



## City Manager's Weekly Update

**June 12, 2009**

**Dear Mayor, Councilmembers, Residents, and Employees:**

**SeaTac Rotary Club Memorial Bench:** The International Festival was created by the SeaTac Rotary Club in 1995. The event was moved from the Kilroy Garage to Angle Lake Park in 1997. Rotary Club member Carol Simpier was a cofounder of the International Festival, and until her passing this past year, she worked closely with the City's Parks and Recreation Department to ensure the success of the event. She took pride in organizing all of the booths at the event for 13 years, and donated well over 1,500 hours to make the International Festival a success.

The Rotary Club has donated a bench for Angle Lake Park in Carol's memory that will be dedicated by the Rotary Club after this year's Festival Parade. The Parks and Recreation Department has tried various ways to identify the various memorial benches in the parks system. Typically, a small bronze plate incorporated into the bench has been used, but this has not been very successful due to vandalism and discoloration. For Carol's bench, we plan to install a small granite marker.

**Rental Car Facility Update:** On June 9, the Port of Seattle Commission voted to approve the issuance and sale of bonds in support of development of the Sea-Tac Airport Rental Car Facility. The Commission will vote on authorization to restart the project on June 23. If this authorization takes place, construction could commence as early as July with completion in 2012.

Construction of this facility recently halted due to issues with project financing related to the economic downturn. This \$400 million project, which will provide significant tax revenues to the City, is located at the corner of S. 160th Street and International Boulevard.

**Fire Department Responds to Apartment Building Fire:** On June 10, at approximately 5:30 AM, SeaTac, Fire District 2, South King, and Tukwila Fire Departments responded to an apartment building fire at 19241 11th Place. Units arrived and found smoke coming from the roof and in several units. Crews attacked the fire from within the two units and cut holes in the roof to attack the fire in the attic area. Battalion Chief Jeff Richardson notified the Red Cross to get assistance for ten people who were displaced due to smoke and water damage to the building. The cause of the fire was a recessed light fixture that was too close to the insulation in the attic.

### **Attachments:**

June Calendar

### **Agendas:**

Human Services Advisory Committee

6.15.09

Senior Citizen Advisory Committee 6.16.09

**Minutes:**

Administration & Finance Committee 6.9.09

Hotel/Motel Tax Advisory Committee 6.10.09

Council Actions 6.9.09

  
Craig Ward, City Manager



June  
2009



June 2009 Go

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<a href="#">1</a>	<a href="#">2</a> Domestic Violence Task Force 5:30pm (Riverton RM 128)	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a> Concil Retreat 1pm (Cedarbrook)	<a href="#">6</a> Council Retreat 8am (Cedarbrook Conference Center)
<a href="#">7</a>	<a href="#">8</a> Civil Service Comm 3pm (Riverton Conf RM 128)  PC 5:30pm (CC RM 128)	<a href="#">9</a> Sidewalk Ad Hoc Mtg 2pm (CR 128)  A&F 3pm (Airport Conf RM 345)  PS&J 4pm (Airport Conf RM 345)  RCM 6pm (CC RM 105)	<a href="#">10</a> Hotel/Motel Tax Adv Com 3pm (Airport Conf RM 345)	<a href="#">11</a> LUP 4:30pm (Airport Conf Rm 345)	<a href="#">12</a>	<a href="#">13</a>
<a href="#">14</a>	<a href="#">15</a> Human Svs Adv Com 5:30pm (Riverton RM 128)	<a href="#">16</a> Sr Citizen Adv Com 12:30pm (STCC)	<a href="#">17</a> Special T&PW Mtg 6pm (CC RM 105)	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>
<a href="#">21</a>	<a href="#">22</a> PC 5:30pm (CC RM 105)	<a href="#">23</a> T&PW 4pm (reschudeled to 06/30/09)  RCM 6pm (rescheduled to 06/30/09)	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a> International Festival 11am (Angle Lake Park)  Skateboard Competition 7pm (VR Park)	<a href="#">27</a> International Festival 10am (Angle Lake Park)  International Parade 10:30am (S. 188th St. to 33rd Ave. S. to Angle Lake Park)  Family Fun Run/Walk 10:15am (VR Park)
<a href="#">28</a> International Festival 10am (Angle Lake Park)	<a href="#">29</a> Civil Service Comm 3:30pm (Riveront RM 128)	<a href="#">30</a> T&PW 4pm (Airport Conf Rm 345)  SCM 5:30pm (CC RM 105)  SCM 6pm (CC Rm 105)				

