

COUNCIL AGENDA SYNOPSIS



-----Initials-----			
Meeting Date	Prepared by	Mayor's review	Council review
02/27/17	CO		

ITEM No.

4.B.

ITEM INFORMATION

STAFF SPONSOR: RACHEL BIANCHI		ORIGINAL AGENDA DATE: 2/27/17	
AGENDA ITEM TITLE Public Safety Plan Facilities Draft Siting Criteria			
CATEGORY <input checked="" type="checkbox"/> Discussion Mtg Date 02/27/17	<input type="checkbox"/> Motion Mtg Date	<input type="checkbox"/> Resolution Mtg Date	<input type="checkbox"/> Ordinance Mtg Date
<input type="checkbox"/> Bid Award Mtg Date	<input type="checkbox"/> Public Hearing Mtg Date	<input type="checkbox"/> Other Mtg Date	
SPONSOR <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> HR <input type="checkbox"/> DCD <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> TS <input type="checkbox"/> P&R <input type="checkbox"/> Police <input type="checkbox"/> PW <input type="checkbox"/> Court			
SPONSOR'S SUMMARY The Council is asked to provide feedback on the draft criteria prior to the Open House on March 18, 2017.			
REVIEWED BY <input type="checkbox"/> C.O.W. Mtg. <input type="checkbox"/> CDN Comm <input type="checkbox"/> Finance Comm. <input checked="" type="checkbox"/> Public Safety Comm. <input type="checkbox"/> Trans & Infrastructure <input type="checkbox"/> Arts Comm. <input type="checkbox"/> Parks Comm. <input type="checkbox"/> Planning Comm. DATE: 2/21/17 COMMITTEE CHAIR: MCLEOD			
RECOMMENDATIONS: SPONSOR/ADMIN. Communications Division COMMITTEE Unanimous Approval; Forward to C.O.W.			
COST IMPACT / FUND SOURCE			
EXPENDITURE REQUIRED \$	AMOUNT BUDGETED \$	APPROPRIATION REQUIRED \$	
Fund Source:			
Comments:			
MTG. DATE	RECORD OF COUNCIL ACTION		
02/27/17			
MTG. DATE	ATTACHMENTS		
02/27/17	informational Memorandum dated 02/15/17		
	Shiels Obletz Johnsen Memo, updated after PS Com. in strike-thru underlined format		
	Siting Criteria Matrix, updated after PS Committee		
	Minutes from the Public Safety Committee meeting of 2/21/17		



INFORMATIONAL MEMORANDUM

TO: Public Safety Committee

FROM: Rachel Bianchi, Communications and Government Relations Manager

CC: Mayor Ekberg

DATE: February 15, 2017

SUBJECT: Public Safety Plan facilities draft siting criteria

ISSUE

As the City continues to implement the Public Safety Plan the Council must ultimately approve the siting criteria for the various facilities listed in the plan. Prior to Council approval, the City wishes to share the draft criteria with the public for their feedback. As presented in the Public Involvement Plan to Council on Monday, February 13, 2017, the open house on Saturday, March 18 will initiate such outreach. As such, staff wishes to have Council feedback on the draft criteria prior to the open house.

The Council will have additional opportunities to refine the draft criteria once feedback from the community on the draft criteria has been received. Staff will then present Council with an overview of that feedback and ultimately Council will approve the final criteria.

BACKGROUND

Based on the work done to date, interviews with key staff and their own expertise, the City's Project Management consultants, Shiels Oblatz Johnsen prepared the attached memo and criteria matrix for Council review.

RECOMMENDATION

The Committee is asked to provide feedback to staff on the draft criteria and forward the matter to the Committee of the Whole meeting on February 27, 2017, which is the last Committee of the Whole meeting prior to the Open House. The Council will have additional opportunities to refine the criteria after the public outreach and before finalizing the document.

