

City of SeaTac

Council Study Session Minutes Synopsis

January 28, 2014
4:00 PM

City Hall
Council Chambers

CALL TO ORDER: The SeaTac City Council Study Session (CSS) was called to order by Mayor Mia Gregerson at 4:02 p.m.

COUNCIL PRESENT: Mayor Mia Gregerson, Deputy Mayor Anthony (Tony) Anderson, Councilmembers (CMs) Barry Ladenburg, Kathryn Campbell, Terry Anderson, Dave Bush, and Pam Fernald.

STAFF PRESENT: City Manager Todd Cutts, City Attorney Mary Mirante Bartolo, City Clerk Kristina Gregg, Assistant City Manager (ACM) Gwen Voelpel, Public Works (PW) Director Tom Gut, City Engineer Susan Sanderson, Assistant City Engineer Florendo Cabudol, Community & Economic Development (CED) Director Joe Scorcio, Planning Manager Steve Pilcher, Senior Planner Kate Kaehny, Economic Development (ED) Manager Jeff Robinson, and Police Chief Lisa Mulligan.

PUBLIC COMMENTS (related to the agenda items listed below): Vicki Lockwood spoke against Agenda Bill #3572.

Agenda Bill #3572; A Motion authorizing the City Manager to enter into an agreement with Integris Performance Advisors for Organizational Alignment and Continuous Quality Improvement Consultation

Summary: This Motion authorizes the City Manager to enter into an agreement with Integris Performance Advisors for consultation related to organizational alignment coordination, strategic management system development and process improvement facilitation through December 31, 2016, in an amount not to exceed \$124,000.

The City of SeaTac is committed to developing tools and processes to more closely align the work of staff with the needs of the customer. The City is also interested in being able to better quantify how the City is reaching its goals through a strategic management system that includes relevant performance measures. Additionally, the City staff would benefit from receiving assistance to reduce or eliminate waste by streamlining processes.

To that end, in late 2012 the City of SeaTac contracted with Integris Performance Advisors to assist with strategic planning, performance management and process improvement—colloquially named the “Align and Improve” effort. Since, staff has updated the Council on several occasions regarding progress to date, which includes:

- Conducting the first Citywide employee survey and follow-up focus groups
- Creating a Citywide “road map” to include an organizational mission, values, 3-5 year goals, initiatives to help achieve those goals
- Creating a “dashboard” of Citywide measures for two years and five years to monitor achievement of the 3-5 year goals
- Training City staff on Lean Six Sigma tools and phases including half-day workshops offered to all employees and more intense training/mentoring on a smaller scale to build bench strength
- Facilitating four process improvement projects—right-of-way (ROW) permits, business licensing, job audits and the Council agenda preparation process

The work builds on the previous contracted work with Integris. Because the City is just beginning this journey and building comfort with the tools and processes, the City Manager has determined that Integris Performance Advisors is the best firm to assist the City of SeaTac going forward.

The new scope of work includes creating organizational alignment, developing a strategic management system and coordinating process improvement project:

SCOPE	DELIVERABLES	TIMELINE
Strategic management system	<ul style="list-style-type: none"> • “Road map” for each department tied to Citywide goals • Citywide finalized dashboard including standard review process • Updated departmental goals and departmental dashboards including missions, values, goals and performance measures • Workshop for up to 55 managers on “Five Dysfunctions of Team” • Recommendations and follow-up plan for supporting a high performance organization 	March-September 2014

Agenda Bill #3572 (continued):

SCOPE	DELIVERABLES	TIMELINE
Process improvement/ Lean Six Sigma	<ul style="list-style-type: none"> • Train City employees on Lean Six Sigma • Mentor internal resources to build internal bench-strength for training and facilitation of events • Achieve Project Results as defined by the project problem and scope • Develop communication channels for Lean Six Sigma at the City 	June 2014 - June 2015

The ultimate goal of this effort is to create in-house capacity to lead future strategic management system and process improvement efforts, thus reducing or eliminating the need for outside assistance. In each phase, staff will be trained, coached and mentored to take on greater roles.

\$124,000 is included in the 2013-2014 General Fund Budget for this contract.

City Manager Cutts and ACM Voelpel reviewed the agenda bill summary and the Align and Improve efforts (current and future).

Council discussion ensued regarding the process and funding.

Council consensus: Refer this to the 02/11/14 RCM Consent Agenda

Agenda Bill #3575; A Motion authorizing the City Manager to execute an agreement with the Washington State Department of Ecology (DOE) for a \$200,000 Integrated Planning Grant (IPG)

Summary: In April, 2013, the City Council authorized the execution of a Purchase and Sale Agreement with a one-year due diligence period for acquisition of property in the South 154th Street Station Area. This property will add to the current land assemblage that includes the SeaTac Center, and increases the City’s ability to guide the future transit-oriented development (TOD) of this portion of the South 154th Street Station Area. This IPG will allow the City to complete the due diligence of the property, assist in the analysis of future market opportunities, and help plan for the eventual redevelopment of the area. The completion of the environmental aspects of this due diligence process will create a pathway to finalizing the acquisition of the site if the Council deems appropriate, and will allow the City to enter into a plan of action with the State that makes available future grant funds for mitigation. These grant funds are from the State’s Local Toxic Controls Account and require no match of any kind from the City.