**MEETING LEGEND:**

<b>A&amp;F</b>	Administration & Finance
<b>LUP</b>	Land Use & Parks
<b>PC</b>	Planning Commission
<b>PS&amp;J</b>	Public Safety & Justice

<b>RCM</b>	Regular Council Meeting
<b>SCM</b>	Special Council Meeting
<b>T&amp;PW</b>	Transportation & Public Works

**MEETING Location**

<b>(CC RM 105)</b>	Council Chambers*
<b>(STCC)</b>	SeaTac Community Center
<b>(VRCC)</b>	Valley Ridge Community Center
<b>(VV Library)</b>	Valley View Library

**Updated 06/12/2009**

\*Council Chambers are accessible to persons with disabilities and are also equipped with Assistive Listening Devices.

*The dates and times of meetings are subject to change. Please contact City Hall to verify the above information.*





**City of SeaTac  
Human Services  
Advisory  
Committee**

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**Rick Forschler, Chair  
Mel McDonald  
Darleene Thompson  
Cheryl Forbes  
Dave Bush**

***Alternates*  
Phyllis Byers  
Bert Mendez**

◆  
The Human Services  
Advisory Committee serves  
the City Council by advising  
on human services issues  
including:

community needs  
human services priorities  
plans and policies  
funding requests  
annual funding plans  
collaborative & regional  
planning initiatives  
service trends & updates

◆  
City of SeaTac  
4800 South 188<sup>th</sup> Street.  
SeaTac, WA 98188  
206.973.4815

TDD: 206.973.4808  
FAX: 206.973.4819

**Meeting Notice**

**City of SeaTac City Hall  
Riverton Room**

**Monday, June 15<sup>th</sup>, 2009  
5:30 PM**

**Agenda**

**Call to Order**

**Approval of Minutes: 4/20 and 5/18  
Introductions:**

**Presentations: Multi-Service Center,**  
Tammy Money, Program Coordinator;  
**KCSARC,** Mary Ellen Stone, Executive  
Director, **Directions Consulting,** John  
Zumsteg

**Business:**

- Rental/Emergency Assistance
- Sexual Assault Services
- Conflict of Interest paperwork
- Advisory Committee Management  
Plan
- Human Services Comp. Plan

**New Business:**

- Results Based Accountability
- Upcoming events

**Next Meeting(s):**

- **Monday, July 20<sup>th</sup>, 2009**

**Reminder:** Regular meetings will be on the **3rd  
Monday** of the month.

**Adjournment**

**Notes:**



## Senior Citizen Advisory Committee

### MEETING AGENDA

**Tuesday, June 16, 2009**  
**12:30 p.m.**

**SeaTac Community Center**  
**13735 - 24<sup>th</sup> Ave. S., SeaTac**  
**206.973.4680**

**MEMBERS:** Alice Belenski, Jon Ancell, Margaret Gray, Peggy Ancell, Fred Geraldson;  
Alternate: Shirley Coulson

**MISSION STATEMENT:** Represent the Senior population of the City of SeaTac through recreational, social and educational services. Act as advocates and advisors to the City of SeaTac Council on issues relating to the Senior population.

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12:30 p.m. - Call to order. Approval of Minutes dated April 21, 2009.

12:35 p.m. - SeaTac Café Update

12:45 p.m. - Fundraising Status

1:00 p.m. - Special Events

1:15 p.m. - New Business

1:20 p.m. - Old Business

1:30 p.m. - Adjourn



# Administration and Finance Committee Minutes

*These minutes are scheduled to be approved at the 6/30/09 Regular Council Meeting*

Tuesday, June 9, 2009  
3 PM  
Airport Conference Room 345

Members:	Present:	Absent:	Commence: 3:00 p.m. Adjourn: 4:20 p.m.
Gene Fisher, Chair	X		
Ralph Shape	X		
Terry Anderson	X		

