

AGENDA

**DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Suite C.
Des Moines, Washington
Thursday, February 6, 2025 - 6:00 PM**

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321 or on the City's [YouTube](#) channel.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

DISCUSSION ITEMS

- Item 1. MARINA STEPS, REDONDO PIER & BOND PROJECTS
[Marina Steps, Redondo Pier & Bond Projects](#)

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

DISCUSSION ITEMS

- Item 2. PLANNING COMMISSION/PLANNING AGENCY DISCUSSION
[Planning Commission - Planning Agency Discussion](#)
- Item 3. AIRPORT ADVISORY COMMITTEE
[Airport Advisory Committee](#)

EXECUTIVE SESSION

NEXT MEETING DATE

February 13, 2025 City Council Regular Meeting

ADJOURNMENT

[Projected Future Agenda Items](#)

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Marina Steps, Redondo Pier & Bond
Projects

FOR AGENDA OF: February 06, 2025

DEPT. OF ORIGIN: Public Works

ATTACHMENTS:

DATE SUBMITTED: January 30, 2025

- 1. Task Assignment

CLEARANCES:

- City Clerk _____
- Community Development _____
- Courts _____
- Finance *MT 2/1*
- Human Resources _____
- Legal */s/TG*
- Marina *SW*
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works *WPS*

APPROVED BY CITY MANAGER

FOR SUBMITTAL: *Katherine Coffey*

Suggested Motion

Motion 1: "I move to approve the Task Assignment with KPFF in the amount of \$100,000 for additional value engineering and scope reduction for the Des Moines Marina Steps project, and authorize the City Manager to sign the Task Assignment substantially in the form as attached."

Background

In June of 2023 the City Council passed a bond ordinance for \$25.1 million identifying several capital projects for the use of the funds. *"Projects" means the design, construction and/or improvement of (1) a dock replacement at the City marina; (2) new public steps and plazas adjacent to the City marina; (3) improvements to the Redondo Beach restrooms, parking facilities, and fishing pier; and (4) other related public amenities and capital improvements, as deemed necessary and advisable by the City. Incidental costs incurred in connection with carrying out and accomplishing the Projects,*

consistent with RCW 39.46.070, may be included as costs of the Projects. The City reserves the right to adjust the timing and specific elements of the Projects, as necessary, in its sole discretion.

Additionally, the City sought funding for the projects through budget requests to the State legislature, grants, ARPA funding pledges, and local contributions. Current funding for the projects is listed below.

Two projects that intended to use bond funds, Marina Steps and Redondo Pier, have received bids that exceed the budget. Staff seeks direction from the Council on whether they can proceed with value engineering redesign work for the Marina Steps. The redesign of the Redondo Pier project is currently underway. Besides redesigning projects to reduce overall costs, staff will need to identify additional funding sources beyond what has already been received if the Council wishes to complete both projects.

The key question before the City Council in this meeting is: Does the Council want to move forward with value-engineering the Marina Steps to identify ways to reduce the overall project cost? Additionally, we are seeking input on the City Council’s priorities regarding the Marina Steps, the Redondo Pier, and/or an unnamed project at this time.

Financial Information about the Projects:

Marina Dock Project Revenues

Bond Proceeds	\$12,740,000	Bid Received \$12,036,000 with contingency
Marina Enterprise Fund	\$1,679,000	
TOTAL	\$14,419,000	

- Note: Due to favorable bids, approximately \$1.66 million remains available to move to other projects. *Approx. \$720k has been spent on design and engineering for the project.*

Marina Steps Project Revenues

Dept of Commerce Grant	\$1,000,000	Must be used for Marina Steps only; funds must be expended by 2027
2023 Bond Proceeds	\$7,869,000	Can be moved to another approved bond project if desired
Stormwater Grant	\$500,000	Must be used for Marina Steps only; funds must be obligated this year for Stormwater feature.
TOTAL	\$9,369,000	

- Note: \$1.3 million in ARPA funds were removed from this project in December 2024, contributing to the funding shortfall.

Redondo Pier Project Revenues

The Redondo Pier project includes two components: the reconstruction of the pier itself and new restrooms at the site. The restroom portion moved forward first utilizing approximately \$2.6 million in State funds covered under two Department of Commerce grants and a Recreation Conservation Office (RCO) Grant. Some funds were expended in the original design and bid.