The work tasks associated with this grant are:

1. Site Characterization, including:
 - Negotiation of a work plan with Ecology to characterize the nature and extent of contamination on the Property;
 - Targeted on- and off-site sampling to fill in data gaps from the previous Phase II Environmental Site Assessment investigation to better characterize the nature and extent of contamination;
 - Analysis of sampling results and review with Ecology;
 - Additional sampling, if needed, to fill data gaps to develop a complete understanding of contamination and to identify the affected area, if feasible; and
 - Development of cleanup alternatives that align with redevelopment plans and cost estimates for remediation.
2. Screening of Cleanup Options: This phase includes developing potential options for the cleanup of the contaminated site. The remediation options will be designed to support the future use of the site. Opportunities for cost savings and efficiencies between cleanup and redevelopment will be identified. This study will provide the City with planning level order-of-magnitude cleanup cost estimates and position the site for cleanup funding.
3. Redevelopment Planning / Development Strategy: This includes a market assessment to update and refine an understanding of market demand for the TOD project. This market information will support the City in creating a strategy that will consider alternatives for soliciting developers. This might include development of an RFP process, a recommended structure for a potential public-private partnership, consideration of tools such as development agreements, and information about whether to lease or sell the property. The final strategy will provide the appropriate balance of development risk between meeting the City’s goals and targeting market responsiveness.

Agenda Bill #3575 (continued):

4. Site Design: The site design process will include integrating the environmental remedy into the 2006 Station Area Plan, molding aspects of the development so as to accommodate long-term cleanup objectives. The design process will incorporate a risk assessment and strategy, as well as recommendations for engineered and institutional controls.
5. Implementation Strategy: This will include providing a pathway for achieving regulatory closure, managing risk, and financing cleanup and redevelopment. The report will articulate a risk management strategy, including approaches for phased development, and will provide the City with the tools necessary to engage developers and position the property for redevelopment.

The City will receive \$200,000 from DOE to contract for additional services to complete due diligence activities in the South 154th Station Area.

ED Manager Robinson reviewed the agenda bill summary.

Council discussion ensued regarding the grant.

Council consensus: Refer this to the 02/11/14 RCM Consent Agenda

PRESENTATIONS – INFORMATIONAL ONLY:

● Angle Lake Station Area Plan: First Project Update

CED Director Scorcio introduced Senior Planner Kaehny, Seattle Children's Principal Investigator Brian Saelens, and Public Health Seattle & King County Healthy Community Planning Program Manager Julie West.

He provided background on the project which implements 2013 Council goals, is funded jointly through City and Community Transformation Grants (CTG). He also reviewed the City preliminary station area planning work that began in the spring of 2013.

Ms. Kaehny reiterated the project goal which is to create a community supported plan that will guide the redevelopment of the station area into a transit-oriented community.

The project scope of work includes: robust community engagement process, pedestrian and bicycle connectivity study, community supported vision for station area, urban design framework, and implementation strategy.

The Planning Commission (PC) will receive a monthly briefing and the City Council will receive a briefing every other month through September.

Mr. Saelens discussed the following: (1) problem of physical inactivity, (2) why look at built environment, (3) local evidence about built environment and physical activity, and (4) other benefits of including a planning approach to physical activity.

Council discussion ensued regarding the presentation.

● Public Safety Statistics

Police Chief Mulligan commented on the following: (1) "The Problem Location Work Group" has been formed to identify problem locations in the City that have for long periods of time been at the top of the list for responses. The group is made up of Police, Legal, and Code Enforcement representatives. About the same time the group was being formed, a group presented a petition to the City Council about a neighborhood problem (an apartment complex in the 19200 block of 11th Avenue South). She updated Council on that property and steps they are taking to improve the complex. Council discussion ensued regarding this property; (2) pursuit that occurred on January 25; (3) January 30 – 7:30 p.m., Community Safety Meeting scheduled; and (4) planning for Seahawks return.

Council discussion ensued regarding the Seahawks send-off.

RECESSED: Mayor Gregerson recessed the Council Study Session (CSS) to an Executive Session on (1) Pending Litigation, (2) 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, and (3) To consider the sale of property for a total of 30 minutes at 5:47 p.m.

EXECUTIVE SESSION: Pending Litigation (RCW 42.30.110 [1][i] (5 minutes) / 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] (15 minutes) / To consider the Sale of Property (RCW 42.30.110 [1][c] (10 minutes) (total: 30 minutes)

EXECUTIVE SESSION (continued): City Manager Cutts, City Attorney Mirante Bartolo, Public Works Director Tom Gut, and Assistant City Engineer Florendo Cabudol were in attendance.

City Clerk Gregg announced that Council requested five additional minutes at 6:15 p.m., and eight more minutes at 6:20 p.m.

RECONVENED: Mayor Gregerson reconvened the meeting at 6:29 p.m.

ADJOURNED: Mayor Gregerson adjourned the CSS at 6:30 p.m.