



Public Safety Bond Financial Oversight Committee

August 6, 2018

6300 Building, Rainier Conference Room

3:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of April 19, 2018 Minutes
- V. New Business
 - a. Election of Chair and Vice-Chair
 - b. Public Safety Plan Project Update/Overview
 - c. Financial Overview
 - d. Expenditure Reports
 - e. Committee Charter
- VI. Miscellaneous
 - *Report to Council*
- VII. Adjournment

Committee Purpose per Charter: As the City's legislative body, oversight and control of the City's finances is the responsibility of the City Council, all seven of whom are held accountable by Tukwila voters. The purpose of this Committee is not to supersede the fiduciary authority of the Council, but to independently represent taxpayers concerning the City's expenditure of revenues received from the sale of general obligation bonds. The Committee shall review the allocation of bond proceeds and progress on achieving the purposes of the Public Safety Bond, and shall report at least semi-annually to the City Council and the public on the same. The Committee will help ensure that the community remains informed about new public safety construction projects. The Committee will not be engaged in facility design or construction oversight.



Public Safety Bond Financial Oversight Committee

April 19, 2018

City Hall, Hazelnut Conference Room

5:30 p.m.

MINUTES

I. Call to Order

II. Roll Call

Committee members present: Jessica Jerwa, Vice-Chair, Andy Reiswig, June Castillo, Randy Coplen
City staff present: David Cline, Laurel Humphrey, Peggy McCarthy

Mr. Goode was absent, and Ms. Jerwa chaired the meeting.

III. Approval of Agenda

Mr. Reiswig moved approval of the agenda, and Mr. Coplen seconded. The motion carried unanimously and the agenda was approved.

IV. Approval of Minutes

Mr. Castillo moved approval of the October 19, 2017 minutes, and Mr. Coplen seconded. The motion carried unanimously and the minutes were approved.

V. Unfinished Business (n/a)

VI. New Business

1. Public Safety Plan Project Update

City staff updated the Committee on the status of projects associated with the Public Safety Plan. The City is currently working on site acquisition for all projects. The Council's Public Safety Committee will review the schematic design of the Justice Center in mid-May. The Finance Committee has been working on strategies to address the Public Safety Plan budget gap which is occurring as a result of market conditions. A public open house is planned for June 23, 2018 and the Committee is encouraged to attend. Staff distributed copies of the April reports to Council from City Administration and the Public Safety Plan Program Management consultant. Mr. Reiswig requested a map of the City showing all Public Safety Plan project locations.

2. *Public Safety Plan Financial Overview*

The Committee reviewed a report of all Public Safety Plan revenues & expenditures through March 2018. Total actual revenues through March 31 are \$38,538,348.00 from the voter-approved bond, fire impact fees, and investment interest. Actual expenditures through March 31, 2018 are \$5,341,877. Staff distributed a document showing the expenditure details, including vendors, descriptions and amounts by project. The Committee also reviewed an updated list of Public Safety Plan contracts.

VII. Miscellaneous

Staff asked the Committee if they would be interested in convening in July, and the Committee agreed. The City will have updated information on project budgets to share at that time. Staff will follow up with a scheduling poll.

Mr. Coplen commented that the City should avoid change orders in all Public Safety Plan construction projects. Staff replied that the GC/CM model of construction provides more predictable project budgets because the architect and contractor make budget decisions together at the point of schematic design. Mr. Reisinger commented that the market conditions causing the budget gap are a regional problem impacting many industries and cost escalations are unpredictable.

VIII. Adjournment

Mr. Coplen moved adjournment and Mr. Castillo seconded the motion. The motion carried and the meeting was adjourned at 6:27 p.m.