ATTACHMENTS

Shiels Oblatz Johnsen Memo
Siting Criteria Matrix

M E M O R A N D U M

TO: Tukwila City Council

CC: Tukwila Mayor Allan Ekberg

FROM: D.J. Baxter
Shiels Obletz Johnsen

DATE: February 27, 2017

SUBJECT: DRAFT Site Selection Criteria for Public Safety Plan Facilities

Building upon the previous work that the City of Tukwila has done, SOJ has begun to hone a set of screening criteria to guide the selection and purchase of properties to house Tukwila's new public safety facilities. Previous work through the multi-year Facilities Needs Assessment study, as well as public input gathered at three open houses held last summer on siting these facilities, has informed this draft screening criteria.

In November of 2014, the City Council was presented with the following seven criteria for evaluating facility alternatives, which served as the guiding principles for the development of the facilities recommendation associated with the Public Safety Plan. These criteria remain relevant today and are incorporated into our overall siting effort. They include, in order of priority determined by the facilities committee:

- Benefit to **Public Safety**
- Commitment to **Customer Service**
- Ensuring the **Efficient Delivery of Customer Service**
- Containing **Development Costs**
- Mindfulness of **Ongoing Operations Expenses**
- Importance of **Location**
- Significance of **Flexibility**

The Council's Public Safety Committee recently recommended the clarification that, among other things, "Containing Development Costs" should include ensuring that the city can deliver all of the promised facilities within the agreed-upon budget. No site or facility should be allowed to jeopardize the City's ability to fund all of the facilities contemplated in the Public Safety Plan. In

addition, during the public engagement process held prior to the Council's decision to place the Public Safety Bond on the ballot, participants and in-person and on-line open houses were asked to provide their feedback on siting considerations for both the Justice Center and Public Works facilities. Because siting fire stations is a data-driven process focused on ensuring equitable response times across the City, the focus was kept on the Justice Center and Public Works facility. Below is a list of the public's priorities, in order, associated with siting these two facilities:

Justice Center

- i. Expandability to accommodate future needs
- ii. Security for the public and the staff
- iii. Nearby transit access
- iv. Opportunity to enhance a neighborhood
- v. Cost of the overall facility
- vi. Sustainability/environmental concerns

Public Works Facility

- i. Expandability to accommodate future needs
- ii. Sustainability/environmental concerns
- iii. Opportunity to enhance a neighborhood
- iv. Central location
- v. Access to new public spaces
- vi. Facilities sharing a site

All of this preliminary work has gone into the development of the draft siting criteria for these facilities. The next step is to share the draft criteria with the public to get their feedback prior to the Council approving the final criteria. Once approved by the City Council, these criteria will enable city staff to compare the attributes of various potential properties, and ensure that selected sites meet the city's operational requirements and maximize conformity with the city's policy objectives and the desires of the general public. While existing City-owned sites will be evaluated, such as the Newporter site and existing City Hall campus, it is critical that the sites ultimately selected meet the criteria developed for each facility. The criteria are divided into three categories:

1. **Operational requirements**, as developed by the city staff who will be using the new facilities;
2. **Policy objectives or guidance**, as expressed in the city's adopted plans and input from the city council; and
3. **Public and neighborhood desires**, which will be gathered from a robust public engagement effort led by the SOJ team.

This memo articulates and describes the criteria developed to date for the Justice Center, and two fire stations (station 51's location has already been determined), and preliminary criteria for the Public Works facility to be built pursuant to the city's Public Safety Plan and Bond.

To identify the operational requirements of the Justice Center and the Fire Stations, SOJ developed a list of questions and issues for consideration by the city's professional staff. SOJ interviewed the

Police Chief, the Court Administrator, and the Fire Chief to ensure a complete understanding of any operational requirements for these facilities that might bear on site selection. The preliminary siting criteria for the Public Works facility have been previously developed and are fairly comprehensive, though additional staff interviews are scheduled in the near future. Many of the city's operational requirements occur within the proposed facility, and bear more directly on the design of the new building. Those requirements will be addressed by the selected architects, in close coordination with the city staff.

Some operational requirements, however, directly influence the selection of an appropriate site for one of the new facilities. The criteria discussed in this memo and the attached scoring matrix focus on those considerations that would affect the size, configuration, or location of an appropriate parcel for each facility.

