

City of Tukwila

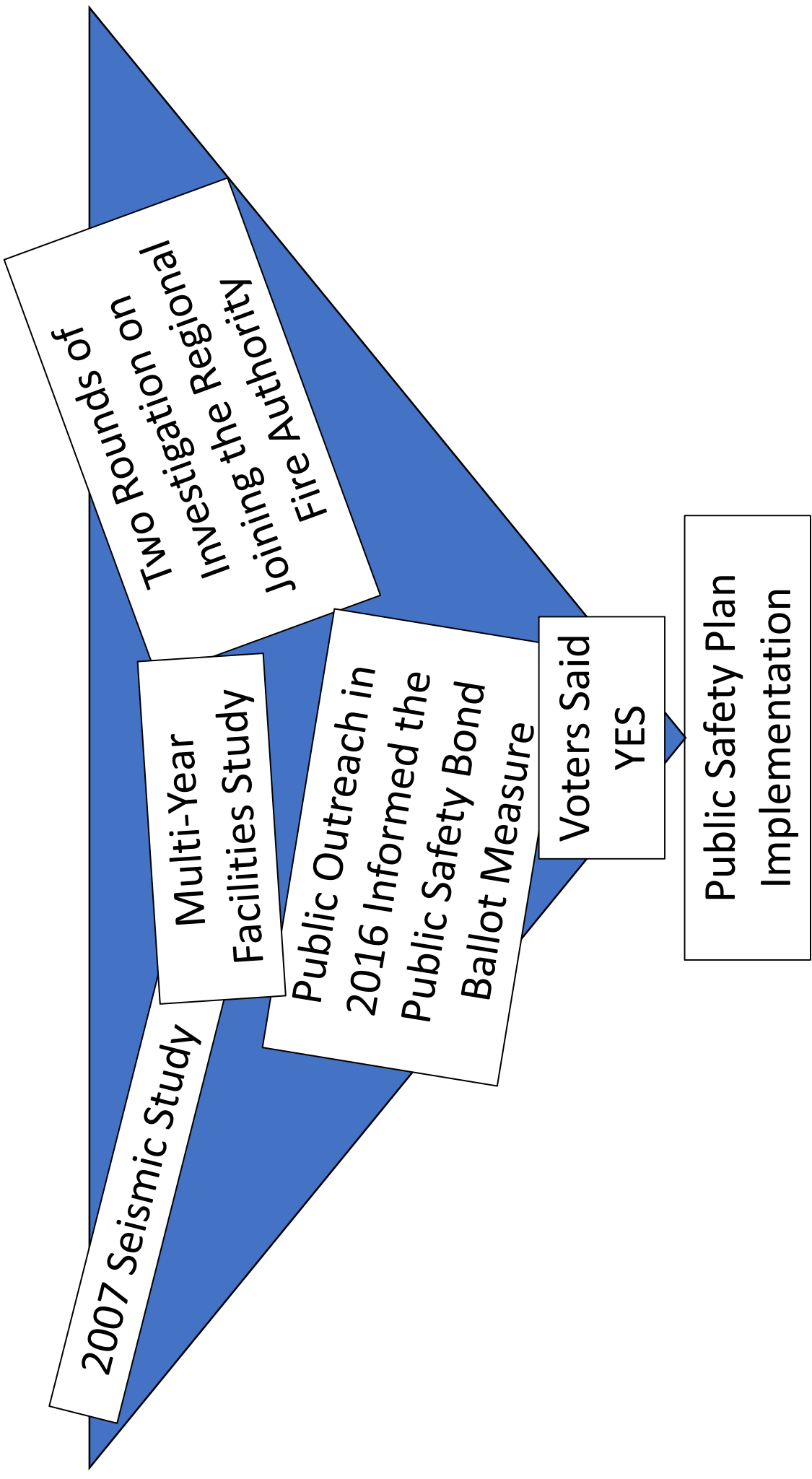
PUBLIC SAFETY PLAN



Introduction



How we got here...



What is the Public Safety Plan?



