



City Manager's Weekly Update

January 23, 2009

Dear Mayor, Councilmembers, Residents, and Employees:

Open House for S. 154th St. Improvements: The Engineering Division of the Public Works Department will be hosting an Open House for the S. 154th St. Improvements project at City Hall on January 28, from 5:30 to 7:30 PM in the Council Chambers. City staff will present the proposed design alternatives and gather input from the public. The project is intended to improve pedestrian and bicycle safety and mobility for area residents, along with increasing the neighborhood's connectivity to existing bicycle and pedestrian facilities and the Tukwila International Boulevard Light Rail Station. The attached notice has been mailed to area residents and businesses and is also posted on the City's website. The public involvement process will continue throughout the design of the project with a second open house to present the final design planned for fall 2009. Construction is expected to begin in early 2010.

Major Apartment Fire: On Saturday, January 17, at approximately 7:00 PM, the City of SeaTac Fire Department Engines 45, 46, 47, and Battalion 45; along with Port of Seattle Engine 711 and Tukwila Ladder 54 responded to a reported fire at Emerald Place Apartments, 3117 S. 192nd St. Crews arrived in less than five minutes and found ten apartment units fully involved and numerous other units exposed to the fire. There were reports of people trapped and jumping from the west side of the building. Battalion 45 established Command, and crews aggressively attacked the fire with large volumes of water. Incoming units were assigned to assist the injured residents. Additional resources and personnel were requested. The fire was brought under control in approximately one hour. Nine people were injured and two perished in the fire. Fire department personnel remained on scene all evening to assure no fires reignited. Additional off-duty staffing covered the remainder of the City throughout the evening to give the on-duty crews some rest. The City Building Official assisted in determining which remaining units were safe for occupancy.

The cause of the fire is still under investigation and damage is estimated to be \$1,600,000 for the structure and \$500,000 for contents. Approximately 90 personnel responded to the fire from numerous area departments including: Tukwila, Burien, North Highline, Renton, Kent, Skyway, Des Moines, King County Medic One and South King Fire and Rescue.

We would like to thank the staff of the Silver Dollar Casino and the "Soup Ladies" for their help in feeding the responders. The Red Cross has been able to relocate most of the victims. Fire Department personnel have been coordinating the effort to provide residents with items needed to rebuild their lives and have experienced an overwhelming response of donations of clothing and household items for the victims. We are grateful for the outpouring of generosity and support shown by the community, which have exceeded our expectations. We are no longer

taking donations of clothing and household items. If people would like to make additional monetary donations, please contact the Red Cross.

Pedestrian Bridge Installation Road Closure: Sound Transit's contractor, Mowat Construction Company, will be erecting a pre-fabricated steel pedestrian bridge that will span the entire width of International Boulevard and the northbound Airport Expressway. The pedestrian bridge is part of Sound Transit's SeaTac/Airport Station project. This work will cause a temporary full road closure of International Boulevard, located just north of S. 176th St. The road closure is tentatively scheduled to begin at 9:00 PM on January 30, 2009, and end at 5:00 AM on January 31, 2009.

Appropriate traffic control measures will be implemented by Mowat Construction Company prior to and during the road closure to detour traffic. Access will be maintained for emergency vehicles throughout the road closure. Sound Transit will provide advance notification to local businesses affected by the road closure and the Port of Seattle. If there are any questions or concerns regarding this work, please contact Sound Transit's 24-hour construction hotline at 888.298.2395.

Day of Caring at Highline SeaTac Botanical Garden: On Monday, January 19, in coordination with the celebration of Dr. Martin Luther King's birthday, a group of ten volunteers from the University of Washington's Alumni Association did extensive work in the Highline SeaTac Botanical Garden. They were directed by Marcus Burdine, volunteer coordinator, and Barbara Purdey, board member for the garden. Also assisting with direction and moral support were other garden board members and City of SeaTac Parks staff. Among the items that were addressed were cleaning the stream bed for the upper water feature, cutting back and pruning perennials, raking pathways, and mulching beds with wood chips. We greatly appreciate the efforts of groups and individuals who help the garden maintain a tidy appearance for its frequent visitors.