Note: Items #6 and 7 reviewed jointly with Public Safety and Justice Committee

Other Councilmembers Present: Tony Anderson, Mia Gregerson and Barry Ladenburg

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. Authority of the City Manager to Approve Job Audits and Salary Changes for Non-Represented Staff - Mark Johnsen/Steve Mahaffey</p>	<p><u>X</u> Informational Update  <u>   </u> Recommended for:  <u>   </u> Approval  <u>   </u> Approval with modifications  <u>   </u> Denial  <u>X</u> Referred to <u>future Council Meeting.</u>  <i>Human Resources Director Steve Mahaffey distributed copies of a draft Ordinance amending the SeaTac Municipal Code (SMC) to clarify the authority of the City Manager with respect to certain personnel issues for non-represented employees. Mr. Mahaffey summarized the proposed changes, particularly related to the City Manager's authority to adjust non-represented employee classification and compensation, and noted the labor contracts of the two Unions in the City provide this authority relative to represented employees. This particular change amends Chapter 2.65.030 of the SMC to what is the current practice with non-represented job audits and salary changes. Staff are seeking Council input as to the annual dollar amount such modifications must exceed in the aggregate before City Council approval is required, and Mr. Mahaffey noted the proposed Ordinance recommends a cumulative annual limit of \$10,000. It was noted putting this change into effect provides protection against the City Manager having no restrictions on the amount of modifications they can make for non-represented employees, as is the case currently. The Committee made no recommendation, and referred this item for consideration by the full Council at a future Council Meeting.</i></p>
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<p>2. RFP, Process and Budget for the Retail, Dining and Entertainment Market Study for the Airport Station Area/Entertainment District – Jeff Robinson</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial</p> <p><input checked="" type="checkbox"/> Referred to <u>6/30/09 RCM</u>.</p> <p><i>Economic Development Manager Jeff Robinson distributed a handout describing the objectives and goals of the market feasibility study, and reviewed the scope of work that would be accomplished. Mr. Robinson noted there is \$60,000 in the 2009 Budget for this work, funded with Hotel/Motel tax revenue. Deputy Mayor Gene Fisher expressed his concern that the City has spent too much on studies similar to this and needs to get the citizens involved in the process in order to get them on board with it. This item will be presented for consideration and action at the 6/30/09 Council Meeting.</i></p>
<p>3. Establishment of a new “Des Moines Creek Basin ILA Fund” – Mike McCarty</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial</p> <p><input checked="" type="checkbox"/> Referred to <u>6/30/09 RCM</u>.</p> <p><i>Finance and Systems Director Mike McCarty distributed copies of a proposed agenda bill and Ordinance that establishes a new Special Revenue Fund entitled the Des Moines Creek Basin ILA Fund. Mr. McCarty indicated that the new fund would be used to record and report the operation and maintenance revenues and expenditures for the construction projects included in the Des Moines Creek Basin Plan, rather than continuing to report them in the Surface Water Management Construction Fund #406 as we currently are. Segregating this activity into a separate Special Revenue Fund is the preferable accounting treatment of these revenues and expenditures, and will facilitate the process of tracking and reporting this separate from the City’s own surface water construction activity.</i></p>
<p>4. 2009 Budget Amendment for Miscellaneous Items – Mike McCarty</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial</p> <p><input checked="" type="checkbox"/> Referred to <u>6/30/09 RCM</u>.</p> <p><i>Mr. McCarty distributed copies of a proposed agenda bill and Ordinance providing cost reductions necessary due to projected decreases in 2009 revenue at December 31, 2009. Mr. McCarty noted a list of proposed areas of cost reductions was reviewed at the recent City Council Retreat, and this Ordinance would decrease appropriations in the 2009 Budget in the amount of \$1,570,576. \$939,272 of this amount are reductions in the General Fund, and help to reduce</i></p>

	<p><i>the estimated \$1.12 million projected that General Fund expenditures will exceed revenue at the end of 2009. The remaining gap of approximately \$180,000 would be covered by fund balance reserves in the General Fund. An additional \$631,304 will be decreased in funds other than the General Fund.</i></p>
<p>5. Purchase of Furnishings for Fire Station 46 – Pat Patterson</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input checked="" type="checkbox"/> Referred to <u>6/9/09 RCM.</u>  <i>Facilities Director Pat Patterson distributed a list of furnishings for Fire Station 46 being recommended for purchase. Mr. Patterson noted he has researched the possibilities for both new and used furnishings and is recommending a combination of the two in his proposed list. Three separate vendors will be used for the furniture purchase and the amount totals approximately \$72,000. The Fire Station 46 budget has \$80,000 allocated for furnishings.</i></p>
<p>6. 2010: 20 Year Celebration Update – Kristin Boone</p>	<p><input checked="" type="checkbox"/> Informational Update  <input type="checkbox"/> Recommended for:  <input type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input type="checkbox"/> Referred to _____.  <i>Administrative Assistant III Kristin Boone reported the committee has developed a budget of approximately \$7,600 for the 20-year celebration, and reviewed the status of obtaining mementos to distribute and the proposed entertainment that will perform at the event. Ms. Boone noted that departments located outside of City Hall will be provided space in City Hall to set up their displays for attendees to view. An outline for the program that will be held has been developed and will be refined. Monthly updates on the progress of the planning for the event will continue to be provided to all Council committees.</i></p>
<p>7. Fire Boat – Bob Meyer</p>	<p><input type="checkbox"/> Informational Update  <input checked="" type="checkbox"/> Recommended for:  <input checked="" type="checkbox"/> Approval  <input type="checkbox"/> Approval with modifications  <input type="checkbox"/> Denial  <input checked="" type="checkbox"/> Referred to <u>6/9/09 RCM.</u>  <i>Fire Chief Bob Meyer reported that two near-drowning incidents at Angle Lake recently stresses the need for the Fire Department to acquire a rescue boat to aid in responding to incidents like this. Chief Meyer summarized the events surrounding these incidents, noting on-scene Firefighters were forced to commandeer a boat from an individual visiting the lake to assist them in their response effort. Chief Meyer reported the Fire Department had submitted a \$32,000 Decision Card during the 2008 Budget process that wasn't funded. He</i></p>