Building on the Facilities Needs Assessment, community input to date, SOJ's understanding of the typical needs of a Justice Center and Fire Stations, and our interviews with city staff, we have developed the following screening criteria for each of the facilities. The preliminary siting criteria for the Public Works facility have been previously developed and are also included below. Again, these criteria relate only to the requirements needed for each facility to serve its intended function, in essence, the "must have" features as they relate to siting. Additional discussions on programming will come at a later date. The city's policy guidance and additional desires of the public will be added at later dates, after discussions with the City Council, and after the next round of public outreach.

As possible sites for each facility are identified, SOJ, city staff, and the city's real estate broker will use the final approved criteria to evaluate and select sites for further consideration. Upon selection of a "short list" of options, the team will bring properties to the Mayor and City Council for consideration.

Below is a list of the proposed criteria for operational requirements, along with descriptions, where needed. These criteria also form the basis for the attached scoring matrix, where sites can be compared side-by-side to evaluate their relative merits.

Justice Center:

The Justice Center will provide a new headquarters for the Tukwila Police Department and Court facilities for the City Courts. The Police Department currently has its offices and needed facilities spread among several buildings, and suffers significant inefficiencies as a result. The new Justice Center provides the opportunity to consolidate a wide array of police needs to better serve the Tukwila community, including administration and office space, evidence storage, booking, holding cells, equipment storage (both indoor and outdoor), and secure parking for police vehicles and equipment. The Justice Center will also serve as the City's Emergency Operations Center (EOC) during a disaster or other event, and therefore must be fully survivable, include off-grid power and communications, and have multiple access points for vehicles.

The Courts portion of the Justice Center will include new office and administration spaces, a new courtroom, meeting rooms for attorneys and defendants, a secure private entrance for court staff

that is separate from the Police entrance, and secure parking for court staff. Court staff and police both report a need for a 50-person meeting room, with flexible seating configurations, that could be available for city or community functions.

The Justice Center will be a significant multi-use facility, which will require a large, specialized building and large amounts of public and secured private parking. Given the levels of daily activity on this site and the needed access for the public, the location must have easy access to high-frequency public transit, and be easy to access by car, transit, and on foot. This level of activity also presents an opportunity for the building to positively transform a neighborhood and act as a catalyst for other nearby investment. Site selection should consider opportunities for surrounding private investment, as well as the availability of additional adjacent parcels to accommodate future growth.

1. City Operational Requirements

a. Police Requirements

i. Building Footprint and Requirements

Many of the Police Department's operational requirements relate to the interior of the building, and those will be addressed by the architecture team during the programming and design process. Some of these interior considerations, however, will bear on the site itself. Naturally, the building's footprint and massing will influence the appropriateness of a site, and its need for basement space, and how that space is used will make soil conditions and water table issues relevant. This criterion will try to encapsulate all site-related considerations that emanate from the size and configuration of the building itself. If the building footprint cannot fit on the potential site it would be automatically eliminated.

ii. Parking: Secure Parking for Police Vehicles

The Police Department needs secure space for approximately 80 vehicles during the day. These include staff vehicles and patrol cars.

iii. Parking: Secure Parking for Police Equipment

The Police Department also operates numerous specialized pieces of equipment, which also need secure parking. These vehicles need secure storage space and access to "shore power," to keep batteries charged.

iv. Parking: Evidence Vehicles (optional)

While most of the Police Department's evidence may be stored indoors in a secure evidence facility, vehicles themselves are often held as evidence. Therefore, a secure impound lot is required to ensure the preservation of evidence needed in the prosecution of crimes. This function is currently handled off-site, and may continue to be handled at a separate location. Having it co-located with the Justice Center would add convenience for the Police Department, but is not essential.

v. Outdoor Training Area

In order to accommodate the various programmatic needs of the Police Department,

a flexible outdoor area that could be used for training, gathering, and other uses will provide needed space while maximizing the development's flexibility.

vi. Emergency Operations Center (EOC): Space for Microwave Communications Equipment

Wireless communications is an essential component to daily operations, and becomes even more acutely needed during a disaster. Large transmitters and repeaters can sometimes be located on the roof of a building, but this will depend on space needs and building design. In the absence of a roof location, these would need to be located in a secure area on the ground, again affected the needed size and shape of the parcel.

