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RESOLUTION NO. 16-001

A RESOLUTION of the City Council of the City of SeaTac, Washington removing Todd Cutts from the position of City Manager and suspending Todd Cutts from the duties of City Manager.

WHEREAS, the City Council appointed Todd Cutts as SeaTac City Manager; and

WHEREAS, RCW 35A.13.130 provides that at least thirty days before the effective date of the removal of a City Manager, the City Manager must be furnished with a formal statement in the form of a Resolution passed by a majority vote of the City Council stating the Council's intention to remove him and the reasons therefore; and

WHEREAS, the City Council of the City of SeaTac has determined that Todd Cutts should be removed from the position of City Manager; and

WHEREAS, RCW 35A.13.130 provides upon passage of a Resolution stating the Council's intention to remove the manager, the Council by a similar vote may suspend him from duty, but his pay shall continue until his removal becomes effective;

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

Section 1. That the City Council of the City of SeaTac, Washington believes that it is in the best interest of the City that Todd Cutts be removed from the position of City Manager. Such removal is without cause, but under the City Council's discretionary authority pursuant to RCW 35A.13.

Section 2. A copy of this Resolution shall be provided as soon as possible to Todd Cutts by the Mayor, City Clerk, or the City's legal counsel. Todd Cutts may, within 30 days from the date of service upon him of such copy, reply in writing to this Resolution. In the event that no

reply is timely filed, the Resolution shall, upon the 31st day from the date of such service, constitute the final Resolution removing the City Manager, and his services shall terminate on that day. If a reply is timely filed with the City Clerk, the City Council shall fix a time for a public hearing upon the question of the City Manager's removal and final Resolution removing the City Manager shall not be adopted until a public hearing has been had.

Section 3. That the City Council of the City of SeaTac Washington suspends Todd Cutts from all his duties as City Manager of the City of SeaTac, Washington effective immediately.

Section 4. In accordance with RCW 35A.13.130 and RCW 35A.13.140, Todd Cutts will continue to receive compensation until his removal shall become effective. Upon the removal of Todd Cutts becoming effective as provided in RCW 35A.13.130 and RCW 35.13.140, his compensation shall cease under the provisions of said statutes.

PASSED this 5th day of January, 2016 and signed in authentication thereof on this 5th day of January, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mark S. Johnsen, Senior Assistant City Attorney

RESOLUTION NO. 16-002

A RESOLUTION of the City Council of the City of SeaTac, Washington designating an Acting City Manager.

WHEREAS, the City Council of the City of SeaTac has previously passed Resolution 16-001, that removed Todd Cutts from the position of City Manager and suspending him from his duties; and

WHEREAS, RCW 35.13.150 provides that the City Council may designate a qualified administrative officer of the City to perform the duties of City Manager during the absence, disability, or suspension of the City Manager;

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

Section 1. The City Council of the City of SeaTac, Washington designates Mary Mirante Bartolo as the Acting City Manager and qualified administrative officer of the City.

PASSED this 5th day of January 2016 and signed in authentication thereof on this 5th day of January, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mark S. Johnsen, Senior Assistant City Attorney

RESOLUTION NO. 16-003

A RESOLUTION of the City Council of the City of SeaTac, Washington approving the final plat for the development commonly known as "The Reserve at Angle Lake" and authorizing the City Manager to sign the final plat subject to certify approval by the City Council.

WHEREAS, on December 31, 2008, the City received an application for preliminary plat approval of a proposed subdivision known as "Angle Lake Estates", which was assigned File No. SUB09-00001; and

WHEREAS, the preliminary plat was reviewed by the City's Hearing Examiner at a public hearing conducted on November 19, 2009, where adjacent property owners and other persons interested in the development were heard, and after which the Hearing Examiner issued findings of fact, conclusions and recommendations, dated December 11, 2009; and

WHEREAS, RCW 58.17.140 requires an application for final plat approval to be submitted within seven (7) years of the date of preliminary plat approval; and

WHEREAS, on November 2, 2015, the owner/developer, Schneider Homes, Inc., submitted a request for final plat approval and has changed the plat name to "The Reserve at Angle Lake", which was assigned File No. SUB15-0006; and

WHEREAS, the final plat has been reviewed by Community and Economic Development Department staff to determine compliance with conditions of approval of the preliminary plat and all standards contained within SeaTac Municipal Code (SMC) 14.20; and

WHEREAS, the applicant has elected to post bonds as allowed in SMC 14.28 to defer the construction of some required improvements; and

WHEREAS, the City Council reviewed the request for final plat approval at its December 8, 2015 Study Session and January 12, 2016 regular Council meetings; and

WHEREAS, the proposed final plat of "The Reserve at Angle Lake" is beneficial to the public health, safety and general welfare, and the public use and interest will be served by the platting of the subject subdivision; and

WHEREAS, the Council finds that the applicant has adequately addressed the criteria found in SMC 14.17.080 and 14.20.055; and

WHEREAS, the proposed final plat of "The Reserve at Angle Lake" has satisfied all of the conditions for approval of the final plat;

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

Section 1. The final plat of "The Reserve at Angle Lake" subdivision is hereby approved.

Section 2. The City Manager is hereby authorized to sign the final plat, certifying the approval of the City Council, and the final plat shall be recorded pursuant to law.

Section 3. The applicant has adequately addressed each of the criteria and issues under SMC 14.17.080 and 14.20.055, and the City Council adopts the written findings as set forth in the Findings of Fact which is attached to this Resolution as Exhibit A.

Section 4. This Resolution is effective immediately upon passage and signatures hereon.

ADOPTED this 12th day of January, 2016 and signed in authentication thereof on this 12th day of January, 2016.

CITY OF SEATAC

Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Senior Asst City Attorney

Mary Mirante Bartolo, City Attorney

[The Reserve at Angle Lake Final Plat Approval]

RESOLUTION NO. 16-004

A RESOLUTION of the City Council of the City of SeaTac, Washington directing staff to incorporate and advocate for the City's interests with the Port of Seattle relative to the development of the Angle Lake District Station Area.

WHEREAS, the City of SeaTac worked collaboratively with the Port of Seattle, Sound Transit and the private sector in developing and adopting the Angle Lake District Station Area Plan and updated Comprehensive Plan in 2015; and

WHEREAS, both City of SeaTac plans encourage economic development and support the surrounding communities' interests with a particular emphasis on transit oriented development around the three light rail stations; and

WHEREAS, the Port of Seattle is currently developing the Sustainable Airport Master Plan to act as the long-term blueprint for the Seattle-Tacoma International Airport over the next 20 years; and

WHEREAS, preliminary options for airport expansion include development into the area in and around the Angle Lake District Station Area commonly known as Seattle-Tacoma International Airport's South Aviation Support Area (SASA); and

WHEREAS, on December 22, 2015, the SeaTac City Council and Port of Seattle Commission adopted an agreement that amends and extends the interlocal agreement between the two organizations through February 16, 2018 and thereby continues the collaborative approach to land use decisions; and

WHEREAS, the City Council has determined that the preservation of the ability to develop the area surrounding the Angle Lake Light Rail Station to its highest and best use is of paramount importance to the economic vitality of the City of SeaTac and the region;

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

Section 1. The City Council directs City staff to incorporate and advocate in all interactions with the airport related to the Sustainable Airport Master Plan and new interlocal agreement negotiations that land use decisions and development proposals for the South Aviation Support Area, particularly in the area nearest South 200th Street and South 26th Avenue, be in conformance with both the City's Comprehensive Plan and the Angle Lake District Station Area Plan.

Section 2. The City Council requests that the Port of Seattle Commission not authorize actions related to the South Aviation Support Area that would conflict with the City's Comprehensive Plan and the Angle Lake District Station Area Plan.

Section 3. The City Council requests that the Port of Seattle Commission ensure that the environmental documents for the Sustainable Airport Master Plan fully address these land use provisions, any identified environmental impacts and include mitigation to address these impacts and direct Port staff to ensure these conditions are met.

Section 4. The City Council directs that this resolution be forwarded to the Port of Seattle Commission and Seattle-Tacoma International Airport staff so that they will be aware of the City Council's position and direction on these issues.

PASSED this 12th day of January, 2016 and signed in authentication thereof on this 12th day of January, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Senior Assistant City Attorney

Mary Mirante Bartolo, City Attorney

RESOLUTION NO. 16-005

A RESOLUTION of the City Council of the City of SeaTac, Washington designating an Interim City Manager.

WHEREAS, the City Council of the City of SeaTac has previously appointed Mary Mirante Bartolo as Acting City Manager; and

WHEREAS, the City Council desires to appoint an Interim City Manager while the City Council conducts a search for a City Manager; and

WHEREAS, RCW 35.13.150 provides that the City Council may designate a qualified administrative officer of the City to perform the duties of City Manager during the absence, disability, or suspension of the City Manager;

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

Section 1. The City Council of the City of SeaTac, Washington designates Donny Payne as the Interim City Manager and qualified administrative officer of the City, effective January 20, 2016, subject to the completion of a successful background check and the negotiation of an employment agreement.

PASSED this 19th day of January, 2016 and signed in authentication thereof on this 20th day of January, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mark S. Johnsen, Senior Assistant City Attorney

[Appointment of Interim City Manager]

RESOLUTION NO. 16-006

A RESOLUTION of the City Council of the City of SeaTac, Washington fixing the time for a public hearing and for Council action on the vacation of an easement for Public Right of Way on Tax Parcel 384206-0170.

WHEREAS, a petition for vacation of an easement for public right-of-way has been received, signed by SeaTac3, LLC, the sole owner of the property on which the easement is located. The easement location on Tax Parcel 384206-0170 is shown as New Lot D on the map attached as Exhibit "A" and described as New Lot D on Exhibit "B" to this Resolution; and

WHEREAS, Section 11.05.090 of the SeaTac Municipal Code adopts the street vacation procedures of Chapter 35.79 RCW; and

WHEREAS, RCW 35.79.010 authorizes the City Council to initiate street vacation procedures by resolution and further requires that a public hearing prior to final Council action must be fixed not less than twenty (20) days nor more than sixty (60) days after the date of passage of such a resolution; and

WHEREAS, no apparent municipal use of the said easement for public right-of-way has existed since the homes with access to the easement were demolished in the 1970's; and

WHEREAS, the Council finds that a public hearing prior to consideration of final action should be placed on the agenda of the Regular Council Meeting of February 23, 2016;

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

1. A public hearing on the property owner's petition for vacation of the easement for public right-of-way described as New Lot D on Exhibit "B" attached hereto and depicted as New Lot D on the map attached hereto as Exhibit "A", is hereby fixed to commence at 6:30 p.m. on Tuesday, February 23, 2016, or as soon

thereafter as the hearing may be held, at the Council Chambers, SeaTac City Hall, 4800 South 188th Street, SeaTac, WA 98188.

2. The public hearing notice shall be posted in three of the most public places in the city and a like notice in a conspicuous place on the street sought to be vacated. Furthermore, there shall be given by mail at least fifteen days before the date fixed for the hearing, a similar notice to the owners or reputed owners of all lots, tracts or parcels of land or other property abutting upon any street or alley or any part thereof sought to be vacated, as shown on the rolls of the county treasurer, directed to the address thereon shown.

3. Following the public hearing, the City Council shall consider public comments and shall then take such action in regard to the proposed vacation as may be deemed appropriate.

PASSED this 26th day of January, 2016 and signed in authentication thereof on this 26th day of January, 2016.

CITY OF SEATAC

Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo, City Attorney

[Vacation of an easement for public right-of-way on Tax Parcel 384206-0171]

PAC 3 LLC.
LOT LINE ADJUSTMENT
FILE No: SUB12-0004

CITY OF SEATAC LOT LINE ADJUSTMENT

FOR PAC 3 LLC.

NE 1/4 OF THE SE 1/4 SEC 21, TWP 23 NORTH, R 4 E, W.M.

KING COUNTY, WASHINGTON

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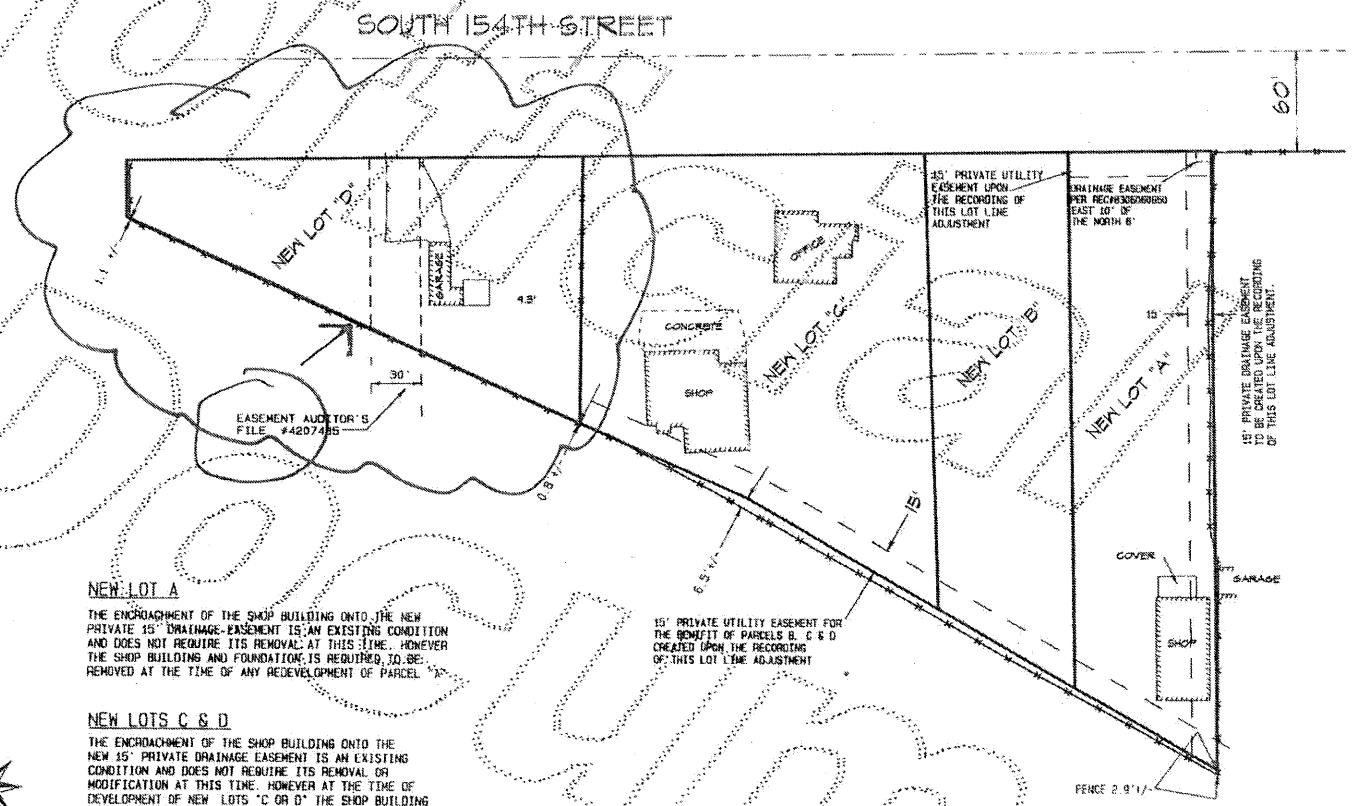
EXhibit "A"



NEW LOT A

THE ENCROACHMENT OF THE SHOP BUILDING ONTO THE NEW PRIVATE 15' DRAINAGE EASEMENT IS AN EXISTING CONDITION AND DOES NOT REQUIRE ITS REMOVAL AT THIS TIME. HOWEVER THE SHOP BUILDING AND FOUNDATION IS REQUIRED TO BE REMOVED AT THE TIME OF ANY REDEVELOPMENT OF PARCEL "A".

