted for 2012 for a total of \$161,489 (salary and benefits). She presented the recommended salary range (77) for the ACM position. This has been verbally approved by the City Manager.

This is the first time a non-represented salary recommendation has been presented at a CSS. Per City Ordinance #09-1020, the City Manager is authorized to adjust non-represented employee classification and compensation, subject to ratification by the Administration & Finance (A&F) Committee. Since the A&F Committee is no longer in existence, the Legal Department's interpretation is that ratification of the proposed change should be presented at a CSS for consensus.

Council discussion ensued regarding the budget and salary range with Council consensus given for Salary Range 77.

*Due to time constraints, the following two items were moved to the April 24, 2012 RCM:*

### **•Traffic School**

### **•Format of Public Safety Statistics**

**ADJOURNED:** Mayor A. Anderson adjourned the CSS at 5:56 p.m.

# City of SeaTac

## Regular Council Meeting Minutes

April 24, 2012  
6:00 PM

City Hall  
Council Chambers

**CALL TO ORDER:** The SeaTac City Council Regular Meeting was called to order by Mayor Anthony (Tony) Anderson at 6:06 p.m.

**COUNCIL PRESENT:** Mayor Anthony (Tony) Anderson, Deputy Mayor (DM) Mia Gregerson, Councilmembers (CMs) Barry Ladenburg, Rick Forschler, Terry Anderson, Dave Bush, and Pam Fernald.

**STAFF PRESENT:** City Manager Todd Cutts, Senior Assistant City Attorney Mark Johnsen, City Clerk Kristina Gregg, Senior Planner Michael Scarey, Administrative Captain Annette Louie, Program Manager Soraya Lowry, Facilities Manager Pat Patterson, Police Chief Jim Graddon, and Fire Chief Jim Schneider.

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

### **ADDED PRESENTATION:**

Representative Tina Orwell stated that one of the highlights of this legislative session was working with the SeaTac Law Enforcement on the issue of Commercial Sex Trade. 12 related bills were introduced this session and all passed because of the work and testimony of SeaTac Officers. She provided details for some of the bills.

Upon a question posed by DM Gregerson, Ms. Orwell stated that the Genesis Project is the only drop-in center in the United States for young woman on the streets. Chief Graddon stated that the Genesis Project provides law enforcement the ability to find the victim, take them to the resource and start the healing process immediately.

**PUBLIC COMMENTS:** Lyle Gulling, Michelle Baus, and Melissa Wagner spoke regarding mobile ice cream vendors near school properties. They requested something be done to stop non-permitted vendors and also to not allow them to be near school properties.

Earl Gipson requested the City consider establishing an enforceable code of ethics.

Vicki Lockwood stated she had requested from each CM that attended the National League of Cities (NLC) Conference which workshops/classes/trainings they attended. She also questioned NLC conference costs.

### **PRESENTATIONS:**

*This presentation was moved forward on the agenda:*

#### **•Ruth Dykeman Children's Center-NAVOS**

Therapist Alisa Kelly stated that Ruth Dykeman's mission is: Success and self sufficiency for children, families and community. They provide community based, residential and home based services to children, youth and their families. Ruth Dykeman has also partnered with NAVOS which broaden the mission to include: Improving the quality of life to people vulnerable to mental illness by providing a broad continuum of care in combination with Ruth Dykeman's mission.

Due to the financial support provided by SeaTac, Ruth Dykeman-NAVOS is able to serve SeaTac families throughout the year and the overall results are overwhelmingly positive.

In the first quarter of 2012, 79% of the contract goal has already been met.

Ms. Kelly thanked Council for their support.

#### **•Girl Scouts of America 100<sup>th</sup> Anniversary Proclamation**

CM Fernald read the proclamation.

#### **•Council confirmation of Mayoral Re-Appointment of Valerie Allan to the Human Services Advisory Committee**

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO APPROVE THE RE-APPOINTMENT OF VALERIE ALLAN TO THE HUMAN SERVICES ADVISORY COMMITTEE.

MOTION CARRIED UNANIMOUSLY.

Ms. Allan was unable to be in attendance. Her certificate will be mailed to her.

**PRESENTATIONS (Continued):**

● **Update on Affordable Housing Policies**

Senior Planner Scarey introduced Planning Commission (PC) Chair Daryl Tapio. Mr. Scarey stated that staff has been working with King County (KC) and representatives from other cities within KC on the update to the KC Countywide Planning Policies (CPP), specifically the Affordable Housing Policies.

The purpose of this presentation is to update Council on the status of the ongoing related work, to provide the draft policy document for review and comment, and to review the Growth Management Planning Council's (GMPC) schedule regarding this draft.

Past Mayor Terry Anderson joined other South KC Mayors in requesting a revised method for allocating 2011 "affordable housing targets" to include existing affordable housing numbers, and more equitable distribution throughout KC. The GMPC agreed to adopt interim affordable housing targets in 2011, while working on revising methodology and policy in 2012.

The draft CPP Affordable Housing Policies have no numerical targets for individual cities; focus on Countywide need; require each City to do an inventory and needs analysis for affordable housing per Growth Management Act (GMA); require each City to adopt strategies to address the need, based on the inventory and analysis (SeaTac's need is in the 0 – 30% category, currently 4.7%); include existing affordable housing analysis; and recognize that meeting the needs of very low income households is not the responsibility of individual jurisdictions, but requires collaboration among jurisdictions, and with other agencies.

Mr. Scarey reviewed the staff-proposed approach: focus on preservation of existing affordable housing stock, focus on improving condition and quality of housing stock, and work with other cities/agencies to address the needs of very low income households.

Mr. Tapio reviewed the PC suggested policy language and the PC's reasoning: "H-14 Encourage economically sustainable projects that do not shift portions of the building and operating costs and the cost of government services to others"; and "Provide transparency of comprehensive housing related subsidies annually." (#1 under policy H-18)

Mr. Scarey reviewed the next steps: public meeting May 4, GMPC action scheduled for June 6, GMPC Motion to KC Council for adoption, and forwarded to cities for ratification.

Council discussion ensued regarding the staff approach, PC suggested language and next steps.

City Manager Cutts clarified that this is a KC document. The Council can provide input, but no action is being asked for tonight. Staff is looking for general direction from the Council: (1) move the document forward to KC as is, (2) make recommendations for the PC amendments, or (3) remain silent.

Council concurred with recommending the PC suggested amendments to KC.

*This presentation was brought forward from the CSS agenda.*

● **Traffic School**

Administrative Captain Louie stated that Court Administrator Revoir and she would like to establish a traffic school in SeaTac. She reviewed the advantages for the driver, City, Court, and Police Department. Ms. Louie detailed the proposed program specifics for the class; one Saturday a month, every other month for four hours.

She exemplified the Kent Traffic School and reviewed the caseload filings. SeaTac traffic infraction filings are about 15% of Kent's caseload. SeaTac could make this traffic school available for other jurisdictions.

It is estimated that SeaTac would have approximately 206 students annually. The potential revenue is \$21,069 annually minus estimated annual costs of \$4,800.

Possible Use of Funds include salary of a part-time task force program assistant or overtime for current staff, training of officers, additional software, supplies, paperwork, and brochures.

Ms. Louie reviewed additional steps required to establish a traffic school in SeaTac.

Council discussion ensued regarding the proposed traffic school.

Mr. Cutts clarified that this is not a revenue generator, but the City needs to ensure it is at least revenue neutral.

**PRESENTATIONS (Continued):**

**Traffic School (Continued):**

Ms. Revoir stated that the impact to the General Fund will be minimal, but it is also important to understand that revenue that might be lost from traffic fines and fees would be made up for in the costs to attend the school.

Mr. Cutts stated that if the Council is interested in this, staff will need to do additional work in order to establish the traffic school and will bring it forward to Council for action.

Council concurred with staff moving forward with this concept.

● **Animal Services**

Administrative Captain Louie provided an overview of the proposed Interlocal Agreement (ILA) with KC (January 1, 2013 – December 31, 2015), and timeline and process to reach final agreement by July 1.

She reviewed the benefits of a regional system, cost issues, revenue issues, and service Issues.

Police Chief Graddon stated that KC is working to accommodate the cities.

Ms. Louie stated that the estimated 2013 costs are \$110,000.

Timeline: May 1 – provide 2<sup>nd</sup> nonbinding statement of interest, May 10 – final cost estimates circulated, May 2012 – final ILA distribution to Council, June 12, 2013 – request for Council approval to execute agreement, July 1 – formal adoption and execution of the agreement. If approved, the successor ILA will take effect January 1, 2013.

Staff's request for Council direction is to direct the City Manager to provide the 2<sup>nd</sup> nonbinding statement of interest to KC by May 1. She also questioned whether Council would like additional briefings between now and June 12.

Council discussion ensued regarding the proposed agreement with Council concurring to move forward and direct Mr. Cutts to provide the 2<sup>nd</sup> nonbinding statement. Council also agreed that no additional briefings would be necessary until June 12.

*This presentation was brought forward from the CSS agenda.*

● **Format of Public Safety Statistics**

Mayor A. Anderson stated that public safety statistics were originally presented to the Public Safety & Justice (PS&J) Committee.

CM Fernald stated that when the PS&J Committee meeting went away, the visibility of those statistics also went away. She requested the presentation be brought back to the Council meetings.