Minutes by LH, Reviewed by PM

By-Laws Excerpt

Article IV. Elections

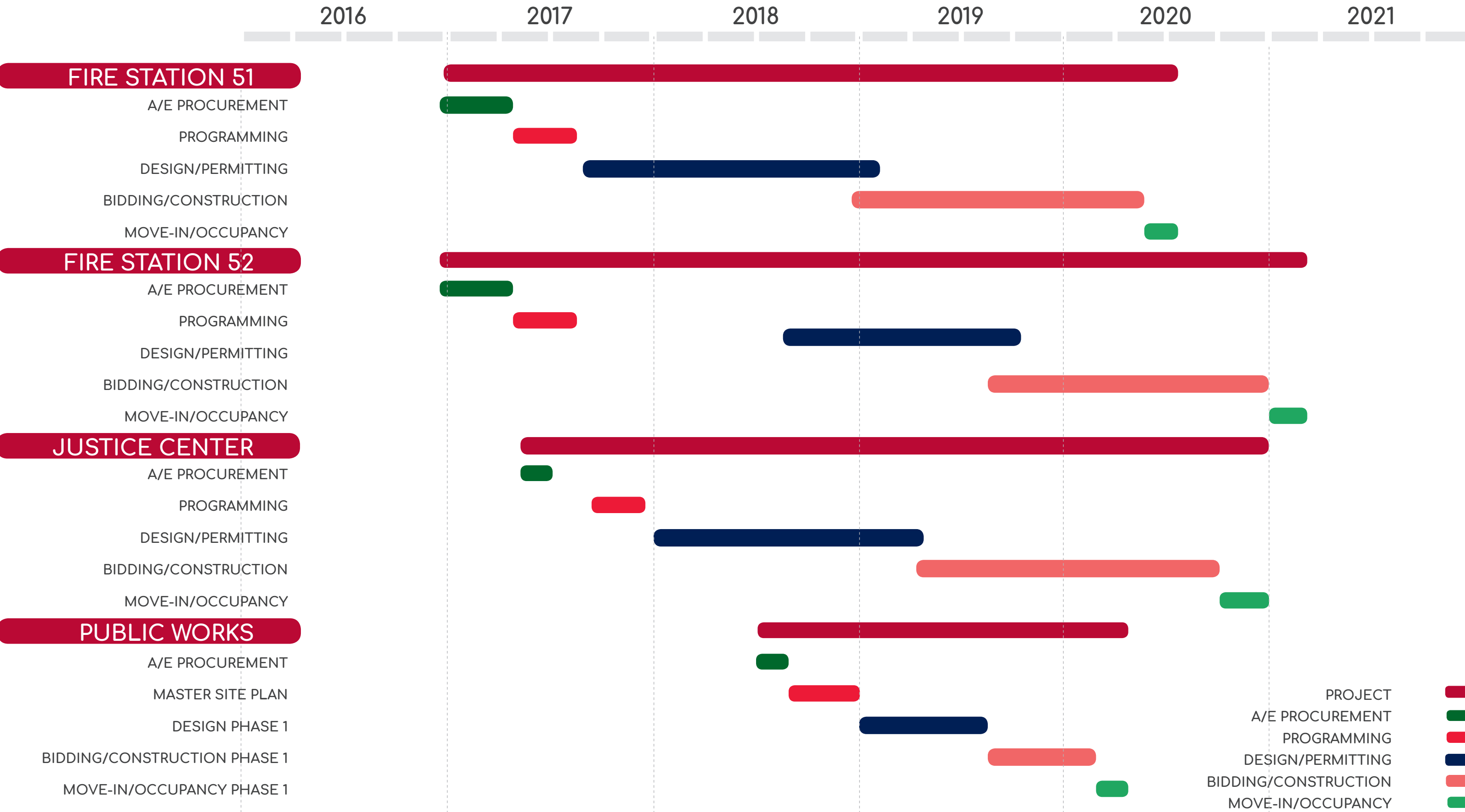
The Committee shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first Committee meeting in the calendar year. The election will take place as the first item of new business and the elected officers will assume their duties at the close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



PROJECT █

A/E PROCUREMENT █

PROGRAMMING █

DESIGN/PERMITTING █

BIDDING/CONSTRUCTION █

MOVE-IN/OCCUPANCY █



CITY OF TUKWILA
Public Safety UTGO Bond Projects
Revenues & Expenditures
BUDGET vs ACTUALS

FUNDING SOURCES

REVENUE BUDGET - Original (Jan 2017)					
Funding Category	Fire Stations	Fire Apparatus	Total Fire Services	Justice Center	Total Public Safety
Unlimited Tax General Obligation (Voter-approved bond)	18,824,000	29,932,000	48,756,000	28,629,000	77,385,000
Tukwila South Mitigation Fees	4,750,000	-	4,750,000	-	4,750,000
TOTAL Revenues	\$ 23,574,000	\$ 29,932,000	\$ 53,506,000	\$ 28,629,000	\$ 82,135,000

--- REVENUE ACTUAL & PROJECTED ---	ACTUAL REVENUES				PROJECTED REVENUES				TOTAL
Funding Category	2016	2017	2018 thru 7/31/18	TOTAL ACTUAL	2018 (Aug-Dec)	2019	2020	Beyond	Actual & Projected
Unlimited Tax General Obligation (Voter-approved bond)	\$ 36,709,954	\$ -	\$ -	\$ 36,709,954		\$ 40,675,046			\$ 77,385,000
Limited General Obligation (Councilmanic) bonds	-			-			10,000,000		10,000,000
Tukwila South Mitigation Fees	-	500,000		500,000	300,000	300,000	300,000	3,350,000	4,750,000
Fire Impact Fees	-	1,017,000	246,707	1,263,707	250,000	300,000	300,000	2,700,000	4,813,707
Real Estate Excise tax			373,763	373,763	300,000	500,000	500,000	3,135,333	4,809,096
Property sales				-		4,289,300	775,000	9,973,700	15,038,000
Investment Interest	9,561	258,283	331,491	599,335	200,000	100,000	50,000	-	949,335
TOTAL Revenues	\$ 36,719,516	\$ 1,775,283	\$ 951,961	\$ 39,446,760	\$ 1,050,000	\$ 46,164,346	\$ 11,925,000	\$ 19,159,033	\$ 117,745,139



