

City of SeaTac

Regular Council Meeting Minutes

April 22, 2008
6:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Regular Meeting was called to order by Mayor Shape at 6:05 p.m.

COUNCIL PRESENT: Mayor Ralph Shape, Deputy Mayor (DM) Gene Fisher, Councilmembers (CMs) Chris Wythe, Terry Anderson, Anthony (Tony) Anderson, and Mia Gregerson. Excused Absence: CM Joe Brennan.

FLAG SALUTE: Mr. Richard Forschler, SeaTac citizen, led the Council, audience and staff in the Pledge of Allegiance.

ADMINISTRATIVE STAFF: City Manager Craig Ward, City Attorney Mary Mirante Bartolo, Senior Assistant City Attorney Mark Johnsen, Deputy City Clerk (DCC) Marcia Rugg, Assistant City Manager (ACM) Tina Rogers, Planning Director Steve Butler, Finance Director Mike McCarty, Facilities Director Pat Patterson, Assistant Fire Chief Brian Wiwel, and Chief of Police Services Jim Graddon.

PUBLIC COMMENTS:

Jacob Johnson, works with LaRouche Political Action Committee (LPAC). He addressed the nation's economic crisis causing foreclosures, and bank failures. LPAC developed legislation in 2007 called the Homeowner and Bank Protection Act (HBPA) to accomplish the following: (1) congress would establish a Federal agency to freeze home mortgages with adjusting interest rates; (2) put a moratorium on foreclosures; and (3) state governors would take on administrative tasks to legislate HBPA. They have addressed about 80 – 100 different city councils around the United States and three state legislatures have supported this legislation.

Earl Gipson requested the Council consider adopting code revisions that would allow public comments at the Planning Commission (PC) and public Hearing Examiner meetings. He suggested revised language for the code.

Larry Holm, board representative of South Highline Little League, requested the City support funding to resurface the final sports field at Valley Ridge (VRP) and to consider providing a concession stand and more restrooms. It would increase rents by outside teams coming into this area. He also requested an official posting for field reservations at VRP to be on-site which would eliminate any conflicts about times and locations.

Mayor Shape thanked the South Highline Little League for the recently received plaque for the City.

Anthony Guerrero, full time organizer for LPAC, stated he is advocating internal sovereignty, which is one of the main reasons to support the HBPA. He requested Council's support for a new global economic system or financial architecture.

PRESENTATION:

●Proclamation for Municipal Clerks Week

Mayor Shape read the proclamation.

DISCUSSION ITEM:

●Summary of \$5,000 - \$25,000 Purchase Requests for the period ended April 18, 2008

City Manager Ward reviewed the following purchase requests:

<u>Item Description</u>	<u>Department</u>	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Estimate</u>
Custom Video Production	City Manager's Office (CMO)	\$5,500	\$16,500	\$16,000
Fire Hose Conversion	Fire	\$12,000	\$12,000	\$9,769
VRP Soccer Screen Netting	Parks & Recreation (P&R)	\$35,000	\$35,000	\$17,266

Council consensus: Referred to the 04/22/08 RCM Consent Agenda

AGENDA BILL PRESENTATIONS:

Agenda Bill #2930 – A Resolution amending and revising the City of SeaTac Travel Policies, Regulations and Procedures

Summary: The current Travel Policies, Regulations and Procedures were adopted in 1994 and subsequently amended in 1999, 2003 and 2005. The purpose of this agenda is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which public officials and

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #2930 (Continued): employees of the City may qualify for payments or reimbursements. This policy applies to all City employees and appointed and elected public officials.

The following are the recommended changes:

Meal allowance: increase the maximum daily meal allowance in connection with City-related travel from \$51.00 to \$64.00. In addition, increase breakfast (\$14.00), lunch (\$20.00) and dinner (\$30.00) single meal rates for meetings and seminars, where the meal is not provided as part of the meeting or seminar cost, are specified in the policy. All these suggested allowance amounts correspond with rates recommended by the State Administrative and Accounting Manual issued by the Office of Financial Management (OFM). The existing policy provides that if meal costs exceed the maximum amounts, a satisfactory explanation (conference held in a large metropolitan area where meal costs are more expensive, etc) shall be provided with detailed receipts.