Council discussion ensued with Council concurring to have the presentation made at each Council Study Session (CSS) with the Fire and Police Departments alternating.

**CONSENT AGENDA:**

● **Approval of claims vouchers** (check nos. 97945 – 98154) in the amount of \$487,642.02 for the period ended April 20, 2012.

● **Approval of payroll vouchers** (check nos. 50552 – 50582) in the amount of \$182,571.58 for the period ended April 15, 2012.

● **Approval of payroll electronic fund transfers** (72246 – 72417) in the amount of \$351,561.74 for the period ended April 15, 2012.

● **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$69,452.13 for the period ended April 15, 2012.

● **Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests** for the period ended April 16, 2012.

**Approval of Council Meeting Minutes:**

● **Council Retreat** held February 24-25, 2012

● **Council Study Session** held February 28, 2012

● **Special Council Meeting** held February 28, 2012

● **Regular Council Meeting** held March 13, 2012

● **Council Workshop** held April 2, 2012

● **Special Council Meeting** held April 16, 2012

**Agenda Items reviewed at the April 10, 2012 Council Study Session and recommended for placement on this Consent Agenda:**

**Agenda Bill #3411; Motion authorizing the City Manager to execute a design agreement for the South 168<sup>th</sup> Street Sidewalk Project**

**Agenda Bill #3416; Motion authorizing staff to apply for the 2013 Community Development Block Grant for design and construction of expanding the Valley Ridge Community Center**

**Agenda Bill #3421; Motion establishing an Exploratory Process, to explore consolidation considerations between the City of SeaTac Fire Department and the Kent Fire Department Regional Fire Authority**

CM Forschler requested the summary of travel expenses and/or reimbursement requests be removed from the Consent Agenda.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE REMOVAL OF THE SUMMARY OF TRAVEL EXPENSES AND/OR REIMBURSEMENT.\*

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

\*MOTION CARRIED UNANIMOUSLY.

**ACTION ITEMS:**

**Agenda Bill #3423; Joint Resolution #12-006 formally recognizing the Highline Communities Coalition (HCC) in collaboration with the Cities of Burien, Des Moines, and Normandy Park and the Highline School District (HSD) and to authorize Mayor Anderson to sign said Resolution**

**Summary:** In 2007, Burien CM Rose Clark and HSD Board President Bernie Dorsey began meeting monthly on Saturday mornings and soon decided that their jurisdictions should be exploring ways to work together since they served the same communities. After a few months, they invited elected officials from SeaTac (DM Gregerson), Normandy Park (Shawn McEvoy), and Des Moines (Matt Pina) to the meetings. The collaborative moved forward as the HCC to continue to discuss issues related to vibrant Highline communities.

In 2010, the HCC each applied for grant funding from Seattle-KC Department of Public Health to change policies, systems and environments to promote vibrant and livable Highline communities. From 2010-2012, each of the cities and the HSD received grant funding from Seattle-KC Department of Public Health and worked together to successfully achieve grant deliverables targeting over 12 policy areas for healthier Highline citizens and communities.

The mission of the HCC is to develop sustainable relationships to maximize resources and services to support thriving families, schools, and communities. The coalition will continue to meet regularly to discuss characteristics of vibrant communities and identify where the coalition can collaborate to leverage collective resources efficiently and effectively and gain new resources for the betterment of Highline citizens.

Examples of characteristics of vibrant communities that the HCC is targeting include and are not limited to: (1) community events and traditions that encourage social interaction and sharing; (2) community awareness, attachment, education, and involvement that encourages everyone; and (3) safe, clean, well-lit connected neighborhoods that encourage mobility, interaction, physical activity, and play.

The HCC will develop consistent policies and leverage resources to promote regional vitality. A Joint Resolution strengthens the coalition's capacity to create vibrant Highline communities where residents, families, and schools thrive.

The HCC will make the most efficient and effective use of existing resources and continue to seek new resources to work toward its mission. There will not be a negative financial impact to the City.

MOVED BY T. ANDERSON, SECONDED BY GREGERSON TO PASS RESOLUTION #12-006.\*

Council discussion ensued regarding the HCC, including whether this needs to be formalized.

\*MOTION CARRIED WITH FERNALD VOTING NO.

**UNFINISHED BUSINESS:**

**•Summary of Councilmember and City Manager travel City MasterCard expenses and/or reimbursement requests for the period ended April 16, 2012.**

MOVED BY LADENBURG, SECONDED BY A. ANDERSON TO APPROVE THE SUMMARY OF COUNCILMEMBER AND CITY MANAGER TRAVEL CITY MASTERCARD EXPENSES AND/OR REIMBURSEMENT REQUESTS FOR THE PERIOD ENDED APRIL 16, 2012.\*

Mr. Cutts clarified that credit card statements come in to the City at different times and therefore are paid at different times. This is why the requests for Council approval are staggered.

\*MOTION CARRIED UNANIMOUSLY.

**NEW BUSINESS:** There was no New Business.

**CITY MANAGER'S COMMENTS:** City Manager Cutts commented on the following: (1) April 28 - labor rally on Saturday that will impact International Boulevard (IB); (2) April 28 - National Prescription Drug Take Back; and (3) new administrative policies that once staff has made a presentation at a Council meeting, the presentation will be placed on the City's website by close of business the Friday following the Tuesday meeting. The presentation will be posted under Government / Document Central / City Council / Council Meeting Presentations / date of Council meeting.

**COUNCIL COMMENTS:** CM Ladenburg stated that he attended the Valley Ridge Teen Center Open House prior to tonight's CSS.

CM Fernald stated that she participated in the Tree City USA Arbor Day Event – Ivy Out. At the event, the Department of Natural Resources representative presented the City with a Growth Award for the tree canopy project staff did. She showed samples of ivy roots that were removed.

CM Bush stated that Little League Baseball starts Saturday at Valley Ridge Park (VRP).

DM Gregerson stated that she has been appointed to the Association of Washington (AWC) State and Federal Policy Committee.

Mayor A. Anderson thanked CM Fernald for representing the City on Arbor Day.

**ADJOURNED:**

MOVED BY T. ANDERSON, SECONDED BY LADENBURG TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 9:13 P.M.

MOTION CARRIED UNANIMOUSLY.

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Tony Anderson, Mayor

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Kristina Gregg, City Clerk



**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**  
 Department Prepared by: Parks and Recreation/CED

Agenda Bill #: 3430

**TITLE:** A Motion authorizing the City Manager to execute a contract with Berger Partnership for Phase II design and planning of the Riverton Heights site.

May 4, 2012	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
<b>Date Council Action Requested:</b>	<u>RCM 05/22/2012</u>
<b>Ord/Res Exhibits:</b>	
<b>Review Dates:</b>	<u>CSS 05/8/2012</u>
<b>Prepared By:</b>	<u>Kit Ledbetter, Parks and Recreation Director and Jeff Robinson, Economic Development Manager</u>
<b>Director:</b>	<u><i>Ray Johnson for Kit Baker</i></u> City Attorney: <u><i>Mark S. Johnson, Sr. Asst City Atty</i></u>
<b>Finance:</b>	<u><i>Alan Hunt</i></u> BARS #: <u>301.000.04.594.19.63.195</u>
<b>City Manager:</b>	<u><i>Todd Cutler</i></u> Applicable Fund Name: <u>Municipal Capital Improvement Fund</u>

*YSL*  
*37*

**SUMMARY:** This Motion authorizes the City Manager to execute a contract with Berger Partnership, in substantially similar form as attached hereto, for Phase II design and planning of the Riverton Heights site.

**DISCUSSION / ANALYSIS / ISSUES:** The project site is a 7.8 acre parcel that was previously occupied by the Riverton Heights Elementary School. The site has an existing parking lot, model airplane landing strip, mature trees, and remnants of asphalt from use as a school playground. The site slopes gently from west to east. Based on an extensive community engagement process, the proposed land uses include a park, fire station, and a housing component. It is the goal of this work to determine the most appropriate and realizable uses for this site based on a detailed assessment of space needs for each use. The plan will also identify potential "early implementation" projects to begin activation for the site. Information regarding the potential fire station will be provided by TCA Architecture and is included in this proposal.

The scope of work includes site, neighborhood, and code understanding, site planning, site plan feasibility, preliminary cost estimate, and master plan graphics and report preparation. The time estimated for completion of this work is six months.

The work being performed under this contract will be done in two phases--concept development and development of the preferred alternative and final design.

**RECOMMENDATION(S):** It is recommended that the Motion be carried.

**FISCAL IMPACT:** The proposed contract will not exceed \$30,000 and will be paid for through the BARS account listed above.

**ALTERNATIVE(S):** Do not complete the project at this time.

**ATTACHMENTS:** 1) Proposed contract with scope of work.

**RIVERTON HEIGHTS PROPERTY:  
PHASE TWO DESIGN AND SITE PLANNING**

**CONSULTANT CONTRACT**

Project Description: The purpose of this Phase Two Design and Site Planning project will include site planning; site plan feasibility; preliminary cost estimate; and master plan graphic and report preparation. The project will utilize the extensive public participation and preliminary concept efforts completed in 2011 as the basis for Phase Two Design and Site Planning

THIS CONTRACT is made and entered into effective on the date upon which the last party to sign this Contract so signs the Contract, by and between the City of SeaTac, a municipal corporation of the State of Washington, hereinafter referred to as the "City", and Berger Partnership PS, hereinafter referred to as the "Consultant", on the following terms and conditions in conjunction with the project indicated above.