Attachments:

January Calendar
S. 154th St. Improvements Open House Notice

Agendas:

Planning Commission	1.26.09
Transportation & Public Works Committee	1.27.09

Minutes:

Administration & Finance Committee	1.13.09
Hotel/Motel Tax Advisory Committee	1.14.09


Craig R. Ward, City Manager



January
2009



January 2009 Go

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 City Hall Closed New Years Day	2	3
4	5	6 Domestic Violence Task Force 5:30pm (Riverton RM 128) Residence Inn Potential Use of Angle Lake Park's Access Public Meeting 5:30pm (CC RM 105)	7 Shoreline Master Program CAC 6pm (Airport conf RM 345)	8 LUP 4:30pm (Airport Conf RM 345)	9	10
11	12 Civil Service Comm 3:30pm (Executive Conf RM 109) PC - Subdivision Code 5:00pm (CC RM105)	13 Joint Meeting A&F and PS&J 3pm (Airport Conf RM 345) Library Adv Com 5pm (VV Library) SCM 5:15pm (CC RM 105) RCM 6pm (CC RM 105)	14 Hotel/Motel Tax Adv Com 3pm (Airport Conf. RM 345)	15	16 Youth Art Exhibit January 16 - February 13 (City Hall-3rd floor lobby)	17
18	19 Martin Luther King Jr. Birthday (City Hall Closed in Observance)  Human Svs Adv Com (Cancelled)	20 Sr Citizen Adv Com 12:30pm (STCC)	21 Shoreline Master Program CAC 6pm (Airport Conf RM 345)	22	23	24
25	26 Council Retreat 4pm (CC RM 105) PC 5:30pm (Riverton RM 128) Joint City Council/PC Mtg 7pm (CC RM 105)	27 T&PW 4pm (Airport Conf RM 345) SCM 5pm (CC RM 105) RCM 6pm (CC RM 105)	28 S. 154th Street Improvements Open House 5:30 pm (CC CR 105)	29	30	31

MEETING LEGEND:

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

RCM	Regular Council Meeting
SCM	Special Council Meeting
T&PW	Transportation & Public Works

MEETING Location

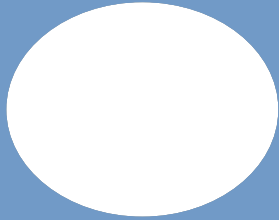
(CC RM 105)	Council Chambers*
(STCC)	SeaTac Community Center
(VRCC)	Valley Ridge Community Center
(VV Library)	Valley View Library

Updated 01/23/2009

*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.





Please join us for an Open House!

The City is seeking your input on the project's design!

Wednesday January 28th
5:30 p.m. - 7:30 p.m.

SeaTac City Hall
Council Chambers
4800 South 188th St

S. 154th St Improvements 24th Ave S to 32nd Ave S

Sidewalk Improvement Project

The City of SeaTac is planning and designing a street improvement project in the S. 154th Street neighborhood, near the Sound Transit Light Rail Station. Roadway improvements include sidewalks, bike lanes, landscaping and lighting between 24th Ave S and 32nd Ave S. A mid-block pedestrian crossing is planned near the SR 518 interchange. The project will also include storm drainage improvements, undergrounding of the overhead utility lines, and pavement resurfacing.

The purpose of this project is to provide improved pedestrian/bicycle safety and mobility for area residents. The project will improve the neighborhood's connectivity to existing bicycle and pedestrian facilities and provide better access to the Sound Transit Light Rail Station located at the southeast corner of S. 154th Street and International Boulevard.



New sidewalks and bicycle lanes on S. 154th will provide increased neighborhood connectivity and improved safety

Project Budget

The S. 154th Street improvement project is funded by a State of Washington Transportation Improvement Board Grant and City of SeaTac capital improvement funds. Property owners will not be assessed for this cost.

Project Schedule

Fall 2008	Preliminary Design
Jan. 28, 2009	First Open House (5:30pm - 7:30pm at City Hall)
Spring 2009	Final Design
Fall 2009	Second Open House
Early 2010	Construction Begins
Early 2011	Construction Complete

For More Information

- Contact Daren Grilley, Assistant City Engineer, at (206) 973-4746, dgrilley@ci.seatac.wa.us
- Information about the S. 154th Street Improvements can be found by visiting www.ci.seatac.wa.us

**CITY OF SEATAC
PLANNING COMMISSION MEETING**

January 26, 2009

**Riverton Room CR 128, 1ST Floor, SeaTac City Hall, 4800 S. 188th Street
5:30 p.m. to 8:00 p.m.**

[NOTE: TWO DIFFERENT LOCATIONS FOR THIS MEETING]