NEW LOTS C & D

THE ENCROACHMENT OF THE SHOP BUILDING ONTO THE NEW 15' PRIVATE DRAINAGE EASEMENT IS AN EXISTING CONDITION AND DOES NOT REQUIRE ITS REMOVAL OR MODIFICATION AT THIS TIME. HOWEVER AT THE TIME OF DEVELOPMENT OF NEW LOTS "C OR D" THE SHOP BUILDING AND FOUNDATION WILL BE REQUIRED TO BE REMOVED OR MODIFIED TO CLEAR OF THE EASEMENT AND TO COMPLY WITH REQUIREMENTS AT THE TIME OF DEVELOPMENT.

GRAPHIC SCALE 1"=50'
0 50 100 150

OWNER INFORMATION
ARMONDO SCOCCOLO
6821 12TH AVE S.E.
SEATTLE, WA 98108

2/11/14

PAUL KUHNLE
STATE OF WASHINGTON
REGISTERED PROFESSIONAL LAND SURVEYOR

FILE NAME	PAC 3 LLC
DRAWN	R.Gallion
CHECKED BY	P. KUHNLE
DATE/REVISED	2/5/14
REVISION NO.	#7
SHEET	3 OF 4

HOLMVIG, DEWITT, GALLION & ASSOC., LLC.
LAND SURVEYING & ENGINEERING SUPPORT
1036 COLE STREET, ENUMCLAW, WA 98022 (360) 825-8963
www.hdgallion.com

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KING COUNTY, WA

PAC 3 LLC.
LOT LINE ADJUSTMENT
FILE No: SUB12-0004

CITY OF SEATAC LOT LINE ADJUSTMENT

FOR PAC 3 LLC.

NE 1/4 OF THE SE 1/4 SEC 21, TWP 23 NORTH, R 4 E, W.M.
KING COUNTY, WASHINGTON

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Exhibit B

NEW LEGAL DESCRIPTIONS

NEW LOT A

THAT PORTION OF LAND LYING WITHIN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, OF THE WILLAMETTE MERIDIAN BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21; THENCE NORTH 00°43'58" WEST, A DISTANCE OF 1976.08 FEET; THENCE SOUTH 89°10'50" WEST, A DISTANCE OF 654.40 FEET TO THE NORTHWEST CORNER OF THE PLAT OF LOWES TERRACE # 11, BLOCK 1 RECORDED IN VOLUME 53 OF PLATS, PAGE 88, RECORDS OF KING COUNTY, WASHINGTON, SAID CORNER ALSO BEING THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°40'51" EAST, A DISTANCE OF 372.20 FEET; THENCE NORTH 60°17'01" WEST, A DISTANCE OF 97.89 FEET; THENCE NORTH 00°50'21" WEST, A DISTANCE OF 322.46 FEET; THENCE NORTH 89°10'50" EAST, A DISTANCE OF 85.33 FEET TO THE TRUE POINT OF BEGINNING AND THE END OF THIS DESCRIPTION.

SITUATE IN THE CITY OF SEATAC, COUNTY OF KING, STATE OF WASHINGTON.

NEW LOT B

THAT PORTION OF LAND LYING WITHIN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, OF THE WILLAMETTE MERIDIAN BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21; THENCE NORTH 00°43'58" WEST, A DISTANCE OF 1976.08 FEET; THENCE SOUTH 89°10'50" WEST, A DISTANCE OF 739.73 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00°50'21" EAST, A DISTANCE OF 322.46 FEET; THENCE NORTH 60°17'01" WEST, A DISTANCE OF 94.52 FEET; THENCE NORTH 01°49'58" WEST, A DISTANCE OF 274.48 FEET; THENCE NORTH 89°10'50" EAST, A DISTANCE OF 85.15 FEET TO THE TRUE POINT OF BEGINNING AND THE END OF THIS DESCRIPTION.

SITUATE IN THE CITY OF SEATAC, COUNTY OF KING, STATE OF WASHINGTON.

NEW LOT C

THAT PORTION OF LAND LYING WITHIN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, OF THE WILLAMETTE MERIDIAN BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21; THENCE NORTH 00°43'58" WEST ALONG THE EAST LINE OF SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, W.M. A DISTANCE OF 1976.08 FEET; THENCE LEAVING SAID EAST LINE SOUTH 89°10'50" WEST, A DISTANCE OF 625.88 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 01°49'58" EAST, A DISTANCE OF 274.48 FEET; THENCE NORTH 60°17'01" WEST, A DISTANCE OF 134.91 FEET; THENCE NORTH 65°45'24" WEST, A DISTANCE OF 110.42 FEET; THENCE NORTH 00°32'30" EAST, A DISTANCE OF 160.69 FEET; THENCE NORTH 89°10'50" EAST, A DISTANCE OF 204.97 FEET TO THE TRUE POINT OF BEGINNING AND THE END OF THIS DESCRIPTION.

SITUATE IN THE CITY OF SEATAC, COUNTY OF KING, STATE OF WASHINGTON.

NEW LOT D

THAT PORTION OF LAND LYING WITHIN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER, SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, OF THE WILLAMETTE MERIDIAN BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 21; THENCE NORTH 00°43'58" WEST ALONG THE EAST LINE THEREOF, A DISTANCE OF 1976.08 FEET; THENCE THE EAST LINE OF SECTION 21, TOWNSHIP 23 NORTH, RANGE 4 EAST, W.M. SOUTH 89°10'50" WEST, A DISTANCE OF 1030.85 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00°32'30" WEST, A DISTANCE OF 160.69 FEET; THENCE NORTH 65°45'24" WEST, A DISTANCE OF 288.19 FEET; THENCE NORTH 00°32'15" WEST, A DISTANCE OF 34.32 FEET; THENCE NORTH 89°10'50" EAST, A DISTANCE OF 273.76 FEET TO THE POINT OF BEGINNING AND THE END OF THIS DESCRIPTION.

SITUATE IN THE CITY OF SEATAC, COUNTY OF KING, STATE OF WASHINGTON.

2/5/14

PAUL KUHNLE, STATE OF WASHINGTON, 22411, REGISTERED PROFESSIONAL LAND SURVEYOR

FILE NAME	PAC 3 LLC
DRAWN	R.Gallion
CHECKED BY	P. KUHNLE
DATE/REVISED	2/5/14
REVISION NO.	#7
SHEET	4 OF 4

OWNER INFORMATION
ARMONDO SCOCCOLO
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Unofficial Document

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KING COUNTY, WA
VOL 313 PG 248

RESOLUTION NO. 16-007

A RESOLUTION of the City Council of the City of SeaTac, Washington confirming the appointment of Stephen K. Causseaux, Jr. by the City Manager as the City Hearing Examiner, providing for appointment of a Hearing Examiner Pro-Tem, and authorizing the City Manager to enter into contracts for Hearing Examiner services.

WHEREAS, Section 1.20.030 of the SeaTac Municipal Code provides for appointment of the Hearing Examiner by the City Manager, subject to confirmation by the Council, to serve a term of two years; and

WHEREAS, Section 1.20.060 of the SeaTac Municipal Code provides for appointment of the Hearing Examiner Pro-Tem by the City Manager, subject to confirmation by the Council, to serve a term of two years; and

WHEREAS, the City Manager appoints Stephen K. Causseaux, Jr. as the City Hearing Examiner subject to confirmation of the City Council;

WHEREAS, the City Manager believes that Stephen K. Causseaux, Jr. is qualified to serve as the City's Hearing Examiner, based upon his qualifications, including their training, actual experience in, and knowledge of administrative and quasi-judicial hearings on zoning, subdivision, and other land use regulatory enactments; and

WHEREAS, the City Council finds that it is appropriate that the Hearing Examiner appoint a Hearing Examiner Pro-Tem, as necessary, to fulfill the duties of the Hearing Examiner set forth in the SeaTac Municipal Code;

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

1) The appointment by the City Manager of Mr. Stephen K. Causseaux, Jr. to the position of City Hearing Examiner is hereby confirmed through December 31, 2017, as specified by Ordinance, and the jurisdiction of Mr. Causseaux to perform all previous official acts, hearings, and decisions are confirmed and ratified in all respects; and

2) The Hearing Examiner is authorized to appoint, as necessary, a Hearing Examiner Pro-Tem, in order to fulfill the duties of Hearing Examiner as set forth in the SeaTac Municipal Code; and

3) The City Manager is authorized to enter into contracts, in substantially similar form as attached hereto in Exhibit A, for Hearing Examiner services with the Hearing Examiner and Hearing Examiner Pro-Tem.

PASSED this 26th day of January, 2016 and signed in authentication thereof on this 26th day of January, 2016.

CITY OF SEATAC

, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Confirmation of Hearing Examiner 2016]

RESOLUTION NO. 16-008

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the Council Administrative Procedures.

WHEREAS, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

WHEREAS, in conformance with these statutes, the Council has previously adopted administrative policies and procedures; and

WHEREAS, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution;

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

Section 1. The City Council Administrative Procedures is hereby amended as set forth in Exhibit A.

PASSED this 9th day of February, 2016 and signed in authentication thereof on this 9th day of February, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo

Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures January 2016]

City of SeaTac

City Council

Administrative

Procedures

Resolution No. 00-006 04/11/00; as amended by Resolution No. 02-004 02/26/02; Resolution No. 02-007 05/14/02; Resolution No. 03-010 06/10/03; Resolution No. 03-013 07/08/03; Resolution No. 03-015 07/08/03; Resolution No. 04-002 03/23/04; Resolution No. 04-003 05/11/04; Resolution No. 04-006 06/08/04; Resolution No. 04-012 08/10/04; Resolution No. 05-016 10/11/05; Resolution No. 06-012 04/25/06; Resolution No. 08-017 07/22/08; Resolution No. 09-006 03/24/09; Resolution No. 10-003 01/26/10; Resolution No. 10-017 11/09/10; Resolution No. 12-001 01/10/12; Resolution No. 12-003 02/14/12; Resolution No. 13-003 04/09/13; Resolution No. 14-008 04/08/14; Resolution No. 15-002 01/13/15; Resolution No. 15-014 08/11/15.

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Section 1. Mayor and Deputy Mayor

(A) **Chairperson - Mayor -** Per RCW 35A.13.030, biennially at the first meeting of the Council the members thereof by majority vote, shall choose a Chairperson from among their number. The Chairperson of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon the Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the City for ceremonial purposes and by the Governor for purposes of military law. The Mayor shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.

(B) **Deputy Mayor (Mayor Pro Tempore)** - Per RCW 35A.13.035, biennially at the first meeting of the Council, the members thereof, by majority vote, shall choose one of their members as Deputy Mayor to serve in the absence or temporary disability of the Mayor. The Council may, as the need may arise, appoint any qualified Councilmember to serve as Deputy Mayor in the absence or temporary disability of the Mayor and elected Deputy Mayor.

(C) **Councilmember -** In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

Section 2. Presiding Officer

(A) All Meetings of the City Council shall be presided over by the Mayor, or in his/her absence, by the Deputy Mayor. If neither the Mayor nor the Deputy Mayor are present at a meeting, the Presiding Officer for that meeting shall be elected by a majority of those Councilmembers present.

(B) In the absence of the City Clerk, the Deputy City Clerk or other qualified person appointed by the City Manager may perform the duties of the City Clerk at such meeting.

(C) The appointment of a Councilmember as Mayor or Deputy Mayor shall not in any way abridge his/her right to vote on matters coming before the Council at such meeting.

(D) The Mayor shall preserve strict order and decorum at all meetings of the Council. The Mayor shall state all questions coming before the Council, provide opportunity for discussion by Councilmembers, and announce the decision of the Council on all subjects. Procedural decisions made by the Mayor may be overruled by a majority vote of the Council.

Section 3. Council Committees and Representatives

(A) The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that require a special approach or emphasis. Such Ad Hoc Committees may be established and matters referred to them at Regular Council Meetings. The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees, including such Ad Hoc Committees.

(B) Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

(C) There are established the following four (4) Standing Committees of the City Council, that shall consist of not more than three (3) members each. The Mayor shall appoint the Chairperson and the membership of each Committee. The Standing Committees shall meet at such dates and times as required, and shall be considered Special Meetings pursuant to the Open Public Meetings Act, RCW 42.30 et seq. Notice of meetings times, locations, and the agenda for any Standing Committee Meeting shall be posted to ensure compliance with RCW 42.30. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Mayor, the Council, or the City Manager. The Standing Committees are as follows:

(1) **Transportation and Public Works Committee,** which shall consider matters related to transportation policy, transportation projects, and utility issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.

