 **Project Charter for Civic Campus**

### **Project Vision**

The City of SeaTac is exploring the possibility of building a new City Hall and civic campus. Imagine a place where the SeaTac community comes together—a welcoming, inclusive place that reflects SeaTac’s unique identity. A space where people connect, businesses thrive, and city services are easily accessible. Whether you're meeting a friend for coffee, visiting your elected officials, or enjoying shared gathering spaces, this is the heartbeat of SeaTac—walkable, inclusive, and full of energy.

Anchored in our global connections and rich diversity, this community space will serve as a cultural and social gathering place for all generations. By activating the land early, we’ll set the stage for a future that embodies SeaTac’s character, strengthens fosters community pride, and creates a lasting, vibrant space for everyone.

### **Project Background**

Following the 2020 assessment by ARC Architects, a decision was brought to the Council on August 9, 2022, regarding whether to renovate City Hall or construct a new facility. Built over 40 years ago, the current City Hall faces major issues including outdated seismic safety, aging infrastructure, and limited space for staff and services. Its location also poses accessibility challenges, especially for those using public transit.

The Council directed staff to proceed with exploring the feasibility of constructing a new City Hall. A feasibility study was initiated to define the cost, process, and options for the project. On November 8, 2022, the City Council approved $300,000 to support this effort.

On July 11, 2023, a presentation was given at a Council Study Session to clarify whether the Council preferred a stand-alone City Hall or a broader civic campus. The Council expressed interest in a civic campus that could include additional community services, retail, and recreational uses. A resolution was then drafted to formalize this decision, and on September 12, 2023, the Council adopted Resolution 23-007, authorizing the City to site, design, and construct a civic campus, as well as hire additional staff and consulting services.

A selection process was conducted, resulting in JLL being chosen as the owner’s representative. JLL oversees the broader project management, budgeting, scheduling, and coordination with consultants and stakeholders on behalf of the City. Their role is to ensure the project aligns with the City's objectives and progresses efficiently through feasibility, planning and if selected – the development phases.

### **Project Guiding Principles**

The project guiding principles include the following. Its important to note that not all principles may be fully addressed as the project progresses.

**Community Engagement & Inclusion**

* **Keep the community informed** about the progress of the project and provide updates on financial funding and components involved. Educate the community on potential financial concerns, ensuring transparency, and present funding information in a culturally appropriate and accessible way.
* **Seek community input to inform decision-making,** where voices are heard, residents are informed and engaged, and excitement shapes the vision for the civic campus.
* **When incorporating community feedback,** our goal is to engage all members, representatives, stakeholders, and businesses in the community.

**Financial Responsibility & Sustainability**

* **Ensure financial responsibility** in the development of the civic campus, with costs thoughtfully distributed across generations to support long-term sustainability.
* **Seize present opportunities** to maximize long-term benefits.

**Placemaking & Identity**

* **Create a unifying sense of place** that meets location criteria for accessibility and fosters a vibrant community where people say, "I'll meet you downtown in SeaTac for coffee."
* **Capture and enhance SeaTac’s unique identity** as a dynamic gateway—celebrating its global connections, transportation hub, and rich cultural diversity to create a vibrant and welcoming community.
* **Harness the city's diversity,** energy, and strong sense of identity.
* **Support a multigenerational development** that serves diverse community needs.

**Land Use & Design**

* **Activate the land for community use even before the civic campus is built,** making it an identifiable gathering place for residents, with pop-up events, markets, and activities that foster engagement and placemaking.
* **Acquire property for the residents of SeaTac** to serve as a catalyst for future development, a community resource, and a foundation for community building.
* **Architectural elements evaluated as part of the design** will incorporate cultural reflections, green spaces, sustainability, and elements unique to SeaTac.

### **Project Scope/ Deliverables/ Key milestones, 2020-2025**

|  |  |  |
| --- | --- | --- |
| **Date** | **Action Type** | **Description** |
| 2020 | Council Action | Council approved a contract with ARC Architects to evaluate the long-term viability of City Hall and the Maintenance Facility. |
| 2021 | Staff Action | Staff received the architect’s study results from ARC Architects. |
| 2021 | Committee Briefing | Administration and Finance Committee reviewed preliminary architectural recommendations for City Hall and the Maintenance Facility. |
| Aug 9, 2022 | Council Study Session | Council approved moving forward with a Civic Campus concept to improve accessibility, provide community benefits, and explore mixed-use development. |
| Sep 24, 2024 | Council Action | Adopted Agenda Bill 6491, amending the budget to fund Phase 2 of the Civic Campus Project. Authorized contracts for site acquisition, outreach, and planning. |
| Nov 19, 2024 | Council Briefing | Council received a briefing from JLL on space needs analysis (“functional program”) to inform future site massing studies. |
| Jan 28, 2025 | Council Action | City Council passed a motion confirming the Civic Campus site evaluation criteria. |
| Feb 25, 2025 | Council Action on Site Criteria + Agreements | Agenda Bill #6640 / Resolution #25-001 passed: formally approved site evaluation criteria and authorized the City Manager to execute agreements for up to four property site evaluations. |
| Feb 25, 2025 | Executive Session | Executive Session held (no description provided). |
| March – June 2025 | Community Engagement & Site Evaluation | Consultants evaluate sites and initiate public engagement on amenities and services for the new Civic Campus. |
| April 2025 | Council Briefing | Council and community receive briefing on financing and project delivery options. |
| June 2025 | Council Briefing | Council and community briefing and Council guidance on project delivery / financing |
| July 2025 | Report & Presentation | Feasibility report to be presented to Council and the community. |
| Q2/Q3 2025 | Council Action on Purchase & Sale Agreement | Council to enter into a purchase and sale agreement on the preferred site. |
| Q3 2025 | Council Action on Site Acquisition Financing Approval | Council to authorize financing to allow the City to close on the preferred site. Budget amendment |
| Q4 2025 / Q1 2026 | Site Acquisition closing | Based upon the City Council’s purchase and sale agreement |
| 2025–2032 (Est.) | Full Project Timeline | Envisioning, designing, and opening the Civic Campus is expected to take 5–7 years, depending on Council decisions. |