Three new fire stations

- Includes upgrades to stations most at risk of earthquake damage
- Provides equitable and improved response times
- Guarantees funding for equipment for 20 years



New Justice Center

- Houses the Tukwila Police Department and Municipal Court
- Provides modern facilities to allow better service
- Improves safety and efficiency by co-locating related functions



New consolidated shops facility

- Supports Public Works first responders
- Moves existing facilities out of flood plain
- Allows Public Works staff to better respond to public infrastructure needs



Funding the PSP

In November 2016, Tukwila voters approved a 20 year Public Safety Bond (\$77 million) to fund replacement of three Tukwila fire stations, fire equipment and apparatus, and a new Justice Center.

Facility/Equipment	Cost	Funding Source(s)
Fire Stations	\$24.4 million	Public Safety Bond; Fire Impact Fees
Fire Apparatus/Equipment	\$29.9 million	Public Safety Bond; Fire Impact Fees
Justice Center	\$28.6 million	Public Safety Bond
Public Works Shop	\$29.5 million	General Fund, Utility Fund
TOTAL	\$112.4 million	

Community Oversight



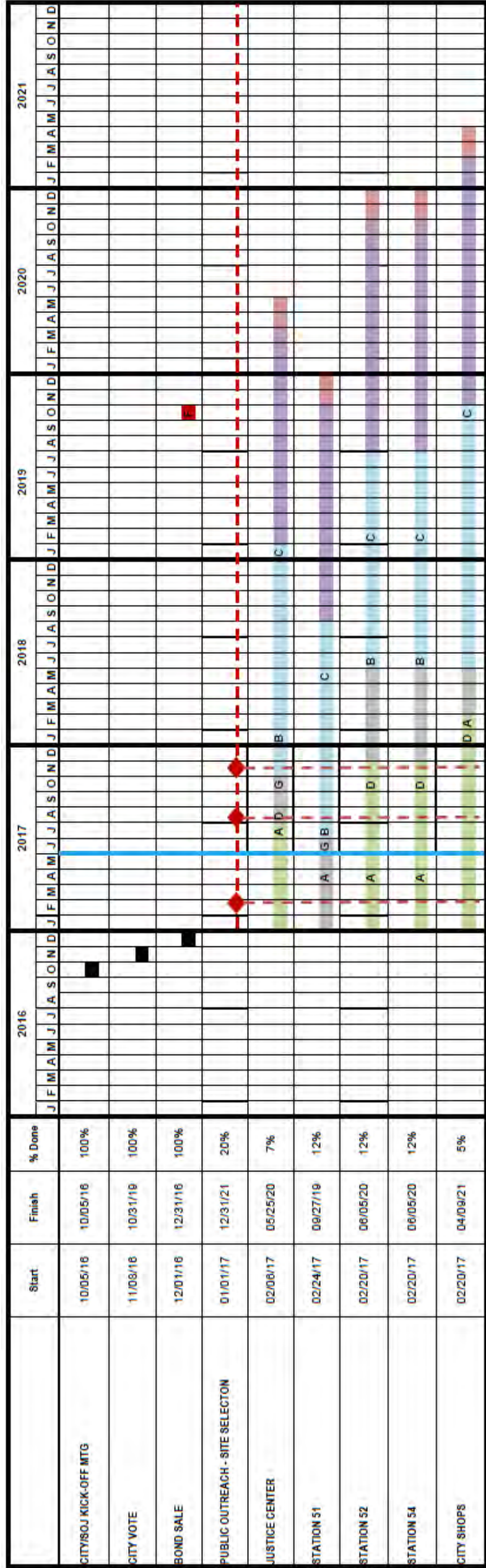
Financial Oversight Committee:

- Five members, appointed in March
- Review allocation of bond proceeds
- Review progress on achieving the purposes of the proposition
- Reports to Council and the public at least twice a year
- Resolution #1892

Siting Advisory Committee:

- Four community members; Two City Councilmembers; Public Works Director
- Provide and participate in public outreach strategies
- Ensure community feedback is incorporated when feasible
- Provide feedback on potential sites, siting process, and outcomes

