



City Light Review Panel Meeting Meeting Minutes

Date of Meeting: December 13, 2021 | 9:00 – 11:00 AM
| Meeting held via Microsoft Teams “Final”

MEETING ATTENDANCE					
Panel Members:					
Names		Name		Name	
Anne Ayre	√	Leo Lam	√	John Putz	√
Mikel Hansen	√	Kerry Meade		Tim Skeel	
Scott Haskins	√	Joel Paisner	√	Michelle Mitchell-Brannon (appointment pending)	√
Staff and Others:					
Debra Smith	√	Jen Chan	√	Karen Reed (Consultant /RP Facilitator)	√
Kirsty Grainger	√	Mike Haynes	√	Craig Smith	√
Jim Baggs		DaVonna Johnson		Michelle Vargo	√
Kalyana Kakani	√	Emeka Anyanwu	√	Maura Brueger	√
Julie Moore	√	Chris Ruffini	√	Chris Tantoco	
Greg Shiring	√	Carsten Croff		Leigh Barreca	√
Eric McConaghy	√	Toby Thaler	√	Angela Bertrand	√
Reagen Price	√	Roz Jenkins	√		

Welcome and Introductions. The meeting was called to order at 9:02 a.m. Panel members introduced themselves. Michelle Mitchell-Brannon, the nominee for the Low-Income Advocate position introduced herself.

Public Comment. There was no public comment.

Standing Items:

Review Agenda. Karen Reed reviewed the agenda.

Approval of November 22, 2021 Meeting Minutes. Minutes were approved as presented

Chair’s Report. There was no Chair’s report.

Communications to Panel. There were no communiques to the panel.

Panel Member Recruitment. No update. With the addition of Michelle, the Panel will be at full capacity!

General Manager’s update. Debra Smith presented.



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- Project Share campaign - Julie Moore reported that there have been number of holiday giving campaigns going on in November and December.
 - North and south service centers raised \$7,500 for Toy for Tots.
 - Staff at Boundary held an auction that raised \$4,500. The funds will be distributed to a local food bank and a "Tree of Sharing" in the community.
 - City Light has continued the internal & external campaigns for Project Share.
 - As of 12/10/21, \$10,300 had been contributed by City Light employees. We are close to our goal of \$12,500.
 - The external campaign has raised nearly \$30,000 so far.
- Council Actions (12/1 Council Committee/Full council vote 12/8)
 - Conservation Potential Assessment – This was passed after only one presentation to Council.
 - RSA action to prevent rate surcharge was also passed.
 - City Light's 2022 budget was passed without any changes and was signed by the Mayor earlier this month.
 - The land transfer to Parks and SDOT (public benefit from street vacation) for a walking path and dog park in Georgetown will be voted on at a future Council meeting.
- AP Portal – Kirsty Grainger provided an update on the November 29th launch of the Accounts Payable portal. This tool creates an electronic way to submit, track and approve vendor invoices. Among the goals of this project are to reduce the invoice backlog and to pay vendors in a timely manner. Prompt payment is especially critical for small and often minority held businesses. Using this tool, we have processed 83% (2,221 invoices) of the backlog in two weeks.
 - Q:** Why are you particularly concerned with liquidity at the end of the year? **A:** Our year-end financials are used by our rating agencies. Moody's in particular bases its rating on where we are on 12/31 of each year.
- Staffing news – Debra reported that the City Light debt manager Michael VanDyke and the City's Budget Office Director Ben Noble, will be leaving. She also reported that after meeting with Mayor-elect Harrell, she was informed that she will be staying on at City Light's CEO/General Manager.
- Future of Work – Mayor-elect Harrell will be briefed today on the City's plans for the future of work. At present, the date that City staff will be asked to return to the office remains January 19, 2021. It is expected that this return will be gradual and will begin slowly.
- Regional and National Leadership – City Light's Assistant General Manager, Mike Haynes, was recently elected as the new chair of the National Hydroelectric Association. This is a honor for both Mike and City Light.
- Electrification in the news
 - Burien Charging Station was recently opened. Emeka Anyanwu represented City Light at the event.
 - Q:** How much are the charging stations being used? **A:** We will be tracking this and provide data.
 - Q:** Is the Tukwila Station in use? Do you know how much either station will be utilized? **A:** Yes. We are planning to include usage metrics in future management dashboards.