1. EMPLOYMENT. The City hereby agrees to retain and employ the Consultant, as an independent contractor, and the Consultant hereby agrees to serve the City pursuant to this Contract.

2. SCOPE OF SERVICES. The Consultant shall be responsible for completion of the scope of services detailed in Attachment A to this Contract.

3. TIME FOR BEGINNING AND COMPLETION. The consultant shall begin work on the "Scope of Services" on Attachment A immediately. All work shall be completed by December 31, 2012. The established completion date may be extended at the discretion of the City, subject to a prior supplemental written agreement executed by the City to extend the established completion date.

4. PROFESSIONAL STANDARDS. The Consultant shall be responsible, to the level of competency presently maintained by other practicing professionals in the same type of work in this community, for the professional and technical soundness, accuracy, and adequacy of all analyses, designs, drawings, specifications, plans, programs and other work and materials furnished under this Contract.

5. COMPENSATION. The City shall pay the Consultant compensation for the completion of the scope of services at a total amount of compensation that shall not exceed thirty thousand dollars (\$30,000.00). The City shall only pay for actual services rendered.

6. RECORDS INSPECTION AND AUDIT. All compensation payments shall be subject to adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of account pertaining to any work

performed under this Contract shall be subject to inspection and audit by the City for a period of up to three (3) years from final payment of work performed under this contract.

7. OWNERSHIP OF DOCUMENTS. All plans, programs, specifications, designs, reports, records and other documents produced during or as a result of services rendered pursuant to this Contract shall be the property of the City and shall not be the property of the Consultant. Any reuse of such documents on or for any project other than that covered under this contract shall be without liability or legal exposure to the Consultant. The Consultant may, however, use the documents for the purpose of reference materials and future marketing of consulting services.

8. EQUAL EMPLOYMENT OPPORTUNITY. The Consultant shall strictly abide by all local, state and federal equal employment opportunity laws and policies relating to the establishment of non-discrimination in hiring and employment practices, and assuring the service of all clients, customers or involved members of the public without discrimination.

9. INDEMNIFICATION. The Consultant shall indemnify and hold harmless the City and its officers, agents and employees or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the Consultant, its officers, agents and employees, or any of them relating to or arising out of the performance of this Contract; and if final judgment be rendered against the City and its officers, agents and employees or any of them, or jointly against the City and the Consultant and their respective officers, agents and employees, or any of them, the Consultant shall satisfy the same to the extent that such judgment was due to the Consultant's negligent acts or omissions.

The City shall indemnify and hold harmless the Consultant and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents or employees, or any of them relating to or arising out of the performance of this Contract; and if final judgment be rendered against the City and its officers, agents and employees, or any of them, or jointly against the Consultant and the City and their respective officers, agents and employees, or any of them, the City shall satisfy the same to the extent that such judgment was due to the City's negligent acts or omissions.

10. PROFESSIONAL LIABILITY INSURANCE. The Consultant shall secure and maintain a policy of comprehensive professional liability insurance with an insurance company licensed to do business in the State of Washington, with policy limits of not less than \$1 million dollars. Written proof of the insurance policy and of the City as an additional insured, shall be filed with the City.

11. RESTRICTION AGAINST ASSIGNMENT. The Consultant shall not assign this Contract or any interest herein, subcontract any part of the consulting services to be

performed here, nor assign any money due or to become due hereunder, without first obtaining the consent of the City.

12. CONTINUATION OF PERFORMANCE. In the event that any dispute or conflict arises between the parties while this Contract is in effect, the Consultant agrees that, notwithstanding such dispute or conflict, the Consultant shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.

13. TERMINATION OF CONTRACT. Performance of the consulting services under this Contract may be terminated for any cause deemed sufficient by either the City or the Consultant, in whole or in part, at any time, by either party giving the other written notice of such termination, specifying the extent and effective date thereof, by not sooner than thirty (30) days from date of such notice, providing that the Consultant shall complete and be compensated for any projects or duties previously assigned and accepted, and shall be compensated for all expenses incurred or committed to, that cannot be canceled.

14. CONTRACT ADMINISTRATION. This Contract shall be administered by the Principal on behalf of the Consultant and by the Economic Development Manager on behalf of the City. Any written notices required by terms of this contract shall be served or mailed as follows:

If to the City:  
Todd Cutts, City Manager  
4800 S 188<sup>th</sup> Street  
SeaTac, WA 98188

If to the Consultant:  
Greg Brower, Principal, PLA  
1721 8<sup>th</sup> Avenue North  
Seattle, WA 98109

15. CONSTRUCTION AND VENUE. This Contract shall be construed in accordance with the laws of the State of Washington. In the event of any litigation regarding the construction or effect of this Contract, or the rights of the parties pursuant to this Contract, it is agreed that venue shall be King County, Washington.

16. MERGER AND AMENDMENT. This Contract contains the entire understanding of the parties with respect to the matters set forth herein and any prior or contemporaneous understandings are merged herein. This Contract shall not be modified except by written instrument executed by all parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this contract.

CONSULTANT:

By: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

CITY OF SEATAC:

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_  
City Attorney

### **Concept Development**

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Our effort will begin with analysis and understanding of the site. We will investigate the site and surrounding neighborhood and learn about its relationship to the broader city. We will then prepare land use diagrams to compare and contrast the options.

- Review existing documentation for the site including the Phase 1 Riverton Heights report, codes, neighborhood plans, facility plans (with a focus on fire stations), and other applicable studies for this parcel.
- Meet with city staff to confirm needs and approach.
- Prepare two or three land use diagrams.
- Meet to review progress and obtain input on land use options.
- Provide a summary of findings, including a discussion of the viability of each proposed use.
- Meet with city staff to review the summary of findings and land use diagrams and obtain approval to proceed.

Deliverables:

Conceptual land use diagrams

### **Preferred Alternative and Final Design**

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In this phase we will prepare a master plan alternative based on input from city staff. This plan will reflect the input received and explore options for phasing including ideas for early implementation.

- Prepare a master plan of preferred alternatives. This is most likely a single concept with alternative ideas that support a main idea.
- Prepare a graphic of the final site plan with possible phasing, including a description of an early, visible implementation project.
- Support the master plan with character images that support the design intent. We will prepare a phasing diagram and options for early implementation.
- Prepare a written narrative for the master plan and phasing, including the early implementation project.
- We will prepare a preliminary cost estimate for the park that reflects the rough overall costs and is broken down by phase.

**Attachment 1  
Scope of Work**



- Meet with city staff to review master plan and phasing, including options for an early implementation project and costs. Refine/revise as necessary based on input received.
- Present at a City Council Study Session. The goal of this meeting is to present the master plan and possible phasing options, including options of how and by whom the park component could be developed. This is a presentation of the master plan; public input will be kept to questions and clarifications.
- Assemble the site plan, narrative, cost estimate, conceptual ideas, meeting notes and summaries into a master plan report. The intent is to have a dynamic document that can be updated as necessary and will facilitate the funding and implementation of the project.

Deliverables:

Master Plan  
Phasing diagram  
Preliminary cost estimate  
Presentation plans  
Master Plan Report

**Assumptions**

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- The program for the park is based on the report "A Community Owned Vision for Riverton Heights Property", dated January 2011.
- Buildings will be developed only to the concept level of detail.
- The plans and narratives will be provided to support the idea of developing a park, fire station and a residential/commercial component. Additional work will be needed to determine the actual development potential.
- Meetings and presentations in addition to those listed will be provided as an additional service.
- Cost estimating will be provided for only the park component of the site. Cost estimates for the fire station and housing will be provided by others.

**Fees**

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Based on the scope of services identified at this time, we have established a fee for landscape architectural services as follows:

Concept Development	\$9,600.00
Preferred Alternative and Final Plan	\$16,700.00
Fire Station Consultant (includes 10% markup)	\$2,750.00
Total	\$29,050.00

**Attachment 1**  
**Scope of Work**



Fees will be billed monthly based upon the percentage of work completed. Services beyond those noted in this proposal will be billed as additional services on an hourly basis as follows, or lump sum fees can be negotiated:

Principal	\$175.00 per hour
Associate	\$125.00 per hour
Project Manager	\$100.00 per hour
Landscape Architectural Staff	\$90.00 per hour
Administrative Staff	\$55.00 per hour

Printing, reprographic expenses, CAD plots, travel costs, and other reimbursable expenses will be billed in addition to the above fees at cost plus a 10% administrative mark-up. All accounts are due in ten days. Invoices not paid within 30 days of invoice date will be subject to late charges of 1% per month. If payment for services is not received within 90 days of the invoice date, all subsequent services and/or issuance of documents may be postponed until receipt of payment, unless special arrangements are made prior to providing the services.

Fees may be subject to renegotiation if the proposal is not accepted within 60 days. If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

**Revisions & Additions To Proposal**

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Once the preferred concept is approved, any substantive revision to the drawings resulting from owner/client directed changes (including program changes, scope of work changes, modifications to existing documents, construction and/or site and conditions change and adjustments to time frames) will be billed as an extra service. Billing will be hourly, unless a guaranteed maximum fee is requested for the revision. Written confirmation of the change/revision will be sent as an amendment to this contract. Revision work started at the direction of the owner/client, then subsequently terminated, will be billed as extra services through date of stop-work notification.