CITY OF TUKWILA
Public Safety UTGO Bond Projects
Revenues & Expenditures
BUDGET vs ACTUALS

PROJECT COSTS - Budgets

PROJECT EXPENDITURE BUDGET - Original (Jan 2017)								
Project Category	FS 51 17,950 sf	FS 52 6,567 sf	FS 54 8,228 sf	TOTAL FS 32,745 sf	Equipment & Apparatus	TOTAL Fire Services	Justice Center	TOTAL Bond Financed
A/E Services (both design & CA)	731,003	356,000	464,000	1,551,003	-	1,551,003	1,906,190	3,457,193
Land Acquisition	-	653,000	862,000	1,515,000	-	1,515,000	6,000,000	7,515,000
Permits/Fees	254,521	89,000	116,000	459,521	-	459,521	439,890	899,411
Construction (pre-con, const, tax)	7,808,854	3,278,000	4,273,400	15,360,254	-	15,360,254	16,532,615	31,892,869
Construction Related Costs (incl bond)	1,047,140	438,000	551,200	2,036,340	-	2,036,340	1,034,797	3,071,137
PM Services (incl other prof svcs)	459,552	297,000	397,000	1,153,552	-	1,153,552	1,145,956	2,299,508
Contingency (incl Construction & Proj)	1,145,000	546,000	665,000	2,356,000	-	2,356,000	1,569,552	3,925,552
Fire apparatus	-	-	-	-	25,598,488	25,598,488	-	25,598,488
Fire equipment	-	-	-	-	4,333,874	4,333,874	-	4,333,874
TOTAL Expenditures	\$ 11,446,070	\$ 5,657,000	\$ 7,328,600	\$ 24,431,670	\$ 29,932,362	\$ 54,364,032	\$ 28,629,000	\$ 82,993,032

PROJECT EXPENDITURE BUDGET - Revised July 23 2018									
Project Category	FS 51 ¹ 9,426 sf	FS 52 ¹ 15,068 sf	FS 54 9,287 sf	TOTAL FS 33,781 sf	Equipment & Apparatus	TOTAL Fire Services	Justice Center	TOTAL	Budget Change by Category
A/E Services (both design & CA)	1,070,000	1,415,000	150,000	2,635,000	-	2,635,000	3,500,000	6,135,000	2,677,807
Land Acquisition/ROW	-	-	902,000	902,000	-	902,000	15,383,295	16,285,295	8,770,295
Permits/Fees	234,000	353,000	20,000	607,000	-	607,000	700,000	1,307,000	407,589
Construction (pre-con, const, tax)	9,396,000	13,298,000	230,000	22,924,000	-	22,924,000	38,738,678	61,662,678	29,769,809
Construction Related Costs (incl bond)	931,000	1,398,000	50,000	2,379,000	-	2,379,000	2,112,639	4,491,639	1,420,502
PM Services (incl other prof svcs)	526,000	787,000	100,000	1,413,000	-	1,413,000	1,594,000	3,007,000	707,492
Contingency (incl Construction & Proj)	1,115,000	1,358,000	50,000	2,523,000	-	2,523,000	6,507,731	9,030,731	5,105,179
Fire apparatus ²	-	-	-	-	13,690,670	13,690,670	-	13,690,670	(11,907,818)
Fire equipment	-	-	-	-	2,135,126	2,135,126	-	2,135,126	(2,198,748)
TOTAL Expenditures	\$ 13,272,000	\$ 18,609,000	\$ 1,502,000	\$ 33,383,000	\$ 15,825,796	\$ 49,208,796	\$ 68,536,343	\$ 117,745,139	\$ 34,752,107
Budget Change by Project	\$ 1,825,930	\$ 12,952,000	\$ (5,826,600)	\$ 8,951,330	\$ (14,106,566)	\$ (5,155,236)	\$ 39,907,343	\$ 34,752,107	

¹ The main fire station was originally identified as FS51, but has been changed to FS52 in the revised estimate.

² Includes \$5,750,493 of financing costs for apparatus purchases through 2029.