Redondo Pier Project Revenues

Bond Proceeds	\$3,500,000	Can be moved to another approved bond project if desired
REET 2	\$882,000	Moveable, some funds expended
TOTAL	\$4,382,000	

Redondo Restroom Project Revenues

State Grant Commerce	\$970,000	Obligated cannot move
State Grant Commerce	\$882,000	Obligated cannot move
State Grant RCO	\$681,000	Obligated cannot move
TOTAL	\$2,533,000	

- Note: The restroom is currently under construction and should be operational in April 2025.

Memorial Monument Project Revenues

Bond Proceeds	\$374,000	
Sound Transit	\$16,000	
TOTAL	\$390,000	

- Note: As this project has been advertised, removal of funds is not recommended at this time. Bids open 18 February 2025 with anticipated ribbon cutting on Memorial Day 2025.

Bond Funding:

Bond funds can only be used for projects within the approved bond ordinance; however, the Council can amend the ordinance to include different or additional projects. The City Council can modify the ordinance to permit new projects if it is deemed "impracticable or inadvisable" to complete the projects as defined in the Bond Ordinance. The City Council may act to amend the Bond Ordinance definition of "Projects" to facilitate the use of bond proceeds promptly for other capital projects that meet the requirements for qualifying governmental purposes under the Internal Revenue Code. The process for amending a bond ordinance is the same as for any other ordinance. There are no specific requirements unique to municipal bonds that differ from the standard requirements for adoption during a regularly scheduled open public meeting or at a special meeting held with notice provided in accordance with the State's Open Public Meeting laws.

Bonds are subject to arbitrage. Arbitrage in the context of bonds refers to the difference between the interest rate paid on tax-exempt bonds and the interest earned from investments made with the bond proceeds. The surplus is regarded as arbitrage if the investment yields more than the bond's interest. In Ordinance 1773 (the "Bond Ordinance"), the City committed to "take all actions necessary to prevent interest on the Tax-Exempt Bonds from being included in gross income for federal income tax purposes..." and to further "take all actions necessary to comply (or to be treated as having complied) with [applicable arbitrage rebate requirements of Section 148 of the Internal Revenue Code] regarding the Tax-Exempt Bonds." This means that the City should focus

on utilizing the remaining proceeds for capital projects that qualify for tax-exempt financing as quickly as possible to avoid arbitrage payments.

Discussion

Current Status of Projects:

- 1) The Marina Dock project is funded and proceeding. City Council awarded the construction contract at the January 23, 2025 meeting.
- 2) The Memorial Monument project is funded and proceeding to bid.
- 3) Redondo Restroom is funded and under construction and anticipated to open in April 2025.
- 4) The Redondo Pier is currently undergoing redesign and is seeking an amendment for its environmental permit. The City Council approved an additional contract to continue these design efforts during the meeting on January 23, 2025. If full funding is secured and permits are granted, this project could potentially be completed in the 2025 fish window, and construction would begin this summer, provided that bids remain within budget. However, if we do not receive permit amendment approval in a timely manner, the pier project would shift to the 2026 fish window.
- 5) The Marina Steps project is currently awaiting Council's decision on whether to authorize additional funds for the value engineering and scope reduction design efforts.

Project Costs (Marina Steps & Redondo Pier):

The challenge is how to proceed with the Marina Steps and Redondo Pier, considering the lack of financial resources to complete both as proposed.

The Des Moines Marina Steps Project is currently awaiting Council's decision on whether to authorize additional funds for the value engineering and scope reduction design efforts. The estimated cost for value engineering the project stands at \$100,000. Staff recommends that the Council strongly consider moving forward with this process, as it will provide valuable insights into the project and enable us to secure a complete set of plans, which will be advantageous. Initial estimates suggest that by removing certain elements of the design and rebidding them using an additive alternative approach, we would still be able to deliver the project while maintaining the intentions of the original design scope. Based on preliminary discussions with the City's engineering design firm for the project, we believe construction costs may range from \$9.5 million to \$10 million within a reduced project scope, plus construction management and a contingency of \$1.5 million to \$2 million. The total working project delivery cost is projected at \$12 million, assuming a slight reduction in project scope.