vii. Emergency Operations Center (EOC): Seismic and Flood Plain

The location and geotechnical features – particularly soils – of the site will be essential considerations to ensure the EOC's ability to survive a large-scale natural disaster.

viii. Emergency Operations Center: Fuel Storage for Emergency Generator

An EOC facility will need to be able to continue operating for a prescribed period of time without access to the electrical grid. Therefore, all "survivable" facilities of this kind require backup electrical generators, which are typically powered by diesel fuel. Depending on the desired "off-grid" operating time, storage of the needed diesel fuel will require additional space and a secure location for the fuel tank.

ix. Access Points: Minimum of Two Streets

Because of the concentration of police vehicles at this site, the property selected must have access to more than one public street, to ensure that the blockage of one street cannot trap all of the police resources. Ideally, more access points would be available, but two are required, at a minimum.

x. Proximity of High Frequency Transit

For staff, visitors, and those interacting with the Police Department, access to the regional transit system will be essential. The site should be within a short walking distance (less than ¼ mile) from at least two bus routes with high frequency service. Location proximate to the LINK light rail station would also be a plus, but not required if the bus access and service levels are satisfactory.

b. Court Requirements:

i. Building Footprint and Requirements

Many of the Court's operational requirements relate to the interior of the building, and those will be addressed by the architecture team during the programming and design process. Some of these interior considerations, however, will bear on the site itself. Naturally, the building's footprint and massing will influence the appropriateness of a site, and its need for basement space, and how that space is used, will make soil conditions and water table issues relevant. This criterion will

try to encapsulate all site-related considerations that emanate from the size and configuration of the building itself. If the building footprint cannot fit on the potential site it would be automatically eliminated.

ii. Public Parking Needs: Approximately 150 spaces

On each of the three days per week when the court is in session (Monday, Wednesday, Thursday), the Court handles approximately 130 matters. Each of these will involve a varied group of participants, including the defendant, defense and prosecuting attorneys, family members, and witnesses for both sides. To accommodate these participants in each matter handled, the Justice Center will need public parking capacity for approximately 150 vehicles.

iii. Secure Parking for Staff & Judge: 10 spaces

Because the judge and court staff members handle criminal cases, a secure parking facility is essential for the safe arrival and departure of court staff. This means a parking area that is not accessible to the general public, and is physically connected to a secure entrance to the building. Court staff would prefer that this entrance be separate from the entrance used by police.

iv. Community/Meeting room for up to 50 people

The Justice Center will host a wide array of functions that will require a meeting room to accommodate approximately 50 people. Examples include classes, press briefings, community meetings, and disaster coordination. Ideally, such a room will have a flexible seating configuration, and have direct access to the outdoors, so it can be used during off-hours when the remainder of the building is closed. This space would be shared with the Police Department and could be used as a community space.

v. Proximity of High Frequency Transit

For staff, visitors, and those interacting with the Court, access to the regional transit system will be essential. The site should be within a short walking distance (less than ¼ mile) from at least two bus routes with high frequency service. Location proximate to the LINK light rail station would also be a plus, but not required if the bus access and service levels are satisfactory.

2. City Policy Requirements/Guidance:

- a. Benefit to Public Safety
- b. Commitment to Customer Service
- c. Ensuring the Efficient Delivery of Customer Service
- d. Containing Development Costs
- e. Mindfulness of Ongoing Operations Expenses
- f. Importance of Location
- g. Significance of Flexibility
- h. Catalytic Effect

The Justice Center will serve a large number of city staff members and the general public

on a daily basis. This facility has the ability to positively impact a neighborhood and serve as a transformational anchor development. As a center of civic activity, the Justice Center could catalyze private development nearby. Site selection should consider the availability and proximity of private investment opportunities that might enhance the positive effects of the Justice Center.

i. Opportunities for Future Growth and Expansion

Like all of the facilities being built with the Public Safety Bond, the Justice Center will need to serve the city's needs well into the future. Given the robust growth being experienced throughout the Seattle metropolitan area, the City of Tukwila's 30-year planning horizon should include realistic estimates of the city's growth opportunities. Site selection for the Justice Center should consider the ability of the site or nearby parcels to accommodate additional capacity as the city grows.

j. Location of Utilities and Infrastructure

Location will be influenced by the availability of surrounding utilities, as well as supporting infrastructure to ensure adequate provision of service to the facility.

k. Ongoing Operating Expenses

The City desires to contain ongoing operating expenses as a goal of the Public Safety Plan. Therefore, all sites shall be reviewed according to potential ongoing operating expenses.

l. Opportunities for Innovation

Site selection for each facility should consider any space or location needs that will enable Tukwila's staff to pursue accepted best practices, and to adopt innovative approaches to achieving efficiency and effectiveness in serving the public.

