



City Manager's Weekly Update

February 13, 2009

Dear Mayor, Councilmembers, Residents, and Employees:

Sweeties Pancake and French Toast Breakfast: The Senior Program has the perfect way to start your Valentines' Day. Join us for a delicious pancake/French toast breakfast with sausage, eggs, juice, and coffee. Breakfast is available from 9:00 – 11:00 AM at the SeaTac Community Center, bring your favorite 'sweetie,' spouse, friend, or grandkids. The Hanky Panky Band will serenade us from 9:30 – 10:30 AM. Tickets are \$3 in advance, \$4 at the door – space is limited to the first 200. Call 973.4680 for more information.

Attachments:

February Calendar

Agendas:

Senior Citizen Advisory Committee	2.17.09
Human Services Advisory Committee	2.18.09

Minutes:

Public Safety & Justice	2.10.09
Administration & Finance Committee	2.10.09
Hotel/Motel Tax Advisory Committee	2.11.09

Council Actions	2.10.09
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Craig R. Ward, City Manager



February 2009 Go

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Domestic Violence Task Force 5:30pm (Riverton RM 128)	4 Shoreline Master Program CAC 6pm (Airport Conf RM 345)	5	6	7
8	9 Civil Service Comm 3:30pm (Executive Conf RM 109) PC 5:30pm (CC RM 105)	10 PS&J 3:30pm (Airport Conf RM 345) A&F 4pm (Airport Conf RM 345) SCM 5pm (CC RM 105) RCM 6pm (CC RM 105)	11 Hotel/Motel Tax Adv Com 3pm (Airport Conf RM 345)	12 LUP 4:30pm (Airport Conf RM 345)	13	14
15	16 President's Day City Hall Closed in Observance Human Svs Adv Com (Re-scheduled to 02/18/09)	17 Sr Citizen Adv Com 12:30pm (STCC)	18 Human Svs Adv Com 5:30pm (Riverton Room 128) Shoreline Master Program CAC 6pm (Airport Conf RM 345)	19 Hearing Examiner 6pm (CC RM 105)	20	21
22	23 PC 5:30pm (CC RM 105)	24 T&PW 4pm (Airport Conf RM 345) RCM 6pm (CC RM 105)	25	26	27	28

MEETING LEGEND:

A&F	Administration & Finance
LUP	Land Use & Parks
PC	Planning Commission
PS&J	Public Safety & Justice

RCM	Regular Council Meeting	(CC RM 105)	Council Chambers*
SCM	Special Council Meeting	(STCC)	SeaTac Community Center
T&PW	Transportation & Public Works	(VRCC)	Valley Ridge Community Center
		(VV Library)	Valley View Library

Updated 02/06/2009

*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.





Senior Citizen Advisory Committee

MEETING AGENDA

Tuesday, February 17, 2009
12:30 p.m.

SeaTac Community Center
13735 - 24th 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.

12:30 p.m. - Call to order. Approval of Minutes dated January 20, 2009.

12:40 p.m. - SeaTac Café Update

- Staffing transition
- Status of new meal program

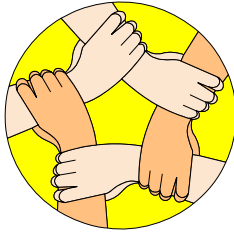
12:55 p.m. - Upcoming Special Events:

- St. Patrick's Day – March 17 (Irish Dancers)
- Spring Breakfast – Saturday, April 4
- Spring Luncheon – Thursday, April 9
- Mother's Day and Father's Day Breakfasts?

1:10 p.m. - Old Business

1:20 p.m. - New Business

1:30 p.m. - Adjourn



**City of SeaTac
Human Services
Advisory
Committee**

**Rick Forschler, Chair
Mark Manuel, Vice Chair
Mel McDonald
Darleene Thompson
Cheryl Forbes**

Alternate



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
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Meeting Notice

**City of SeaTac City Hall
Riverton Room**

**Wednesday, February 18th, 2009
5:30 PM**

Agenda

Call to Order

Approval of Minutes:

Presentation: Des Moines Area Food Bank,
Barb Shimizu, Program Director

Business:

- Food bank services update
- Human Services – Public perception

New Business:

- Work Plan for 2009 – ideas
- Membership Discussion

Next Meeting(s):

- **Monday, March 16th, 2009**

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

Adjournment

Notes:



Public Safety and Justice Committee Minutes

These minutes are scheduled to be approved at the 02/24/09 Regular Council Meeting