As noted earlier, the Redondo Pier is in the process of being redesigned. The City Council voted unanimously at the January 23 meeting to continue design work related to this project. Based on preliminary discussions with the City's engineering design firm for the project, we believe total construction cost for the project may range from \$5.5 million to \$6 million, plus construction management and contingency of \$1 million. The total working project delivery cost is projected at \$7 million. We expect to have a more accurate cost estimate in six to eight weeks, once the redesign is finalized and the project can be put out for bid.

Project	Estimated Construction Cost
Marina Steps	\$12M* <i>Assumes value-engineered project</i>
Redondo Pier	\$7M
TOTAL	\$18M

Available Funds	Amount
Grant Funds (only for Marina Steps)	\$1.5M
Bond Funds	\$12,969,000
REET	\$882,000
TOTAL	\$15,351,000

Recommendation

At this point, staff recommends City Council approve \$100,000 in additional design work for the Marina Steps value engineering effort. Once the value engineering exercise is complete (anticipated spring 2025) the City Council will be presented with an update and can decide then if they wish to proceed with putting the project out to bid.

Meanwhile, staff will explore ways to close the potential funding gap for the project by reviewing the current CIP plan to identify any non-critical projects that could be delayed for a year or two, assessing internal funds for available resources to support bond projects (e.g., using street maintenance funds for pedestrian aspects of a project), and seeking additional grant funding. The City Council will be presented with these options in the spring and can direct staff on their interest in proceeding.

Regarding the Redondo Pier project, staff is proceeding with all necessary design work. Staff anticipates putting the Pier project out to bid in May 2025, and will review options to proceed with the Council once bids are received.

Alternatives

Prioritize and fund one of the two projects as the priority and seek additional funding for the remaining project, or pause progress on the other project.

Additionally, the Council may consider amending the Bond Ordinance to include a new project (i.e. dry stack). If Council chose this route, due to arbitrage, we would move expeditiously on the financial modeling, design and engineering for the new project.



FORMAL TASK ASSIGNMENT DOCUMENT

Task Number 2023-07.02

The general provisions and clauses of Agreement 19-159
Shall be in full force and effect for this Task Assignment.

Location of Project: Des Moines, WA

Project Title: Des Moines Marina Steps Change Order Request 07

Maximum Amount Payable Per Task Assignment: Time and Materials Not-to-Exceed \$100,000.00

Completion Date: May 31, 2025

Description of Work: Refer to Change Order Request #07 proposal for complete
description of work.

Agency Project Manager Signature: _____ Date: _____

Oral Authorization Date: _____ See Attachment Dated: _____

Consultant Signature: *Puja Kashyap* Puja Kashyap, Principal Date: 2025-01-31

Agency Approving Authority: _____ Date: _____



CHANGE ORDER REQUEST #07

DATE: January 31, 2025
JOB NUMBER: 2300235
CLIENT: City of Des Moines
PROJECT NAME: Des Moines Marina Steps

BACKGROUND

The City has requested to extend the design phase of the project in order to complete Value Engineering (VE). VE will occur in two parts – Pricing and Re-Design.

Additional fees totaling **\$100,000** are being requested under this change order request (COR) to fund the remainder of the VE Re-Design effort that could not be covered by the fee reallocations described in COR #06.

Refer to the below table for new fees being requested and Attachment A for a summary of the VE scope that applies to both COR #6 and COR #7.

SUMMARY OF REQUESTED FEES

Task	Fee per COR #06	Change per COR #07	New Fee per this COR #07
VE Pricing			
Civil	\$ 9,160.70	\$ -	\$ 9,160.70
PLACE	\$ 6,607.00	\$ -	\$ 6,607.00
VE Re-Design			
Civil	\$ 6,882.87	\$ 75,383.00	\$ 82,265.87
PLACE	\$ 5,000.00	\$ 24,617.00	\$ 29,617.00
TOTAL:	\$ 27,650.57	\$ 100,000.00	\$ 127,650.57

If this proposal meets with your approval, please sign below and return one copy for our files. If you have any questions regarding this proposal, please call me at (206) 660-5297.

Offered By KPFF, Inc.