Fire Stations:

Selection of the sites for two new fire stations (52, and 54; the location of 51 has already been determined) will necessarily be a data-driven exercise, with the highest priority placed on providing the best possible response times in an equitable distribution to the entire city. The response time data will be generated by FACETS Consulting, a specialist in public safety and crisis response services. This information will be provided in the Spring of 2017, in the form of GIS polygons that identify geographic areas within which each station may be located to provide the needed response times. This information will take into account future growth, so that the city is adequately planning for the generational nature of these new facilities. Within those geographic areas, the selection criteria developed here, which are based on input from the Fire Department, the City Council, and the public, will provide further guidance to the site selection process. The evaluation of each potential site against a common set of criteria will enable the city to pursue properties that meet the core operational requirements for the fire stations and maximize each site's ability to also meet city policy objectives and the public's desires for the community.

1. City Operational Requirements

- a. Response Time – Location within Polygon
First and most important selection criterion for any of the fire station sites will be location within one of the recommended response time polygons.
- b. Parcel Size
The primary driver, after locations based on response time, will be parcel size and access. The parcel will need to be large enough to accommodate the station itself and pull-through equipment movements, with outdoor staging aprons for fire apparatus at both the entry and exit sides of the vehicle bays.
- c. Parking Needs
Each parcel will need to be able to accommodate vehicle parking for firefighters and public visitors, as well as some outdoor equipment storage, including the Fire Department's numerous special-purpose trailers and boats. Indoor storage will also be needed for specialized equipment.
- d. Multiple Vehicle Entry Points
Each site will also require multiple access points from at least two public streets.
- e. EOC Standards
While the EOC will be housed in the Justice Center, site conditions must also meet the standards of an Emergency Operations Center for soil and seismic stability, and location outside flood plain areas, to ensure the facility can continue to operate fully during a disaster. Each site must have a location for an emergency backup generator and associated fuel storage.
- f. Neighborhood Considerations
In some locations, adjacent property users may be sensitive to fire station operations. The Fire Department is able to modify its response operations to minimize evening disruptions for neighboring homes or businesses.
- g. Location of Utilities and Infrastructure
Location will be influenced by the availability of surrounding utilities, as well as supporting infrastructure to ensure adequate provision of service to the facility.
- h. Ongoing Operating Expenses
The City desires to contain ongoing operating expenses as a goal of the Public Safety Plan. Therefore, all sites shall be reviewed according to potential ongoing operating expenses.
- i. Opportunities for Innovation
Site selection for each facility should consider any space or location needs that will enable Tukwila's staff to pursue accepted best practices, and to adopt innovative approaches to achieving efficiency and effectiveness in serving the public.

Public Works Facility

Preliminary criteria for selecting the Public Works facility were developed through the Facilities Needs Assessment process previously undertaken by the City. This foundational work provides us with a significant understanding of what is needed for this facility.

1. City Operational Requirements

a. Building Footprint and Requirements

Many of Public Works operational requirements are already known and directly relate to the site's footprint. The Facilities Needs Assessment identified that a 10 to 15 acre site is needed, with a minimum of 8 to 10 acres of usable land, with areas for bin storage, covered vehicle storage, repair shop, offices, secure staff parking, public parking, maintenance shop, specialized equipment storage and outdoor storage for various materials.

b. Location

As an essential public facility and public safety response facility, the site must be located outside of the mapped floodplain and flood ways and outside of areas with soils prone to liquefaction. As an industrial facility, the siting process must be cognizant of zoning to ensure the facility is located in an appropriate area, such as a neighborhood zoned light industrial. As a single facility that serves the entire city, consideration must be given to the site allowing for efficient service delivery throughout Tukwila.