MEETING AGENDA

1. Call to Order/Roll Call – 5:30 P.M.
2. Approve Minutes of January 12, 2009 – 5:30 to 5:35 P.M. [Exhibit A]
3. Old Business – 5:35 to 6:30 P.M.
 - Final Discussion regarding the Draft Subdivision Code [Exhibit]
 - Continued Discussion Regarding Creation of “Dumbbell” Lots [Exhibit]
 - Continued Discussion about Zoning Code Amendments Regarding Tree Retention Being Proposed by the Planning Commission and City Staff [Exhibit]
 - Continued Discussion about the Planning Commission’s 2008 Accomplishments and 2009 Goals [Exhibit]
 - Review of Planning Commission Schedule for First Quarter of 2009 [Exhibit]
4. Detailed Commission Liaison's Report – 6:30 to 6:35 P.M.
5. Planning Director's Report – 6:35 to 6:40 P.M.
6. Planning Commission Comments (including suggestions for next meeting’s agenda) – 6:40 to 6:45 P.M.
7. Break – 6:45 to 7:00 P.M.
8. Participation in the City Council’s Retreat – 7:00 to 8:00 P.M.
 - Discussion regarding the Draft Subdivision Code
 - Discussion about Zoning Code Amendment Options Regarding Tree Retention
9. Adjournment – 8:00 P.M.



Transportation and Public Works Committee Agenda

January 27, 2009

4:00 PM

Airport Conference Room 345

Members:

Terry Anderson, Chair

Chris Wythe

Mia Gregerson

Staff Coordinator: Tom Gut, Public Works Director

1. Update on Water Feature at Valley Ridge Park (Kit)
2. Motion approving Local Hazardous Waste Management agreement # 3044 (Desmond)
3. Motion approving Olympic Environmental Resources contract to coordinate recycling collection events #3046 (Desmond)
4. Discussion regarding Public Works Fee adjustment (Gary)
5. Resolution approving South County Area Transportation Board agreement #3041 (Tom)
6. Motion approving King County Technical Services Agreement for Des Moines Creek Basin Improvements #3045 (Tom)
7. Update on 2009 Pedestrian Improvement Program (Susan/Daren)



Administration and Finance Committee Minutes

These minutes are scheduled to be approved at the 1/27/09 Regular Council Meeting

Tuesday, January 13, 2009

2 PM

Airport Conference Room 345

Members:

Present:

Absent:

Commence: 2:00 p.m.

Adjourn: 4:30 p.m.

Gene Fisher, Chair

X

Ralph Shape

X

Terry Anderson

X

Note: Items #8-13 reviewed jointly with Public Safety and Justice Committee

Other Councilmembers Present: Mia Gregerson (agenda items #7-13)

Tony Anderson (agenda items #9-13)

Staff Coordinator: Mike McCarty, Finance and Systems Director

<p>1. Criteria for use of City Hall facility by outside agencies - Lesa Ellis</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> <p><i>Executive Assistant Lesa Ellis discussed a recommended change to the City's policy regarding the use of City Hall conference rooms. The amendment would require that a SeaTac councilmember or staff member be present at the meeting, except for a list of approved exceptions to this rule that were distributed to the Committee for their review. Ms. Ellis will email the entire Council with the results of the discussion by the Committee, concurring with the policy amendment, and the list of approved exceptions to this change.</i></p>
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<p>2. Resolution expressing appreciation for City Maintenance crews during December snow event – Tom Gut and Sean Clark</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>1/13/09 RCM.</u> <i>Public Works Director Tom Gut distributed copies of a proposed agenda bill and Resolution recognizing the effort of the City's maintenance crews during the December snow event. Mr. Gut provided statistics on the amount of mixed sand and salt dispensed and vehicle miles driven plowing and sanding roadways in SeaTac. Staff estimates the cost of labor, materials and equipment in this effort was approximately \$50,000, and the City will apply for whatever disaster assistance money is available to recoup as much of this amount as possible.</i></p>
<p>3. 2009 – 2011 AFSCME Bargaining Agreement – Steve Mahaffey</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>1/13/09 RCM.</u> <i>Human Resources Director Steve Mahaffey distributed copies of a proposed agenda bill and Resolution related to the recently completed contract negotiations with AFSCME. A cost of living adjustment (COLA) increase of 5% will be retroactive to January 1, 2009, and COLA increases for 2010 and 2011 will be 95% of CPI-W, minimum of 2% and maximum of 5%. Effective 1/1/2010, AFSCME members will transition from the current AWC medical Plan B to the AWC HealthFirst Plan, with a significant reduction in premium cost to the City. The amount AFSCME employees contribute towards medical premiums will not change during the three-year life of this bargaining agreement. Mr. Mahaffey also noted that as part of the negotiated agreement, the City agreed to perform a salary review of certain AFSCME positions. A number of smaller changes made to the bargaining agreement to address Union and City issues and to clarify existing contract language were summarized. A Council Executive Session to review the results of these contract negotiations will be held prior to the Council Meeting on 1/13/09.</i></p>
<p>4. Non-Represented Employees Cost of Living Adjustment (COLA) for 2009 – Steve Mahaffey</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>1/13/09 RCM.</u> <i>Mr. Mahaffey distributed copies of a proposed agenda bill and Ordinance amending the Classification and Compensation plan for non-represented employees of the City by adding a cost of living adjustment (COLA) effective</i></p>