(2) **Administration and Finance Committee,** which shall consider matters related to administrative and procedural issues, financial issues, human services and contracts/negotiations and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.

(3) **Land Use and Parks Committee,** which shall consider matters related to parks, land use and development regulation issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.

(4) **Public Safety and Justice Committee,** which shall consider matters related to police and fire issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.

Section 4. Meetings

(A) **Meetings declared open and public**. All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.

(B) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at 4:30 p.m. except if at any time any Study Session falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Study Session for any reason other than lack of a quorum or emergency, a majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will:

(A) Automatically be cancelled and as appropriate, either reschedule the entire meeting as a Special Council Study Session or move the items to a future CSS.

(B) Continuation or cancellation of other types of meetings, such as workshops and special meetings without voting, may need to be determined individually based on topic(s) and participation needs.

Note: A quorum is not required to hold a meeting where voting will not take place, such as a CSS or workshop.
If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

(C) **Regular Meetings**. The City Council shall meet regularly on the second and fourth Tuesday of each month at 6:30 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum or emergency, majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either reschedule the entire meeting as a Special Council Meeting or move the items to a future RCM as appropriate.

Note: A quorum is required in order to vote and/or have CMs who are unable to be physically present participate via other means.

If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

(D) **Special Meetings**. Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.

(E) **Continuances**. Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.

(F) **Executive Sessions**. The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law.

(G) **Quorum**. At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.

(H) **Seating**. Members of the City Council will be seated at the Council table according to

position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.

(I) **Minutes**. Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

Section 5. Format for Agendas for Council Meetings

(A) The City Manager and the City Clerk will prepare a proposed agenda for all meetings of Council, which shall be approved by the Mayor or designee. After the proposed agenda has been approved, the City Clerk shall prepare the final Council packet, which shall be distributed.

(B) The City Council shall hold Study Sessions in order to address City business in advance of Regular Council Meetings.

(1) Appropriate members of City Commissions or Advisory Committees, or appropriate subject matter experts may provide presentations and be available to answer any questions posed by the City Council.

(2) Items addressed at a Study Session will be handled in one of the following ways:

(i) unanimous consent by the Councilmembers present to place the item on a future Council Meeting Consent Agenda;

(ii) a majority of Councilmembers present place the items addressed:

- On a future Council Agenda as an Action Item;
- On a future Study Session Agenda; or

(iii) a majority of the membership of the City Council determine that the item should no longer be discussed at a Study Session or Regular Council Meeting.

(3) Ordinarily, items may not be referred to the Regular Council Meeting on the same day as the Study Session in which the item was discussed, unless the Mayor or a majority of the Councilmembers present agree that there are extraordinary or urgent circumstances or that it is in the best interest of the City.

(4) At the beginning of a Council Study Session, the City Council shall hear Public Comments.

(i) Public Comments shall be limited to a total of ten minutes and individual

comments shall be limited to three minutes. However, the Mayor or designee may reduce equally the amount of time each speaker may comment so that the total public comment time does not exceed ten minutes.

(ii) The Mayor or designee shall be responsible for the allocation of the appropriate time limitations, and any Councilmember may raise a point of order regarding comments that are disrespectful in tone or content, or are otherwise inappropriate.

(iii) Public Comments during a Study Session will be limited to Agenda items on the current Study Session.

(C) The format of the Regular City Council Meeting agenda shall substantially be as follows:

(1) Call to Order.

(2) Roll Call.

(3) Pledge of Allegiance.

(4) Public Comments.

(a) Individual comments shall be limited to three minutes in duration.

(b) Group comments shall be limited to ten minutes. To constitute a group, there must be four or more members, including the speaker, at the meeting. Members of the group shall sign in as a group and identify the group's spokesperson. Individuals identified as a part of the group will not be allowed to speak individually.

(c) The Mayor or designee shall be responsible for the allocation of the appropriate time limitations, and any Councilmember may raise a point of order regarding comments that are disrespectful in tone or content, or are otherwise inappropriate.

(5) Presentations, including introduction of new employees, awards, and Certificates of Appointment, Appreciation, or Recognition.

(6) Consent Agenda.

(a) Contains items placed on the Consent Agenda by the Mayor or Council including but not limited to:

- Approval of vouchers.
- Approval of donations and grant requests to be received by the City.

- Pre-approval or final approval of City Council and City Manager travel related expenses.

- Approval of minutes.

- Enactment of Ordinances, Resolutions, and Motions when placed on the Consent Agenda at a Council Study Session or previous Council Meeting.

- Ratification of non-represented employee classification and/or compensation adjustments approved by the City Manager.

- Final Acceptance of public works projects within the authorized expenditure amount.

    - Under $1 million in total cost – placed directly on the consent agenda, however the City Manager will provide the City Council with a brief written description of the project and a budget synopsis (performance to budget) with the City Council packet.

    - $1 million or greater in total cost – placed directly on the consent agenda with a presentation made the same night at the beginning of the RCM to present before and after pictures prior to Consent Agenda action.

Final Acceptance of in kind preservation, repair, or replacement projects within the authorized expenditure amount.

- Notwithstanding the above, any item may be removed from the Consent Agenda for consideration under unfinished business if so requested by any Councilmember.

(b) A motion at this time will be in order.

(c) The Council will vote upon the Consent Agenda.

(7) Public Hearings.

(a) At Public Hearings required by City, State, or Federal law or as Council may direct, where a general audience is in attendance to present input or arguments for or against a public issue:

- The City Manager or designee shall present the issue to the Council and respond to questions.

- Members of the public may speak for no longer than five minutes.

No member of the public may speak for a second time until every person who wishes to speak has had an opportunity.

- Councilmembers may ask questions of the speaker and the speaker may respond, but may not engage in further debate.

- The public comments will then be closed but Councilmanic discussion may ensue if the Council so desires. In the alternative, the Public Hearing may be continued by majority vote, or the Council may recess to deliberate and determine findings of fact, if appropriate, and to reach a final decision which may be announced immediately following such deliberations or at a subsequent date.

(b) The following procedure shall apply to quasi-judicial Public Hearings:

- The Hearings Examiner, City Manager, or designee will present a summary of the subject matter and any findings and will respond to Council questions.

- The proponent spokesperson shall speak first and be allowed twenty minutes and Council may ask questions.

- The opponent spokesperson shall be allowed 20 minutes for presentation and Council may ask questions.

- Each side shall then be allowed five minutes for rebuttal.

- After each proponent and opponent has used his/her speaking time, Council may ask further questions of the speakers, who may respond.

- The Mayor may exercise a change in the procedures, but said decision may be overruled by a majority vote of the City Council.

(8) Action Items (as related to a Public Hearing).

(9) Public Comments related to Action Items and Unfinished Business.

(a) Individual comments shall be limited to one minute in duration and group comments shall be limited to two minutes. The Mayor or designee shall be responsible for the allocation of the appropriate time limitations.

(10) Action Items. This section of the agenda shall include Ordinances, Resolutions, and Motions. The following procedures shall apply to each item listed on the agenda under this section:

(a) The Mayor or designee may read the item by title only, or if requested by

any Councilmember, the document may be read in its entirety.

(b) The City Manager or designee may give a presentation to provide clarification or to discuss changes in an agenda item from what was discussed at a Study Session. Appropriate Staff, appropriate members of City Commissions or Advisory Committees, or appropriate subject matter experts should be available to answer any questions posed by the City Council.

(c) A motion at this time will be in order.

(d) The Council may then discuss the item. The City Manager or designee will be available to answer any questions by the Council.

(e) The Council will vote upon the item under consideration.

(11) Unfinished Business. This section shall include items removed from the Consent Agenda at the same meeting. The procedures that apply during this section shall be the same as those under Section 10, Action Items.

(12) New Business. The procedures that apply during this section shall be the same as those under Section 10, Action Items. If the City Council votes on any item under this Section, public comment shall be allowed, with individual comments limited to one minute in duration and group comments limited to two minutes in duration.

(13) City Manager Comments. Reports on special interest items from the City Manager.

(14) Committee Updates.

(15) Council Comments.

(16) Executive Session, if scheduled or called. However, an Executive Session may be scheduled or called at any time if deemed by the Mayor or by action of the Council to be appropriate at some point in time other than at the end of the meeting. The procedure for conduct of an Executive Session is set forth at Section 12 of these Administrative Procedures.

(17) Adjournment. Per Robert's Rules of Order, the Mayor, or designee, may adjourn the meeting without a motion as long as there is no further business to discuss.

(D) The format of any Special Meeting shall be as follows:

Special Meetings are meetings in which the date and/or time are set outside of a regular schedule. Only the designated agenda item(s) shall be considered. The format will follow that of a Regular Meeting, as appropriate. Applicable provisions of Section 7 shall govern conduct of Special Meetings.

Section 6. Miscellaneous Agenda Procedures

(A) The City Council desires to provide adequate time for administration and staff analysis, fact finding and preparation.

(1) Except in extraordinary or unusual circumstances, all items that are not routine in nature shall, when presented, include a completed Council agenda bill. The author of the agenda bill shall be responsible for attachments.

(B) In event of extraordinary or unusual circumstances, items may be placed directly on the agenda of a Regular Meeting when the items are approved by the Mayor or two Councilmembers by motion and second, when:

(1) The items are routine in nature such as approval of vouchers, proclamations, acknowledgment or receipt of petitions or documents or discussion of claims for damages, or

(2) An emergency condition exists that represents a personnel hazard, risk of immediate financial loss, or threat to public health, welfare, safety, or property or institutions. In such instances, a summary should clearly define why the special procedure is necessary, or

(3) In the event the sponsor, other than a Councilmember, of any item to come before the City Council feels it both appropriate and beneficial to the City, he/she may request that such item be considered and, with approval of two Councilmembers, by motion and second, the Council shall decide on the appropriateness of that item being placed on the agenda.

(C) The Mayor or City Manager may affix an approximate time limit for each agenda item at the time of approval of the agenda.

(D) All proposed Ordinances, Resolutions, and Motions shall be reviewed by the City Attorney to ensure they are in correct form prior to its final passage. All accompanying documents shall be available before Ordinances, Resolutions, and Motions can be passed.

(E) Ordinances and Resolutions of the City Council shall be signed by the Mayor, City Attorney, and City Clerk upon Council approval.

(F) A joint Resolution of the City Council and the Mayor may be proposed when:

(1) The subject of the Resolution is of broad City concern, and the subject contains Council policy and administrative procedure; or

(2) The subject of the Resolution is of ceremonial or honorary nature.

* Joint Resolutions will be subject to the voting rules and will be signed by the Mayor, City Attorney and City Clerk. The Council may provide for all

Councilmembers signing the joint Resolution enacted.

(G) Councilmembers will inform the City Manager or City Clerk if they are unable to attend any Council Meeting. The City Clerk will announce any absences during roll call at a Regular Council Meeting. If there is no objection from the Council, the absence will be deemed excused and noted accordingly in the minutes.

Section 7. Speaking Procedures

(A) Speaking procedure for agenda items under consideration is as follows:

(1) A Councilmember desiring to speak shall address the Mayor or Presiding Officer and upon recognition shall confine him/ herself to the question under debate.

(2) Any member, while speaking, shall not be interrupted unless it is to call him/her to order.

(3) Any member shall have the right to challenge any action or ruling of the Mayor or Councilmember, as the case may be, in which case the decision of the majority shall govern.

(4) Any member shall have the right to question the City Manager on matters before the Council. Under no circumstances shall such questioning be conducted in a manner that would constitute a cross examination or an attempt to ridicule or degrade the individual being questioned.

(5) No Councilmember shall speak a second time upon the same motion before opportunity has been given each Councilmember to speak on that motion.

(B) Procedures for addressing the Council shall be as follows:

(1) Any person, with the permission of the Mayor, may address the Council.

(2) In addressing the Council, each person shall stand and, after recognition, give his/her name and address. All remarks shall be civil and respectful in tone and content, made to the Council as a body, and not to any individual member.

(3) No person shall be permitted to enter into any discussion from the floor without first being recognized by the Mayor.

(4) Any person making personal or impertinent remarks while addressing the Council shall be barred from further audience participation by the Mayor unless permission to continue is granted by a majority vote of the Council.

Section 8. Parliamentary Procedures and Motions

(A) Questions of parliamentary procedure not covered by this Chapter shall be governed by

Robert's Rules of Order, Newly Revised (latest edition).

(1) If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion by the person making the motion, agenda order, request for a roll call vote, and point of order or privilege.

(2) A motion that receives a tie vote is deemed to have failed.

(3) When making motions, be clear and concise and not include arguments for the motion within the motion.

(4) After a motion and second, the Mayor will indicate the names of the Councilmembers making the motion and second.

(5) After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote.

(6) If any Councilmember wishes to abstain from a vote on the motion, pursuant to the provisions of Section 9 hereof, that Councilmember shall so advise the City Council, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Councilmember perceives a need to abstain, provided that, prior to the time that a Councilmember gives advice of an intent to abstain from an issue, the Councilmember shall confer with the City Attorney to determine if the basis for the Councilmember's intended abstention conforms to the requirements of Section 9. If the intended abstention can be anticipated in advance, the conference with the City Attorney should occur prior to the meeting at which the subject matter would be coming before the City Council. If that cannot be done, the Councilmember should advise the City Council that he/she has an "abstention question" that he/she would want to review with the City Attorney, in which case, a brief recess would be afforded the Councilmember for that purpose.

(7) A motion may be withdrawn by the maker of the motion at any time without the consent of the Council.

(8) A motion to table is not debatable and shall preclude all amendments or debates of the issue under consideration. A motion to table is to be used in instances where circumstances or situations arise which necessitate the interruption of the Councilmembers' consideration of the matter before them. A motion to table, if passed, shall cause the subject matter to be tabled until the interrupting circumstances or situations have been resolved, or until a time certain, if specified in the motion to table. To remove an item from the table in advance of the time certain requires a two-thirds majority vote.