	<p><i>is recommending purchase of a 2007 15 foot Zodiac rigid hull inflatable boat, and noted the cost, including a trailer to carry it, would be around \$23,000. Discussion ensued about less expensive alternatives and the possibility of sharing a boat with other jurisdictions in the region. The Committee recommended putting the item on the \$5,000 - \$35,000 Summary of Purchase Requests for the 6/9/09 Council Meeting to provide authorization to purchase this boat, but instructed staff to continue researching other alternatives as well.</i></p>
8. Next Meeting	July 14, 2009 at 3:00 p.m.

# City of SeaTac

## Hotel/Motel Tax Advisory Committee Meeting

June 10, 2009

### Meeting Notes

**Hotel-Motel Present:** Chair, Councilmember Terry Anderson; Carl Anderson; Jeff Hart; Cathy Heiberg; Nancy Hinthorne; Jerry Stotler; Frank Welton

**Absent:** Tom Danzler; Roger McCracken

**Others Present:** Mayor Ralph Shape; Benita Corley, Clarion Hotel; Kathryn Kertzman, SSVS; Ashley Comar, SSVS; Kristina Thorne, SSVS; Claudia Tanis, YMCA; Amy White, YMCA; Hamilton McCulloh, GreenRubino; Ken Grant, EXCLAIM; Maili Lee, EXCLAIM

**Meeting Duration:** 3:00 – 4:30pm

Staff Coordinators: Todd Cutts, Assistant City Manager; Jeff Robinson, Economic Development Manager

AB #	Topic	Disposition
	2. Review and adoption of the Minutes for April 8, 2009 – Councilmember Terry Anderson	<u>  </u> Informational Update <u>  X  </u> Recommended for: <u>  </u> Approval <u>  X  </u> Approval with modifications <u>  </u> Denial <u>  </u> Referred to: • <i>Motion by Hinthorne, Second by Heiberg, Passed unanimously.</i>
	3. Discussion of application process for 2010 fuunding from the H/M Tax Fund - Robinson	<u>  X  </u> Informational Update <u>  </u> Recommended for: <u>  </u> Approval <u>  </u> Approval with modifications <u>  </u> Denial <u>  </u> Referred to: • <i>Robinson outlined the schedule and process for requesting, screening and selecting applications for funding from the Fund 107 – The Hotel/Motel Tax Fund. Robinson reminded the committee that he was seeking input on organizations and/or other programs that any member would like to suggest receive an invitation to submit an application. Cutts pointed out that the RFP is normally distributed to the prior year recipients. Robinson said that would again be the process but would make sure other committee-suggested entities would also be invited to apply. Heiberg asked whether, in this time of declining H/M Tax revenue, the committee should be seeking</i>