Accepted by City of Des Moines

Puja Kashyap, PE
Principal

(Signature)

(Print Name/Title)



CHANGE ORDER REQUESTS (COR) #06 AND #07 KPFF SCOPE

KPFF SCOPE

KPFF's scope for Change Order Requests (COR) #06 and #07 are described below:

Value Engineering Pricing

- Develop a list of options for reduced or removed project scope.
- Develop quantity take-offs.
- Research product/material costs.
- Estimate the value of each reduced or removed scope item and estimate the value of any added cost for new scope associated with the value engineering change. Provide a net cost change.
- Coordinate with subconsultants and review all quantities and costs estimates.
- Coordinate with the City.

Value Engineering Redesign

- Incorporate selected Value Engineering scope into project design, including plans and specifications.
- Assemble new bid documents for release.
- Document and manage sheet changes.
- Coordinate with subconsultants and review design changes for consistency and completeness.
- Coordinate with the City.

Attachment A

12.11.2024

Via E-mail: Brandon.McNerney@kpff.com

Brandon McNerney

KPFF

1601 5th Avenue, Suite 1600

Seattle, WA, 98101

Re: Des Moines Marina Steps - VE Effort: Pricing and Redesign Documentation

Hello Brandon,

As a result of the recent bid results and subsequent VE brainstorm process, PLACE will assist KPFF in the VE effort to price, redesign, and document the project for rebid. We understand the process is two-fold, to establish the cost for VE items per the 12/11/2024 VE Matrix and once VE items are confirmed and the project is green-lighted for rebid, to complete redesign and documentation of the resultant project.

Overall VE Effort Scope:

VE Pricing

- Coordinate design diagram to confirm VE effort
- Develop quantity take-offs
- Research product/material costs
- Coordinate complex design item costs with KPFF
- Provide cost opinion for LA related items
- OAC meetings

Redesign and Documentation

- Incorporate selected VE items into project design
- Assess implications to project design intent
- Redesign with VE items and 'ripple' effects from VE changes
- Document and manage sheet changes
- Update Renderings
- OAC meetings

PLACE proposes a NTE fee range to address the variability in the potential redesign effort to be determined on selected VE items. Fee breakdown per subtask:

Fee:

VE Pricing Effort	\$ 6,607
Redesign Documentation	\$ 19,617 – 29,617

Total Proposed fee range: \$ 26,224 – \$36,224

We appreciate your partnership and collaboration.

Best regards,

PLACE



Phoebe Bogert | Principal



Mauricio Villarreal | Principal

PLACE
www.place.la

A G E N D A I T E M

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA


SUBJECT: Planning Commission/Planning Agency Discussion

FOR AGENDA OF: February 6, 2025


DEPT. OF ORIGIN: Community Development

DATE SUBMITTED: January 30, 2025

CLEARANCES:

- City Clerk _____
- Community Development 
- Courts _____
- Emergency Management _____
- Finance _____
- Human Resources _____
- Legal /s/ TG
- Marina _____
- Police _____
- Parks, Recreation & Senior Services _____
- Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

Purpose

The purpose of this agenda item is to have a discussion regarding formation of a Planning Commission.

Background

Planning Commission Definition:

Advisory body appointed by a governing body (City Council) that is responsible for directing the long-range growth and development of a jurisdiction through maintenance and implementation of the city's or county's general plans, rules and regulations.

Per RCW 35.63.030:

The ordinance creating the Planning Commission shall set forth the number of members to be appointed, not more than one-third may be ex officio members. The term of office for appointed members shall be designated from one to six years, to provide the fewest possible terms will expire in any one year. Thereafter, terms shall be four or six years.

Powers and Functions of Planning Commissions:

The Planning Commission provides citizen review and recommendations on planning-related matters. Planning Commissions do not typically exercise legal power to approve or deny developments. City Council has the final say on land use planning and development and establishes the overall “vision” for the community that informs policy. The Planning Commission acts in an advisory role and provides recommendations to the Council. The commission bridges the gap between public and government, as the seats are filled by local members of the community.