(9) A motion to postpone to a certain time is debatable, amendable and may be

reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special Council Meeting.

(10) A motion to postpone indefinitely is debatable, not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.

(11) A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds' vote; debate is reopened if the motion fails.

(12) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

(13) Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

(14) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

(15) Debate of the motion only occurs after the motion has been moved and seconded.

(16) The Mayor or City Clerk should repeat the motion prior to voting.

(17) In the event a reason exists to proceed in a manner inconsistent with these rules, a motion to Suspend the Rules is appropriate. Suspend the Rules requires a second, may neither be amended nor debated, and requires a two-thirds vote.

(B) The City Clerk will take a roll call vote, if requested by the Mayor, a Councilmember, or as required by law.

(C) When a question has been decided, any Councilmember who voted in the majority may move for reconsideration, but no motion for reconsideration of a vote shall be made until the next Regular Council Meeting.

(D) The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council Meeting. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised.

Section 9. Voting

(A) Silence of a Councilmember during a voice vote shall be recorded as a vote with the prevailing side, except where such a Councilmember abstains because of a stated conflict of interest or appearance of fairness. Each member present must vote on all questions before the Council and may abstain only by reason of conflict of interest or appearance of

fairness. Abstentions from any votes for any other reasons shall be construed as silence during voting, and shall be recorded as a vote with the prevailing side.

For the purposes hereof, "conflict of interest" and "appearance of fairness" shall be defined as those terms used and set forth in Chapters 42.20, 42.23 and 42.36 of the Revised Code of Washington, and as they may be amended by legislative action or construed by judicial review.

(B) A roll call vote may be requested by the Mayor or any member of the Council.

(C) All matters before the Council shall require the affirmative vote of a majority of the Councilmembers present, unless otherwise provided by State Law (RCW Chapter 35A et. seq.).

(D) For meetings where voting will take place: Any Councilmember who is unable to be physically present for any meeting of the Council may participate in discussions and may vote on any matter before the Council, including proposed Ordinances, Resolutions, and Motions, by telephone or other means of telecommunication, providing that:

(1) A quorum of the Council is physically present at the meeting site; and

(2) Electronic facilities exist and are operational so that the absent Councilmember will participate in Council discussions in a manner that comments, discussions, and voice votes of the absent Councilmember are audible to the assembled Council and audience, and that the absent Councilmember can hear all comments, discussions, and votes that are audible to all Councilmembers who are physically present.

Section 10. Council Relations with Staff

(A) There will be mutual respect from both Councilmembers and staff of their respective roles and responsibilities when, and if expressing criticism in a public meeting. City staff acknowledges the Council as policy makers and the Councilmembers acknowledge staff as administering the Council's policies.

(B) Neither the Mayor nor any Councilmember shall direct the City Manager to initiate any action or prepare any report that is major in nature, or initiate any major project or study without the approval of a majority of the Council.

(C) All requests for significant information, statistics, interpretations, or answers to questions from a Councilmember shall be directed to the City Manager by means of hardcopy or electronic version (e-mail) of the Council Information Request. The City Manager shall reply by acknowledging receipt and by providing an estimated time or date for substantive response. The City Manager shall forward the request to the appropriate Department Director for written or electronic response.

(D) All written material accumulated and/or prepared in response to an individual

Councilmember shall be provided by the City Manager, to all Councilmembers.

(E) All requests for minor information, statistics, interpretations, or answers to questions may be directed to the City Manager or directly to involved staff. It is understood that staff receiving such requests are required to advise their supervisor and/or Department Director of any request for the purpose of assuring integrity of the chain of command and chain of communication to the City Manager.

(F) Councilmembers shall not attempt to coerce or influence staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

(G) The Council shall not attempt to change or interfere with the operating rules and practices of any City department.

(H) The following definitions shall apply to this Section:

(1) "Major" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail more than two hours of staff time.

(2) "Significant" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail one hour or more, but less than two hours, of staff time.

(3) "Minor" information, statistics, interpretations, or answers to questions means any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.

Section 11. Confidentiality

A. Councilmembers should keep all written materials and verbal information provided to them, on matters that are confidential under law, in complete confidence to insure that the City's position is not compromised. No mention of information read should be made to anyone other than other Councilmembers, the City Manager or the City Attorney or by City staff designated by the City Manager.

B. If the Council, in Executive Session, has provided direction or consensus to staff on proposed terms and conditions for any type of issue, all contact with the other party should be done by the designated staff representative handling the issue. A Councilmember should not have any contact or discussion with the other party, or their representative involved with the issue, and should not communicate any discussion conducted in Executive Session.

Section 12. Executive Sessions

(A) It is acknowledged that the Open Public Meetings Act (OPMA) of Chapter 42.30 RCW is a mandate that the "people, in delegating authority, do not give their public servants the

right to decide what is good for the people to know and what is not good for them to know". Any action taken in violation of the OPMA is subject to being declared by the courts to be "null and void", participating Councilmembers may be personally liable for fines, and the City may be subject to payment of court costs and attorney's fees. Accordingly, Executive Sessions of the Council shall be used only when allowed by law and when confidentiality is deemed necessary.

(B) The scheduling, notification, announcing, and conduct of an Executive Session during a Council Meeting, as permitted by Section 4(G) of these Administrative Procedures and applicable law, shall conform to the OPMA and shall comply with this Section.

(C) Whenever possible, an Executive Session shall be noted on the Council Meeting agenda provided and posted pursuant to Section 5 of these Administrative Procedures. If deemed necessary by the Mayor or by action of the Council, an Executive Session may be called and added to the agenda during a Council Meeting. If an Executive Session is to be held during a Special Meeting, every effort shall be made to set forth the intent to hold an Executive Session on the notice of the Special Meeting as required by law.

(D) Certain Council deliberations, discussions, considerations, reviews, evaluations, and final actions ("actions" as defined by the OPMA) are, by law, exempt from all provisions of the OPMA. Examples include the following: Proceedings concerned with business, occupation, or professional licenses and related disciplinary proceedings; deliberations following an appeal or other quasi-judicial matter; and collective bargaining strategy, positions, and proposals, as well as union grievance procedures and mediation. Nonetheless, the provisions of this Section 12 may be used to recess a Council Meeting to such an exempt proceeding just as if it were an Executive Session.

(E) In addition to topics exempt from the OPMA, as described in Subsection (D), above, the OPMA permits discussion and consideration (but not "final action") in an Executive Session closed to the general public for certain, limited, purposes. These limited purposes are summarized on Exhibit "A" to these Administrative Procedures, which is generally an extract from MRSC Report No. 39.

(F) In event an Executive Session is necessary for any of the allowed purposes, the agenda, if possible, shall list the fact of the Executive Session and its purpose. Immediately prior to recessing to an Executive Session, the Mayor shall publicly announce the purpose of the Executive Session, generally in the following language, and shall state the estimated time of return of the Council to the open public meeting:

- To consider the selection of a site or acquisition of real estate.
- To consider the minimum price at which real estate will be offered for sale or lease.
- To review negotiations on the performance of publicly bid contracts.
- To evaluate complaints or charges against a public officer or employee.
- To evaluate the qualifications of an applicant for public employment.
- To review the performance of a public employee.

- To evaluate the qualifications of a candidate or candidates for appointment to elective office.
- To discuss with legal counsel matters relating to enforcement actions.
- To discuss with legal counsel pending or potential litigation involving the City.

(G) Typically, the City Manager and City Attorney will attend Executive Sessions to assist the Council. Otherwise, however, attendance shall be limited to staff members and others whose input is necessary to the purpose of the Executive Session.

(H) No voting or other final action shall be taken during an Executive Session, except that consensus may be reached if confidentiality of such consensus is essential to the purpose of the Executive Session.

(I) In event an Executive Session is not completed by the estimated time for return to the open public meeting, the Mayor, a Councilmember, or a staff member shall return to the open public meeting and shall announce that the Executive Session shall be extended to a stated time. Such an announcement shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

(J) In event the Executive Session is concluded before the time that was stated for return to the open public meeting, the Council shall not reconvene in open session until the stated time. Such a waiting period shall not, however, be necessary if no members of the public remain in attendance at the open public meeting.

Section 13. Councilmember Travel Expenses and Reimbursement

(A) In matters of travel incident to attending conferences and meetings for City business and in incurring costs related thereto, Councilmembers shall comply with the current edition of the City of SeaTac Travel Policies, Regulations, and Procedures. In addition, Councilmembers shall also comply with the provisions of this Section 13 to the Council Administrative Procedures.

(B) When determined to be in the best interests of the City of SeaTac, Councilmembers may attend conferences and workshops within the City Council's total adopted budget limit. Travel pre-approval and final approval of related expenses will come before the City Council for approval on the Consent Agenda as set forth in Section 5(6)(a).

(C) The Finance Department shall provide a quarterly summary of actual Council expenditures reported by each Councilmember. This summary will be used to assist the Council in monitoring the status of actual expenditures in comparison to the budgeted expenditures.

EXHIBIT A

TO THE SEATAC CITY COUNCIL ADMINISTRATIVE PROCEDURES

What are the allowed purposes for holding an Executive Session?

An Executive Session may be held only for one or more of the purposes identified in RCW 42.30.110(1). The purposes addressed below are those which have application to Cities and Counties. A governing body of a City or County may meet in Executive Session for the following reasons:

- **To consider matters affecting national security [RCW 42.30.110(1)(a)].**

  As a result of the September 11, 2001 attack on America and passage of the Homeland Security Act, this purpose may now be utilized at the local level.

- **To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; [RCW 42.30.110(1)(b)].**

  This provision has two elements:

  - the governing body must be considering either purchasing or leasing real property; and
  - public knowledge of the governing body's consideration would likely cause an increase in the price of the real property.

  The consideration of the purchase of real property under this provision can involve condemnation of the property, including the amount of compensation to be offered for the property. [Port of Seattle v. Rio, 16 Wn. App. 718 (1977)]

  Since this provision recognizes that the process of purchasing or leasing real property or selecting real property to purchase or lease may justify an Executive Session, it implies that the governing body may need to reach some consensus in closed session as to the price to be offered or the particular property to be selected. The purpose of allowing this type of consideration in an Executive Session would be defeated by requiring a vote in open session to select the property or to decide how much to pay for the property, where public knowledge of these matters would likely increase its price.

- **To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; [RCW 42.30.110(1)(c)].**

  This subsection, the reverse of the previous one, also has two elements:

- the governing body must be considering the minimum price at which real property belonging to the City or County will be offered for sale or lease; and
- public knowledge of the governing body's consideration will likely cause a decrease in the price of the property.

The requirement here of taking final action selling or leasing the property in open session may seem unnecessary, since all final actions must be taken in a meeting open to the public. However, its probable purpose is to indicate that, although the decision to sell or lease the property must be made in open session, the governing body may decide in Executive Session the minimum price at which it will do so. A contrary interpretation would defeat the purpose of this subsection.

If there would be no likelihood of a change in price if these real property matters are considered in open session, then a governing body should not meet in Executive Session to consider them.

- **To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; [RCW 42.30.110(1)(d)].**

  This subsection indicates that when a City or County and a contractor performing a publicly bid contract are negotiating over contract performance, the governing body may "review" those negotiations in Executive Session if public knowledge of the review would likely cause an increase in contract costs. MRSC is not aware of an Executive Session being held under this provision. It is not clear what circumstances would result in a City or County governing body meeting in Executive Session under this provision.

  However, this exception could well be used to consider potential change orders, requests for equitable adjustment, or delay damages.

- **To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge; [RCW 42.30.110(1)(f)].**

  For purposes of meeting in Executive Session under this provision, a "charge" or "complaint" must have been brought against a City or County officer or employee. The complaint or charge could come from within the City or County or from the public, and it need not be a formal charge or complaint. The bringing of the complaint or charge triggers the opportunity of the officer or employee to request that the discussion be held in open session.

  As a general rule, City governing bodies that are subject to the Act do not deal with individual personnel matters. [The Civil Service Commission is an obvious exception. It, however, addresses personnel actions taken against a covered officer or employee, and it does so in the context of a formal hearing]. For example, the City Council should not be involved in individual personnel decisions, as these are within the purview of the

administrative branch under the authority of the Mayor or City Manager. [An exception is where the Council, in a Council-Manager City, may be considering a complaint or charge against the City Manager]. This provision for holding an Executive Session should not be used as a justification for becoming involved in personnel matters which a governing body may have no authority to address.

- **To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; [RCW 42.30.110(1)(g)].**

  There are two different purposes under this provision for which a governing body may meet in Executive Session. For both purposes, the references to "public employment" and to "public employee" include within their scope public offices and public officials. This means that a governing body may evaluate, in Executive Sessions, persons who apply for appointive office positions, such as City Manager, as well as those who apply for employee positions. [The courts have, for various purposes, distinguished between a public "office" and a public "employment." See, e.g., Oceanographic Comm'n v. O'Brien, 74 Wn.2d 904, 910-12 (1968); State ex rel. Hamblen v. Yelle, 29 Wn.2d 68, 79- 80 (1947); State ex rel. Brown v. Blew, 20 Wn.2d 47, 50-52 (1944). A test used to distinguish between the two is set out in Blew, 20 Wn.2d at 51].

  The first purpose involves evaluating the qualifications of applicants for public employment. This could include personal interviews with an applicant, discussions concerning an applicant's qualifications for a position, and discussions concerning salaries, wages, and other conditions of employment personal to the applicant. As with the previous Executive Session provision, this purpose is not one that generally will have application to a governing body in a City, because City governing bodies do not, as a general rule, have any hiring authority. [One obvious exception is the City Council in a Council-Manager City, who hires the City Manager. RCW 35A.13.010; RCW 35.18.010].

  This authority to "evaluate" applicants in closed session allows a governing body to discuss the qualifications of applicants, not to choose which one to hire (to the extent the governing body has any hiring authority). However, since this subsection expressly mandates that "final action hiring" an applicant for employment be taken in open session, the implication is that a governing body may take something less than final action in Executive Session to eliminate applicants or to choose applicants for further consideration.