**Consultants**

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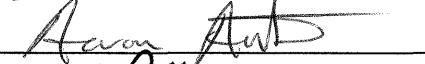
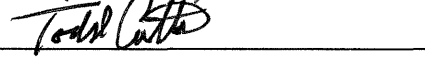
TCA Architecture will provide input on the overall site plan and fire station.




**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**  
Department Prepared by: Public Works

Agenda Bill #: 3420

**TITLE:** A Motion authorizing the City Manager to execute a Schedule 74 Project Design Agreement with Puget Sound Energy (PSE) for the Military Road South, South 176<sup>th</sup> Street to South 166<sup>th</sup> Street Improvements.

April 26, 2012	
__ Ordinance __ Resolution <u>X</u> Motion __ Info. Only __ Other	
<b>Date Council Action Requested:</b>	<u>RCM 5/22/12</u>
<b>Ord/Res Exhibits:</b>	
<b>Review Dates:</b>	<u>CSS 5/8/12</u>
<b>Prepared By:</b>	<u>Florendo Cabudol, Assistant City Engineer</u>
<b>Director:</b>	<u></u>
<b>City Attorney:</b>	<u></u>
<b>Finance:</b>	<u></u>
<b>BARS #:</b>	<u>307.000.11.595.30.63.112</u>
<b>City Manager:</b>	<u></u>
<b>Applicable Fund Name:</b>	<u>Transportation CIP (307)</u>



**SUMMARY:** The agreement includes the design of the underground conversion of the distribution power lines on Military Road South from approximately South 176<sup>th</sup> Street to South 166<sup>th</sup> Street.

**DISCUSSION / ANALYSIS / ISSUES:** The proposed scope of the improvements to Military Road South includes relocating the existing aerial utilities underground. Puget Sound Energy (PSE) currently owns and operates distribution lines within the Military Road South right-of-way. PSE's scope of work, described in the agreement, includes preparation of plans, specifications, cost estimates, and a schedule. A separate construction agreement will be required prior to the actual construction. The design agreement is a standard form that is included in PSE's tariff with the Washington Utilities and Transportation Commission.

The City is required to reimburse PSE for all design cost upon receiving the final construction plans, specifications, and construction cost estimate. If the City chooses to terminate the project, the agreement requires the City to pay for 100% of the design cost up to the date of termination. If the city chooses to go forward with the construction project, the total cost of the conversion including design, easements, construction, and inspection would be shared in accordance with the terms of the tariff. The City's share would be 40% and PSE's share would be 60%.

**RECOMMENDATION(S):** It is recommended the Motion be carried.

**FISCAL IMPACT:** The design cost estimate is \$57,000. The design costs would be paid from the Military Road South project fund which has a current 2012 budget balance of \$481,696.

**ALTERNATIVE(S):** Do not enter into the agreement, and do not underground the existing overhead distribution power lines. However, it is the City's policy to underground electric lines with street improvements to arterial roadways.

**ATTACHMENTS:** Schedule 74 Project Design Agreement, PSE Design Estimate

## SCHEDULE 74 UNDERGROUND CONVERSION

### Project Design Agreement

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Project Name: City of SeaTac – Military Rd. Conversion Between S.176<sup>th</sup> to S.166<sup>th</sup>

Notification Number: 11031430

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THIS Agreement, dated as of this \_\_\_\_ day of \_\_\_\_\_, 2012, is made by and between the City of SeaTac, a municipal corporation of the State of Washington (the "Government Entity"), and PUGET SOUND ENERGY, Inc., a Washington Corporation (the "Company").

#### RECITALS

A. The Company is a public service company engaged in the sale and distribution of electric energy and, pursuant to its franchise or other rights from the Government Entity, currently locates its electric distribution facilities within the jurisdictional boundaries of the Government Entity.

B. The Government Entity is considering conversion of the Company's existing overhead electric distribution system to a comparable underground electric distribution, as more specifically described in the Scope of Work (as defined in paragraph 2, below) furnished to the Company by the Government Entity (the "Conversion Project").

C. The Government Entity has requested that the Company perform certain engineering design services and otherwise work cooperatively with the Government Entity to develop a mutually acceptable Project Plan (as defined in paragraph 6, below) for the Conversion Project, in accordance with and subject to the terms and conditions of this Agreement (the "Design Work").

D. The Government Entity and the Company wish to execute this written contract in accordance with Schedule 74 of the Company's Electric Tariff G ("Schedule 74") to govern the Design Work for the Conversion Project.

#### AGREEMENT

The Government Entity and the Company therefore agree as follows:

1. Unless specifically defined otherwise herein, all terms defined in Schedule 74 shall have the same meanings when used in this Agreement.
2. The Government Entity shall, within ten (10) business days after the date of this Agreement, provide the Company with a written scope of work for the Conversion Project which includes, among other things, (a) a reasonably detailed description of the scope of the work required for the Conversion Project, (b) a list of the key milestone dates for the Conversion Project, (c) reasonably detailed drawings showing any associated planned improvements to the Public Thoroughfare, and (d) a statement as to whether the Government Entity desires to install the ducts and vaults for the Conversion Project (the "Scope of Work"). The Government Entity shall provide the Company two (2) hard copies of the Scope of Work and a copy of the relevant electronic file(s) in a mutually agreed electronic format.
3. Within ten (10) business days of its receipt of the Scope of Work, the Company shall prepare and submit to the Government Entity (a) a reasonably detailed, good faith estimate of the cost to perform the Design Work (the "Design Cost Estimate"), and (b) a proposed schedule for completion of the Design Work which, to the extent reasonably practicable, reflects the applicable key milestone dates

specified in the Scope of Work and provides for completion of the Design Work within ninety (90) business days from the date the Company receives the Government Entity's notice to proceed under paragraph 5, below (the "Design Schedule"). The proposed Design Cost Estimate and the proposed Design Schedule shall be based upon the then-current Scope of Work. Unless otherwise specified in the Scope of Work, the Design Work shall not include negotiation or acquisition of third party property rights but shall include preliminary planning between the Company and the Government Entity regarding their respective obligations for negotiating and acquiring third party property rights.

4. Within ten (10) business days after the Government Entity's receipt of the proposed Design Cost Estimate and the proposed Design Schedule from the Company, the Government Entity and the Company shall meet in order to (a) review the proposed Design Cost Estimate, (b) review the proposed Design Schedule; (c) review the Scope of Work, and (d) make any changes necessary to create a final Scope of Work, final Design Cost Estimate, and final Design Schedule that are reasonably acceptable to both parties. If the parties are unable to agree upon a final version of the Scope of Work, Design Cost Estimate, and/or Design Schedule, then either party may, by written notice to the other party, submit the matter for resolution pursuant to the dispute resolution procedures in paragraph 16, below. The final Scope of Work, Design Cost Estimate and Design Schedule, once determined in accordance with this paragraph 4, may thereafter be changed or amended only in accordance with the change procedures set forth in paragraph 13, below.
5. The Government Entity shall, within ten (10) business days after determination of the final of the Scope of Work, Design Cost Estimate, and Design Schedule, issue (a) a written notice to proceed which shall delineate the final Scope of Work, Design Cost Estimate, and Design Schedule, or (b) a written notice to terminate this Agreement without cost to the Government Entity. If the Government Entity terminates this Agreement, the costs incurred by the Company in preparing and submitting the Design Cost Estimate and the Design Schedule shall not be reimbursable to the Company, and the rights and obligations of the parties under this Agreement shall be terminated in their entirety and without liability to either party.
6. Following the Company's receipt of the notice to proceed, and within the applicable time period specified in the Design Schedule, the Company shall, with the cooperation and assistance of the Government Entity as outlined in this Agreement, prepare a project plan for the Conversion Project (the "Project Plan") which shall include, among other things, the following: (a) a detailed description of the work that is required to be performed by each party and any third party in connection with the Conversion Project (the "Construction Work"), (b) the applicable requirements, drawings, and specifications for the Construction Work, (c) a description of any operating and other property rights that are required to be obtained by each party for the Conversion Project (and the requirements and specifications with respect thereto), (d) a detailed estimate of the costs to be incurred by each party in its performance of the Construction Work, and (e) a detailed schedule for completing the Construction Work (including, without limitation, the dates for delivery of the ducts and vaults and other materials for use at the site of the Construction Work).
7. The Government Entity shall be responsible for coordinating the Design Work with all other design work to be performed in connection with the Conversion Project and any associated planned improvements to the Public Thoroughfare. The parties shall work together in an effort to mitigate the costs of the Conversion Project to each party, including, without limitation, identifying ways to accommodate the facilities of the Company to be installed as part of the Conversion Project within the Public Thoroughfare.
8. Within the applicable time period specified in the Design Schedule, the Company shall prepare and submit to the Government Entity a proposed initial draft of the Project Plan. The parties understand and acknowledge that the proposed Project Plan submitted by the Company shall be preliminary in nature and shall not include, without limitation, information required to be supplied by the Government Entity (e.g., scope and estimate of the cost of the Construction Work to be performed by the Government Entity).