Planning Commissioners usually have some sort of land use, planning, urban design, development, or economic development background. The commission is typically appointed by the mayor and confirmed by City Council. A commission comprised of members with backgrounds on land use or development issues can allow for a more balanced and detailed review of planning-related matters. Commission meetings can be a forum for consistent community engagement, and are conducted as open public meetings, subject to all requirements of the Open Public Meeting Act. The commission functions as a buffer between council and public; members of the public can speak at Planning Commission meetings regarding projects, and engage with the review process at this level, before a public hearing or council decision. A Planning Commission can also have more objective reviews, with less political influence, as it does not have any legal power.

The Planning Commission typically holds public hearings and makes a recommendation to City Council for development related Municipal Code revisions, Zoning Map revisions, Comprehensive Plan revisions, Master Plans, Planned unit development, and Development Agreements.

Taking projects or code updates to Planning Commission can add to review times, as it requires another layer of review. Council’s first exposure to projects would be at the end of the planning process (post-commission review and forwarding of recommendation) instead of earlier in the process, which may extend the amount of time the council spends on a project or code update. There is also an additional administrative burden; added time and resources spent by staff to manage the commission. Typically Planning Department staff will act as the secretary/organizer/facilitator for the commission.

Neighboring Jurisdiction Planning Commission Info:

Jurisdiction	Number of Planning Commissioners	Term length	Mission Statement	Link
SeaTac	7, appointed by mayor and Council	3 years	to study and make recommendations to the City Council for adoption of long-range comprehensive plans, policies, programs and services related to land use, transportation and community facilities. The Commission also studies and makes recommendations to the Council on a variety of development regulations.	Seatacwa.gov

Kent	7, appointed by mayor and confirmed by council	3 years	*Land Use and Planning Board* responsibilities include holding workshops and public hearings on city codes and ordinances, comprehensive plan updates, and matters typically associated with long range planning functions; and making recommendations to the City Council via workshops and public hearings on City Code updates, development regulations, comprehensive plan updates and other long-term land use planning topics.	Kentwa.gov
Normandy Park	7, appointed	6 years	The Commission powers and duties are specified by Chapter 35A.63 of the Revised Code of Washington. These powers and duties are related to land use matters and long-range planning.	Normandyparkwa.gov
Tukwila	7, appointed by mayor and confirmed by council	4 years	The Planning Commission recommends amendments and modifications to the City's Comprehensive Plan and zoning code.	Tukwilawa.gov
Burien	7, appointed by mayor and confirmed by council	4 years	The purpose of the Planning Commission is to provide guidance and direction to the City Council on Burien's future growth through review, analysis, and recommendations regarding the City's Comprehensive Plan and related land use documents.	Burienwa.gov

Code Examples:

- City of Buckley [Municipal Code Chapter 2.33](#)
- City of Kirkland [Municipal Code Chapter 3.32](#)

References

MRSC. (2022). *Planning Commissions*. Retrieved from MRSC: <https://mrsc.org/explore-topics/planning/proceedings/planning-commissions>

Planetizen. (2024). *What is a Planning Commission*. Retrieved from Planetizen : <https://www.planetizen.com/definition/planning-commissions#:~:text=Planning%20commissions%20serve%20an%20advisory,infrastructure%20investments%2C%20among%20other%20duties.>

Discussion

A majority of cities in Washington have some form of Planning Commission. There are cities like Des Moines who do not, but it is rare for a city of our size to not have a Planning Commission.

After review of Council minutes from the last two years below is a list of items that would typically have gone to a Planning Commission/planning agency for recommendation:

- Housing Action Plan

- Ordinance 23-042 Proposed Land Use and Text code amendments for the Business Park Moratorium Area
- Des Moines Creek Business Park West Master Plan (remanded to Hearing examiner by Council)
- Ordinance 24-018 The Saddlebrook Site Specific Zoning Map Amendment

Items on the Community Development Work Program for the next year that would go to a Planning Commission/Planning Agency for recommendation to Council:

- DMMC Middle Housing Ordinance
- DMMC Accessory Dwelling Unit Ordinance
- 2024 Comprehensive Plan Periodic Update
- DMMC Code Clean-Up

Des Moines Planning Agency History

Dissolved by Council 2013

The Planning Agency consisted of seven members with staggered four year terms. Members were appointed by the Mayor and confirmed by a majority of the Councilmembers.