February 10, 2008
3:30 PM
Airport Conference Room 345

Members:	Present:	Absent:	Commence:	Adjourn:
Tony Anderson, Chair	X			
Mia Gregerson	X			
Barry Ladenburg	X			

Other Councilmembers Present: Ralph Shape, Gene Fisher, Terry Anderson

Staff Coordinator: Fire Chief Bob Meyer and Chief of Police Services Jim Graddon

<p>Vision Scope of Work By: Bob Meyer</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Discussion on Fire's internal Draft Scope of Work. Next step would be to go for RFP for a consultant to act as fascinator. First step would be to meet with Fire Department personnel, and then take to a Focus Group made up from community members, such as people from other Boards & Commissions of the City. Committee gave approval to go ahead as discussed.</i></p>
<p>SAFER Grant By: Bob Meyer</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Fire Chief had notified FEMA that we would not be able to accept grant, next day FEMA issued notification that we had received the grant. May have to wait until we officially received grant then go to Council for action to deny acceptance of grant. SAFER Grant is to bring departments up to standard of four people companies. Further discussion was held on where to go next; do we apply for another grant in June of 2009; revenue sources now and then, staffing configurations. Discussion was held about the grants requirements to meet NFPA 1710 staffing standards. Chief Meyer also discussed talks with Senator</i></p>

	<p><i>Murray's office and the use of matching funds and if reducing or eliminating those costs would help in the decision. The committee was briefed that this issue would be back before them in a month.</i></p>
<p>City's 20 Year Celebration By: Lesa Ellis</p>	<p><u> X </u> <u>Informational Update</u> <u> </u> <u>Recommended for:</u> <u> </u> <u>Approval</u> <u> </u> <u>Approval with modifications</u> <u> </u> <u>Denial</u> <u> </u> <u>Referred to _____.</u></p> <p><i>Lesa stated that a committee has been formed, made up of personnel representing each city department. Date has been set for Monday, March 1, 2010, and will be held from 5:00 pm to 8:00 pm at City Hall. Will come back to the committee with future updates. .</i></p>

<p>A&F and PS&J Meeting Schedule</p>	<p><u> </u> <u>Informational Update</u> <u> </u> <u>Recommended for:</u> <u> </u> <u>Approval</u> <u> </u> <u>Approval with modifications</u> <u> </u> <u>Denial</u> <u> X </u> <u>Referred to 2-24-09 Council meeting _____.</u></p> <p><i>A&F and PS&J Committee members agreed the future schedule of meetings to be as follows: A&F start time to be 3:00 pm and PS&J start will be 4:00 pm.</i></p>
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Administration and Finance Committee Minutes

These minutes are scheduled to be approved at the 2/24/09 Regular Council Meeting

Tuesday, February 10, 2009
4 PM
Airport Conference Room 345

Members:	Present:	Absent:	Commence: 4:05 p.m. Adjourn: 4:55 p.m.
Gene Fisher, Chair	X		
Ralph Shape	X		
Terry Anderson	X		

Note: Items #1 and 2 reviewed jointly with Public Safety and Justice Committee

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

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. 2010: 20 Year Celebration Update - Lesa Ellis</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to _____.</p> <p><i>Executive Assistant Lesa Ellis reported that a committee has been formed to plan the City's 20 year celebration, composed of personnel representing each department. The celebration will be held on Monday, March 1, 2010, from 5:00 p.m. to 8:00 p.m. at City Hall. Monthly updates on the progress of the planning for the event will be provided to all Council committees.</i></p>
<p>2. Discuss start times of future A&F and PS&J Committee Meetings</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>2/24/09 RCM.</u></p> <p><i>Deputy Mayor and A&F Committee Chair Gene Fisher reported that he is now a member of the Emergency Management Advisory Council (EMAC) that meets on the second Tuesday of each month from 11:30 a.m. to 2:30 p.m., and would like to change the 2:00 p.m. start time of future A&F Committee meetings. After discussion by members of both committees, it was agreed to change the</i></p>