c. Reserve Power, Fuel Storage

The site must include area for backup power and fuel storage to ensure seamless delivery of service during an incident that may affect power and other utilities.

d. Expansion Capability

Siting considerations must take into account the ability for the facility to grow as the City's Public Works needs increase over time with additional development and residents.

e. Location of Utilities and Infrastructure

Location will be influenced by the availability of surrounding utilities, as well as supporting infrastructure to ensure adequate provision of service to the facility.

f. Ongoing Operating Expenses

The City desires to contain ongoing operating expenses as a goal of the Public Safety Plan. Therefore, all sites shall be reviewed according to potential ongoing operating expenses.

g. Opportunities for Innovation

Site selection for each facility should consider any space or location needs that will enable Tukwila's staff to pursue accepted best practices, and to adopt innovative approaches to achieving efficiency and effectiveness in serving the public.

Site Selection Criteria, v.3

Public Safety Plan Facilities
Justice Center Criteria

		Site Alternatives - Justice Center								
		#1	#2	#3	#4	#5	#6	#7	#8	#9
Site Address	For Illustration Only Example Site 3900 S Example Street									
EVALUATION CRITERIA - JUSTICE CENTER										
1. City Operational Requirements - Must Have		Scores for								
a. Police Requirements		Illustration								
i. Parcel accommodates building footprint & requirements		Only								
ii. Secure parking for 80 PD vehicles		2								
iii. Secure parking for PD equipment		9								
iv. Secure parking for evidence vehicles (optional)										
v. Outdoor training area		2								
vi. EOC Requirement: microwave communications equip		7								
vii. EOC Requirement: seismic, flood plain										
viii. EOC Req: fuel storage for emergency generator		7								
ix. Multiple access points, min 2 streets		7								
x. Proximity of high frequency transit		9								
b. Court Requirements										
i. Parcel accommodates building footprint & requirements										
ii. Public parking needs: 150 spaces										
iii. Secure parking for staff/judge: 10 spaces										
iv. Community/meeting room for 50, flex configuration										
v. High Frequency Transit - scored above		above	above	above	above	above	above	above	above	above
Subtotal out of possible 140:		43	0	0	0	0	0	0	0	0
2. City Policy Requirements/Guidance										
a. Benefit to Public Safety										
b. Commitment to Customer Service										
c. Ensuring the Efficient Delivery of Customer Service										
d. Containing Development Costs										
- Ensure ability to deliver all promised facilities										
e. Mindfulness of Ongoing Operations Expenses										
f. Importance of Location										
g. Significance of Flexibility										
h. Opportunity to catalyze private developments										
i. Opportunities for future expansion										
j. Location of utilities and infrastructure										
k. Ongoing operating expenses										
l. Opportunities for innovation										
Subtotal:		0	0	0	0	0	0	0	0	0
3. Public Desires										
i. Expandability to accommodate future needs										
ii. Security for the public and the staff										
iii. Nearby transit access										
iv. Opportunity to enhance a neighborhood										
v. Cost of the overall facility										
vi. Sustainability/environmental concerns										
Subtotal:		0	0	0	0	0	0	0	0	0
Total Score		43	0	0	0	0	0	0	0	0
4. Site Details										
a. Existing Building?		YES								
b. Parcel Size		120,000								
c. Building size		45,000								
d. Parking capacity - public		175								
e. Parking capacity - secure		20								
f. Walking distance to transit (feet)		675								
g. Transit frequency (every xx minutes)		15								
5. Costs										
a. Purchase Option - applied to purch price, not in total										
b. Purchase Price		\$5,699,000								
c. Due Diligence										
d. Site Modifications										
e. Building Modifications										
f. New Construction										
Total Costs		\$5,699,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Legend: 1-3 Unfavorable
4-6 Neutral
7-9 Favorable
10 Ideal