  The second part of this provision concerns reviewing the performance of a public employee. Typically this is done where the governing body is considering a promotion or a salary or wage increase for an individual employee or where it may be considering

disciplinary action. [As with hiring, a City Council has little or no authority regarding discipline of public officers or employees. Again, an exception would be a City Manager over which the Council has removal authority. RCW 35A.13.130; 35.18.120].

The result of a governing body's closed session review of the performance of an employee may be that the body will take some action either beneficial or adverse to the officer or employee. That action, whether raising a salary of or disciplining an officer or employee, must be made in open session.

Any discussion involving salaries, wages, or conditions of employment to be "generally applied" in the City or County must take place in open session. However, discussions that involve collective bargaining negotiations or strategies are not subject to the Open Public Meetings Act and may be held in closed session without being subject to the procedural requirements for an Executive Session. [See RCW 42.30.140(4)].

- **To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public; [RCW 42.30.110(1)(h)] .**

  This provision applies to a City or County legislative body only when it is filling a vacant elective position. Under this provision, the legislative body may meet in Executive Session to evaluate the qualifications of applicants for the vacant position. However, any interviews with the candidates must be held in open session. As with all other appointments, the vote to fill the position must also be in open session.

- **To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. [RCW 42.30.110(1)(i)].**

  Three basic requirements must be met before this provision can be used by a governing body to meet in closed session: [This provision for holding an Executive Session is based on the legislative recognition that the attorney-client privilege between a public agency governing body and its legal counsel can co-exist with the Open Public Meetings Act. However, that privilege is not necessarily as broad as it may be between a private party and legal counsel].

  - The City or prosecuting attorney or special legal counsel representing the City or County governing body must attend the Executive Session to discuss the enforcement action or the litigation or potential litigation (presence of an attorney without such discussion is not sufficient);

  - The discussion with legal counsel must concern either an enforcement action or litigation or potential litigation to which the City or County, a governing body, or one of its members is or is likely to become a party;

    - The potential litigation must be specifically threatened, or be reasonably believed to be likely; or
    - The potential litigation, or legal risk, is applicable to a proposed action or current practice; and
- Public knowledge of the discussion would likely result in adverse legal or financial consequence to the City or County.

The probability of adverse consequence to the City or County. It is probable that public knowledge of most governing body discussions of existing litigation would result in adverse legal or financial consequence to the City or County. Knowledge by one party of the communications between the opposing party and its attorney concerning a lawsuit will almost certainly give the former an advantage over the latter. The same probably can be said of most discussions that qualify as involving potential litigation.

Again, no final action in Executive Session. The purpose of this Executive Session provision is to allow the governing body to discuss litigation or enforcement matters with legal counsel; the governing body is not authorized to take final action regarding such matters in an Executive Session. Nevertheless, a governing body will likely need to make certain strategic decisions in Executive Session to advance the litigation or enforcement action, while protecting the secrecy of such decisions. For example, a County Council can probably take an informal vote or reach a consensus in Executive Session to authorize the County Prosecuting Attorney to settle a case for no higher than a certain amount. However, it is clear that the Council's vote to give final approval to a settlement agreement must occur in an open meeting.

RESOLUTION NO. 16-009

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the Council Administrative Procedures to change the Council meeting times.

WHEREAS, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

WHEREAS, in conformance with these statutes, the Council has previously adopted administrative policies and procedures; and

WHEREAS, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution to change the meeting times of the City Council;

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

Section 1. Section 4 of the City Council Administrative Procedures is hereby amended as follows:

Section 4. Meetings

(A) **Meetings declared open and public**. All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.

(B) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at 45:30 p.m. except if at any time any Study Session falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or

rescheduled as a Special Council Study Session for any reason other than lack of a quorum or emergency, a majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will:

(A) Automatically be cancelled and as appropriate, either reschedule the entire meeting as a Special Council Study Session or move the items to a future CSS.

(B) Continuation or cancellation of other types of meetings, such as workshops and special meetings without voting, may need to be determined individually based on topic(s) and participation needs.

(C) **Regular Meetings**. The City Council shall meet regularly on the second and fourth Tuesday of each month at 7:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum or emergency, majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either reschedule the entire meeting as a Special Council Meeting or move the items to a future RCM as appropriate.

Note: A quorum is required in order to vote and/or have CMs who are unable to be physically present participate via other means.

If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

(D) **Special Meetings**. Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.

(E) **Continuances**. Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.

(F) **Executive Sessions**. The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law.

(G) **Quorum**. At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business.

(H) **Seating**. Members of the City Council will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.

(I) **Minutes**. Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

PASSED this 8th day of March, 2016 and signed in authentication thereof on this 8th day of March, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures February 2016]

RESOLUTION NO. 16-010

A RESOLUTION of the City Council of the City of SeaTac, Washington establishing a committee to address issues related to Sea-Tac Airport.

WHEREAS, the City Council finds that it is appropriate to create a committee to address issues related to the Seattle Tacoma International Airport;

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

Section 1. A SeaTac Airport Committee ("Committee") is hereby established to act in an advisory capacity to the City Council with the following purposes:

1. To discuss both the positive and negative impacts of the SeaTac International Airport on the City of SeaTac;
2. To discuss land use issues related to Sea-Tac Airport, including the impacts on the City of SeaTac, including but not limited to the South Aviation Support Area (SASA), the International Arrivals Facility, and Airport Access;
3. To discuss agreements between the City of SeaTac and the Port of Seattle related to SeaTac Airport including, but not limited, to any Interlocal Agreements;
4. To discuss mitigations of Airport impacts including, but not limited, to traffic mitigation, surface water management, parking, and the payment of impact fees;
5. To make recommendations to the City Council regarding ways to protect residents and businesses from negative airport impacts;
6. To make recommendations to the City Council regarding ways for residents and businesses to take advantage of positive airport impacts;
7. To address other airport related issues as deemed appropriate by the Committee or the City Council.

Section 2. The Committee will meet on an as needed basis.

Section 3. The Committee shall be comprised of the following:

1. Three Councilmembers, one of which shall be the Chair. Councilmembers and the Chair of the Committee shall be appointed by the Mayor.
2. A maximum of three members from the SeaTac business community, who shall be appointed by the Mayor subject to Council confirmation. Business community members shall serve a two year term.

3. A maximum of three members who reside in the City of SeaTac who shall be appointed by the Mayor subject to Council confirmation. Resident members shall serve a two year term.

Section 4. The City Manager shall appoint a Staff liaison to the Committee. The Committee shall also have additional staff support as the City Manager deems appropriate.

Section 5. All Committee meetings shall be open to the public pursuant to the Washington State Open Public Meetings Act, RCW 42.30 et seq.

PASSED this 8th day of March, 2016 and signed in authentication thereof on this 8th day of March, 2016.

CITY OF SEATAC

Rick Forschler, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Airport Issues Committee]

RESOLUTION NO. 16-011

A RESOLUTION of the City Council of the City of SeaTac, Washington ratifying the decision to place Interim City Manager James D. Payne on paid administrative leave; and authorizing the Mayor to sign a letter regarding said administrative leave; and designating Joe Scorcio as the Acting City Manager until further action of the City Council.

WHEREAS, the City Council believes it is in the best interest of the City to pass this Resolution;

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

Section 1. That the City Council of the City of SeaTac, Washington believes that it is in the best interest of the City that James D. Payne be placed on paid administrative leave until further action of the City Council; and the City Council ratifies the decision to place James D. Payne on paid administrative leave effective Friday, March 18, 2016; and the Mayor is authorized to sign the letter attached as Exhibit "A" and deliver said letter to James D. Payne; and the City Council designates Joe Scorcio as the Acting City Manager until further action of the City Council.

PASSED this 25th day of March, 2016 and signed in authentication thereof on this 25th day of March, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mark S. Johnsen, Senior Assistant City Attorney

4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

March 25, 2016

Delivered via Email and U.S. Postal Service
and copy by hand delivery

James D. Payne
807 S. 194th Street
Des Moines, WA 98148

Subject: **Placement on Paid Administrative Leave**

Dear Donny:

Last Friday, March 18, 2016, the City Council received a personnel complaint against you. It is my understanding that you have received a copy of that complaint. After reviewing the complaint and discussing the matter with legal counsel last Friday, Councilmember Forschler (who was Mayor at the time) and I determined that you should be placed on paid administrative leave so that a determination could be made regarding the handling of this complaint.

Starting today, the City is commencing a formal investigation of the complaint. The investigation will be conducted by the law firm Jackson Lewis, at the recommendation of the City's insurance company. Once complete, the investigation will be presented to the City Council for consideration of further action, if appropriate. Until the investigation is complete, and the City Council has had the opportunity to review such investigation, this letter advises you that you are still on paid administrative leave. Placing you on paid administrative leave commencing last Friday is appropriate to protect all parties involved. Paid administrative leave is non-disciplinary in nature. The purpose of the leave is to preserve the integrity of the fact finding investigation and to maintain the status quo of the workplace pending this personnel investigation. You will continue to be paid your normal salary during this paid administrative leave.

Mayor
Michael J. Siefkes

Deputy Mayor
Pam Fernald

Councilmembers
Rick Forschler
Kathryn Campbell
Peter Kwon
Tony Anderson
Erin Sitterley

Interim City Manager
James D. Payne

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

You will be contacted by Mark Johnsen so that a time can be arranged for you to meet with the investigator. If there are individuals that you believe should be contacted by the investigator, please share that information with him during your meeting. As part of this investigation, the City will address your email dated March 22, 2016, which stated:

> "I dispute the complaint against me and invite the opportunity to explain.
>
> I will say that during my short, 2-month tenure, I have uncovered several things for you. One of those things is a negative culture of employee relations which invites litigation. This includes a troubling bias against disabled military members, considered a protected class.
>
> Thank you for your consideration in this matter, and let justice be done."

Even though you were placed on administrative leave last Friday, the parameters of such leave were very lenient. The City Council believes that since a formal investigation has commenced, it is appropriate to further define what this paid administrative leave means going forward.

While you are on paid administrative leave, you are directed as follows:

1. You are not to direct or supervise <u>any</u> City staff.
2. Should you have any questions or feel the need to contact anyone regarding any City related issues, you may contact me or Senior Assistant City Attorney Mark Johnsen. Since either myself or Mark Johnsen will be your contact for City related issues, you are not to have any contact with any other City staff regarding City business unless expressly authorized by the City Council, and if so authorized, your interaction will be only for the subjects in which Council has authorized.
3. Effective immediately, you will not have access to the City's email and computer system, files, and records. If you have any City records in your possession, you are directed to turn those records over to me or Mark Johnsen by noon on Monday, March 28. You are further directed not to delete or destroy any records, documents or files during your administrative leave.
4. You are not to report to or have access to any City of SeaTac facility or property for work related purposes unless you are expressly directed to do so by the City Council or designated representation.
5. You are not to act on behalf of the City, and you are not to make any agreement which would bind the City to any legal or economic commitments.
6. You are not to represent the City in any City related business.
7. We expect you to fully cooperate with the City's designated investigator in this investigation.

8. You are not to have any contact or discussion with any City employees, City officials, contracted personnel, or City volunteers regarding the nature of this investigation, details of the investigation, your administrative leave or the requirements therein, or any aspect of your employment with the City of SeaTac. Doing so may jeopardize the integrity of the City's investigation.

Your failure to abide by any of the above directives may lead to disciplinary action, up to and including termination of employment, independent of those which may result from the current personnel investigation being conducted by the City.

I understand this process may be difficult for you. I would highly encourage you to contact the City's Employee Assistance Program (EAP), (800) 570-9315, to assist you through this process. The EAP provides confidential counseling services and advice to employees of the City, free of charge for the first three visits. A brochure for the EAP is attached for your information.

If you have any questions regarding this personnel investigation or your paid administrative leave, please contact me.

Sincerely,

Michael Siefkes, Mayor
On behalf of the SeaTac City Council

enclosure

RESOLUTION NO. 16-012

A RESOLUTION of the City Council of the City of SeaTac, Washington accepting the resignation of James D. Payne as Interim City Manager, designating a new Acting City Manager, and requesting a presentation related to the recruitment process for hiring a permanent City Manager.

WHEREAS, the City Council of the City of SeaTac had previously appointed James "Donny" Payne as Interim City Manager; and

WHEREAS, Mr. Payne resigned his position through an email sent to the City Council on April 6, 2016, and the Council accepts his resignation; and

WHEREAS, the City Council desires to appoint an Interim City Manager while the City Council conducts a search for a City Manager; and

WHEREAS, RCW 35.13.150 provides that the City Council may designate a qualified administrative officer of the City to perform the duties of City Manager during the absence, disability, or suspension of the City Manager;

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

Section 1. The City Council accepts the resignation of James D. Payne effective April 6, 2016.

Section 2. The City Council of the City of SeaTac, Washington designates Joseph Scorcio as the Acting City Manager and qualified administrative officer of the City.

Section 3. The Acting City Manager is directed to have City staff provide a presentation to the City Council on April 12, 2016 regarding possible processes for conducting a search for a permanent City Manager.

PASSED this 6th day of April, 2016 and signed in authentication thereof on this 6th day of April, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Cindy Corsilles, Assistant City Attorney

[Appointment of Interim City Manager 04082016]

RESOLUTION NO. 16-013

A RESOLUTION of the City Council of the City of SeaTac, Washington setting the salary for the Acting City Manager position.

WHEREAS, on April 6, 2016, City Council passed Resolution No. 16-012 designating CED Director Joseph Scorcio as the Acting City Manager and qualified administrative officer of the City; and

WHEREAS, on April 12, 2016, Joseph Scorcio made a presentation at the Regular Council Meeting regarding possible processes for conducting a search for a permanent City Manager; and

WHEREAS, during the April 12, 2016 Regular Council Meeting, the City Council discussed the search for a permanent City Manager and came to a consensus that December 1, 2016 would be the target date for appointing a permanent City Manager; and

WHEREAS, the City Council desires to pay Joseph Scorcio Acting pay effective April 6, 2016, until such time as the permanent City Manager is appointed and commences employment or until the Council takes further action;

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

Section 1. The City Council shall pay Joseph Scorcio $13,769.00 per month, effective April 6, 2016, which includes acting pay of 5% over the top step, Range 79, which is the current pay scale for the CED Director;

Section 2. This salary, inclusive of acting pay, shall continue until the City Council appoints a permanent City Manager and the permanent City Manager commences employment or until the City Council takes further action, at which time the Acting City manager will continue in his role as CED Director.