Public Safety Plan Timeline



COUNCILMEMBER DECISIONS

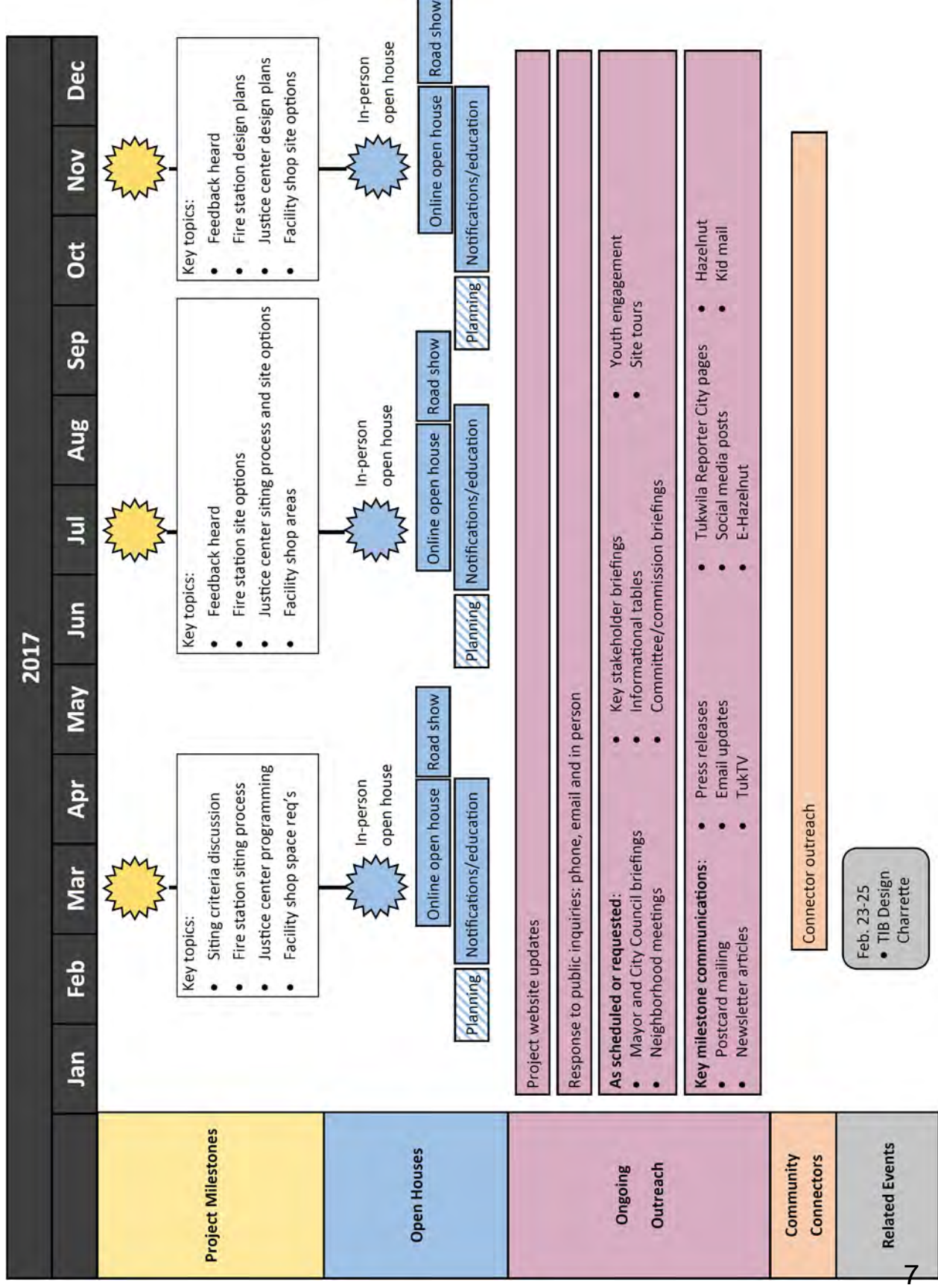
- (A) Architect Contract Approval
- (B) Contractor Pre-Con Contract
- (C) Contractor Construction Approval
- (D) Site Selection
- (E) Project Budget Changes
- (F) Bond Sale #2
- (G) GC/CM CPARB

completed
 public outreach

site selection
 program/site selection
 design and permitting
 bidding and construction
 move-in/occupancy