	<p><i>start time of the A&F Committee meeting to 3:00 p.m., and the start time of the PS&J Committee meeting to 4:00 p.m., both still occurring on the second Tuesday of each month. City Attorney Mary Mirante Bartolo reported the Legal Department will draft an agenda bill and Resolution to make these changes and present to Council for action at the February 24, 2009 Council Meeting.</i></p>
<p>3. Contract with Olympic Environmental Resources to coordinate special recycling collection events for the City - Tom Gut</p>	<p><u> </u> Informational Update <u> X </u> Recommended for: <u> X </u> Approval <u> </u> Approval with modifications <u> </u> Denial <u> X </u> Referred to <u> 2/10/09 RCM.</u> <i>Public Works Director Tom Gut distributed copies of a proposed agenda bill and contract with Olympic Environmental Resources (OER) to coordinate special recycling collection events for the City. Mr. Gut indicated OER has a great deal of expertise in this area, and currently coordinates and promotes city recycling collection events for 24 jurisdictions in King County. SeaTac's Public Works Programs Coordinator currently performs this function, and transferring this to OER frees up her time to work on other projects such as addressing sustainability issues. This item was presented to the Transportation & Public Works Committee on 1/27/09, and a few minor changes have been made since then.</i></p>
<p>4. Verizon Cell Tower at City Hall - Pat Patterson</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 _____. <i>Facilities Director Pat Patterson reported that he has had discussions with Verizon Wireless about them installing a cell phone tower on the roof of City Hall. Mr. Patterson noted that Verizon had originally proposed three design options, and is proposing installing sufficient screening to not only screen their antenna, but provide approximately 75 feet of additional screening on the south and west side of the front of the building for overall aesthetic symmetry of the building face. This proposal includes a \$1,650 per month lease amount that is similar to the other rooftop cell tower tenant, and a \$350 per month abatement over 15 years since Verizon would be paying up front for the design, installation and labor costs of the additional screening. The Committee also discussed the possibility of the City installing the screen. Staff will continue to study this issue and will bring forth a proposal to the Council to consider at a future date.</i></p>

<p>5. Discussion of Changes to the City's Purchasing Code - Mark Johnsen/Mike McCarty</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 checked="" type="checkbox"/> Referred to <u>2/24/09 TP&W, 3/10/09 A&F and RCM.</u> <i>Finance and Systems Director Mike McCarty reported some of the problems that the existing purchasing code presents for staff in various aspects of purchasing and contracting, noting the provisions of the code have mainly remained unchanged since incorporation. Senior Assistant City Attorney Mark Johnsen distributed a summary of the proposed purchasing code changes and a draft ordinance containing the recommended changes, and reviewed the changes with the Committee. Mr. Johnsen reported one change modifies the approval limit from the current \$25,000 to \$35,000 that would be reported on the 'Summary of Purchase Requests' submitted to Council for approval. Mr. Johnsen reviewed the changes as they apply to four distinct categories of purchases and services: 1) purchase of supplies and equipment, 2) professional service contracts, 3) architectural and engineering services, and 4) public works. Mr. Johnsen noted these changes are meant to ensure that the procedures are consistent with state law, and, in instances where state law is silent or unclear, provide direction in order to resolve ambiguity. Staff will present these changes at the 2/24/09 TP&W Committee meeting, then bring it to the 3/10/09 A&F Committee meeting and to Council on that same date for consideration.</i></p>
<p>6. Next Meeting</p>	<p>March 10, 2009 at 3:00 p.m.</p>

City of SeaTac

Hotel/Motel Tax Advisory Committee Meeting

February 11, 2009

Meeting Notes

Hotel-Motel Present: Chair, Councilmember Terry Anderson; Carl Anderson; Tom Dantzler; Jeff Hart; Cathy Heiberg; Frank Welton

Absent: Nancy Damon; Roger McCracken; Jerry Stotler

Others Present: Kathryn Kertzman, SSVS; Julie Cruise, Comfort Inn; Richard Oh, Fairfield Inn/Holiday Inn Express; Kellie Stickney, City of SeaTac

Meeting Duration: 3:00 – 4:00pm

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

AB #	Topic	Disposition
	2. Review and adoption of the Minutes of the January 14, 2009 – Councilmember Terry Anderson	<u> </u> Informational Update <u> X </u> Recommended for: <u> X </u> Approval <u> </u> Approval with modifications <u> </u> Denial <u> </u> Referred to: <ul style="list-style-type: none"> • <i>Motion by Dantzler, Second by Heiberg. Passed unanimously.</i>
	3. Presentation of Year-end Occupancy Report and trends – Ketherine Kertzman	<u> X </u> Informational Update <u> </u> Recommended for: <u> </u> Approval <u> </u> Approval with modifications <u> </u> Denial <u> </u> Referred to: <ul style="list-style-type: none"> • <i>Kertzman provided the Committee copies of the 2008 year-end STR Report dated 1-21-09 which depicts occupancy statistics and other relevant data and trends for Seattle Southside lodging facilities.</i> • <i>She also provided a copy of the Washington State Convention and Trade Center (WSCTC) Booking Goals vs. Actual for the period 2004 through 2008 and 2009 goals. There was a short discussion on the proposal to expand the WSCTC and the impact of such an expansion on the city's hotels. Cutts commented that although the WSCTC when fully utilized provides for compression that benefits the local hotels, the revenue source for this expansion is one that the</i>