PASSED this 26th day of April, 2016 and signed in authentication thereof on this 26th day of April, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Acting City Manager Salary]

RESOLUTION NO. 16-014

A RESOLUTION of the City Council of the City of SeaTac, Washington related to Council meeting times and amending the City Council Administrative Procedures.

WHEREAS, the City Council desires to change the start time for the Council Study Sessions; and

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

Section 1. Section 4 (B) of the City Council Administrative Procedures is hereby amended as follows:

(B) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at ~~5:30~~ 5:00 p.m. except if at any time any Study Session falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Study Session for any reason other than lack of a quorum or emergency, a majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk is notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will:

(A) Automatically be cancelled and as appropriate, either reschedule the entire meeting as a Special Council Study Session or move the items to a future CSS.

(B) Continuation or cancellation of other types of meetings, such as workshops and special meetings without voting, may need to be determined individually based on topic(s) and participation needs.

Note: A quorum is not required to hold a meeting where voting will not take place, such as a CSS or workshop.
If a meeting is cancelled, public notice will be given by posting such notice at City Hall.
Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

Section 2. All Meetings of the City Council shall be open to the public and shall be held at the SeaTac City Hall, 4800 South 188th Street, SeaTac, Washington 98188, as follows:

Study Sessions. 5:00 p.m. on the second and fourth Tuesday of each month.

Regular Council Meetings. 7:00 p.m. on the second and fourth Tuesday of each month.

and except that, if any such meeting shall fall upon a holiday, the scheduled meeting shall be held on the next business day, commencing at the same hour.

Section 3. This Resolution is effective immediately upon passage.

PASSED this 10th day of May, 2016 and signed in authentication thereof on this 10th day of May, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[May 2016--Change Council Meetings Times]

RESOLUTION NO. 16-015

A RESOLUTION of the City Council of the City of SeaTac, Washington adopting the City's revised Vision, Mission, Values and Goals.

WHEREAS, the City Council conducted a retreat on February 5, 2016 to review and update the City's vision, mission, values and goals; and

WHEREAS, the City Council desires to adopt the City's revised vision, mission, values and goals;

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

Section 1. The vision, mission, values and goals that are outlined in Exhibit A are hereby adopted as the vision, mission, values and goals of the City of SeaTac.

PASSED this 10th day of May, 2016 and signed in authentication thereof on this 10th day of May, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Adopt Vision, Mission, and Goals]

ROAD MAP

City of SeaTac
everywhere's possible

VISION

The City of SeaTac is a clean, safe, thriving and healthy global community that welcomes people to live, learn, work and play.

MISSION

To achieve the City's vision, our mission is to provide fiscally responsible public services in an ethical and transparent manner that continuously strives to: create a clean and healthy city; engage and include; improve community safety and services; and finally, support the growth and development of our community.

VALUES

ACCOUNTABILITY
We commit to transparency, responsibility and ownership in our decisions and actions on behalf of SeaTac's residents, businesses and visitors.

INTEGRITY
We maintain a foundation of trust by being honest, respectful, ethical and true to our word.

SERVICE
We deliver timely, effective, quality and enduring service to all.

TEAMWORK
We work together to innovate and accomplish great results by valuing and respecting each other, being empathetic and communicating openly.

3-5 YEAR GOALS

CITY OPERATIONS
Continuously improve the effectiveness and efficiency of city government.

COMMUNITY ENGAGEMENT
Actively engage the community to gather input on city governance and issues of concern.

INFRASTRUCTURE INVESTMENT
Improve the community by making capital investments.

LIFELONG LEARNING
Support and invest in lifelong learning for the City's citizens, staff and council.

PUBLIC SAFETY
Improve public safety.

REVENUE AND DEVELOPMENT
Steward the City's financial resources and promote economic development to ensure sustainability and future growth.

Updated May 10, 2016

RESOLUTION NO. 16-016

A RESOLUTION of the City Council of the City of SeaTac, Washington, confirming a deferred date for completing an update of this Critical Areas Regulations, Chapter 15.700 of the SeaTac Municipal Code.

WHEREAS, the Washington State Growth Management Act (RCW 36.70A) requires that cities provide for the protection of "critical areas," which include wetlands, geologically hazardous areas, etc.; and

WHEREAS, RCW 36.70A.130 requires cities to periodically review their comprehensive plans and development regulations and if necessary, revise them to ensure they comply with the Growth Management Act; and

WHEREAS, in May 2015, City staff was notified by the Washington State Department of Ecology that portions of its critical area regulations were not consistent with current State law; and

WHEREAS, in September 2015, City staff was advised that June 30, 2015 was the statutory deadline to complete its review and that an extension had been granted under the "reasonable progress exception" (RCW 36.70A.130(7)(b)) until June 30, 2016; and

WHEREAS, the City Planning Commission has reviewed amendments to the City's Critical Areas Regulations (SMC 15.700) over the course of eight meetings, beginning in January 2016; and

WHEREAS, on March 4, 2016, City staff sent a copy of the draft critical areas amendments to the Washington Department of Commerce for "60-day review" as required by RCW 36.70A.106; and

WHEREAS, the City Planning Commission conducted a duly noticed public hearing on the proposed amendments on May 3, 2016 and May 17, 2016, after which it issued its recommendation to the City Council; and

WHEREAS, the City Council finds there are significant issues with the proposed amendments that need to be given thorough consideration and therefore is unable to meet the June 30, 2016 deadline;

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

Section 1. The City commits to adopting revisions to its Critical Areas Regulations to ensure compliance with State law as required by RCW 36.70A.130, by September 30, 2016.

Section 2. Continued review of the proposed amendments to the Critical Areas Regulations, SMC 15.700, shall be conducted by the City Council's Land Use and Parks Committee. The Committee is directed to render its recommendation to the full Council by September 13, 2016.

PASSED this 28th day of June, 2016 and signed in authentication thereof on this 28th day of June, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo

Mary E. Mirante Bartolo, City Attorney

[Critical Areas Regulations SMC 15.700]

RESOLUTION NO. 16-017

A RESOLUTION of the City Council of the City of SeaTac, Washington, adopting a Six-Year Transportation Improvement Program for the years 2017-2022.

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

WHEREAS, the Growth Management Act, at RCW 36.70A.070(6), similarly requires adoption by the City of a Comprehensive Plan transportation element that serves as a basis for the City's Six Year TIP; and

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

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

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

1. The Six-Year Transportation Improvement Program (TIP) for the years 2017-2022, a copy of which is attached hereto as Exhibit "A", is hereby adopted. City staff will make the appropriate applications for State and Federal grant funding for the projects included in the TIP.

PASSED this 28th day of June, 2016 and signed in authentication thereof this 28th day of June, 2016.

CITY OF SEATAC

Michael J. Siefkes, Mayor

ATTEST:

Kristina Gregg

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo

Mary Mirante Bartolo, City Attorney

[Six-Year TIP 2017-2022]

Exhibit A

2017 - 2022 Transportation Improvement Program

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

Project No. and Priority	Project Title and Description		2017	2018	2019	2020	2021	2022
ST-833	**Neighborhood Multi-Modal Transportation Improvement Program**	Citywide		$1,250,000	$1,250,000	$1,250,000	$1,250,000	$1,250,000
1	Annual projects to implement the Safe and Complete Streets Plan to construct pedestrian and bicycle facilities on non-arterial streets. Projects shown in Table 4-5 in the TMP.		D/C	D/C	D/C	D/C	D/C	D/C
ST-834	**Pedestrian Crossing Program**	Citywide	$60,000	$50,000	$50,000	$50,000	$50,000	$50,000
2	Develop criteria and install rectangular rapid flashing beacons at appropriate pedestrian crossings.		D/C	C	C	C	C	
ST-886	**Annual Street Overlays & Preservation Program**	Citywide	$920,000	$920,000	$920,000	$920,000	$920,000	$920,000
3	Maintain and preserve the integrity of the City's existing roadway surfaces through a combination of repair to major pavement failures, crack sealing of existing pavements to extend their usable life, and overlay pavements that are structurally declining.		D/C	D/C	D/C	D/C	D/C	D/C
MP-033	**Commute Trip Reduction Program Annual Element**	Citywide						
4	Provide for review, approval, and monitoring of the Commute Trip Reduction (CTR) programs for major employers within the City including the implementation of the City's CTR program.		($27,000 WSDOT)	($27,000 WSDOT)	($27,000 WSDOT)	($27,000 WSDOT)	($27,000 WSDOT)	($27,000 WSDOT)
ST-887	**Intelligent Transportation Systems (ITS) Program**	Citywide	$50,000	$50,000	$100,000	$150,000	$200,000	$200,000
5	Implement Intelligent Transportation Systems Program to improve signal coordination and management, transit signal priority, roadway monitoring and response, ITS device management, and data collection. System could include communications equipment, traffic signal equipment, video surveillance and monitoring, video detection, or a satellite traffic management center.		S	S	C	C	C	C
ST-131	**Connecting 28th/24th Ave S**	S 200th St to S 208th St						

Exhibit A

2017 - 2022 Transportation Improvement Program

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

Project No. and Priority	Project Title and Description		2017	2018	2019	2020	2021	2022
6	Construct a five lane principal arterial roadway including curb, gutter, bicycle and pedestrian facilities, storm drainage, street illumination, channelization, landscaping, and utility extensions. Connects Des Moines' 24th Ave S improvements at S 208th St to existing 26th Ave S at S 200th St. Completes the gap in the overall 28th/24th Ave S corridor which extends from S 188th St and 28th Ave S to S 216th St and 24th Ave S. Also includes forward compatible structures to accomodate future SR 509 construction underneath 28th/24th without disruption.		C=$7,709,000 (TIB & FMSIB = $3,990,000; Sound Transit = $1,700,000; Connecting WA = $650,000;Gateway Funds $2,150,000; Utility = $273,070)					
ST-832	**Neighborhood Sidewalks**	TBD	250,000					
7	Construct new sidewalk on both sides of the street with curb/gutter, storm drainage and other improvements as necessary.		D					
ST-162	**International Blvd Safety Improvements**	S 170th St to S 188th St	$50,000	$450,000				
8	Corridor study to evaluate safety improvements for collision reduction. Possible improvements assumed in cost estimates include four near-side traffic signals and improvements to discourage illegal pedestrian crossings.		S	D/C				
ST-126	**S 152nd St Improvements**	30th Ave S to Military Rd	$1,050,000	$1,662,500	$3,112,500			
9	Widen existing roadway and construct sidewalks, bicycle lanes, street lighting, and storm drainage. Provide access and circulation improvements for vehicle and pedestrian movements in support of redevelopment.		D = $150,000 R/W = $900,000	D = $175,000 C = $1,487,500	C			
ST-125	**Military Rd & S 152nd St**	Military Rd from S 150th St to S 152nd St; and S 152nd St from Military Rd to International Blvd		$300,000	$1,800,000	$1,980,000		
10	Widen existing roadway, construct sidewalks, pavement overlay, street lighting, undergrounding of aerial utilities, landscaping, and storm drainage. Provided access and circulation improvements. Construct right turn lane on S 152nd St from Military Rd to International Blvd. These improvements support redevelopment of the S 154th St Station Area and facilities potential Military Rd closure between S 152nd St and International Blvd.			D	D = $300,000 R/W = $707,000	C		
ST-044	**S 198th St**	International Blvd to 28th Ave S		$210,000	$710,000	$2,500,000		

Exhibit A

2017 - 2022 Transportation Improvement Program

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

Project No. and Priority	Project Title and Description		2017	2018	2019	2020	2021	2022
11	Construct a new three lane roadway with sidewalks to provide an additional access point to the Aviation Business Center. Includes a roundabout at the intersection with 28th Ave S.			D	D = $210,000 R/W = $500,000	C		
ST-015	**34th Ave S**	S 160th St to S 176th St			$730,000	$1,375,000	$4,330,000	$3,750,000
12	Reconstruct roadway to collector arterial standards. Construct drainage, curb, gutter, shared bicycle facilities, and sidewalks. Install traffic calming measures. Underground utility lines.				D	D = $795000 R/W = $580,000	R/W = $580,000 C = $3,750,000	C
ST-157	**32nd Ave S Improvements**	S 152nd St to S 154th St				$650,000	$895,000	
13	Reconstruct and widen roadway; install curb, gutter, storm drainage, bicycle lanes, and sidewalk improvements.					D = $150,000 R/W = $500,000	D = $150,000 C = $745,000	
ST-166	**24th Ave S & S 208th St**	Intersection					$125,000	
14	Install traffic signal at new 24th Ave S intersection. This project is in conjunction with the 28th/24th Ave S extension project and would be done in partnership with Des Moines.						(Des Moines $375,000)	
ST-065	**Des Moines Memorial Dr & S 200th St**	Intersection						$200,000
15	Widen to provide left turn lanes on all legs, and right turn lane on east leg. Construct traffic signal (when warranted) and channelization improvements. The improvements would be done in partnership with Des							D
ST-148	**S 154th St Transit Station Area Improvements**							$1,000,000
16	Construct new streets as envisioned in the S 154th Street Station Area Plan. Improve and create pedestrian connections. Includes closure of Military Rd between S 152nd St and S 154th St.							
ST-N78	**S 166th Street Pedestrian Improvements**	Sidewalk/Pedestrian	$235,000					
17	South 166th Street Safe Routes to School Project includes new sidewalks on both sides of the road, curb and gutter, asphalt overlay and storm drainage. The project limits are between 34th Avenue South and Military Road South. This project will construct 0.39 centerline miles of new sidewalk and will provide a pedestrian connection to McMicken Elementary School. Grant Dependent.		D	C $940,000- Safe Routes to School Grant				

Exhibit A

2017 - 2022 Transportation Improvement Program

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

Project No. and Priority	Project Title and Description		2017	2018	2019	2020	2021	2022
ST-N79	**32nd Avenue South Pedestrian Improvements**	Sidewalk/Pedestrian	$148,000					
18	32nd Avenue South Safe Routes to School Project includes building new sidewalks on the east sides of the road, curb and gutter, asphalt overlay and storm drainage. The project limits are between South 204th Street and South 200th Street. This project will construct 0.24 centerline miles of new sidewalk and will provide a pedestrian connection to Madrona Elementary School.		D	C $592,000- Safe Routes to School Grant				
ST-N80	**South 200th Street Pedestrian and Bicycle Shared Pathway Project**	Sidewalk/Pedestrian	$50,000					
19	This project will design and construct approximately 3500 lineal feet of 10 ft wide shared pathway. Location: S 200th St between Des Moines Memorial Dr S and the Des Moines Creek Trailhead.		D	D/C = $850,000- State Grant				
		Total Costs	$2,813,000	$4,892,500	$8,672,500	$8,875,000	$7,770,000	$7,370,000

RESOLUTION NO. 16-018

A RESOLUTION of the City Council of the City of SeaTac, Washington, calling for a special election on November 8, 2016, to place before the qualified electors of the City the proposition of whether the City's present Council-Manager plan of government should be abandoned and the Mayor-Council plan of government be adopted; and submitting this call to the King County Department of Elections for a formal order calling for a special election to be held in conjunction with the November 8, 2016 General Election.

