



**Public Safety Bond Financial Oversight Committee**

**June 29, 2017**

City Hall, Hazelnut Conference Room

4:00 p.m. – 5:30 p.m.

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**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes (n/a)
- V. Unfinished Business (n/a)
- VI. New Business
  - 1. Election of Chair & Vice-Chair
  - 2. Committee By-Laws
  - 3. Public Safety Plan 101
  - 4. Financial Overview
  - 5. Expenditure Report
- VII. Adjournment

## **Public Safety Bond Financial Oversight Committee Bylaws**

### **Article I. Authority and Name**

At the November 8, 2016 election, the City of Tukwila was successful in obtaining authorization by the qualified voters of Tukwila to issue up to \$77,385,000 to pay for replacement of three seismically-deficient fire stations, guaranteed funding for fire equipment and apparatus for the life of the bond, and construction of a Justice Center to house the Tukwila Police Department and Municipal Court.

Pursuant to Ordinance No. 2509, the City Council established a Public Safety Bond Financial Oversight Committee to independently represent taxpayers concerning the City's expenditure of revenues received from the sale of general obligation bonds. On October 3, 2016 the City Council adopted a Charter for the Public Safety Bond Financial Oversight Committee.

### **Article II. Purpose**

The purpose of the Public Safety Bond Oversight Committee is as set out in the Charter, as it may be amended from time to time, and the contents of the Charter are fully incorporated herein by reference.

### **Article III. Officers and Members**

#### **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.

#### **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 liaison 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. The Committee will meet no fewer than twice per calendar year.

#### **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**

Absence without cause from more than two (2) meetings may be cause for removal. Members shall communicate with the Chair, the Vice-Chair and/or the City staff liaison with requests for an excused absence. 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.