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Data Tools for Management.

Because we ran out of time last month, this was an opportunity for the Panel to comments on last month's presentation. Angela Bertrand responded to Panel questions.

Q: How have employees responded to these? **A:** Very well. Staff have told us that they are excited to use them.

Q: Will the Review Panel have access to these? **A:** Because these are internally focused, we do not plan to share them with the Panel regularly. We will, however, be happy to discuss trends and actions being taken as a result of using the dashboard data. Jen Chan noted the utility is working to figure out what to include on an external facing website.

Q: Will the utility bring back updates as the dashboard work with divisions continues? **A:** Yes.

Panel members complimented SCL on the dashboard work, noting it shows courage and a commitment to continual improvement.

Federal Funding Opportunities

Maura Brueger presented. The presentation is in panel packets.

Q: Do these grants typically require a match from City Light? **A:** Yes, they often do. The match can often be a combination of in-kind (staff) support and money.

Q: Do you feel that City Light is getting its fair share? Have there been any disappointments? **A:** Application guidance is still pending. Most of these will be competitive so we know that we will have to put together strong submission packages.

Strategic Planning

- Equitable Strategic Planning and Core Business - Reagen Price, City Light's Race and Social Justice Program Manager, presented.

Q: What is your (Reagen's) background? **A:** Reagen came to City Light in 2009 as a National Urban Fellow. She then continued her equity work in Philadelphia before returning to Seattle where she worked for Solid Ground before rejoining the City of Seattle.

Q: How have employees reacted? **A:** The Race and Social Justice Initiative (RSJI) was started in the City of Seattle in 2004, so employees are generally familiar with it. It has been a slow start that is gathering momentum. I feel that there is more support than resistance among City Light staff and leadership.



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- 2022 – 2026 Plan review – Leigh reviewed input gathered at a recent City Light Leadership Team workshop. She highlighted that it largely tracked the input provided by the Review Panel in November. Leigh will continue to gather input and provide input on the development of the strategic plan at each Panel meeting.
- 2022 – 2026 Plan reporting process – Leigh provided a brief overview. She is currently working with project managers for each project, initiative and/or activity (PIA) that is included in the 2022 – 2026 Strategic Plan to document the expected quarterly milestones for each PIA. This information will form the basis of the quarterly Strategic Plan report and will also inform the update to the 2023 – 2028 Strategic Plan.

C: What you are doing with the dashboards and work with equity are two good examples of how the Utility is changing its culture by doing.

- 2023 – 2028 Outreach – Initial planning Julie presented. City Light is in the early stages of planning how outreach will be conducted for this strategic plan update. Among ideas being considered:
 - Employee outreach – Monday Message and survey available for all SCL employees in late Jan/early Feb. 2022. Survey will highlight the key focus areas for existing PIAs and will detail milestones that employees can expect to see. The survey will if there focus areas that the employee would have expected to see.
 - Stakeholder outreach
 - a. Mine existing data – One component will be to gather intel from recent stakeholder outreach efforts, e.g. CETA, Customer Satisfaction to inform priority setting
 - b. Connect with some key groups that have a long-established relationship with us, e.g. NWECA, SCL's Environmental Advisory panel, Franchise Cities, Key Customers
 - c. The Review Panel, with the intentional representation of our customer groups, is a key source of input into planning.
 - d. Virtual Town Hall (Proposed) targeted at the over 300 neighborhood groups
 - Equity – Early engagement with the internal Race and Social Justice team, as well as Equity Labs.

Adjourn: Meeting adjourned at 10:54 a.m.

Next meeting: January 24, 2022.