		<p><i>funding requests. Stotler, Welton and C. Anderson responded that the committee should seek proposals anyway but be sure that the applications selected for funding meet the goals of the City for increased tourism, lodging and economic development.</i></p>
	<p>4. Update on Highline YMCA Project – Claudia Tanis &amp; Amy White, YMCA</p>	<p><u>X</u> Informational Update  <u>  </u> Recommended for:  <u>  </u> Approval  <u>  </u> Approval with modifications  <u>  </u> Denial  <u>  </u> Referred to:</p> <ul style="list-style-type: none"> <li><i>The YMCA representatives presented a PowerPoint and a virtual tour of the new Highline YMCA which included information on the facility and the program offerings currently being planned for the site. Information on the current status of the construction project and that the Building would be LEED-Certified was also discusses. Tanis and White discussed the community outreach process that has been undertaken and will continue to take place so the YMCA could provide the types of programs and services that the community most wanted. The community impacts of the new facility will include increasing the number of people served annually from 4,900 to 15,000 and an increase in full- and part-time employment from 35 to approximately 120. Questions were raised regarding use of the facility by hotel guests, basketball tournaments and other activities that would provide a benefit to the local lodging establishments. It was clarified that day passes were available and that anyone who was a member of the YMCA in another area would also have access to the facility. A discussion of the YMCA’s work with the City through purchased services would make programs and activities accessible for more SeaTac residents through the Park Department. Mayor Shape inquired about how long Charter memberships would be available and was told that they would be available until the facility opened in early October. The Mayor also asked whether the trees that were removed from the site for construction would be replaced. Tanis responded that she was sure that some trees would be re-planted.</i></li> </ul>
	<p>5. –SSVS Workplan</p>	<p><u>X</u> Informational Update</p>

	<p>Update – Katherine Kertzman</p>	<p><u>  </u> Recommended for:</p> <p>    <u>  </u> Approval      <u>  </u> Approval with modifications      <u>  </u> Denial</p> <p><u>  </u> Referred to: Subcommittee</p> <ul style="list-style-type: none"> <li>• <i>Kertzman gave an update on the status of the 2009 SSVS workplan and activities. She also introduced two new staff members for SSVS – Ashley Comar and Kristina Thorne and commented that the agency was now fully staffed. She reported that the Re-Branding, website and media relations activities were underway and that both the Vacation Planner and Tourism Map would be updated in the fall following the completion of the branding activities. She also thanked the committee for supporting the revised Westfield shuttle program and that the service had experienced increased ridership in 2009. Kertzman introduced representatives from EXCLAIM and GreenRubino -- the two contractors for the new public-relations and marketing efforts. Both groups outlined their scope of work and answered question from the committee regarding how the committee would be involved as the process moved forward. Cutts and Robinson asked that the committee be kept informed and have their input solicited during the formative stages of the work. This was agreed to by both contractors. Stotler asked how the success of the effort would be benchmarked and Kertzman responded that SSVS goal was to see constant improvement in all areas that are currently measured. A question was posed as to whether this is the best time to be spending money on marketing efforts given the downturn in tourism and the consultants responded that programs that retrench too far will have a more difficult time recovering form the downturn and return to profitability. The hotel representatives asked that they be informed of any good news as soon as possible so that hey could share it with other interested parties.</i></li> </ul>
	<p>6. Discussion of Lodging Trends and Projections - All</p>	<p><u>  </u> X Informational Update</p> <p><u>  </u> Recommended for:</p> <p>    <u>  </u> Approval      <u>  </u> Approval with modifications      <u>  </u> Denial</p> <p><u>  </u> Referred to:</p>

		<ul style="list-style-type: none"> <li>• <i>The group discussed the most recent STR data which indicated that April year-over-year revenues were down approximately 23%, and that YTD revenues were down 17% from the same period in 2008. Hart commented that the next several months would be a good gauge on what the remainder of 2009 would look like since this is the normally the busiest time of the year for the lodging establishments.</i></li> </ul>
	<p>7. Airport Station Area Market Study -- Robinson</p>	<p><i>Robinson reported that the City would be seeking consultants from a national pool for the completion of a market feasibility study for the Airport Station Area to help determine the potential demand for the types of retail, dining and entertainment uses envisioned by the City's Action Plan for the area</i></p>
	<p>8. Adjourn</p>	<p><i>The meeting was adjourned at 4:30.</i></p>

**City of SeaTac  
Council Actions  
June 9, 2009**

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**The following Council actions were taken at the June 9, 2009 Regular Council Meeting:**

**Summary of \$5,000 - \$35,000 purchase request for the period ended June 9, 2009:**

●**Passed:** Fire Department Rescue Boat - \$25,000

**Agenda Bill #3079; Motion** authorizing the purchase of furnishings for Fire Station 46 *was carried and became effective June 9, 2009.*

**Agenda Bill #3091; Motion** authorizing the City Manager to execute a contract with Heartland LLC to complete a Performing Arts Center Feasibility Study *was carried and became effective June 9, 2009.*

**Agenda Bill #3094; Motion** authorizing the City Manager to execute a Memorandum of Understanding with the South Correctional Entity *was carried and became effective June 9, 2009.*