#### **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. 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.

City of Tukwila

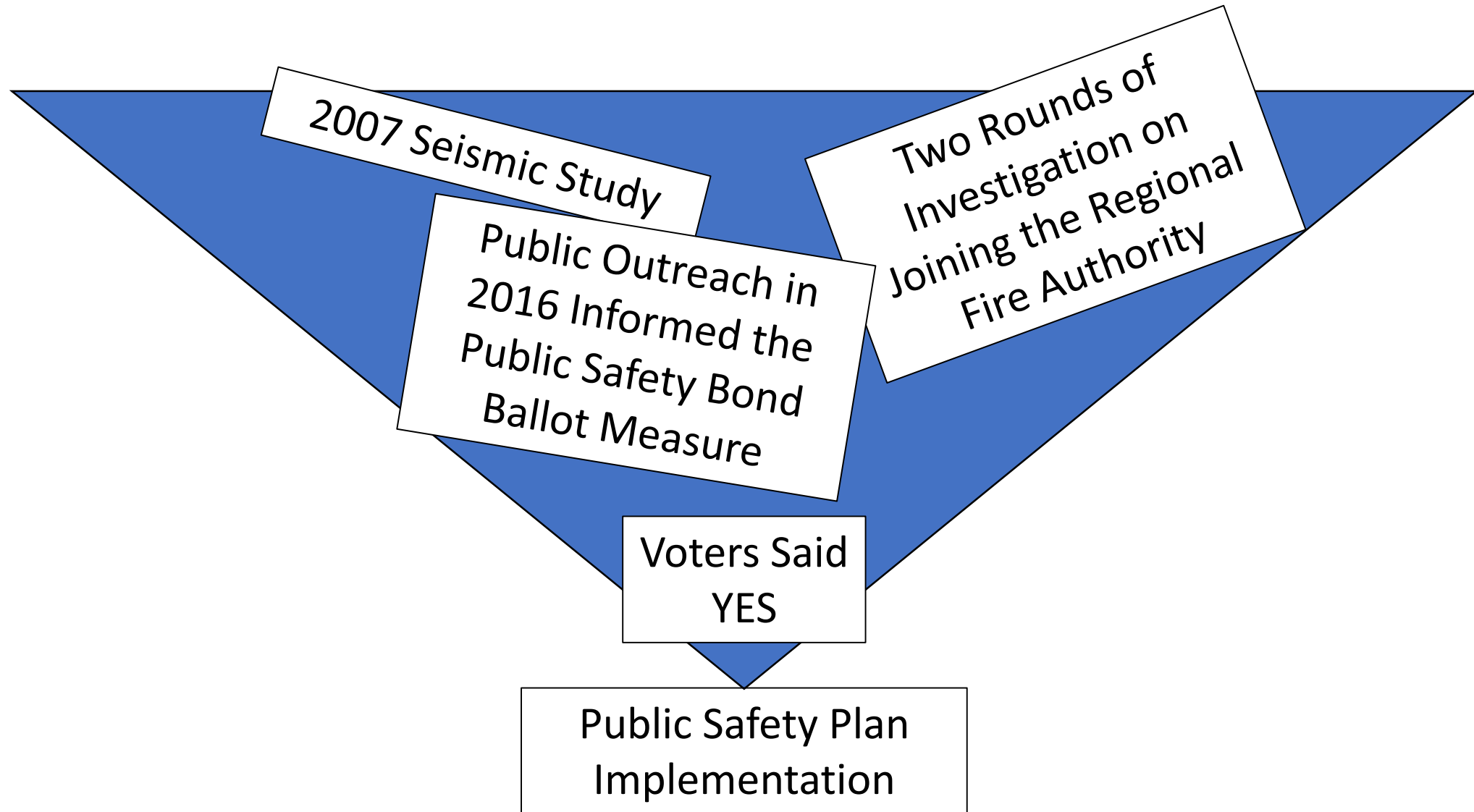


# **PUBLIC SAFETY PLAN**

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           |
| <b>TOTAL</b>             | <b>\$112.4 million</b> |                                      |