PSP General Outreach Schedule 2017

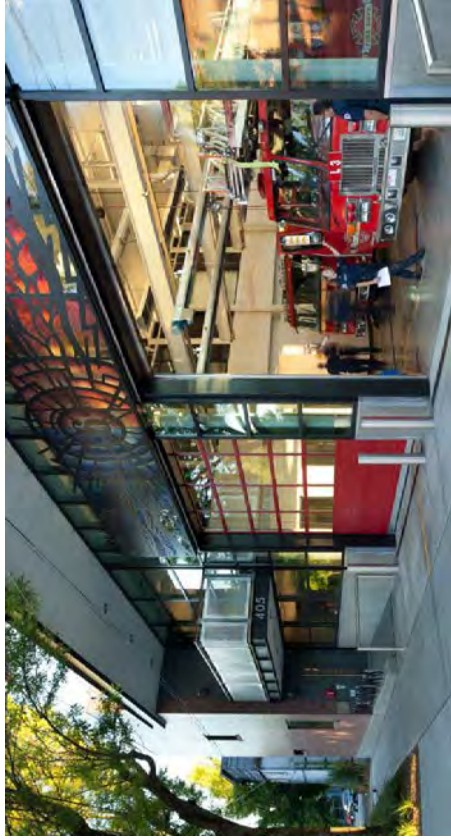


Feb. 23-25
• TIB Design Charrette

Implementation to Date



- **Architect for the Fire Stations**
 - Weinstein A + U <http://weinsteinau.com/>
 - Sub: TCA Architecture + Planning + Design <http://www.tca-inc.com/>
- **Real Estate Broker: Heartland** <http://heartlandllc.com/>
- **FACETS Fire Station Siting Study**
Expected completion early June
- **Outreach Efforts**
- **First Open House**
 - Implementation overview, timeline, and public feedback opportunities
 - March 18th Pancake Breakfast at Fire Station 54
 - 65 attendees
 - Post card was the most reported method of outreach
 - Two internal open houses for staff
 - Online Open House – 82 unique users
- Roadshow



Notification and Engagement Tools

- Project Website: www.tukwilawa.gov/public-safety-plan
- City Website Calendar
- Postcard: went to over 10,000 addresses on 3/2
- Posters: went to key gathering locations on 3/7
- Kid Mail: went home with elementary school kids on 3/9
- Tukwila Reporter: published in February and March
- Social Media: FB event, and multiple FB and Twitter posts
- E-Hazelnut: February and March
- Narrated Slideshow: English version 3/23, Spanish TBA
- Community Calendars: St. Thomas Parish



City of Tukwila
PUBLIC SAFETY PLAN

JOIN US FOR AN OPEN HOUSE!

- Learn about safety improvements
- Enjoy breakfast and kid-friendly activities
- Share your thoughts

Saturday, March 18
from 10:00 a.m. to noon
Tukwila Fire Station 54-4237 S 144th St,
Tukwila, WA 98168

- **FREE** pancake breakfast
- Parking available across the street at:
Foster High School
- Child care provided

Can't make it to the open house? Join us online!
TukwilaPublicSafetyPlan.Participate.Online

Questions? Contact us!
PublicSafetyPlan@TukwilaWA.gov
206-454-7566

City of Tukwila Public Safety Plan
10000 1st Avenue, Tukwila, WA 98168
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Residents recently approved a Public Safety Bond to ensure a safer Tukwila for generations to come. The bond pays for vital updates to safety facilities and equipment, organized under the Public Safety Plan.

Overview of Feedback from the Public



- **FIRE STATIONS—**
 - Make the fire stations easier to find using signage so that kids and community members can visit
 - Provide services such as community CPR and fire extinguisher trainings, as well as disaster prevention education programs
- **JUSTICE CENTER—**
 - Facilitate the work of community engagement and Neighborhood Watch programs by providing support and meeting space
 - Provide additional clarification at future open houses on how holding facilities will be incorporated into the Justice Center, including detail on the maximum number of detainees and the maximum length of time they could remain at the Justice Center
- **PUBLIC WORKS SHOP FACILITY—**
 - Partner with local schools to provide trainings to students and residents
 - Incorporate a radio room