WHEREAS, the City Council desires to hold a special election on the proposition of whether the City's present Council-Manager plan of government should be abandoned and the Mayor-Council plan of government should be adopted; and

WHEREAS, the City Council has the authority to place this matter before the voters without a petition, pursuant to RCW 35A.06.040; and

WHEREAS, the City Council desires to have this matter placed before the voters on November 8, 2016;

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

Section 1. The City Council finds it necessary to call a special election to be held in the City at the time of the next General Election of November 8, 2016, on the proposition of whether the City electors desire to abandon the present Council-Manager plan of government and adopt the Mayor-Council plan of government.

Section 2. A special election is hereby called for November 8, 2016, to place before the qualified electors of the City the following proposition:

FAILED

PROPOSITION
CHANGE IN PLAN OF GOVERNMENT

Shall the City of SeaTac abandon its present Council-Manager plan of government under which it currently operates pursuant to RCW 35A.13 and adopt in its place the Mayor-Council plan of government pursuant to the provisions of RCW 35A.12?

Yes……..[ ]
No……...[ ]

Section 3. King County Department of Elections is hereby requested to issue a formal order calling for a special election to be held in the City of SeaTac in conjunction with the November 8, 2016 general election to place the foregoing proposition before the qualified electors of the City.

Section 4. The City Clerk is authorized and directed to file a certified copy of this Resolution, together with the Certification of the City Attorney with the King County Department of Elections upon passage of this Resolution.

PASSED this _____ day of _____, 2016 and signed in authentication thereof on this _____ day of _____, 2016.

CITY OF SEATAC

_____
Michael Siefkes, Mayor

ATTEST:

_____
Kristina Gregg, City Clerk

Approved as to Form:

_____
Mary Mirante Bartolo, City Attorney

[Election to Change Plan of Government 2016]

FAILED

RESOLUTION NO. 16-019

A RESOLUTION of the City Council of the City of SeaTac, Washington declaring support for diversity in our community.

WHEREAS, the City of SeaTac is one of the most ethnically diverse municipalities in the State of Washington; and

WHEREAS, ethnic diversity plays a vital role in the enrichment and success of the City; and

WHEREAS, the City's vision and mission embrace an inclusive community; and

WHEREAS, the City Council supports our ethnic groups and communities in our City;

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

Section 1. The SeaTac City Council stands in support of all ethnic groups and communities in our City. We encourage our residents and staff to recognize, celebrate and protect the diversity that defines our City.

PASSED this 9th day of August, 2016 and signed in authentication thereof on this 9th day of August, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

RESOLUTION NO. 16-020

A RESOLUTION of the City Council of the City of SeaTac, Washington authorizing an application for the Port of Seattle Century Agenda 2016 Economic Development Partnership Program.

WHEREAS, the Port of Seattle has established a cooperative economic development fund for King County cities that advances the century Agenda; and

WHEREAS, the Century Agenda promotes the creation of middle class jobs and supports economic development activities; and

WHEREAS, the City of SeaTac also supports the goals and objectives of the Century Agenda; and

WHEREAS, the City of SeaTac intends to partner with the Port of Seattle to utilize the Partnership Program to further joint economic development objectives: and

WHEREAS, it is a requirement of the Partnership Program that the City Council pass a Resolution authorizing the application for and use of funding from the Port of Seattle;

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

The SeaTac City Council endorses the application for funding to the Port of Seattle's 2016 Economic Development Partnership Program and authorizes the use of awarded funds for the purpose of furthering the mutual economic development objectives of the Port and the City.

PASSED this 27th day of September, 2016 and signed in authentication thereof on this 27th day of September, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[2016 Economic Development Partnership Program]

Port of Seattle

Port of Seattle Economic Development Partnership Program

The Port of Seattle is establishing a cooperative economic development fund for King County cities that advances the Century Agenda, promotes the creation of middle class jobs, and supports local community economic development activities. The matching grant program fosters effective economic development partnerships that stimulate region wide prosperity.

Eligible Activities:

- Business recruitment initiatives designed to attract new companies to King County
- Small business development, including disadvantaged business assistance projects
- Industry retention and expansion assistance (ex. Maritime, Aerospace, etc.)
- Tourism development including collateral, advertising, and publications to attract destination visitors to increase tourism expenditures
- Downtown revitalization
- Commercial or industrial property development
- Other community or economic development projects that tie to Port business*

Program Guidelines:

- The awards are available to 38 cities in King County, based on $1 per capita formula.
- Awards are capped at $65,000 with a minimum of $5,000 for small cities.
- A 50 percent local match and a resolution of support/priority from the local jurisdiction is required.
- Funds cannot be used in capital projects.
- Cities may contract with local non-profits to deliver projects or manage initiatives
- Cities may collaborate or aggregate regionally to enhance impact or outcomes.
- Projects should align with city's economic development strategy and support the Port's Century Agenda or business interests.
- Specific deliverables and costs must be identified and documented.
- Port funds will be released on a cost reimbursement basis with documentation
- Cities are strongly encouraged to discuss proposed projects/used of funds with Port of Seattle staff early in concept. The Port will accept applications during July and August 2016. All projects must have approval and be under contract no later than mid-September.

Questions or further detail, contact: Susan Chamberlain at Chamberlain.s@portseattle.org

* Port business interests include: SeaTac airport development, maritime, logistics and tourism

RESOLUTION NO. 16-021

A RESOLUTION of the City Council of the City of SeaTac, Washington stating the City's intent to amend the City's Municipal Code related to parking and the Commercial Parking Tax.

WHEREAS, the City of SeaTac collects a Local Option Transportation Tax (Commercial Parking Tax), as authorized by RCW 82.80.030, and codified in SeaTac Municipal Code Chapter 3.70; and

WHEREAS, the City Council has not enacted any Ordinances related to the Commercial Parking Tax since 2005; and

WHEREAS, the 2005 Ordinance increased the Commercial Parking Tax to its current rate, effective in 2010; and

WHEREAS, the 2005 Interlocal Agreement (2005 ILA) between the City and the Port of Seattle provided estimates for City of SeaTac Commercial Parking Tax collections for 2005 through 2015 (Exhibit C, Attachment C-2); and

WHEREAS, the Commercial Parking Tax collections for this time period were at 76%, on average, of projections; and

WHEREAS, the 2005 ILA provides that if the actual Commercial Parking Tax revenues are 90% or less of forecasted revenues, the rate may be raised; and

WHEREAS, the SeaTac Municipal Code provides for a different Commercial Parking Tax rate for "short stay" parking (parking not in excess of two consecutive hours) and other commercial parking transactions in excess of two hours in duration; and

WHEREAS, the impacts to the City's transportation system from "short stay" parking and longer term parking is similar; and

WHEREAS, the City Council feels it is appropriate to consider whether the Commercial Parking Tax rate for "short stay" parking and longer term parking should have different rates since the impacts to the City are similar; and

WHEREAS, the City Council desires to have the commercial parking tax rate increase with the rate of inflation and/or other factors, so that the revenues can keep pace with the increasing cost of mitigating impacts on the City's transportation infrastructure, including off-airport parking impacts, within the City; and

WHEREAS, there have been numerous complaints regarding airport and light rail related parking in neighborhoods located near Sea-Tac Airport and the light rail stations, which is affecting the quality of life for City residents; and

WHEREAS, many of these parking complaints can be directly attributed to the Airport, such as taxis, limousines, ride share vehicles, travelers, and employees working at the Airport; and

WHEREAS, the City Council believes that a parking permit program may be a necessary method to alleviate these parking problems; and

WHEREAS, these parking problems not only affect the quality of life of SeaTac residents and businesses, but also has a negative effect on the City's transportation system; and

WHEREAS, current City Code provides that commercial parking transactions for "local employee parking" are exempt from the Commercial Parking Tax; and

WHEREAS, the City Council believes that it is appropriate to consider whether an exemption for paid "local employee parking" should continue to exist, regardless of whether the parking is paid by the employer or employee, or if the parking is paid on a daily or monthly basis; and

WHEREAS, it is not the City Council's intent to levy a Commercial Parking Tax on employee parking that is provided free of charge;

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

1. During the next several months, it is the intent of the City Council to consider Ordinances that will:
    a. Increase the rate of the Commercial Parking Tax, as set forth in SMC 3.70;
    b. Provide that the Commercial Parking Tax automatically increase periodically based on the rate of inflation or other factors deemed appropriate by the City Council;
    c. Remove the exemption of paid "local employee parking" from the Commercial Parking Tax;
    d. Create a parking permit program in order to mitigate the impacts of SeaTac International Airport and Sound Transit light rail stations on the City's streets, especially in residential neighborhoods.
2. The City Manager is directed to provide a copy of this Resolution to the Airport Director at SeaTac Airport, the Port of Seattle Commission, Sound Transit Director, park and fly businesses, hotels, and all known businesses subject to the Commercial Park Tax.

PASSED this 27th day of September, 2016 and signed in authentication thereof on this 27th day of September, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Intent--Parking Tax]

RESOLUTION NO. 16-022

A RESOLUTION of the City Council of the City of SeaTac, Washington approving and authorizing entry into a Third Amendment to an Amended and Restated Development Agreement with Equitable Capital, LLC.

WHEREAS, RCW 36.70B.170 through .200 and the SeaTac Municipal Code authorize the City to enter into Development Agreements with persons or entities having ownership or control of real property within the City; and

WHEREAS, Equitable Capital, LLC currently has a Development Agreement with the City; and

WHEREAS, Equitable Capital, LLC has requested an Amendment to the aforesaid Development Agreement; and

WHEREAS, notice of a public hearing was properly published and the Council having held a public hearing; and

WHEREAS, the Council finds that the proposed amendment is appropriate;

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

Section 1. The City Manager is authorized to execute, on behalf of the City, a Third Amendment to the Amended and Restated Development Agreement with Equitable Capital, LLC, generally in the form attached to this Resolution, as Exhibit "A".

Section 2. The City Clerk shall cause the fully executed Third Amendment to the Amended and Restated Development Agreement to be filed with the King County Recorder.

PASSED this 27th day of September 2016 and signed in authentication thereof on this 27th day of September, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo, City Attorney

THIRD AMENDMENT TO
AMENDED AND RESTATED DEVELOPMENT AGREEMENT

The SECOND AMENDED AND RESTATED DEVELOPMENT AGREEMENT executed in July, 2004, and filed with the King County Recorder (recording number 20040817001285 and hereinafter referred to as the "Restatement") by and between the City of SeaTac, a Washington municipal corporation (hereinafter referred to as the "City") and Equitable Capital Group, Inc / South 200th Street Station, LLC, (hereinafter referred to as "Owner") is hereby mutually amended by the undersigned parties as follows:

The subsection titled Interior Parking Lot Landscaping - When Required (Section 2.2) is hereby amended to read as follows:

> If Owner does not submit a complete application for a Building Permit for any of the permanent uses proposed for the property by September 30, 2027, Owner shall retrofit the surface parking lot with interior parking lot landscaping in full compliance with the landscaping regulations in effect at that time.

All other provisions of the Restatement remain in full force and effect.

CITY OF SEATAC

By _____
Joe Scorcio, Acting City Manager

_____
Date

EQUITABLE CAPITAL GROUP, INC.
SOUTH 200TH STREET STATION, LLC

By _____
, President

SECOND AMENDED AND RESTATED DEVELOPMENT AGREEMENT BETWEEN EQUITABLE CAPITAL GROUP / SOUTH 200TH STREET STATION, LLC AND THE CITY OF SEATAC, WASHINGTON

Pursuant to the authority granted by RCW 36.70B.170 through 210 and Section 15.05.057 of the SeaTac Municipal Code, the City of SeaTac, a Washington municipal corporation ("City") and Equitable Capital Group, Inc. / South 200th Street Station, LLC ("Owner"), enter into the following agreement to promote the development of certain real property located within the City, upon the following terms and conditions ("Agreement").

1.0 RECITALS

1.1 Location of Property. Owner warrants that it controls certain real property located at the common address of 2701 South 200th Street, being more particularly described in Exhibit A-1;

1.2 Interim Use of Property. Owner has proposed development of a surface parking lot of approximately 1,400 valet parking spaces as an interim use of the said property; and

1.3 Permanent Use. Owner has also proposed the future development of a permanent mixed use development, consisting of a parking garage structure, and commercial and office uses on the property in coordination with Sound Transit's Light Rail Station at South 200th Street and 28th Avenue South.

1.4 Benefits. The City recognizes the public benefits which will accrue from the permanent development of the property as proposed by Owner.