# Community Oversight



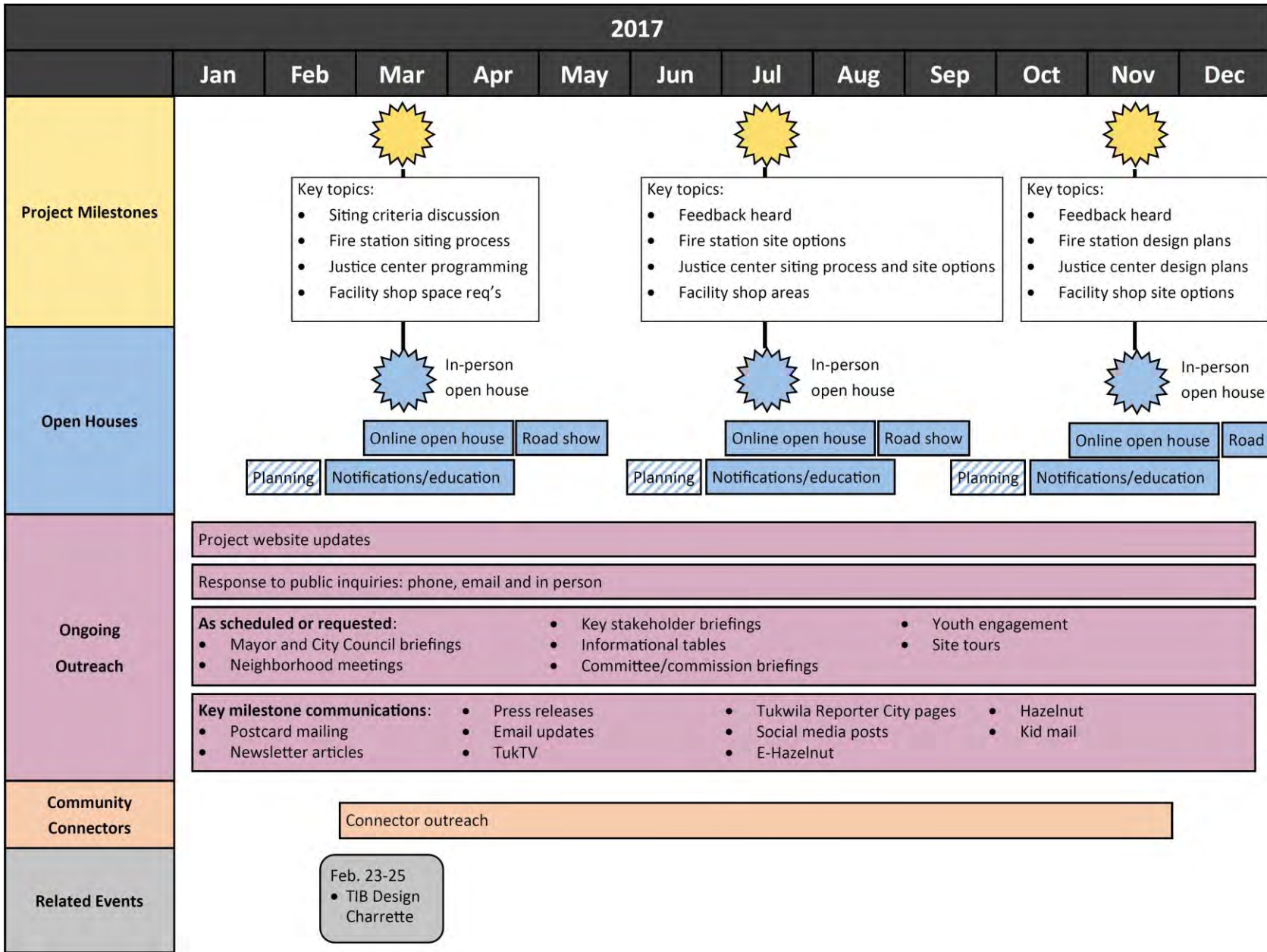
## **Financial Oversight Committee:**

- 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





# PSP General Outreach Schedule 2017

# 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 end of May



- **Outreach Efforts**

- **First Open House**

- Implementation overview, timeline, and public feedback opportunities
- March 18<sup>th</sup> 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](http://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**

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**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 Poster High School
- Child care provided

Can't make it to the open house? Join us online!  
[TukwilaPublicSafetyPlan.Participate.Online](http://TukwilaPublicSafetyPlan.Participate.Online)

Questions? Contact us!  
✉ [PublicSafetyPlan@TukwilaWA.gov](mailto:PublicSafetyPlan@TukwilaWA.gov)  
☎ 206-454-7566

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](http://www.TukwilaWA.gov/Public-Safety-Plan)  
Check often – Frequent updates!
- Email us at [PublicSafetyPlan@tukwilaWA.gov](mailto:PublicSafetyPlan@tukwilaWA.gov)







## CITY OF TUKWILA Public Safety Plan Contracts for Service

| Contract # | Consultant                  | Scope of Services  | Duration of Agreement |            | Compensation  |
|------------|-----------------------------|--|-----------------------|------------|---|
|            |                             |  | Start Date            | End Date   |   |
| 16-121     | Shiels Obletz Johnsen (SOJ) | Project Management Services - Phase I (Pre bond election project planning) | 10/11/2016            | 12/31/2016 | Not to exceed \$37,000  |
| 16-179     | Shiels Obletz Johnsen (SOJ) | Project Management Services  | 12/22/2016            | 3/31/2021  | Not to exceed \$2,694,716   |
| 17-009     | FACETS Consulting, LLP      | Fire Station Location Study  | 1/10/2017             | 3/31/2017  | Flat Fee of \$36,000  |
| 17-068     | Weinstein AU, LLC           | Architectural Design and Planning Services                                 | 4/19/2017             | 12/31/2020 | Not to exceed \$2,087,717   |
| 17-084     | Heartland LLC               | Real Estate Broker Services  | 5/23/2017             | 12/31/2018 | 1. <u>Commission</u> : 2.5% of gross purchase price of each property purchased during term of agreement;<br>2. <u>Sub-consultant fees</u> : not to exceed \$60,000. |