9. Within the applicable time period specified in the Design Schedule, the Government Entity shall (a) review the proposed Project Plan submitted by the Company, (b) complete any information required to be supplied by the Government Entity, (c) make any changes required to conform the proposed Project Plan to the Scope of Work and this Agreement, and (d) return the amended Project Plan to the Company.
10. Within the applicable time period specified in the Design Schedule, the Company shall review the amended Project Plan submitted by the Government Entity and notify the Government Entity in writing of either the Company's acceptance of, or the Company's specific objections to, the amended Project Plan. If the Company makes any objection to the amended Project Plan, and the parties are unable to resolve the objections and mutually agree upon the Project Plan prior to the final design date specified in the Design Schedule, then either party may, by written notice to the other party, submit the matter for resolution pursuant to the dispute resolution procedures in paragraph 16, below. The Project Plan, as mutually agreed upon by the parties or established through the dispute resolution process, shall be attached to and incorporated in a Project Construction Agreement substantially in the form attached hereto as Exhibit A (the "Construction Agreement") which is to be signed by the parties prior to commencement of the Construction Work.
11. The parties intend and agree that the Design Work and the Project Plan in its final form shall conform to the following requirements:
  - (a) The Project Plan shall, if requested by the Government Entity in its initial Scope of Work, specify that the Government Entity shall install the ducts and vaults for the Conversion Project; provided that (i) the parties mutually agree upon and set forth in the Project Plan (A) the costs of such installation work to be included in the Cost of Conversion, and (B) the specifications and standards applicable to such installation work, and (ii) such installation work is accomplished by the Government Entity in accordance with the applicable design and construction specifications provided by the Company and set forth in the Project Plan.
  - (b) Each estimate of the costs to be incurred by a party shall, at a minimum, be broken down by (i) the design and engineering costs, (ii) property and related costs, including any costs of obtaining operating rights, and (iii) construction costs, including and listing separately inspection, labor, materials, and equipment.
  - (c) All facilities of the Company installed as part of the Conversion Project shall be located, and all related property and operating rights shall be obtained, in the manner set forth in the applicable provisions of Schedule 74. The Project Plan shall describe in detail the location of such facilities, any related property and operating rights required to be obtained, and the relative responsibilities of the parties with respect thereto.
  - (d) The schedule set forth in the Project Plan for completing the Construction Work shall include, at a minimum, milestone time periods for completion of the Trenching, installation of ducts and vaults, the construction and removal of any Temporary Service, and the removal of overhead facilities.
  - (e) The Project Plan may include the specification of work and requirements for Government-Requested Upgrades and Company-Initiated Upgrades; provided, however, that the costs incurred by the Company with respect to the design and engineering of Company-Initiated Upgrades shall not be included in the costs reimbursable to the Company under this Agreement or the Construction Agreement. For purposes of the foregoing, (i) the term "Government-Requested Upgrade" shall mean any feature of the Underground Distribution System which is requested by the Government Entity and is not reasonably required to make the Underground Distribution System comparable to the overhead distribution system being replaced, and (ii) the term "Company-Initiated Upgrade" shall mean any feature of the Underground Distribution System which is required by the Company and is not reasonably required to make the Underground Distribution System comparable to the overhead distribution system being replaced. For

purposes of subparagraph (ii), above, a "comparable" system shall include, unless the parties otherwise agree, the number of empty ducts (not to exceed two (2), typically having a diameter of 6" or less) of such diameter and number as may be specified and agreed upon in the final Scope of Work necessary to replicate the load-carrying capacity (system amperage class) of the overhead system being replaced. For purposes of subparagraph (i), above, any empty ducts installed at the request of the Government Entity shall be a Government-Requested Upgrade.

- (f) The Project Plan shall set forth all specifications, design standards and other requirements for the Construction Work and the Conversion Project, including, but not limited to, the following:
- (i) applicable federal and state safety and electric codes and standards, (ii) applicable construction and other standards of the Company, and (iii) applicable street design and other standards of the Government Entity which are in effect as of the commencement of the Conversion Project.
12. Upon request of the Government Entity, and in any event at the times specified in the Design Schedule, the Company shall provide periodic reports which compare the actual costs of the Design Work incurred to that point in time to the Design Cost Estimate, as changed or amended in accordance with paragraph 13, below. Further, if at any time the Company reasonably expects that the actual cost of the Design Work will exceed the Design Cost Estimate, as changed or amended in accordance with paragraph 13, below, the Company shall notify the Government Entity immediately. Upon receipt of the Company's notice, the Government Entity may, at its option,
- (a) notify the Company in writing that this Agreement is terminated; or
  - (b) request a reasonably detailed explanation supported by documentation (reasonably satisfactory to the Government Entity) to establish that the actual costs in excess of the Design Cost Estimate are:
    - (i) reasonable,
    - (ii) consistent with the Scope of Work, and
    - (iii) consistent with sound engineering practices.

If the Government Entity requests an explanation, the Government Entity shall, within ten (10) business days after receipt of the explanation,

- (a) change the Scope of Work in accordance with paragraph 13, below, or
- (b) direct the Company to continue with the Design Work without a change in the Scope of Work, but reserving to the Government Entity the right to dispute the reasonableness of the costs to be paid the Company under paragraph 14, below, in accordance with the dispute resolution procedures in paragraph 16, below, or
- (c) direct the Company to discontinue performing the Design Work pending resolution, pursuant to paragraph 16, below, of any dispute regarding the reasonableness of the costs, in which event the Design Schedule will be adjusted to reflect the delay, or
- (d) notify the Company in writing that this Agreement is terminated.

In the event the Government Entity terminates this Agreement or discontinues the performance of the Design Work under subparagraph (c), above, for more than ninety (90) days, the Government Entity shall pay the Company for all costs incurred by the Company in its performance of the Design Work prior to the date the Company receives the Government Entity's notice of termination, plus any costs incurred by the Company for materials and other items ordered or procured by the Company with the prior authorization of the Government Entity in order to meet the schedule for the Conversion Project. The foregoing payment obligation shall survive any termination of this Agreement.

13. (a) Either party may, at any time, by written notice thereof to the other party, request changes to the Scope of Work (a "Request for Change"). No Request for Change shall be effective and binding upon the parties unless signed by an authorized representative of each party. If any approved Request for Change would cause an increase in the cost of, or the time required for, the performance of any part of the Design Work, an equitable adjustment in the Design Cost Estimate and the Design Schedule shall be made to reflect such increase. The parties shall negotiate in good faith with the objective of agreeing in writing on a mutually acceptable equitable adjustment. If the parties are unable to agree upon the terms of the equitable adjustment, either party may submit the matter for resolution pursuant to the dispute resolution procedures in paragraph 16, below. Notwithstanding any dispute or delay in reaching agreement or arriving at a mutually acceptable equitable adjustment, each party shall, if requested by the other party, proceed with the Design Work in accordance with the Request for Change. Any such request to proceed must be accompanied by a written statement setting forth the requesting party's reasons for rejecting the proposed equitable adjustment of the other party.
- (b) The Design Cost Estimate and/or the Design Schedule shall be equitably adjusted from time to time to reflect any change in the costs or time required to perform the Design Work to the extent such change is caused by: (i) any Force Majeure Event under paragraph 17, below, (ii) the discovery of any condition within the Conversion Area which affects the scope, cost, schedule or other aspect of the Design Work and was not known by or disclosed to the affected party prior to the date of this Agreement, or (iii) any change or inaccuracy in any assumptions regarding the scope, cost, schedule or other aspect of the Design Work which are expressly identified by the parties in the final Scope of Work. Upon the request of either party, the parties will negotiate in good faith with the objective of agreeing in writing on a mutually acceptable equitable adjustment. If, at any time thereafter, the parties are unable to agree upon the terms of the equitable adjustment, either party may submit the matter for resolution pursuant to the dispute resolution provisions in paragraph 16, below.
14. Upon completion of the Design Work (i.e., the date on which the Project Plan is final under paragraph 10, above, either by mutual agreement of the parties or as established through the dispute resolution procedures), the Government Entity shall pay the Company all actual, reasonable costs to the Company for the Design Work (which, if disputed in good faith by the Government Entity, may be submitted by either party for resolution pursuant to the dispute resolution provisions in paragraph 16, below), plus any costs incurred by the Company for materials and other items ordered by the Company with the prior authorization of the Government Entity in order to meet the schedule for the Conversion Project. If, thereafter, the Construction Agreement is executed by the parties and the Conversion Project is completed within five (5) years from the date of this Agreement, the full amount of the costs incurred by the Company in its performance of the Design Work shall be included in the "Shared Company Costs" under the Construction Agreement and any payment of such amounts under this Agreement shall be credited to the Government Entity in calculating the "Net Amount" payable under the Construction Agreement.
15. Within sixty (60) business days after completion of the Design Work, the Company shall issue to the Government Entity an itemized invoice for the amounts payable under this Agreement. Such invoice shall be in a form mutually agreed upon by the Company and the Government Entity and shall, at a minimum, itemize the design and engineering costs, including and listing separately inspection, labor, materials and equipment. In the event the Government Entity does not verify such invoice within ten (10) business days of receipt, the Government Entity shall provide a written request to the Company specifying the additional information needed to verify the invoice. The Company will provide, within a reasonable period after receipt of any request, such documentation and information as the Government Entity may reasonably request to verify such invoice. The Government Entity shall pay the Company all amounts payable under this Agreement within thirty (30) days after receipt of the Company's invoice. Payment as provided in this Agreement shall be full compensation for the Company's performance of the Design Work, including without limitation all services rendered and all materials, supplies, equipment, and incidentals necessary to complete the Design Work.