Lodging: increase the maximum per night lodging rate allowance for three population-size based areas categorized in the policy. The existing policy's maximum lodging rates are out of date and don't reflect the current average cost per night for lodging when traveling on City-related business. The suggested allowance amounts correspond with rates recommended by the U.S. General Services Administration. The existing policy recognizes that lodging expenses might exceed the maximum lodging rates in large metropolitan areas. The maximum lodging rates also don't apply where lodging is tied to a specific hotel in connection with a meeting, seminar or convention.

Mileage allowance: decrease the minimum one-way distance requirement for City-related business lodging from the current seventy 70 miles to 45 miles. This change is primarily being recommended to include Olympia, where workshops and conferences are regularly attended that includes a dinner reception the night before and/or an early morning start, necessitating an overnight stay in Olympia. This recommended change would ensure compliance in these situations with the City's travel policy.

Allowable tips: include additional tips and gratuities on City-related business expenses such as taxi and airport shuttle drivers, and airport luggage skycaps. Currently, the existing travel policy provides a maximum 20% tip or gratuity for meals and allows tips or gratuities in connection with lodging expenses (bellhops, hotel maids, etc), but not for the other services noted above. This recommended change would ensure compliance with the City's travel policy.

Rental car expenses: the current policy provides that motor vehicle rentals related to official City business are reimbursable, although car rentals don't occur very often. This recommended change adds language clarifying the financial appropriateness of motor vehicle rentals in lieu of other modes of transportation (taxis, airport shuttles, subways, etc.), and addresses liability and insurance issues on rental cars used for City-related business.

Combined personal and business-related airfare: clarify that the employee/official is responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City will only pay the lowest available advance purchase coach class roundtrip airfare between Sea-Tac Airport and the City-related business destination(s). This proposed change wasn't included in the presentation on City travel policy recommended changes at the April 8, 2008 Administration and Finance (A&F) Committee Meeting, but has been included in this Resolution because it is the City's current practice for combined personal and business travel airfare situations. Finance Director McCarty reviewed the above agenda bill summary.

Upon a questions posed by CM T. Anderson, Mr. McCarty stated the City's employees and officials are insured for property damage and liability insurance. Mr. McCarty stated mileage reimbursement is adjusted annually, but has been adjusted semi-annually and will be increased in 2008.

DM Fisher stated this item was recommended for approval at the Administration and Finance (A&F) Committee and these expenses should be evaluated during the annual budget process.

Council consensus: Referred to the 04/22/08 RCM Consent Agenda

Agenda Bill #2927 – A Motion authorizing the City Manager to enter into a lease agreement with the Young Women's Christian Association (YWCA) and the South King Council of Human Services (SKCHS) for space on the second floor of City Hall

Summary: The City was approached by both groups interested in leasing space for the administration of their services. The YWCA has agreed to lease 3,265 square feet (sf) and the SKCHS has agreed to lease 708 sf. Both terms are for three years with two, 2-year renewal options. There will be some minor tenant improvements to make the spaces usable by both parties. The leases for the YWCA and SKCHS are substantially similar.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #2927 (Continued): The total amount of rent expected for the three year term is \$204,658.50. Utilities and custodial service is expected to cost \$63,568.00 over the three year period. Tenant improvements should not exceed \$10,000.00. The net gain in three years would be \$131,090.50.

Facilities Director Patterson reviewed the above agenda bill summary.

Upon a question posed by CM T. Anderson, Mr. Patterson stated the new tenants are entitled to about eight parking spaces and will be encouraged to park on the side areas of City Hall.

Upon a question posed by DM Fisher, Mr. Patterson stated the rates are averages, with a slight reduction in rent in one small area, but in return the City is not doing many tenant improvements.