**CITY OF TUKWILA**  
**Public Safety Plan**  
**Revenues & Expenditures**  
**BUDGET vs ACTUALS**  
**Fire Services Portion of Public Safety Plan**

**FUNDING SOURCES**

| REVENUE BUDGET   |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
| Funding Category                                       | Fire Stations        | Fire Apparatus       | Total Fire Services  |
| Unlimited Tax General Obligation (Voter-approved bond) | 18,824,000           | 29,932,000           | 48,756,000           |
| Fire Impact Fees                                       | 4,750,000            | -                    | 4,750,000            |
| General Fund Support                                   | 858,000              | -                    | 858,000              |
| Investment Interest                                    | -                    | -                    | -                    |
| <b>TOTAL Revenues</b>                                  | <b>\$ 24,432,000</b> | <b>\$ 29,932,000</b> | <b>\$ 54,364,000</b> |

| ACTUAL REVENUES - through 5/31/17                      |                      |                  |                      |
|--|----------------------|------------------|----------------------|
| Funding Category                                       | 2016                 | 2017             | Project To Date      |
| Unlimited Tax General Obligation (Voter-approved bond) | 36,709,954           | -                | 36,709,954           |
| Fire Impact Fees                                       | -                    | -                | -                    |
| General Fund Support                                   | -                    | -                | -                    |
| Investment Interest                                    | 9,561                | 29,950           | 39,512               |
| <b>TOTAL Revenues</b>                                  | <b>\$ 36,719,516</b> | <b>\$ 29,950</b> | <b>\$ 36,749,466</b> |



## CITY OF TUKWILA Public Safety Plan Revenues & Expenditures

**BUDGET vs ACTUALS**  
**Fire Services Portion of Public Safety Plan**

### PROJECT COSTS

| PROJECT EXPENDITURE BUDGET - Original  |                      |                     |                     |                       |                          |                        |
|--|----------------------|---------------------|---------------------|-----------------------|--------------------------|------------------------|
| Project Category                       | FS 51<br>17,950 sf   | FS 52<br>6,567 sf   | FS 54<br>8,228 sf   | TOTAL FS<br>32,745 sf | Equipment &<br>Apparatus | TOTAL<br>Fire Services |
| A/E Services (both design & CA)        | 731,003              | 356,000             | 464,000             | 1,551,003             | -                        | 1,551,003              |
| Land Acquisition                       | -                    | 653,000             | 862,000             | 1,515,000             | -                        | 1,515,000              |
| Permits/Fees                           | 254,521              | 89,000              | 116,000             | 459,521               | -                        | 459,521                |
| Construction (pre-con, const, tax)     | 7,808,854            | 3,278,000           | 4,273,400           | 15,360,254            | -                        | 15,360,254             |
| Construction Related Costs (incl bond) | 1,047,140            | 438,000             | 551,200             | 2,036,340             | -                        | 2,036,340              |
| PM Services (incl other prof svcs)     | 459,552              | 297,000             | 397,000             | 1,153,552             | -                        | 1,153,552              |
| Contingency (incl Construction & Proj) | 1,145,000            | 546,000             | 665,000             | 2,356,000             | -                        | 2,356,000              |
| Fire apparatus                         | -                    | -                   | -                   | -                     | 25,598,488               | 25,598,488             |
| Fire equipment                         | -                    | -                   | -                   | -                     | 4,333,874                | 4,333,874              |
| <b>TOTAL Expenditures</b>              | <b>\$ 11,446,070</b> | <b>\$ 5,657,000</b> | <b>\$ 7,328,600</b> | <b>\$ 24,431,670</b>  | <b>\$ 29,932,362</b>     | <b>\$ 54,364,032</b>   |