	<p>January 1, 2009. Mr. Mahaffey noted the increase is the same as the increase that will be provided to members of the AFSCME bargaining unit under the terms of the recently completed collective bargaining agreement. The recommendation provides a COLA increase of 5% based on a formula of 95% of the June 2007 to June 2008 CPI-W, Seattle-Tacoma-Bremerton (6.2%), with a minimum of 2% and a maximum of 5%. The estimated cost of the proposed non-represented COLA is approximately \$217,900, and has been included in the adopted 2009 Budget.</p>
<p>5. Increase in the City's contribution to VEBA for 2009 - Steve Mahaffey</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>1/13/09 RCM.</u></p> <p>Mr. Mahaffey distributed copies of a proposed agenda bill and Ordinance increasing the City's monthly contribution to the VEBA medical, dental and vision expense plan for Councilmembers from \$1,023.77 to \$1,100.46. Mr. Mahaffey noted the increased contribution amount reflects the increase in health insurance rates from AWC for 2009 for City employees on the Association of Washington Cities' Plan B medical plan. The budget impact of the proposed VEBA increase for 2009 is approximately \$6,442. Councilmember Gregerson suggested that Council might consider foregoing the 2009 increase in light of the current economic conditions. The Committee recommended approval of the 2009 VEBA increase as proposed.</p>
<p>6. 2009 Marketing and Media Relations Contract with GreenRubino (formerly HadleyGreenCreates) - 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 <input checked="" type="checkbox"/> Referred to <u>1/27/09 RCM.</u></p> <p>Economic Development Manager Jeff Robinson distributed copies of a proposed agenda bill and Scope of Work for the 2009 Marketing Action Plan budget, and reviewed the proposed spending for public relations, advertising, photography and miscellaneous outside costs. The 2009 budget totals \$115,000.</p>
<p>7. Motion approving a renegotiated lease with Pan International Realty - 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>1/13/09 RCM.</u></p> <p>Facilities Director Pat Patterson reported that Pan International Realty, one of the lessees on the 2nd floor of City Hall, approached the City requesting termination of their lease due to the downturn in the real estate market. They</p>

	<p><i>indicated they could afford to pay about half the amount they currently pay, and an agreement was reached with them to reduce their office space from 1,980 to 1,000 square feet at their current cost of \$18 per square foot, reducing their monthly lease payment from \$2,705 to \$1,500 effective January 1, 2009. Councilmember Gregerson recommended approaching Pan International Realty about paying a portion of the tenant improvements that will be necessary to ready the portion of office space they are vacating for a new tenant.</i></p>
<p>8. Agreement with the Washington State Patrol for Fire Mobilization – 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>1/13/09 RCM.</u> <i>Fire Chief Bob Meyer reported this Interlocal Agreement between the City of SeaTac and the Washington State Patrol allows the SeaTac Fire Department to respond with City resources and personnel, at the request of the State of Washington, to any emergency throughout the State, and be able to recover those costs associated with sending equipment and personnel. This will also give SeaTac the ability to request assistance through the Mobilization Plan in the event the City needs additional resources for a large scale disaster or fire. The duration of this ILA would be six years.</i></p>
<p>9. Plaque for Fire Station 46 – Pat Patterson</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>Mr. Patterson reported that he needs to start planning for the plaque associated with the construction of Fire Station 46, and needs direction of what names should be included. The Committee recommended that former Councilmember Joe Brennan's name be included along with the seven current Councilmembers' names, and other Councilmembers not at this meeting will be emailed to see if there are any objections to this. Mr. Patterson also addressed the question of the inclusion of artwork as part of the 1% for Arts, \$50,000+ that is included in the fire station project budget. The Committee recommended this topic be addressed at a later date.</i></p>
<p>10. Potential Grant for Fire</p>	<p><input checked="" type="checkbox"/> Informational Update</p>