Overview of Feedback from Staff



- **FIRE STATIONS**—
 - No new comments
- **JUSTICE CENTER**—
 - Provide additional clarification at future open houses on how holding facilities will be incorporated into the Justice Center, including detail on the maximum number of detainees and the maximum length of time they could remain at the Justice Center
 - Publicly available conference rooms; adequate number and size of meeting rooms
 - Major investments in technology
 - Host events
 - Training for youth
- **PUBLIC WORKS SHOP FACILITY**—
 - More resources are needed for the Sign Shop
 - Adequate parking
 - Updated technology and communication facilities, including email and computer access, and related training
 - Combine PW engineering staff with maintenance staff to have more efficient daily operation

Resources



- www.TukwilaWA.gov/Public-Safety-Plan
Check often – Frequent updates!
- Email us at PublicSafetyPlan@tukwilaWA.gov



TUKWILA PUBLIC SAFETY PLAN FACILITIES PLAN
Project Schedule

	2016			2017			2018			2019			2020			2021																							
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
CITY/SOJ KICK-OFF MTG																																							
CITY VOTE																																							
BOND SALE																																							
PUBLIC OUTREACH - SITE SELECTION																																							
JUSTICE CENTER																																							
STATION 51																																							
STATION 52																																							
STATION 54																																							
CITY SHOPS																																							

- site selection
- program/site selection
- design and permitting
- bidding and construction
- move-in/occupancy

- completed
- public outreach

- COUNCILMEMBER DECISIONS**
- (A)** Architect Contract Approval
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CITY OF TUKWILA PUBLIC SAFETY PLAN SITING ADVISORY COMMITTEE

Committee Roles and Responsibilities

- Meet regularly to review outreach efforts, provide advice on strategies and tactics for outreach, and key audiences.
- Participate in public outreach efforts such as town hall meetings, review feedback generated by the community and verify that major themes are being incorporated into siting decisions and facility plans.
- Provide City staff with feedback about the siting process and outcomes.
- Provide City staff with outreach advice, such as reviewing materials and identifying other groups to contact.
- Review potential sites and provide feedback.
- Arrange adequate time to carry out responsibility as a Committee member;
- Come to meetings prepared: Read all reports, proposals and documents distributed prior to meetings;
- Listen to other Committee members and communicate with respect and courtesy; and
- Participate in group discussion and decision making.
- Committee members are bound by Tukwila Municipal Code Chapter 2.95, Code of Ethics for Employees and Appointed Officials. Every Commission member must complete Ethics Training and sign an Ethics Training Certification Form within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first.
- Pursuant to RCW 42.30.205, every Commission member must complete training on the Open Public Meetings Act and sign an OPMA Training Certification Form within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first.
<http://www.atg.wa.gov/opengovernmenttraining.aspx>
- Every Commission member must complete training on the Public Records Act and sign a Public Records Training Certification Form within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first.
- Every Commission member must sign a Conflict of Interest Disclosure Form within 90 days of appointment and must sign a new Disclosure Form within 90 days of reappointment or every four years, whichever comes first. Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is being discussed and refrain from discussing or voting on the recommendation.
- The Committee shall report its findings and any recommendations for improvement to the City Council at least semi-annually. Any reports or recommendations shall be provided to the Council and the public in electronic format and posted on the City website. Hard copies shall be made available upon request at City Hall.

Tukwila Public Safety Bond Outreach Schedule

2017

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Project Milestones	<ul style="list-style-type: none"> • Siting criteria discussion • Fire station siting process • Justice center programming • Facility shop space req's 	<ul style="list-style-type: none"> • Feedback heard • Fire station site options • Justice center siting process and site options • Facility shop areas 	<ul style="list-style-type: none"> • Feedback heard • Fire station design plans • Justice center design plans • Facility shop site options
	<ul style="list-style-type: none"> • Online open house • Road show • Notifications/education • Planning 	<ul style="list-style-type: none"> • In-person open house • Road show • Notifications/education • Planning 	<ul style="list-style-type: none"> • In-person open house • Road show • Notifications/education • Planning
Open Houses	<ul style="list-style-type: none"> • Online open house • Road show • Notifications/education • Planning 	<ul style="list-style-type: none"> • In-person open house • Road show • Notifications/education • Planning 	<ul style="list-style-type: none"> • In-person open house • Road show • Notifications/education • Planning
Ongoing Outreach	<p>Project website updates</p> <p>Response to public inquiries: phone, email and in person</p> <p>As scheduled or requested:</p> <ul style="list-style-type: none"> • Mayor and City Council briefings • Neighborhood meetings • Key stakeholder briefings • Informational tables • Committee/commission briefings • Youth engagement • Site tours 	<p>Key milestone communications:</p> <ul style="list-style-type: none"> • Postcard mailing • Newsletter articles • Press releases • Email updates • TukTV • Tukwila Reporter City pages • Social media posts • E-Hazelnut • Hazelnut • Kid mail 	
Community Connectors	Connector outreach		
Related Events	<p>Feb. 23-25</p> <ul style="list-style-type: none"> • TIB Design Charrette 		