16. Dispute Resolution Procedures:

- (a) Any dispute, disagreement or claim arising out of or concerning this Agreement must first be presented to and considered by the parties. A party who wishes dispute resolution shall notify the other party in writing as to the nature of the dispute. Each party shall appoint a representative who shall be responsible for representing the party's interests. The representatives shall exercise good faith efforts to resolve the dispute. Any dispute that is not resolved within ten (10) business days of the date the disagreement was first raised by written notice shall be referred by the parties' representatives in writing to the senior management of the parties for resolution. In the event the senior management are unable to resolve the dispute within twenty (20) business days (or such other period as the parties may agree upon), each party may pursue resolution of the dispute through other legal means consistent with the terms of this Agreement. All negotiations pursuant to these procedures for the resolution of disputes shall be confidential and shall be treated as compromise and settlement negotiations for purposes of the state and federal rules of evidence.
  - (b) Any claim or dispute arising hereunder which relates to the Scope of Work, Design Cost Estimate, and Design Schedule under paragraph 4, above; the Project Plan under paragraph 10, above; or any Request for Change (including, without limitation, any associated equitable adjustment) under paragraph 13, above; and is not resolved by senior management within the time permitted under paragraph 16(a), above, shall be resolved by arbitration in Seattle, Washington, under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. The decision(s) of the arbitrator(s) shall be final, conclusive and binding upon the Parties. All other disputes shall be resolved by litigation in any court or governmental agency, as applicable, having jurisdiction over the Parties and the dispute.
  - (c) In connection with any arbitration under this paragraph 16, costs of the arbitrator(s), hearing rooms and other common costs shall be divided equally among the parties. Each party shall bear the cost and expense of preparing and presenting its own case (including, but not limited to, its own attorneys' fees); provided, that, in any arbitration, the arbitrator(s) may require, as part of his or her decision, reimbursement of all or a portion of the prevailing party's costs and expenses by the other party.
  - (d) Unless otherwise agreed by the parties in writing, the parties shall continue to perform their respective obligations under this Agreement during the pendency of any dispute.
17. In the event that either party is prevented or delayed in the performance of any of its obligations under this Agreement by reason beyond its reasonable control (a "Force Majeure Event"), then that party's performance shall be excused during the Force Majeure Event. Force Majeure Events shall include, without limitation, war; civil disturbance; flood, earthquake or other Act of God; storm, earthquake or other condition which necessitates the mobilization of the personnel of a party or its contractors to restore utility service to customers; laws, regulations, rules or orders of any governmental agency; sabotage; strikes or similar labor disputes involving personnel of a party, its contractors or a third party; or any failure or delay in the performance by the other party, or a third party who is not an employee, agent or contractor of the party claiming a Force Majeure Event, in connection with the Work or this Agreement. Upon removal or termination of the Force Majeure Event, the party claiming a Force Majeure Event shall promptly perform the affected obligations in an orderly and expedited manner under this Agreement or procure a substitute for such obligation. The parties shall use all commercially reasonable efforts to eliminate or minimize any delay caused by a Force Majeure Event.
18. This Agreement is subject to the General Rules and Provisions set forth in Tariff Schedule 80 of the Company's electric Tariff G and to Schedule 74 of such Tariff as approved by the Washington Utilities and Transportation Commission and in effect as of the date of this Agreement.

19. Any notice under this Agreement shall be in writing and shall be faxed (with a copy followed by mail or hand delivery), delivered in person, or mailed, properly addressed and stamped with the required postage, to the intended recipient as follows:

If to the Government Entity:

City of SeaTac  
4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605  
Attn: Florendo Cabudol  
  
Fax: 206-973-4740

If to the Company:

Puget Sound Energy, Inc.  
6905 South 228<sup>th</sup> Street  
Kent, WA 98032  
Attn: Doug Corbin  
  
Fax: 253-395-6882

Either party may change its address specified in this paragraph by giving the other party notice of such change in accordance with this paragraph.

20. This Agreement shall in all respects be interpreted, construed and enforced in accordance with the laws of the State of Washington (without reference to rules governing conflict of laws), except to the extent such laws may be preempted by the laws of the United States of America.
21. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and all other agreements and understandings of the Parties, whether written or oral, with respect to the subject matter of this Agreement are hereby superseded in their entireties.
22. This Agreement shall be binding upon and inure to the benefit of the respective successors, assigns, purchasers, and transferees of the parties, including but not limited to, any entity to which the rights or obligations of a party are assigned, delegated, or transferred in any corporate reorganization, change of organization, or purchase or transfer of assets by or to another corporation, partnership, association, or other business organization or division thereof.

Government Entity:

Company:

THE CITY OF SEATAC

PUGET SOUND ENERGY, INC.

BY \_\_\_\_\_

BY \_\_\_\_\_

ITS \_\_\_\_\_

ITS Municipal Liaison Manager

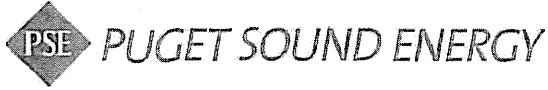
Date Signed \_\_\_\_\_

Date Signed \_\_\_\_\_

Approved as to form:

\_\_\_\_\_





Puget Sound Energy, Inc.  
6905 South 228th Street  
Kent, WA 98032

April 19, 2012

Mr. Florendo Cabudol  
City of SeaTac  
4800 South 188th Street  
SeaTac, WA 98188-8605

Re: Military Rd Improvements (S. 176<sup>th</sup> to S. 166<sup>th</sup>), Schedule 74 Conversion  
Design Cost Estimate & Proposed Schedule  
PSE Work Order #101077155

Dear Mr. Cabudol:

Attached please find for your review Puget Sound Energy's (PSE) estimate to perform the design work for this underground conversion project (the Design Cost Estimate), and (2) proposed schedule to complete the design work (the Design Schedule). The estimate is based on the scope of work developed by PSE for conversion of the existing overhead electrical distribution facilities within the conversion area.

In addition to the Design Cost Estimate please review the following:

1. City of SeaTac (City) Project Description: Along Military Rd, between roughly S 176<sup>th</sup> St and S 166<sup>th</sup> St.
2. Schedule: The Design Cost Estimate is valid for 90 calendar days from the date of this letter. The preliminary design (fit/no-fit) with any necessary additional operating rights, submitted to the City within 30 business days after the design Notice to Proceed is provided. The final design is to be submitted to the City within 60 business days after the City approves the preliminary design.
3. The Design Cost Estimate is based on City plans dated December 7, 2011 marked 30%.
4. Installation of Vault and Ducts: The City plans to install the vault and ducts.
5. Assumptions and Contingencies:
  - Once the City is provided with the Preliminary Design, it is assumed that they will respond with either an approval or a list of requested changes. Once the initial changes are implemented, any subsequent changes will be addressed by Change Order.
  - This proposal is to provide two plan sets that meet PSE specifications. It does not include additional design or information to meet requirements of others or review of PSE design that may be incorporated into other's plan sets.

- This proposal is to provide a PSE electric plan set. It will not include a complete civil excavation design that incorporates other utilities.
- 6. Vaults that are flush with grade will be placed in the sidewalk and vaults with surface mounted equipment will be placed behind the sidewalk.
- 7. PSE Design Estimate: \$57,000

We look forward to continuing to work with the City on this project. Please feel free to contact me at 253-395-6867 if you have any questions.

Sincerely,



Douglas L. Corbin  
Municipal Liaison Manager

Attachment: Design Estimate

Cc: T. Quann  
J. McConachie  
B. Swart



Date: 4/18/2012

Project Title: Military Rd Conversion, 166th to 176th

Project Description: Convert the existing OH Distribution system to UG along Military Rd from 166th St to 176th St

Rate Schedule: 74

Project Manager / Phone #: Dennis Booth 253-606-4787

Project Engineer / Phone #: Chris Tobin 253-841-6252

Municipal Liaison Mgr / Phone #: Doug Corbin 253-395-6867

Project #: 101077155

Revision #: 0

Revision Date: \_\_\_\_\_

**Design Costs Estimate Summary<sup>1,2</sup>**

	100% Government Entity Reimbursable Costs						100% PSE Costs Estimate	Design Costs Totals Estimate
	Shared Costs <sup>3</sup>	Private Conversion	Gov Req Upgrade	Temporary Services	Prior Conv/Reloc Within 5 Years	Total 100% GE Reimbursable Costs		
	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate		
Design & Engineering								
Labor	\$ 2,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300
Material	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider Outside Services	\$ 45,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,600
Overhead	\$ 9,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,100
<b>Design Costs Totals</b>	<b>\$ 57,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,000</b>

**Notes:**

<sup>1</sup> Estimate of Company design work costs prepared in accordance with Section 3 of Schedule 74 Design Agreement

<sup>2</sup> All amounts shown in this estimate are rounded up to the next \$100

<sup>3</sup> Shared Costs are allocated 40% to the Government Entity and 60% to the Company if the Conversion Project is completed

<b>Estimated Amount Due At Completion of Design Work</b>	<b>\$ 57,000</b>
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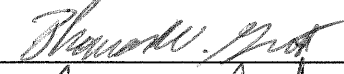
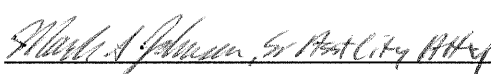


# SeaTac City Council

## REQUEST FOR COUNCIL ACTION

Department Prepared by: Public Works

Agenda Bill #: 3425

**TITLE:** A Motion authorizing the City Manager to execute a construction contract and authorizing expenditures for the South 164<sup>th</sup> Street Sidewalk Improvements.