Council consensus: Referred to the 04/22/08 RCM Consent Agenda

Agenda Bill #2939 – A Motion approving low bidder for steel supply, metal deck supply, and open web joist supply for the new Fire Station 46

Summary: Advertisements for bids were posted in the Seattle Times the weeks of April 13 and 20. The bid opening was held Monday April 21. The City received 4 bids. The low bids are tabulated below:

Steel Supply:		Open Web Joist & Metal Decking Supply:	
Totem Steel Inc.	\$343,055.00	ProSteel Inc.	\$112,172.00
Kipper & Sons	\$605,300.00	Powers Steel Group	\$202,177.00

The 2008 Budget for Fire Station 46 has \$4,488,036 for construction of the new fire station.

Facilities Director Patterson reviewed the above agenda bill summary.

Council consensus: Referred to the 04/22/08 RCM Consent Agenda

Agenda Bill #2937 – A Resolution directing staff to prepare a proposal to remove the Potential Annexation Area (PAA) from the City's Comprehensive Plan (CP) and providing direction to City Council and staff regarding participation in regional meetings and mediation sessions regarding the PAA issue

Summary: Since the City adopted the PAA as part of the 2007 CP, the cities of Seattle and Burien have continued negotiations regarding the future governance of the North Highline Unincorporated Area (North Highline). The City of Burien is considering three options for annexing a portion of North Highline. These options are different from Burien's earlier proposal, which identified virtually all of North Highline, in that all three go only as far north as South 112th Street., in general, and also avoid major overlaps with SeaTac's PAA.

King County (KC) Executive Ron Sims has invited the four cities with PAAs that include parts of North Highline (SeaTac, Burien, Seattle, and Tukwila) to enter into mediation to resolve the annexation issues. Staff is seeking Council direction on the question of the City's involvement in such a mediation program. One reason in favor of SeaTac participating in the mediation sessions is that the City would have the opportunity to provide input into the annexation discussions and confirm that potential fiscal and level of service impacts to SeaTac residents that would be adequately addressed by either Burien or Seattle. If the City Council believes that either Burien or Seattle would appropriately deal with SeaTac's concerns, however, then there might not be a need for the City's participation in the proposed mediation.

Based on a Land Use and Parks (LUP) Committee recommendation, this Resolution directs staff to prepare a CP amendment proposal, whereby the City would consider removing the PAA. This does not obligate the City Council to decide the PAA issue at this time. Rather, this merely starts the process to remove the PAA during the annual CP amendment process, which will be acted upon by the Council in late 2008. This proposed Resolution also provides two options for the City's participation in a mediation process with the other three cities, as suggested by the KC Executive.

Mr. Butler reviewed the above agenda bill summary.

Council discussion ensued as to their opposition to PAA and Alternative B for reasons of subsidizing the area and lack of residential support, police and fire costs.

Mayor Shape stated the Resolution is to prepare a proposal that it be removed during the normal process and would not take affect until October or November 2008, so the City can be a part of the mediation process and track the progress.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #2937 (Continued): Upon a question posed by Mayor Shape, Mr. Butler stated there was not much discussion or opinion on this issue by the PC. A fourth option from Burien shows them taking all of the southern part of the North Highline area, including SeaTac's PAA. Mr. Butler stated that if the City stays involved in the mediation and discussion process, it would give the City a seat at the table or leaning towards Alternate A. If the City votes on Alternative A, it would direct City staff to move forward to pull the PAA out of the CP.

Mr. Butler stated the staff completed an analysis on the PAA and found that it would not impact Public Works (PW) and P&R departments regarding the level of service or financially. For police, it would be beneficial for Burien to take over annexing. For fire, there may be some advantage for Seattle to annex. In both cases, it does not give SeaTac any clear choice at this time.

Mr. Ward stated the police services would not be affected, but the precinct overhead costs, including SeaTac, Burien and the unincorporated area, would increase significantly.

Council consensus: Referred to the 04/22/08 RCM Consent Agenda with Alternative B

Agenda Bill #2938 – A Motion directing the City Manager to pursue one of two options for short term use of the property at 3261 South 152nd Street

Summary: This proposed Motion has two options: (1) to lease the house as a single family residence; (2) and demolish the house, secure and maintain the site.