<p>Department – Bob Meyer</p>	<p><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 Meyer distributed copies of the application the Fire Department submitted to the Department of Homeland Security for a grant providing Federal funding that would be dedicated toward the cost of hiring 12 additional SeaTac firefighters to staff a ladder truck. Chief Meyer reviewed a budget matrix contained in the packet showing the estimated annual cost of salaries and benefits for these 12 firefighters during the five year course of the grant period, with the breakdown between the grant amount and the City's cost. Over the five-year period, the grant would provide approximately \$1.3 million and the City would incur a cost of approximately \$4.4 million, for a total of \$5.7 million. The City would be paying the full annual cost in the fifth year, which is estimated will be approximately \$1.4 million. It still would need to be determined how to fund the purchase of the ladder truck itself. Chief Meyer noted that the City of SeaTac is currently rated Class 4 by the Washington Survey and Rating Bureau, having dropped from a Class 3 in 1997 when the City stopped staffing a ladder company. This classification drop resulted in a 10-15% increase in commercial fire insurance rates. Chief Meyer noted that the City needs to make a decision whether or not to continue pursuit of these grant proceeds, as acceptance would commit the City to be responsible for coming up with a way to fund the applicant's share of the cost of the 12 new firefighters.</i></p>
<p>11. Motion authorizing the City Manager to execute a contract to employ an architect for the design of Fire Stations 45 and 47 – Pat Patterson</p>	<p><input 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>1/13/09 RCM.</u></p> <p><i>Mr. Patterson summarized a proposed agenda bill and Ordinance being presented at the 1/13/09 Council Meeting that would provide authorization to the City Manager to enter into a contract with TCA Architects for the design of Fire Station 45, and amending the 2009 Annual City Budget to include a 2008 budget carryover. Mr. Patterson noted that the Council had authorized this at the October 14, 2008 Council Meeting in an amount not to exceed \$190,000, but it has since been determined that additional engineering and design work will need to be done that will increase the cost of the design. The new cost estimate for the design work is \$289,809. The proposed Ordinance would also carry over \$275,000 unspent from the 2008 to the 2009 Budget, as only \$50,000 was appropriated in the 2009 Budget. TCA specializes in designing fire stations. The Committee made no recommendation on this item.</i></p>
<p>12. Motion authorizing the</p>	<p><input type="checkbox"/> Informational Update</p>

<p>City Manager to enter into a contract with Twins Concrete to complete a portion of the remaining foundation work on Fire Station 46 - Pat Patterson</p>	<p><u>X</u> Recommended for: <u>X</u> Approval ___ Approval with modifications ___ Denial <u>X</u> Referred to <u>1/13/09 RCM.</u> <i>Mr. Patterson distributed and reviewed an accounting summary of the foundation concrete work on Fire Station 46, indicating that the process used due to the failure of the original contractor to complete this work, even though more than \$55,000 higher than the original contract amount, is approximately \$211,000 less than the next highest bidder for this work. Mr. Patterson noted that the work under this contract with Twins Concrete has already been completed.</i></p>
<p>13. Motion approving the low bidders for painting, casework, and suspended ceilings for Fire Station 46 - Pat Patterson</p>	<p>___ Informational Update <u>X</u> Recommended for: <u>X</u> Approval ___ Approval with modifications ___ Denial <u>X</u> Referred to <u>1/13/09 RCM.</u> <i>Mr. Patterson summarized a proposed agenda bill being presented at the 1/13/09 Council Meeting that authorizes the City Manager to execute contracts for the painting, casework, and suspended ceilings for Fire Station 46 to the lowest responsive bidders. Mayor Shape noted a math error in the casework bid summary on the agenda bill, and Mr. Patterson indicated it has been corrected and a revised agenda bill will be distributed at the Council Meeting. It was also noted that the original bids for the suspended ceilings were rejected due to a problem with the fax server at City Hall. In an effort to be fair to all contractors involved, it was decided to reject all bids and to rebid that category.</i></p>
<p>14. Next Meeting</p>	<p>February 10, 2009 at 2:00 p.m.</p>