April 27, 2012	
<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
Date Council Action Requested: <u>5/22/2012 RCM</u>	
Ord/Res Exhibits: _____	
Review Dates: <u>5/8/2012 CSS</u>	
Prepared By: <u>Toli Khlevnoy, Civil Engineer</u>	
Director: <u></u>	City Attorney: <u></u>
Finance: <u></u>	BARS #: <u>307.000.11.595.61.63.184</u>
City Manager: <u></u>	Applicable Fund Name: <u>Transportation CIP (307)</u>

*Handwritten initials/signature*

**SUMMARY:** This Motion awards the South 164<sup>th</sup> Street Sidewalk Improvements construction contract to R.W. Scott Construction Co. and authorizes total construction expenditures.

**DISCUSSION / ANALYSIS / ISSUES:** The South 164<sup>th</sup> Street Sidewalk Improvements project includes new pervious concrete sidewalks on both sides of the road, curb and gutter, asphalt overlay and storm drainage facilities. The project limits are between 34<sup>th</sup> Avenue South and Military Road South. This project provides improved pedestrian access on a safe walking route to McMicken Heights Elementary School.

The South 164<sup>th</sup> Street Sidewalk Improvements were advertised in April. Nine bids were received and opened on April 25, 2012. R.W. Scott Construction Company was the apparent low bidder with a bid 23% below the Engineer's Estimate and 3% below the next bid. R.W. Scott Construction Co. is currently constructing the South 154<sup>th</sup> Street Improvements for the City and is an experienced contractor qualified to perform the work.

**RECOMMENDATION(S):** It is recommended the Motion be carried.

**FISCAL IMPACT:** The total construction cost is anticipated to be \$1,003,100.47. The project is to be funded by City 307 transportation fund. The current 2012 account balance in this line item is \$1,329,180.76.

The project construction expenditure authorization and funding are as follows:

<u>Expenditure Authorization:</u>	
Construction Contract	\$ 893,727.70
Contingency (10%)	\$ 89,372.77
Materials Testing King Co.	\$ 10,000.00
Construction Inspection Overtime	<u>\$ 10,000.00</u>
Total	<u>\$1,003,100.47</u>

Revenue Estimate:

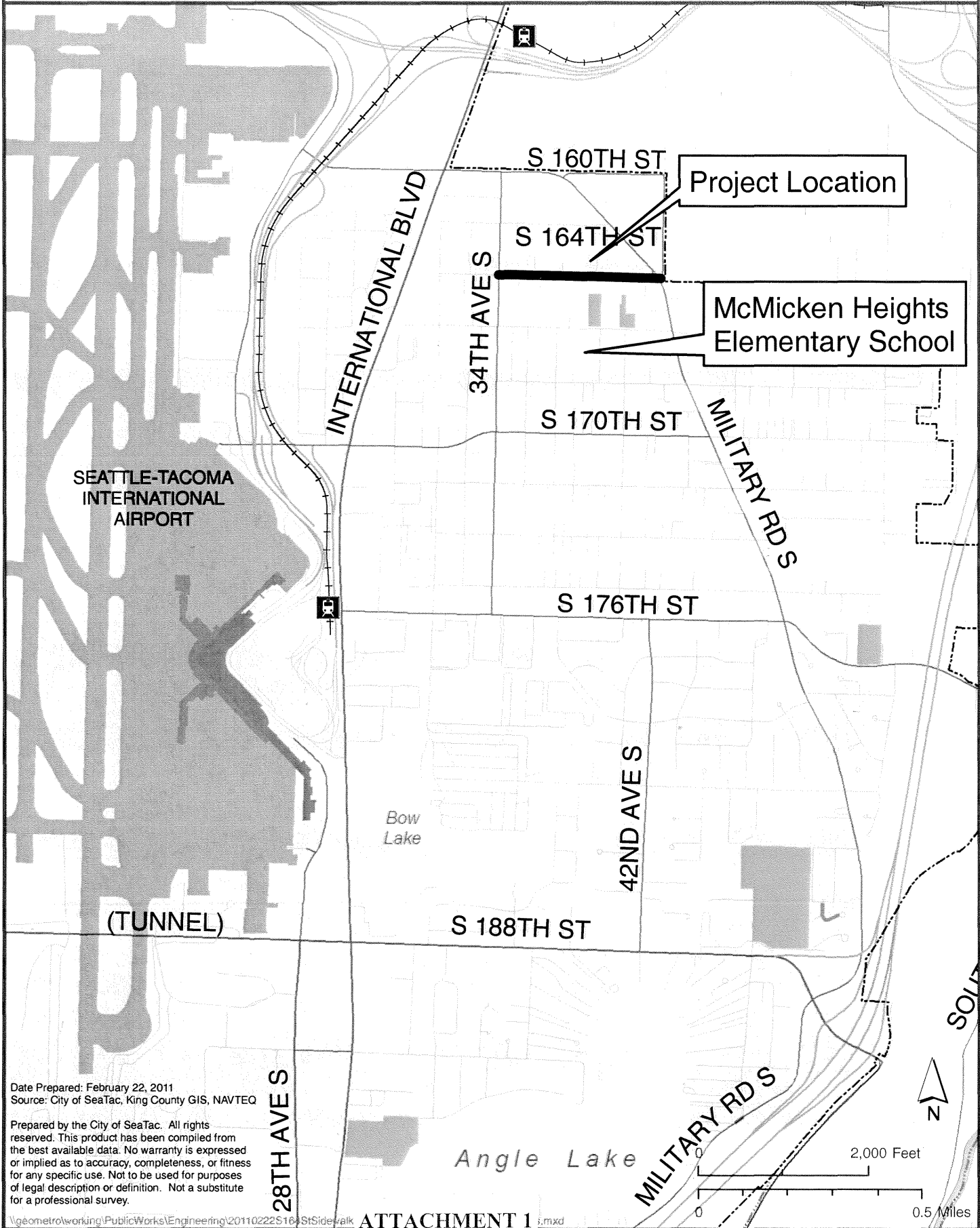
City Fund 307 (Transportation CIP)

\$1,003,100.47

**ALTERNATIVE(S):** 1) Council may reject all bids and direct rebidding of the project; however, it would be highly unlikely that rebidding the project would result in a lower bid; 2) Council may direct staff to eliminate or delay the project. Delaying the project may lead to cost increases due to construction materials price escalation and inflation.

**ATTACHMENTS:** 1) Vicinity Map; 2) Bid Results

# 2011-2012 Neighborhood Pedestrian Improvements



Date Prepared: February 22, 2011  
Source: City of SeaTac, King County GIS, NAVTEQ  
Prepared by the City of SeaTac. All rights reserved. This product has been compiled from the best available data. No warranty is expressed or implied as to accuracy, completeness, or fitness for any specific use. Not to be used for purposes of legal description or definition. Not a substitute for a professional survey.

**CITY OF SEATAC**  
**CALL FOR South 164<sup>th</sup> Street Sidewalk Improvements Project BIDS TABULATION**

CALL FOR BIDS ON: South 164<sup>th</sup> Street Sidewalk Improvements Project (ST-828)

Department/Contact: PW/Engineering

Ad Date/ Publication: Seattle Times 04/11/12 and 04/18/12; Daily Journal 04/11/12 and 04/18/12

Pre-Submittal Consultant Conference: N/A

Submission Deadline: 04/25/12 at 11:00 am

Submission to Council: N/A

Bid Opening: 04/25/11 at 11:15 am

Personal Interviews: N/A

Bid Award Date: N/A

Estimate: \$ 1,159,102

**BIDS RECEIVED FROM:**

Name/Address/Phone/FAX	Date/Time Method	Tabulation
Kar-Vel Construction PO Box 58275 Renton, Wa 98058	04/25/12 Hand Delivered 10:03 AM	Bid Bond: <u>Yes</u> Total Bid <u>\$1,260,788.00</u> Addenda 1: <u>Yes</u>
Road Construction Northwest, Inc. PO Box 188 Renton, WA 98057-0188	04/25/12 Hand Delivered 10:33 AM	Bid Bond: <u>Yes</u> Total Bid <u>\$1,146,806.50</u> Addenda 1: <u>Yes</u>
Johansen Excavating, Inc. 28215 – 112 <sup>th</sup> Street East PO Box 674 Buckley, WA 98321	04/25/12 Hand Delivered 10:34 AM	Bid Bond: <u>Yes</u> Total Bid <u>\$1,072,748.83</u> Addenda 1: <u>Yes</u>