Public Safety Plan Siting Advisory Committee Bylaws

Article I. Authority and Name

The City of Tukwila created a Public Safety Plan Siting Advisory Committee to support the implementation of the Public Safety Plan, which has two general components:

Public Safety Bonds:

On the November 8, 2016 General Election, voters of Tukwila approved issuance of general obligation bonds not to exceed \$77,385,000 to pay for:

- Replacement of three seismically deficient fire stations (Stations 51, 52 and 54)
- Guaranteed funding for fire equipment and apparatus for the life of the 20-year bond
- Construction of a Justice Center to house the Tukwila Police Department and Municipal Court.

Public Works Shops Replacement:

The City's shops will be replaced by allocating an equal amount of funds from the General Fund and Enterprise Fund to cover the cost of constructing the new facility.

The City created a charter for the Committee, which was agreed to by consensus by the City Council and Mayor.

Article II. Purpose and Responsibilities

The Tukwila City Council and Administration share the common goal of ensuring robust community engagement regarding the siting of the facilities included in the Public Safety Plan. As such, the City has appointed and is staffing the Siting Advisory Committee to provide input and advice to City officials throughout the siting process, particularly with regard to the Justice Center.

While fire station locations are data-driven to ensure optimum response times, and while the Public Works facility will be constrained by acreage and zoning requirements, these facilities can also benefit from the Siting Advisory Committee.

It is important to note the distinction between the Siting Advisory Committee and the Public Safety Bond Financial Oversight Committee. Both are important efforts to ensure community oversight and review, but have distinct purposes and roles in this effort.

The Siting Advisory Committee's responsibilities are to:

- Meet regularly to review outreach efforts, provide advice on strategies and tactics for outreach, and key audiences.
- Participate in public outreach efforts such as town hall meetings, review feedback generated by the community and verify that major themes are being incorporated into siting decisions and facility plans.
- Provide City staff with feedback about the siting process and outcomes.

- Provide City staff with outreach advice, such as reviewing materials and identifying other groups to contact.
- Review potential sites and provide feedback to project team and the City Council.

Article III. Officers and Members

Commented [MN1]: Add term, appointment process, OPMA, OPRA, etc.

A. Officers

Officers shall be a Chair and a Vice-Chair; both appointed members of the Committee and voted into office by the Committee. In absence of both the Chair and the Vice-Chair members shall elect a Chair pro tem. A Councilmember may not serve as Chair or Vice Chair.

B. Duties of the Officers

Chair

The Chair shall preside at all meetings and adhere to the duties of the presiding officer prescribed in Robert’s Rules of Order Newly Revised. The Chair shall be a full voting member of the Committee. The Chair shall speak on behalf of the Committee before the City Council, the public and City staff.

The term of office shall be one year. A Committee member may serve as Chair for no more than two consecutive terms. The Chair may delegate duties to other Committee members with the consent of the Committee.

Vice-Chair

The Vice-Chair shall perform the duties of the Chair in absence of the Chair. The Vice-Chair may also speak on behalf of the Committee before City Council, the public and City staff when the Chair is not available to speak.

The term of office shall be one year. A Committee member may serve as Vice-Chair for no more than two consecutive terms.

C. Duties of Committee Members

It is the responsibility of all Committee members to:

- Arrange adequate time to carry out responsibility as a Committee member;
- Come to meetings prepared: Read all reports, proposals and documents distributed prior to meetings;
- Listen to other Committee members and communicate with respect and courtesy; and
- Participate in group discussion and decision making.