1.5 Consistency With Development Regulations. The proposed interim, surface parking lot is a permitted use of Owner's property and will be generally consistent with current City development regulations and that the interim departures therefrom provided by this Agreement are offset by the public benefits to received from the permanent use of the property.

1.6 Council Approval. Pursuant to RCW 36.70B.200 and Section 15.22.055 of the SeaTac Municipal Code (SMC), a public hearing has been held before the City Council and the Council has enacted a Resolution authorizing the City Manager to enter into this Second Amended and Restated Development Agreement.

AGREEMENT NO. ~~04-A067~~ 01-A44

2.0 INTERIM DEPARTURE FROM LANDSCAPING REQUIREMENTS

2.1 Interior Parking Lot Landscaping. The City hereby permits a departure from the landscaping standards of SMC 15.14.090, to the extent that interior parking lot landscaping shall not be required within the interim surface parking lot. All perimeter and other parking lot landscaping is still required.

2.2 Interior Parking Lot Landscaping – When Required. If Owner does not submit a complete application for a Building Permit for any of the permanent uses proposed for the property within one (1) year of the opening of a Light Rail Transit Station in the vicinity of S. 200th Street and 26th Avenue So., Owner shall retrofit the surface parking lot with interior parking lot landscaping in full compliance with the landscaping regulations in effect at that time.

2.3 Future Use of the Property. Nothing herein shall be deemed to permit any departures from the City's landscaping regulations for the proposed permanent use of the property, use of the deeded property referenced in Section 3.1 below, or any use other than the interim, surface parking lot.

3.0 LAND TRANSFER

3.1 In consideration of the public benefit received from the Owner's permanent development, the City hereby agrees to deed all or a portion thereof of certain surplus property located along 26th Avenue South and adjacent to Owner's property, more particularly described in Exhibit B-1, to Owner at such time as the Building Permit referenced in Section 2.2 above is issued. The Owner may request, at such time as Owner begins development plans for the permanent use of the property, but in no event sooner than five (5) years from the date of this Amended Agreement, that the City determine the amount of surplus property that will be deeded based upon the City's right-of way needs. The City shall reserve utility easements as needed over, under, and across the property. If the Owner does not complete the development proposed by the Building Permit within two (2) years after the Building Permit is issued, the surplus property shall revert to the City and the Owner shall compensate the City a negotiated rental payment for the use of the property and Owner shall either return the property in its initial state or compensate the City for any damages to value or in the alternative the Owner may purchase the surplus property from the City at fair market value.

4.0 DISPUTE RESOLUTION

4.1 Party Consultation. In event of any dispute as to interpretation or application of the terms or conditions of this Agreement, the Owner (if the same retains an ownership interest in the Property), the principal of the project applicant, and the City Manager shall meet within ten (10) business days after request from any party for the purpose of attempting, in good faith, to resolve the dispute. The meeting may, by mutual agreement, be

continued to a date certain in order to include other parties or persons, or to obtain additional information.

4.2 Judicial Appeal. Any aggrieved party may appeal the decision of the City Manager to the King County Superior Court, as may be allowed by law and court rules.

5.0 GENERAL PROVISIONS

5.1 Recording. This Agreement shall, when approved by the City Council and executed by the parties hereto, be filed as a matter of public record in the office of the King County Recorder and shall be in the nature of a covenant running with the premises. It is the intent to have this Agreement, so long as it is in force, to be considered, interpreted, and regarded as a covenant running with the land as to Owner's Property.

5.2 Applicable Law. This Agreement shall be governed by and be interpreted in accordance with the laws of the State of Washington.

5.3 Binding Effect. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of each party hereto. The parties acknowledge that Owner shall have the right to assign or transfer all or any portion of the interests, rights and obligations under this Agreement to other parties acquiring an interest or estate in the property. Consent by the City shall not be required for any transfer or rights pursuant to this Agreement.

5.4 Transfer of Ownership. Any conveyance of the Property with transfer or assignment of rights pursuant to this Agreement by Owner shall release Owner from any further obligations, duties or liabilities under this Agreement to the extent of such transfer or assignment.

5.5 Severability. If any provision of this Agreement is determined to be unenforceable or invalid by a court of law, then this Agreement shall thereafter be modified to implement the intent of the parties to the maximum extent allowable under law.

5.6 Modification. This Agreement shall not be modified or amended except in writing signed by the City and Owner or their respective successors in interest.

5.7 Merger. This Agreement represents the entire agreement of the parties with respect to the subject matter hereof. There are no other agreements, oral or written, except as expressly set forth herein.

5.8 Duty of Good Faith. Each party hereto shall cooperate with the other in good faith to achieve the objectives of this Agreement. The parties shall not unreasonably withhold requests for information, approvals or consents provided for, or implicit, in this Agreement.

5.9 Disclosure Upon Transfer. Owner agrees that in the event of a proposed sale, gift, transfer, segregation, assignment or devise of the Property, Owner shall disclose the existence of this Agreement to the interested party.

5.10 No Presumption Against Drafter. This Agreement has been reviewed and revised by legal counsel for all parties and no presumption or rule that ambiguity shall be construed against the party drafting the document shall apply to the interpretation or enforcement of this Agreement.

5.11 Notices. All communications, notices and demands of any kind which a party under this Agreement is required or desires to give to any other party shall be in writing and be either (1) delivered personally, (2) sent by facsimile transmission with an additional copy mailed first class, or (3) deposited in the U.S. mail, certified mail postage prepaid, return receipt requested, and addressed as follows:

If to the City: City of SeaTac
4800 South 188th Street
SeaTac, Washington 98188
Attention: City Manager

If to Owner: Equitable Capital Group
19550 International Blvd, Ste 200
SeaTac WA 98188
Attention: Tom Dantzler

Notice by hand delivery or facsimile shall be effective upon receipt. If deposited in the mail, notice shall be deemed received 48 hours after deposit. Any party at any time by notice to the other party may designate a different address or person to which such notice shall be given.

IN WITNESS WHEROF, the undersigned have set their hands the day and date set out next to their signatures.

EQUITABLE CAPITAL GROUP, INC.
SOUTH 200TH STREET STATION, LLC

June 29, 2004
Date

By: Tom Dantzler
Tom Dantzler, President

CITY OF SEATAC

7/01/04
Date

By: Bruce A. Rayburn
Bruce A. Rayburn, City Manager

Approved as to Form:

Mary Mirante Bartolo
Mary E. Mirante Bartolo, City Attorney

RESOLUTION NO. 16-023

A RESOLUTION of the City Council of the City of SeaTac, Washington amending Sections 3 and 4 of the Council Administrative Procedures to provide set meeting times for Council Committees.

WHEREAS, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

WHEREAS, in conformance with these statutes, the Council has previously adopted administrative policies and procedures; and

WHEREAS, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution;

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

Section 1. Section 3 of the City Council Administrative Procedures is hereby amended to read as follows:

Section 3. Council Committees and Representatives

(A) The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that require a special approach or emphasis. Such Ad Hoc Committees may be established and matters referred to them at Regular Council Meetings. The Mayor shall appoint Council representatives to intergovernmental Councils, Boards and Committees, including such Ad Hoc Committees.

(B) Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

(C) There are established the following four (4) Standing Committees of the City Council, that shall consist of not more than three (3) members each. The Mayor shall appoint the Chairperson and the membership of each Committee. ~~The Standing Committees shall meet at such dates and times as required, and shall be considered Special Meetings pursuant to the Open Public Meetings Act, RCW 42.30 et seq.~~ Notice of meetings times,

locations, and the agenda for any Standing Committee Meeting shall be posted to ensure compliance with RCW 42.30. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Mayor, the Council, or the City Manager. The Standing Committees are as follows:

(1) **Transportation and Public Works Committee,** which shall consider matters related to transportation policy, transportation projects, and utility issues. ~~and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting~~.

(2) **Administration and Finance Committee,** which shall consider matters related to administrative and procedural issues, financial issues, human services and contracts/negotiations. ~~and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~

(3) **Land Use and Parks Committee,** which shall consider matters related to parks, land use and development regulation issues. ~~and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~

(4) **Public Safety and Justice Committee,** which shall consider matters related to police and fire issues. ~~and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the next Regular Council Meeting following the Committee meeting.~~

(D) The Chair of a Council Standing Committee shall issue a status report at the next Council Meeting following the Committee Meeting.

(E) In addition to the four Standing Committees, the Council may create other advisory committees as appropriate.

Section 2. Section 4 of the City Council Administrative Procedures is hereby amended to read as follows:

Section 4. Meetings

(A) **Meetings declared open and public**. All meetings of the City Council and its Committees shall be open to the public and all persons shall be permitted to attend any meeting of these bodies.

(B) **Study Sessions.** The City Council shall hold Study Sessions on the second and fourth Tuesday of each month at 5:00 p.m. except if at any time any Study Session falls on a holiday, the Council shall meet on the next business day at the same hour. The City

Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Study Session for any reason other than lack of a quorum or emergency, a majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk ~~is~~ are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will:

(A) Automatically be cancelled and as appropriate, and either ~~reschedule~~ the entire meeting will be rescheduled as a Special Council Study Session or ~~move~~ the items will be moved to a future ~~CSS~~Council Study Session as appropriate.

(B) Continuation or cancellation of other types of meetings, such as workshops and special meetings without voting, may need to be determined individually based on topic(s) and participation needs.

~~Note: A quorum is not required to hold a meeting where voting will not take place, such as a CSS or workshop.~~

Note: If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

(C) **Regular Meetings**. The City Council shall meet regularly on the second and fourth Tuesday of each month at 7:00 p.m. except if at any time any Regular Meeting falls on a holiday, the Council shall meet on the next business day at the same hour. The City Council shall meet at SeaTac City Hall, unless otherwise publicly announced.

Meetings will be cancelled by one of the following methods depending on purpose of cancellation:

(1) Cancellation for any reason other than lack of a quorum or an emergency: If any Councilmember(s) requests that a Council meeting be cancelled and/or rescheduled as a Special Council Meeting for any reason other than lack of a quorum or emergency, majority vote is required.

(2) Lack of a quorum: In the event the City Manager and/or City Clerk ~~is~~ are notified that a lack of a quorum (3 or fewer members in attendance) is anticipated, the meeting will automatically be cancelled and either ~~reschedule~~ the entire meeting will be rescheduled as a Special Council Meeting or ~~move~~ the items will be moved to a future ~~RCM~~ Council Meeting as appropriate.

~~Note: A quorum is required in order to vote and/or have CMs who are unable to be physically present participate via other means.~~

Note: If a meeting is cancelled, public notice will be given by posting such notice at City Hall. Notwithstanding the above, there shall be no City Council Meeting on the fourth Tuesday during the months of August and December for summer and winter recess.

(D) **Special Meetings**. Special Meetings may be called by the Mayor or four Councilmembers by written notice delivered to each member of the Council and City Clerk at least 24 hours before the time specified for the proposed meeting. Legal and public notice requirements must be met by posting the appropriate notice of the Special Meeting at City Hall. See RCW 42.30.080.

(E) **Committee Meetings.** Council Committees shall meet in accordance with the following monthly schedule:

A&F Committee	First Thursday	3:00 p.m. – 5:00 p.m.
PS&J Committee	First Thursday	5:00 p.m. – 6:00 p.m.
Code Compliance Committee	Second Thursday	4:00 p.m. – 5:30 p.m.
T&PW Committee	Third Thursday	4:30 p.m. – 6:00 p.m.
Sidewalk Committee	Third Thursday	6:00 p.m. – 7:00 p.m.
LUP Committee	Fourth Thursday	5:00 p.m. – 6:30 p.m.
SeaTac Airport Committee	Third Monday	6:00 p.m. – 7:30 p.m.

(~~E~~F) **Continuances**. Any Hearing being held or ordered to be held by the City Council may be continued in the manner set forth by RCW 42.30.100.

(~~F~~G) **Executive Sessions**. The City Council may hold an Executive Session during any City Council meeting to consider certain matters as set forth in RCW 42.30.110, or as otherwise permitted by law.

(~~G~~H) **Quorum**. At all Meetings of the City Council, four members shall constitute a quorum for the transaction of business. A quorum is not required to hold a meeting where voting will not take place, such as a Council Study Session or Council workshop. A quorum is required in order to vote and/or have Councilmembers who are unable to be physically present participate via other means.

(~~H~~I) **Seating**. Members of the City Council will be seated at the Council table according to position number of Councilmembers, except that, at the Mayor's discretion, the Mayor may be seated at the center seat and the Deputy Mayor may be seated directly to the left of the Mayor.

(~~I~~J) **Minutes**. Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

PASSED this 25th day of October, 2016 and signed in authentication thereof on this 25th day of October, 2016.

CITY OF SEATAC

Michael Siefkes, Mayor

ATTEST:

Kristina Gregg, City Clerk

Approved as to Form:

Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures October, 2016]

RESOLUTION NO. _____

A RESOLUTION of the City Council of the City of SeaTac, Washington amending the Council Administrative Procedures to provide for the audio recording of Standing Council Committees.

WHEREAS, RCW 35A.12.120 requires that the Council shall determine its own rules and order of business and may also establish rules for the conduct of meetings and the maintenance of order; and

WHEREAS, in conformance with these statutes, the Council has previously adopted administrative policies and procedures; and

WHEREAS, the City Council finds it appropriate to amend the City Council Administrative Procedures in accordance with this Resolution;

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

Section 1. Section 4 (J) of the City Council Administrative Procedures is hereby amended to read as follows:

(J) **Minutes**. Minutes of all meetings of the Council and its Standing Committees will be included in the Regular Meeting Consent Agenda for consideration and approval. Regular Council Meetings and Council Standing Committee meetings shall be recorded and such recordings shall be maintained and kept for future reference, in accordance with the applicable records retention schedule.

PASSED this _____ day of _____, 2016 and signed in authentication thereof on this _____ day of _____, 2016.

CITY OF SEATAC

_____
Michael Siefkes, Mayor

FAILED

ATTEST:

_____

Kristina Gregg, City Clerk

Approved as to Form:

_____

Mary Mirante Bartolo, City Attorney

[Amend City Council Administrative Procedures Section 4(J) October, 2016]

FAILED