On March 11, 2008, the City Council adopted Ordinance No. 08-1013, which authorized the purchase of real property located at 3261 South 152nd Street for implementation of the South 154th Street Station Area Action Plan. The property is a 5,454 sf lot, zoned Community Business in the Urban Center (CB-C), with an 870 sf two bedroom, one bath house. The property was purchased for future uses consistent with the Station Area Plan including potential uses such as: right-of-way (ROW) for street improvements, public plaza, park or open space, or for public parking to enhance and encourage redevelopment of the light rail station area consistent with the plan. It is unlikely that construction of any of these future uses will take place immediately.

With the approval of the property purchase, the Council requested staff to bring back options for actions related to potential short term uses for the property for Council direction. Staff estimates that short term use of the property could be for the next two to five years before construction of a permanent use as part of the Station Area Plan is begun. The purchase of the property is scheduled to close on or before April 18, 2008 pending confirmation that the tenant has moved from the house.

Option 1 – Rent as a residence: The house is in good condition for rental needing little, if any, additional work. Monthly rental would be approximately \$900. This option has the following benefits: it would generate approximately \$6,000 in 2008 revenue and \$10,800 per year thereafter; the occupied house would be more likely to be maintained; and a housing unit in the station area would not be eliminated. The drawbacks to this option include: City Facilities Department would have some added work to manage the rental; the risk of the tenant becoming a problem or breaking the lease; and landlord liability. This option would require future Council approval of the rental lease. There would be one-time costs estimated at \$2,100 and a possible annual increase in insurance premiums of \$200. This would not require a 2008 budget amendment.

Option 2 – Demolish house and secure site: This would require the following estimated one-time costs: \$13,000 to conduct an asbestos survey and demolish the house; \$3,000 to abate the asbestos if found; and \$6,000 to fence portions of the perimeter, sign the property for no trespass and block the driveway access. Ongoing maintenance costs are estimated to be \$750 annually to mow the vegetation, remove litter and graffiti. This option has the following benefits: it would potentially be less work for City Facilities Department than option 1 and there would be no landlord liability. The drawbacks to this option include: ongoing maintenance work for P&R and Facilities staff; no income to offset costs; vacant property can attract litter, graffiti, and unpleasant aesthetics of chain link fencing; and it eliminates a housing unit in the station area. This option would require future Council approval of a demolition contract and budget amendment.

Demolishing the house is always an option that can be pursued at a future time if the cost of maintaining the house in rentable condition exceeds the benefit of the rental revenue. It would have one-time cost estimated at \$22,000 in 2008 and ongoing annual maintenance costs estimated at \$750. A 2008 budget amendment would be required.

A third option to remodel the property for commercial use and lease the remodeled property was considered. Staff does not recommend this option because it is not cost effective.

AGENDA BILL PRESENTATIONS (Continued):

Agenda Bill #2938 (Continued): ACM Rogers reviewed the pros and cons of each option of the property.

DM Fisher stated his recommendation of using the lot as open space and potential liability risk for renters.

Mayor Shape expressed his opinion after viewing the inside of the house and noted its good condition for rental.

Upon a question by CM Wythe, ACM Rogers stated that the house could be used commercially, but would require costly expenditures and would need to meet ADA requirements and handicapped parking. Social service agencies have not been addressed for using this property as a residential use.

CM T. Anderson suggested it be used as a rental for a City employee.

City Manager Ward restated the goal of establishing the property for the station area for eventual redevelopment.

Upon a question from CM Gregerson, ACM Rogers stated that there is not an exact timeline for widening South 152nd Street. It would be part of the 2009 capital budget discussion.

CM A. Anderson stated he approves renting the house.

Council consensus: Referred to the 04/22/08 New Business

CONSENT AGENDA:

- **Approval of claims vouchers** (check nos. 79925 - 80115) in the amount of \$973,111.50 for the period ended April 18, 2008.
- **Approval of payroll vouchers** (check nos. 46669 - 46697) in the amount of \$165,228.55 for the period ended April 15, 2008.
- **Approval of payroll electronic fund transfers** (check nos. 54831 – 55005) in the amount of \$306,460.96 for the period ended April 15, 2008.
- **Approval of payroll wire transfer** (Medicare and Federal Withholding Tax) in the amount of \$59,064.07 for the period ended April 15, 2008.
- **Summary of \$5,000 - \$25,000 Purchase Requests** for the period ended April 18, 2008.