The Planning Agency provided an advisory role to the City Council. They held public hearings and provided public meeting facilitation. Members of the Planning Agency were representatives on stakeholder committees. They meet on average four or five times annually. During the meeting discussing the dissolution of the Planning Agency, Councilmembers commented that the Council doesn't make a decision based on Planning Agency recommendation and that the Planning Agency is just an unnecessary redundancy. It was also mentioned that agency members felt that they were not needed, and that Council did not accept their work. Additionally, in the years leading up to the Planning agency dissolution there were issues finding members to serve. In 2011 there were five vacancies, of which staff were only able to find applicants for three of them.

Alternatives

1. The City Council may direct staff to start preparation needed for the establishment of a Planning Commission or Planning Agency.
2. The City Council may continue this Agenda Item and request that staff provide additional information.
3. The City Council may determine not move forward with the establishment of a Planning Commission or Planning Agency.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL
City of Des Moines, WA

SUBJECT: Airport Advisory Committee

FOR AGENDA OF: February 6, 2025

ATTACHMENTS:
1. None

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: January 31, 2025

- CLEARANCES:
- City Clerk _____
 - Community Development _____
 - Courts _____
 - Finance _____
 - Human Resources _____
 - Legal /s/ TG _____
 - Marina _____
 - Police _____
 - Parks, Recreation & Senior Services _____
 - Public Works _____

APPROVED BY CITY MANAGER
FOR SUBMITTAL: *Katherine Coffey*

Purpose and Recommendation

The purpose of this agenda item is for the Council to consider establishing an Airport Committee that will advise the Council on matters requiring decisions and/or actions related to airport issues.

Suggested Motion

Motion: "I move that the City Council approve the formation of the Airport Advisory Committee as outlined in the agenda item."

Background

The City Council voted unanimously at the October 24, 2024 meeting to establish an Airport Committee. The Committee will provide recommendations to the City Council regarding airport-related issues. This Committee will be tasked with evaluating key topics, ensuring community involvement, and advising the Council on decision-making processes related to the airport.

Discussion

Based on the initial discussion, the following is a draft for consideration by the City Council regarding this item at the February 6, 2025 meeting.

1. **Committee Purpose:** The Committee shall serve in an advisory capacity to the City Council, providing recommendations and advice on the following topics related to airport matters:
 - Examination of the SAMP (Sustainable Airport Master Plan) timeline and responses to the process
 - Formation of an Interlocal Agreement (ILA) with airport partners and the extent of interaction with those partners
 - Selection and contracting of a consultant to assist with relevant projects
 - The role of the City of Des Moines on the StART (Seattle-Tacoma Airport Roundtable) Committee
 - Recommendations for the Des Moines strategy with the Port of Seattle
2. **Committee Composition:** The Committee will be permanent and will meet at least quarterly to assess airport-related issues.
 - The Committee should consist of ____ *participants*.
 - A minimum of **3 members**
 - Participants must:
 - Be a resident of the City of Des Moines
 - Have a reasonable understanding of airport-related issues, or willingness to learn as necessary
 - Include at least **one** Councilmember as a member
 - Reflect and represent community advocacy organizations and/or relevant groups in the community
3. **Committee Leadership:**
 - The Committee will choose its own Chairperson. The Chair should encourage collaboration and participation, with a directive role. The Chair shall establish the agenda for the meetings.
4. **Work Plan and Responsibilities:**
 - The Committee will be responsible for:
 - Receiving assignments and tasks as directed by the City Council.
 - Develop a work plan that includes recommended tasks and research subjects. This plan will be submitted to the Council for approval or direction.
5. **Reporting:**
 - The Committee shall provide a report to the City Council after each meeting, ensuring transparent communication and regular updates on the progress of the work plan and any advisory recommendations.
6. **Role of Staff Liaison:**
 - A City staff member shall serve as the liaison to the Committee and be a non-voting member.

Alternatives

The Council elects to not form a Committee or elects to form one with a different structure, responsibilities or guidelines than outlined above.

Financial Impact

The financial impact, if any, will be addressed as the Committee is formed and begins its work, with further budget discussions to be brought before the Council as needed.

Recommendation

Staff recommends approval of the formation of the Airport Advisory Committee with the structure, responsibilities, and guidelines outlined above.