City of SeaTac

Hotel/Motel Tax Advisory Committee Meeting

January 14, 2009

Meeting Notes

Hotel-Motel Present: Chair, Councilmember Terry Anderson; Carl Anderson; Nancy Damon; Tom Danzler; Jeff Hart; Cathy Heiberg; Roger McCracken; Jerry Stotler

Absent: Jeff Hart, Carl Anderson, Jerry Stotler

Others Present: Kathryn Kertzman, SSVS; Police Chief Jim Graddon; Richard Oh, Fairfield Inn/Holiday Inn Express

Meeting Duration: 3:00 – 4:15pm

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

AB #	Topic	Disposition
	2. Review and adoption of the Minutes of the December 10, 2008 – 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 McCracken, Second by Damon. Passed unanimously.</i>
	3. Presentation of the 2009 Marketing Plan and Budget – Jeff 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: <ul style="list-style-type: none"> • <i>The 2009 Marketing Plan and budget was reviewed and summarized. McCracken suggested that the Search Engine Optimization component of the plan was critical and should be retained and perhaps increased. C. Anderson asked about the website utilization statistics. Cutts stated that we have seen increased usage over the past few months and “hits” from differing locations. Robinson will provide statistics for 2008 at the February meeting. A question was asked about the Direct mail component of the plan and McCracken suggested that given the current economic conditions this may not be the most</i>

		<p><i>opportune time to use this device. Robinson suggested that the committee re-visit this issue later and that the direct mailer can be postponed to later in the year.</i></p>
	<p>4. Lodging Occupancy Projections for 2009 – Robinson and Committee</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: <ul style="list-style-type: none"> • <i>Robinson provided the Committee with three quarters of lodging statistics provided by SSVS from a report by Smith Travel Research. The committee discussed their individual projections for decreased occupancy for 2009. Projected decreases in the range of 7% - 15% were presented. The consensus of the group was that it would be early 2010 before any increases should be realized. Stotler gave a detailed summary of what the individual report statistics meant. McCracken asked what, if any impact these decreased revenues might mean for the overall 2009 H/M budget. Cutts reported that the budget was based on an estimated decrease of around 5.5%. Robinson suggested, and the committee concurred, that the budget be re-visited after the first quarter revenues are known. Robinson also pointed out that there is a substantial reserve account for the H/M Tax revenues that could be potentially used if the committee did not want to reduce the 2009 budget from what has been adopted by the City Council.</i> </p>
	<p>5. Update of 2009 SSVS Workplan Progress – Katherine Kertzman</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: Subcommittee <ul style="list-style-type: none"> • <i>Katherine updated the committee on ongoing implementation of the SSVS 2009 Workplan and thanked the committee and the City for their on-going support for the efforts. She reported that the Seattle metropolitan market has surpassed every benchmark from around the country.</i> </p>
	<p>6. Report from SeaTac Police Department – Chief James Graddon</p>	<p><input checked="" type="checkbox"/> Informational Update <input type="checkbox"/> Recommended for: <input type="checkbox"/> Approval <input type="checkbox"/> Approval with modifications</p>

		<p style="text-align: center;">___ Denial</p> <p>___ Referred to:</p> <ul style="list-style-type: none"> • <i>Chief Graddon gave a report on the current and planned activities of the SeaTac Police Department and multi-jurisdictional Task Forces. He asked for the hoteliers assistance in determining how the “non-forced” entries into hotel and motel rooms might be occurring on a more frequent basis.</i>
	<p>8. Other Business</p>	<p><i>There was a brief discussion on the progress of the hotel shuttle and shuttle consolidation at the airport. Dantzler gave the committee an overview of the most recent I-509 Steering Committee and asked that the members consider contacting local legislators to gain their support in an effort to have the project be on one of the next few year’s federal and state stimulus packages. Cutts explained what the City was doing in this regard and summarized the value that would be flow from the project in terms of more direct access to the airport from the south and also to the lodging within the city. McCracken suggested that in the interim plans for a southern access from either 24th or 28th should not be abandoned.</i></p>