| PROJECT EXPENDITURE BUDGET - Revised   |                                |                                 |                     |                       |                          |                        |                     |
|--|--------------------------------|---------------------------------|---------------------|-----------------------|--------------------------|------------------------|---------------------|
| Project Category                       | FS 51 <sup>1</sup><br>9,426 sf | FS 52 <sup>1</sup><br>15,068 sf | FS 54<br>9,287 sf   | TOTAL FS<br>33,781 sf | Equipment &<br>Apparatus | TOTAL<br>Fire Services | FUNDING<br>GAP      |
| A/E Services (both design & CA)        | 635,372                        | 1,052,393                       | 626,371             | 2,314,136             | -                        | 2,314,136              | 763,133             |
| Land Acquisition/ROW                   | 653,400                        | -                               | 862,300             | 1,515,700             | -                        | 1,515,700              | 700                 |
| Permits/Fees                           | 166,465                        | 300,718                         | 164,010             | 631,193               | -                        | 631,193                | 171,672             |
| Construction (pre-con, const, tax)     | 6,324,204                      | 9,547,131                       | 6,233,378           | 22,104,713            | -                        | 22,104,713             | 6,744,459           |
| Construction Related Costs (incl bond) | 657,361                        | 1,184,308                       | 708,713             | 2,550,382             | -                        | 2,550,382              | 514,042             |
| PM Services (incl other prof svcs)     | 299,637                        | 576,376                         | 305,083             | 1,181,096             | -                        | 1,181,096              | 27,544              |
| Contingency (incl Construction & Proj) | 749,092                        | 1,093,884                       | 765,381             | 2,608,357             | -                        | 2,608,357              | 252,357             |
| Fire apparatus                         | -                              | -                               | -                   | -                     | 25,598,488               | 25,598,488             | -                   |
| Fire equipment                         | -                              | -                               | -                   | -                     | 4,333,874                | 4,333,874              | -                   |
| <b>TOTAL Expenditures</b>              | <b>\$ 9,485,531</b>            | <b>\$ 13,754,810</b>            | <b>\$ 9,665,236</b> | <b>\$ 32,905,577</b>  | <b>\$ 29,932,362</b>     | <b>\$ 62,837,939</b>   | <b>\$ 8,473,907</b> |

<sup>1</sup> The main fire station was originally identified as FSS1, but has been changed to FSS2 in the revised estimate.

| ACTUAL EXPENDITURES - through 5/31/17  |                   |                    |                   |                       |                          |                        |
|--|-------------------|--------------------|-------------------|-----------------------|--------------------------|------------------------|
| Project Category                       | FS 51<br>9,426 sf | FS 52<br>15,068 sf | FS 54<br>9,287 sf | TOTAL FS<br>33,781 sf | Equipment &<br>Apparatus | TOTAL<br>Fire Services |
| A/E Services (both design & CA)        | 60                | 49                 | 49                | 159                   | -                        | 159                    |
| Land Acquisition/ROW                   | -                 | -                  | -                 | -                     | -                        | -                      |
| Permits/Fees                           | -                 | -                  | -                 | -                     | -                        | -                      |
| Construction (pre-con, const, tax)     | -                 | -                  | -                 | -                     | -                        | -                      |
| Construction Related Costs (incl bond) | 59,853            | 8,256              | -                 | 68,109                | -                        | 68,109                 |
| PM Services (incl other prof svcs)     | 25,688            | 16,320             | 18,402            | 60,410                | -                        | 60,410                 |
| Contingency (incl Construction & Proj) | -                 | -                  | -                 | -                     | -                        | -                      |
| Fire Apparatus                         | -                 | -                  | -                 | -                     | 14,447                   | 14,447                 |
| Fire Equipment                         | -                 | -                  | -                 | -                     | -                        | -                      |
| <b>TOTAL Expenditures</b>              | <b>\$ 85,602</b>  | <b>\$ 24,625</b>   | <b>\$ 18,451</b>  | <b>\$ 128,678</b>     | <b>\$ 14,447</b>         | <b>\$ 143,125</b>      |