Site Selection Criteria, v.3

Public Safety Plan Facilities
Fire Station Criteria

Site Alternatives - Fire Stations						
	Station 52			Station 54		
	#1	#2	#3	#4	#5	#6
Site Address	For Illustration Only Example Site 3900 S Example Street					
EVALUATION CRITERIA - FIRE STATIONS						
1. City Operational Requirements - Must Have						
a. Location within Response Time Polygon	10					
b. Parcel Size	2					
c. Parking Needs	9					
d. Multiple Entry Points	10					
e. EOC Standards	2					
f. Neighborhood Considerations	7					
g. Location of utilities and infrastructure						
h. Ongoing operating expenses						
Subtotal out of possible 60:	40	0	0	0	0	0
2. City Policy Requirements/Guidance						
a. Benefit to Public Safety						
b. Commitment to Customer Service						
c. Ensuring the Efficient Delivery of Customer Service						
d. Containing Development Costs						
- Ensure ability to deliver all promised facilities						
e. Mindfulness of Ongoing Operations Expenses						
f. Importance of Location						
g. Significance of Flexibility						
h. Opportunities for innovation						
Subtotal:	0	0	0	0	0	0
3. Public Desires						
Subtotal:	0	0	0	0	0	0
Total Score	40	0	0	0	0	0
4. Site Details						
a. Parcel Size	43,560					
b. Building size	12,500					
c. Parking capacity - public	15					
d. Parking capacity - equipment	4					
5. Costs						
a. Purchase Option - applied to purch price, not in total						
b. Purchase Price	\$1,500,000					
c. Due Diligence						
d. Site Modifications						
e. Building Modifications						
f. New Construction						
Total Costs	\$1,500,000	\$0	\$0	\$0	\$0	\$0

Legend:

1-3	Unfavorable
4-6	Neutral
7-9	Favorable
10	Ideal

Site Selection Criteria, v.3

Public Safety Plan Facilities
Public Works Facility Criteria

Site Address	Site Alternatives - Public Works Facility					
	#1	#2	#3	#4	#5	#6
For Illustration Only Example Site 3900 S Example Street						
EVALUATION CRITERIA - PUBLIC WORKS FACILITY						
1. City Operational Requirements - Must Have						
a. Building footprint and requirements	10					
b. Location	2					
c. Reserve power, fuel storage	9					
d. Expansion capability	10					
e. Location of utilities and infrastructure	2					
f. Ongoing operating expenses	7					
Subtotal out of possible 60:	40	0	0	0	0	0
2. City Policy Requirements/Guidance						
a. Benefit to Public Safety						
b. Commitment to Customer Service						
c. Ensuring the Efficient Delivery of Customer Service						
d. Containing Development Costs						
- Ensure ability to deliver all promised facilities						
e. Mindfulness of Ongoing Operations Expenses						
f. Importance of Location						
g. Significance of Flexibility						
h. Opportunities for innovation						
Subtotal:	0	0	0	0	0	0
3. Public Desires						
i. Expandability to accommodate future needs						
ii. Sustainability/environmental concerns						
iii. Opportunity to enhance a neighborhood						
iv. Central location						
v. Access to new public spaces						
vi. Facilities sharing a site						
Subtotal:	0	0	0	0	0	0
Total Score	40	0	0	0	0	0
4. Site Details						
a. Parcel Size	225,000					
b. Building size	n/a					
c. Parking capacity - public	27					
d. Parking capacity - equipment	13					
5. Costs						
a. Purchase Option - applied to purch price, not in total						
b. Purchase Price	\$2,600,000					
c. Due Diligence						
d. Site Modifications						
e. Building Modifications						
f. New Construction						
Total Costs	\$2,600,000	\$0	\$0	\$0	\$0	\$0

Legend:	1-3	Unfavorable
	4-6	Neutral
	7-9	Favorable
	10	Ideal



City of Tukwila

City Council Public Safety Committee

PUBLIC SAFETY COMMITTEE

Meeting Minutes

February 21, 2017 – 5:30 p.m. – Hazelnut Conference Room – City Hall

Councilmembers: Thomas McLeod, Chair; Joe Duffie, De'Sean Quinn
Staff: David Cline, Chuck Woolley, Bob Giberson, Rachel Bianchi, Bruce Linton, Mike Villa, Jay Wittwer, Mark Dunlap, Laurel Humphrey
Guests: Carrie Holmes and D.J. Baxter, Shiels Oblatz Johnsen

CALL TO ORDER: Committee Chair McLeod called the meeting to order at 5:30 p.m.