### **Project Exclusion/Out of Scope Items**

None have been identified at this time.

### **Project Approach**

This project is a significant undertaking. While a dedicated City project manager will soon be onboard to support continuity and oversight, City staff are actively collaborating with JLL to guide the effort from the idea of a new City Hall to a full Civic Campus—evaluating sites and planning for potential construction.

By partnering with JLL as the owner’s representative, the City has prioritized professional oversight, coordination, and long-term planning to reduce risk and support successful implementation. Key decisions are made through City Council actions and briefings, ensuring strong governance, transparency, and clearly defined milestones throughout the process.

Chart, bubble chart

AI-generated content may be incorrect.

Risk Management

The key risks to manage in this project include:

* Managing staff capacity to ensure the internal team can support the project alongside other responsibilities.
* Engaging the public thoughtfully—at the right time, in the right way—to ensure input is meaningful and expectations are realistic.
* Navigating differing expectations from the community, stakeholders, and City Council throughout the process.
* Addressing the urgency of replacing or overhauling the existing City Hall while planning a long-term solution.
* Coordinating land acquisition and construction funding, which may not align in timing, complicating a straightforward decision-making path.
* Managing escalating costs, particularly related to land acquisition and construction, which could impact project scope or timing.
* Maintaining community support for the project.
* Project phasing and maintaining support, the vision and momentum for this effort.

### **Roles and Responsibilities**

(Define the responsibilities and expectations of each team member and stakeholder. When appropriate, also include stakeholder identification.)

|  |  |  |
| --- | --- | --- |
| **Role** | **Team Member(s)** | **Responsibilities** |
| **Project Sponsor** | Jonathan Young, City Manager | Provides overall direction, secures funding, and removes major barriers. |
| **Project Champion** | Jonathan Young, City Manager | Promotes project value across the organization and supports the project team. |
| **Project Steering Committee** | Jonathan Young  Evan Maxim  Gwen Pilo  Cindy Corsilles  Anita Woodmass  David Inman | Provides governance, strategic decisions, and risk oversight. |
| **Project Manager** | Evan Maxim | Manages day-to-day operations, timeline, budget, and communications. |
| **Project Team** | Jonathan Young  Evan Maxim  Gwen Pilo  Cindy Corsilles  Anita Woodmass  David Inman  Nancy Standifer  Angel Taherazer | Executes project tasks, delivers outputs, and meets project milestones. |
| **Subject Matter Experts (SMEs)** | Consultant and sub consultant teams | Provide specialized knowledge and guidance on technical aspects of the project. |
| **Stakeholders #1** | Council, residents, businesses, CBO’s staff | Be aware of project and possibility engage to provide feedback on project items/tasks |

### **Project Governance**

Decision-making: Decisions may need to be made quickly. To achieve this, decision-making will go through the Project Manager; except those decisions that can only be made by the City Council or the City Manager / Project Sponsor. The Project Manager is responsible for identifying decisions that require Steering Committee, Project Sponsor, or SME input.

Project strategy: The project manager is responsible for the overall project strategy and is expected to keep the project team informed at all times of any strategic changes.

Project implementation: The project team is collectively responsible for implementation of the project strategy under the guidance of the project manager. Where appropriate, the project manager may delegate implementation responsibilities entirely to the project team.

Any collaboration needed from identified subject matter experts (SME) or stakeholders for an assigned deliverable will be the responsibility of the Project Manager.

### **Communications Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of Communication | Frequency | Format(s) | Sender | Recipient(s) |
| Project Status Reports | Weekly | TEAMS Meeting and Shared OneNote notebook | Sub-PMs | PM |
| Project Milestones | Weekly | Department Head or Check-in Meeting | PM | Champion, Staff via Snapshots (as needed), and Community via Communications Team (as needed) |
| Council Meeting | Three times (for Budget Request phase) | 2 Council Study Sessions and 1 Regular Council Meeting | PM/Sub-PM | Council |
| Meeting Minutes | After each meeting | Link to OneNote shared notebook | Project Manager | Project Team |

### **Organizational Change Management**

No change at this time. This project will follow a traditional/established internal project management protocol.