Approval of Council Meeting Minutes:

- **Council Retreat** held May 18 – 20, 2007.
- **Regular Council Meeting** held June 12, 2007.
- **Regular Council Meeting** held June 26, 2007.
- **Regular Council Meeting** held February 12, 2008.
- **Land Use & Parks Committee Meeting** held March 27, 2008.
- **Administration & Finance Committee Meeting** held April 8, 2008.
- **Regular Council Meeting** held April 8, 2008.

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

Agenda Bill #2930; Resolution #08-007 amending and revising the City of SeaTac Travel Policies, Regulations and Procedures

Agenda Bill #2927; Motion authorizing the City Manager to enter into a lease agreement with the YWCA and the South King Council of Human Services for space on the second floor of City Hall

Agenda Bill #2939; Motion approving low bidder for steel supply, metal deck supply, and open web joist supply for the new Fire Station 46

Agenda Bill #2937; Resolution #08-008 directing staff to prepare a proposal to remove the Potential Annexation Area from the City's Comprehensive Plan and providing direction to City Council and staff regarding participation in regional meetings and mediation sessions regarding the Potential Annexation Area issue

MOVED BY T. ANDERSON, SECONDED BY WYTHE TO ACCEPT THE CONSENT AGENDA AS PRESENTED.*

PUBLIC COMMENTS: There was no public comments.

*MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENTS: There was no public comments.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

Agenda Bill # 2938; Motion directing the City Manager to pursue one of two options for short term use of the property at 3261 South 152nd Street

MOVED BY WYTHER, SECONDED BY T. ANDERSON TO PASS AGENDA BILL #2938 WITH OPTION 1.

UPON A ROLL CALL VOTE, THE MOTION CARRIED WITH WYTHER, T. ANDERSON, SHAPE, AND GREGERSON VOTING YES AND FISHER AND A. ANDERSON VOTING NO.

CITY MANAGER'S COMMENTS: City Manager Ward had the following items: (1) LUP Committee Meeting was rescheduled from April 10 to April 23 at 4:30 p.m.; (2) April 30 – May 2, Mr. Ward with CM T. Anderson will be attending the Coalition for Community School National Forum in Portland to find better ways to work with the local school district to accomplish joint purposes; and (3) ACM Rogers submitted her resignation, effective May 12, 2008 and took a position with KC. He expressed his gratitude for all her hard work at the City.

COUNCIL COMMENTS:

DM Fisher met with state lobbyists, senators and legislatures while attending the National League of Cities (NLC) in Washington DC.

CM Wythe thanked the volunteers who contributed cleaning up North SeaTac Park and Miller Creek on Earth Day.

CM T. Anderson stated while touring cities in southern California, she and other Council and staff gained a great amount of knowledge and ideas for the City's entertainment center. She also visited Chehalis to see some of the reconstituted homes from the damage in the December 2007 flood and noted how the mud damaged so many homes beyond repair.

CM A. Anderson discussed his trip to Paris with his family.

CM Gregerson stated the Tyee High School juniors and seniors are compiling clothing to support the Hefer International, a worldwide foundation to help third world countries and families purchase farm animals. She also acknowledged Starfire in their kick-off this weekend at the VRP fields.

Mayor Shape reminded the Council to review the draft agenda for the retreat. Economic Development (ED) Manager Cutts is taking orders for the new ED t-shirts. When Bow Lake Elementary School had their grand opening, it was mentioned by one of the teachers that they needed trash cans along the street. Mr. Ledbetter followed up and purchased four garbage cans for the school. The school children created several drawings in thanking the City for them.

EXECUTIVE SESSION: There was no Executive Session.

ADJOURNMENT:

MOVED BY SHAPE, SECONDED BY T. ANDERSON TO ADJOURN THE REGULAR MEETING OF THE SEATAC CITY COUNCIL AT 7:44 P.M.

MOTION CARRIED UNANIMOUSLY.

Ralph Shape, Mayor

Marcia Rugg, Deputy City Clerk