I. ANNOUNCEMENT

II. BUSINESS AGENDA

A. Ordinance: Destruction of Forfeited Firearms

Staff is seeking Council approval of an ordinance that would amend Tukwila Municipal Code Section 8.11.030 to allow for used, out of warranty, or unserviceable firearms to be returned to the manufacturer through an authorized “buy back” program.” This would be in addition to destruction of firearms when appropriate, and the reduction in price due to the trade-in would result in cost savings to the city. The Committee was in favor of the proposal contingent on written clarity from the manufacturers regarding the disposition of the returned firearms, expressing concern about former City guns ending up in criminal scenarios. **UNANIMOUS APPROVAL PENDING REQUEST INFORMATION. FORWARD TO FEBRUARY 27, 2017 COMMITTEE OF THE WHOLE.**

B. Small Unmanned Aircraft Systems (UAS)

Staff updated the Committee on a new Police Department policy related to Unmanned Aircraft Systems (UAS) and requested to purchase equipment for a UAS pilot program in the amount of \$39,000. PD would like to pilot the use of UAS to enhance search and rescue, reconstruct crime scenes, respond to incidents, improve situational awareness and safety, and assess damage during disaster response. The PD policy addresses definitions, procedures, restrictions, reporting, recording, and privacy. The Committee asked clarifying questions and due to time restrictions requested that the item return for further discussion. **RETURN TO MARCH 6, 2017 PUBLIC SAFETY COMMITTEE.**

C. Public Safety Plan Draft Facilities Siting Criteria

Staff is seeking Council approval of the siting criteria to be used for the various facilities include in the Public Safety Plan. If approved by Council, the draft criteria will be shared with the public at the Open House to be held on March 18, 2017 at Station 54, 10:00 a.m. – 12 noon. Once feedback from the public is collected the Council will be asked to weigh in further and





ultimately adopt final criteria. The criteria is outlined in the memo from Shiels Oblatz Johnsen and formatted in matrices that will be used as scoring sheets for each potential site. Criteria include city operational requirements (including the affected departments), city policy requirements, public desires, site details, and costs. Councilmember Quinn requested the addition of “innovation” under city policy requirements and “containing development costs to ensure all facilities are built” under costs. **UNANIMOUS APPROVAL WITH REQUESTED ADDITIONS. FORWARD TO FEBRUARY 27, 2017 COMMITTEE OF THE WHOLE.**

D. Framework for Public Safety Plan Siting Advisory Committee

Staff is seeking Council approval of a framework for the Siting Advisory Committee associated with the Public Safety Plan. The Committee had previously recommended a framework to the Committee of the Whole, which sent it back to Committee for additional review. The revised draft is presented in Charter format and includes additional details on the committee’s responsibility, additional language regarding ethics and limitations, and updates the appointments to reflect three members to be appointed by Council and one by the Mayor. The Committee recommended that when the bylaws are developed by the Siting Advisory Committee they further address potential conflicts of interest. **UNANIMOUS APPROVAL. FORWARD TO FEBRUARY 27, 2017 COMMITTEE OF THE WHOLE.**

E. Format of Monthly Public Safety Plan Report to Council

Staff is seeking Council approval of a format for a monthly report to the Council on the Public Safety Plan. The proposal includes status updates, upcoming activities, and a rolling annual calendar. The report will be included in the agenda packet of the first Regular Meeting of every month in hopes of keeping Council well-informed throughout the complex projects. The Committee approved the format and Councilmember Duffie suggested minimizing the use of acronyms as this will be available to the public. **UNANIMOUS APPROVAL. FORWARD TO FEBRUARY 27, 2017 COMMITTEE OF THE WHOLE.**

F. 2016 4th Quarter Police Department Report

This item will be rescheduled to the March 6, 2017 Public Safety Committee meeting.

III. MISCELLANEOUS

Adjourned 6:46 p.m.

A handwritten signature in dark ink, appearing to be the initials 'JM' or similar, written in a cursive style.

Committee Chair Approval

Minutes by LH