Name/Address/Phone/FAX	Date/Time Method	Tabulation
Tucci & Sons Inc. 4224 Waller Road Tacoma, WA 98443	04/25/12 Hand Delivered 10:37 AM	Bid Bond: <u>Yes</u> Total Bid: <u>\$999,789.00</u> Addenda 1: <u>Yes</u>
West Coast Construction Co., Inc. PO Box 419 Woodinville, WA 98072	04/25/12 Hand Delivered 10:37 AM	Bid Bond: <u>Yes</u> Total Bid: <u>\$1,041,765.00</u> Addenda 1: <u>Yes</u>
Westwater Construction Company 31833 Kent-Blk Diamond Rd. Auburn, WA 98092	04/25/12 Hand Delivered 10:38 AM	Bid Bond: <u>Yes</u> Total Bid: <u>\$1,106,810.00</u> Addenda 1: <u>Yes</u>
R.W. Scott Construction Co. General Contractors 4005 West Valley Hwy Suite A Auburn, WA 98001	04/25/12 Hand Delivered 10:40 AM	(Apparent Lowest Bidder) Bid Bond: <u>Yes</u> Total Bid: <u>\$893,727.70</u> Addenda 1: <u>Yes</u>
HOFFMAN Construction, Inc. PO Box 845 Enumclaw, WA 98022	04/25/12 Hand Delivered 10:53 AM	Bid Bond: <u>Yes</u> Total Bid: <u>\$918,008.20</u> Addenda 1: <u>Yes</u>
Archer Construction Inc. 7855 S. 206 <sup>th</sup> St. Kent, WA 98032	04/25/12 Hand Delivered 10:54 AM	Bid Bond: <u>Yes</u> Total Bid: <u>\$1,085,035.44</u> Addenda 1: <u>Yes</u>

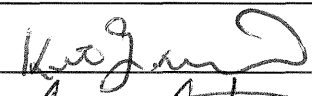
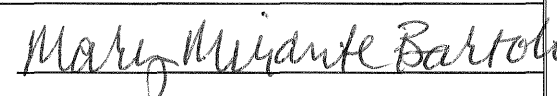

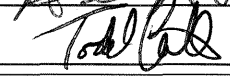


**SeaTac City Council**  
**REQUEST FOR COUNCIL ACTION**

Department Prepared by: Parks and Recreation

Agenda Bill #: 3412

**TITLE:** An Ordinance adding a new Section 2.45.365 to the SeaTac Municipal Code, prohibiting the use of all tobacco products in City parks.

<i>May 16, 2012</i>	
<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Info. Only <input type="checkbox"/> Other	
<b>Date Council Action Requested:</b>	<u>RCM 05/22/2012</u>
<b>Ord/Res Exhibits:</b>	_____
<b>Review Dates:</b>	<u>CSS 05/08/2012</u>
<b>Prepared By:</b>	<u>Brian Tomisser, Recreation Supervisor</u>
<b>Director:</b>	<u></u> City Attorney: <u></u>
<b>Finance:</b>	<u></u> BARS #: <u>N/A</u>
<b>City Manager:</b>	<u></u> Applicable Fund Name: <u>N/A</u>

**SUMMARY:** This Ordinance prohibits the use of all tobacco products in all City parks.

**DISCUSSION / ANALYSIS / ISSUES:** This Ordinance will increase the health, safety, and welfare of patrons of City parks. Tobacco use and second hand smoke have been linked to several health related issues, such as lung cancer, heart attack, bronchitis, pneumonia, asthma, chronic respiratory problems, and eye and nasal irritation.

In addition to the health benefits of eliminating tobacco usage, this will increase the image, cleanliness, and family friendliness of the parks. Tobacco usage results in tobacco debris being discarded throughout the parks. This ordinance will reduce park staff clean up time and the Parks will be cleaner. Tobacco debris being discarded throughout the parks also causes possible health hazards for humans and wild life as well if ingested. The City currently operates various programs for youth in City parks, and eliminating tobacco usage is also consistent with the healthy message and clean environment that we are promoting throughout our City programs.

Teens from the Tyee Educational complex have been involved in this process from the beginning. They have spoken at the City Council study session and in private meetings with City Attorney Mary Mirante Bartolo and Police Chief Jim Graddon. The efforts of these students have been consistent with what is going on throughout the region. Furthermore, King County is currently considering a tobacco-free policy for their 200 parks in the region. Several cities in King County have introduced policies on this subject, including Burien, Bothell, Shoreline, Kirkland and Mercer Island. Many more King County cities are currently considering policies, including Woodinville, Des Moines, Tukwila, Lake Forest Park, and Sammamish.

Specifically, this Ordinance adopts a new Section in the City Park Code that prohibits the use of tobacco products in all City parks. Violation of the Ordinance is a civil infraction subject to a civil penalty of \$25.00.

**RECOMMENDATION(S):** It is recommended that the Ordinance be adopted.

**FISCAL IMPACT:** None.

**ALTERNATIVE(S)**: Prohibit the use of tobacco products in all City parks that contain a child's play structure or a sports field where youth athletics occur. Based on the criteria above the proposed Parks to ban tobacco products would be North SeaTac Park (including the Community Center park area), Sunset Park, Valley Ridge Park, McMicken Heights Park and Angle Lake Park. Parks not included in the ban are Grandview Park, Des Moines Creek Park, Boy Scout Park and Bow Lake Park.

**ATTACHMENTS**: None.

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington adding a new Section 2.45.365 to the SeaTac Municipal Code prohibiting the use of all tobacco products in City parks and establishing a penalty.

**WHEREAS**, the City Council finds that it is appropriate to prohibit the use of all tobacco products in City Parks;

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

**Section 1.** A new Section 2.45.365 of the SeaTac Municipal Code is created to read as follows:

**2.45.365 Tobacco Products in City Parks prohibited.**

A. It is a civil infraction, with a monetary penalty of twenty-five dollars (\$25.00), including statutory assessments, for any person to smoke, light, or use cigars, cigarettes, tobacco products, or other smoking material in a park area.

B. The City Manager is authorized to post signs in park areas that advise members of the public that smoking in park areas is prohibited.

**Section 2.** 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**

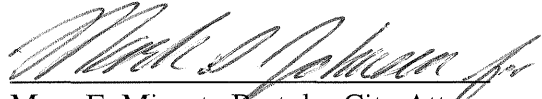
\_\_\_\_\_  
Tony Anderson, Mayor

ATTEST:

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Kristina Gregg, City Clerk

Approved as to Form:



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Mary E. Mirante Bartolo, City Attorney

[Effective Date: \_\_\_\_\_]

[Smoking in Parks Prohibited]

# **ALTERNATE ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City Council of the City of SeaTac, Washington adding a new Section 2.45.365 to the SeaTac Municipal Code prohibiting the use of all tobacco products in City parks and establishing a penalty.

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B. The City Manager is authorized to post signs in park areas that advise members of the public that smoking in park areas is prohibited.

C. The provisions of this Section do not apply to the following City Parks: Grandview Park, Des Moines Creek Park, Boy Scout Park, and Bow Lake Park.

**Section 2.** 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**

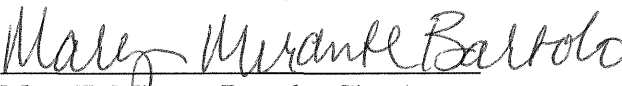
\_\_\_\_\_  
Tony Anderson, Mayor

ATTEST:

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Kristina Gregg, City Clerk

Approved as to Form:

  
Mary E. Mirante Bartolo, City Attorney

[Effective Date: \_\_\_\_\_]

[Smoking in Parks Prohibited]



FINANCE DEPARTMENT  
 CITY OF SEATAC  
 4800 SOUTH 188TH STREET  
 SEATAC, WA 98188-8605  
 (206) 973-4880  
 FAX: (206) 973-4899


CLAIM  
 VOUCHER NO. 98207

	DATE 5/4/2012	CHECK NUMBER 98207	VENDOR NUMBER 12461	VENDOR ICLEI/LOCAL GOVERNMENTS	CLAIM VOUCHER NO. 98207	
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	PURCHASE ORDER NO.	P.O. DATE	INVOICE NUMBER	INVOICE DESCRIPTION	ACCOUNT DISTRIBUTION	AMOUNT DUE
1.			M2012-4249	2012 MEMBERSHIP RENEWAL (SEA	001.000.11.532.10.41.062	600.00
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
<b>GRAND TOTAL</b>						<b>600.00</b>

AUDITING OFFICER'S CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the City of SeaTac, and that I am authorized to authenticate and certify to said claim.

X 



# ICLEI

Local Governments USA  
for Sustainability

12461

## INVOICE

INVOICE M2012-4249  
DATE: APRIL 9, 2012

ICLEI – Local Governments for Sustainability  
Membership & Customer Care Division  
436 14<sup>th</sup> Street  
Suite 1520  
Oakland, California 94612

TO Trudy Olson  
City of SeaTac

**PAID**  
APR 26 2012  
FINANCE DEPT.

**PAYMENT TERMS**  
Due on Receipt

ITEM	DESCRIPTION	LINE TOTAL
SeaTac, WA Membership Renewal 2012	Dues for Population Under 50,000	\$600.00
<b>TOTAL</b>		<b>\$600.00</b>

ACCOUNTS PAYABLE  
APR 26  
RECEIVED

Approved For Payment  
By: *[Signature]*  
Date: 4/20/12  
Email: 001.000.11.532.10.41.062+0  
*Commercial Recycling*

Make all checks payable to ICLEI – Local Governments for Sustainability  
No refunds of membership fees shall be granted as a result of resignation.

**THANK YOU FOR THE OPPORTUNITY TO SUPPORT YOUR CLIMATE AND SUSTAINABILITY WORK!**