I. Ethics Training

Committee members are bound by Tukwila Municipal Code Chapter 2.95, Code of Ethics for Employees and Appointed Officials. Every Committee member must complete Ethics Training and sign an Ethics Training Certification Form within six

months of appointment and must complete the training within 90 days of reappointment.

II. Conflict of Interest

Every Committee member must sign a Conflict of Interest Disclosure Form within 90 days of appointment and must sign a new Disclosure Form within 90 days of reappointment.

Article IV. Elections

The Committee shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first Committee meeting in the calendar year. The election will take place as the first item of new business and the elected officers will assume their duties at the close of elections.

The election of the Chair will be conducted by the Committee staff person who will ask for nominations from Committee members. No one Committee member shall nominate more than one person for an office. Nominations do not require a second. Staff will repeat each nomination, ask for further nominations, and declare the nominations closed. A motion to close nominations is not necessary. Committee members will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote of the seated members staff will declare that member elected as the Chair. No votes will be taken on any remaining nominees. A tie vote will result in a failed nomination. If none of the nominees receive a majority vote staff will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair will conduct the election for Vice-Chair following the same process.

Should the Chair be vacated prior to the completion of the Term, the Vice-Chair will assume the duties and responsibilities of the Chair for the remainder of the Term. The Chair will then conduct elections for a new Vice-Chair.

Should the Vice-Chair be vacated prior to the completion of the Term, the Chair will conduct elections for a new Vice-Chair to serve out the remainder of the Term.

Time spent fulfilling a vacated Term shall not count towards the two consecutive Term limit for Chair and Vice-Chair.

Article III. Meetings

All Committee meetings shall comply with the requirements of the Open Public Meetings Act RCW 42.30. All meetings shall be noticed and open to the public.

A. Schedule and Frequency

The Committee shall determine its meeting schedule according to the flow of information to evaluate. Meetings will be held at a time and place that work for all members of the committee. This could change depending on where the City is in the process of each facility.

B. Notices

Public notice of the meeting date, time and location will be provided on the City website, and the preliminary agenda for the forthcoming Committee meeting will be posted in the City's Digital Records Center.

Article IV. Rules of Meetings

A. Absences

Members are expected to reliably attend and participate in meetings. Absence without cause from more than two (2) meetings may be cause for removal. Members shall communicate with the Chair, the Vice-Chair or the City staff person with requests for an excused absence in the event they will miss a meeting. Emergency requests may be considered. The Chair may approve the absence.

B. Quorum

A quorum is required for the Committee to take any action. At all meetings, the presence of the majority of the currently seated members constitute a quorum.

Commented [MN2]: Add quorum numbers.

C. Rules of Procedure

The current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Committee.

D. Meeting Decorum

To provide a fair and efficient forum for the conduct of business at Committee meetings the following rules of decorum shall be observed:

1. No person shall address the Committee without first obtaining recognition from the Chair.
2. The Committee may allow comments from members of the public attending Committee meetings by permission of the Chair or majority vote of the Committee members present.
3. To aid in the creation of accurate meeting minutes all speakers should provide their first and last name each time they address the Committee.

E. Voting

In instances where a vote is called for or required, the present majority is sufficient to act (provided a quorum is present). Each member shall have one vote and no proxies shall be allowed. The Council alternate member will be allowed to vote only if one of the two seated Council representatives are not present. Present members may abstain. The Chair may vote on any issue and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry and minority opinions shall be formally registered in the minutes and report to the City Council.

F. Adjournment/Recess/Continuations

Meetings shall be adjourned by a majority vote of the Committee or by the chair when it appears that there is no further business.

The Committee may, by majority vote or consensus, recess for a short break. The proposal to recess may set a time limit or can be until the Chair calls the meeting back to order.

Continuations of meetings shall be to a definite time and place by the majority vote of present Committee members.

Article V. Reports to the City Council

The Committee shall report its findings and any recommendations for improvement to the City Council at least semi-annually. Any reports or recommendations shall be provided to the Council and the public in electronic format and posted on the City website. Hard copies shall be made available upon request at City Hall.

Article V. Amendments

These Bylaws may be amended or repealed and new Bylaws may be adopted at any meeting by a majority of the vote of the membership. A copy of the proposed Bylaws or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the Bylaws shall be submitted to the Mayor and City Council for their information.