		<p><i>City of SeaTac could also use directly. He further commented that if the expansion would not negatively impact local tax receipts the City would probably be in support.</i></p> <ul style="list-style-type: none"> <i>Copies of two SSVS RFPs for consulting contracts for Tourism Public Relations and a Brand Refinement and Media Campaign were distributed for the committee’s information. Both of these projects were components of the 2009 SSVS Workplan. A discussion on the potential benefits and challenges for the lodging industry with regard to the opening of the light rail airport station took place. The consensus of the group was that there were opportunities for capitalizing on the light rail connection to downtown Seattle and that we should begin to position the City to market those positive attributes.</i>
	<p>4. Presentation of Lodging Tax Receipts 2003 through 2008, and 2009 Estimates – Robinson</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</p> <p><input type="checkbox"/> Referred to:</p> <ul style="list-style-type: none"> <i>Robinson provided the Committee with a table depicting historic tax revenues generated by the lodging tax from 2003 -2008 and projections for 2009. There was a discussion of the use of the H/M Tax Revenues to issue bonds and how that worked. Chair Anderson asked when those bonds would be retired. After the meeting, staff ascertained that these bonds will be retired in 2018.</i>
	<p>5. Presentation of 2008 metrics and trends for the SeaTac Economic Development Website, everywhere’s possible</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</p> <p><input type="checkbox"/> Referred to: Subcommittee</p> <ul style="list-style-type: none"> <i>Stickney presented a Power-point overview of the 2008 website metrics. She described how the traffic on the site had grown over its’ initial six months and why that had occurred. Future plans to improve the website’s reach were also presented. Cutts commented that the Search Engine Optimization element of the 2009 workplan would help to drive other more diverse searches to the website.</i>

	<p>6. Other Business</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications <input type="checkbox"/> Denial <input type="checkbox"/> Referred to:</p> <ul style="list-style-type: none"> • <i>Robinson outlined a request to meet with the committee from a private consulting firm that works with the tourism and lodging industries on the “greening” of their operations and how to become more sustainable. Welton and Hart commented that the larger properties with national affiliations were already affiliated with groups that assist with this type of process, but that the smaller independent operators could probably benefit from such an undertaking. The staff’s and group’s position was that as a public committee allowing a “marketing” presentation was probably not appropriate. Robinson will inform the company of the committee’s decision. Kertzman added that the SSVS could publish a story in their newsletter outlining the many steps that local facilities have already taken in this regard.</i> • <i>There was a brief discussion on how the aftermath of the Vancouver Winter Olympics could help grow business in the years following the Games as much of the world would be exposed and introduced to the Pacific Northwest for the first time via television coverage.</i> • <i>There was a question from Heiberg about the study of a potential Performing Arts Center for the City of SeaTac. Cutts explained that the study was not being funded by the City and that a King County arts organization 4-Culture would be undertaking the study with the City’s oversight. Items to be studied include whether such a facility would be economically viable and if so, what size, potential uses and costs would be considered.</i>
	<p>7. Adjourn</p>	<p><i>The meeting was adjourned at 4p.m.</i></p>

City of SeaTac Council Actions February 10, 2009

The following Council actions were taken at the February 10, 2009 Regular Council Meeting:

Agenda Bill #3051; Motion authorizing the City Manager to execute a contract with GreenRubino (formerly HadleyGreenCreates) to implement the Economic Development Marketing Action Plan for 2009 *was carried and became effective February 10, 2009.*

Agenda Bill #3046; Motion authorizing the City Manager to sign a contract with Olympic Environmental Resources to coordinate special recycling collection events for the City *was carried and became effective February 10, 2009.*

Agenda Bill #3054; Motion authorizing ten percent contingencies and adding sales tax for certain contracts associated with the construction of Fire Station 46 *was carried and became effective February 10, 2009.*

Agenda Bill #3056; Motion authorizing ten percent contingencies and adding sales tax for certain contracts for the construction of Fire Station 46 in which the contract approval amount has been exceeded *was carried and became effective February 10, 2009.*

Agenda Bill #3055; Motion authorizing the purchase of hollow metal doors and frames, wood doors, and door hardware for Fire Station 46 *was carried and became effective February 10, 2009.*

The following purchase request was voted on separately under New Business:

\$5,000 - \$25,000 Purchase request for Angle Lake July 4th Fireworks show *was approved, as amended, for \$10,000.*