CITY OF TUKWILA
Public Safety UTGO Bond Projects
Revenues & Expenditures
BUDGET vs ACTUALS

PROJECT COSTS - Actuals

ACTUAL EXPENDITURES - thru 7/31/18								
Project Category	FS 51 9,426 sf	FS 52 15,068 sf	FS 54 9,287 sf	TOTAL Stations 33,781 sf	Equipment & Apparatus	TOTAL Fire Services	Justice Center	TOTAL Bond Financed
A/E Services (both design & CA)	329,717	101,968	102,237	533,923	-	533,923	658,698	1,192,620
Land Acquisition/ROW ¹	12,750	29,734	911,474	953,958	-	953,958	1,042,917	1,996,875
Permits/Fees	529	-	-	529	-	529	-	529
Construction (pre-con, const, tax)	-	-	-	-	-	-	-	-
Construction Related Costs	-	-	-	-	-	-	-	-
Bond Issuance Costs	59,853	8,256	-	68,109	14,447	82,556	123,833	206,388
PM Services (incl other prof svcs)	74,817	111,838	65,778	252,432	-	252,432	349,522	601,954
Contingency	-	-	-	-	-	-	-	-
Fire Apparatus	-	-	-	-	3,253,545	3,253,545	-	3,253,545
Fire Equipment	-	-	-	-	421,528	421,528	-	421,528
TOTAL Expenditures	\$ 477,667	\$ 251,796	\$ 1,079,488	\$ 1,808,951	\$ 3,689,520	\$ 5,498,471	\$ 2,174,969	\$ 7,673,440

¹ In March 2018, the City purchased property for \$884,680 for Fire Station 54. That expense will remain there until a final decision is made regarding the use of this land.



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 \$3,187,614
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 (Fire Stations)	4/19/2017	12/31/2020	Not to exceed \$2,485,254
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; 2. <u>Sub-consultant fees</u> : not to exceed \$60,000.
17-125	Steven M. Goldblatt	Program Management Quality Assurance Services	7/25/2017	12/31/2021	Not to exceed \$250,000
17-157	DLR Group, Inc	Architectural Design and Planning Services (Justice Center)	9/9/2017	12/31/2020	Not to exceed \$3,099,914
17-167	Sound Earth Strategies, Inc	Phase 1 & 2 Environmental Site Assessments	9/18/2017	12/31/2017	Not to exceed \$163,262
17-181	Valbridge Appraisal	Property Appraisals	10/12/2017	12/31/2018	Not to exceed \$54,000
17-210b	Bush Roed Hitchings	Survey	12/4/2017	5/31/2018	Not to exceed \$131,500
17-215	Samdal & Associates	Property Condition Assessments survey services for Proposed PW facility properties.	12/6/2017	1/31/2018	Not to exceed \$10,300
17-218	Shannon & Wilson	Geotech	12/8/2017	7/31/2018	Not to exceed \$38,700
18-001	Lydig Construction	General Contractor/ Construction Manager - Fire Stations	11/27/2017	12/31/2020	Not to exceed \$372,000
18-032	Abeyta & Associates	Relocation Services	3/2/2018	5/31/2018	Not to exceed \$10,569
18-038	JRS Engineering	Building Envelope Services	3/16/2018	7/31/2019	Not to exceed \$49,520
18-049	BN Builders	General Contractor/ Construction Manager - Justice Center	4/2/2018	12/31/2020	Not to exceed \$240,000

CITY OF TUKWILA
PUBLIC SAFETY PLAN - EXPENDITURES FUNDED BY VOTED DEBT
Inception through July 31, 2018

Sum of AMOUNT			PRJ					
REPORT LINE	VENDOR	LINE DESCRIPTION	FIRE STATION 51	FIRE STATION 52	FIRE STATION 54	EQUIPMENT & APPARATUS	JUSTICE CENTER	Grand Total
A/E Services	DAILY JOURNAL OF COMMERCE	Legal Advertisements	225	225	225		563	1,239
	DLR GROUP INC	Architectural Design and Planning Services (Justice Center)					650,093	650,093
	FACETS CONSULTING, LLP	Fire Station Location Study	12,000	12,000	12,000			36,000
	PEPPLE CANTU SCHMIDT PLLC	FS 54 SITE PURCHASE-LEGAL SVCS				1,330		1,330
	SEATTLE TIMES	Legal Advertisements	208	197	197		521	1,123
	SHORT CRESSMAN & BURGESS PLLC	Legal Services	5,873	5,873	5,873		6,377	23,996
	WEINSTEIN	Architectural Design and Planning Services (Fire Stations)	309,012	83,406	81,879			474,296
	JRS ENGINEERING LLC	BUILDING ENVELOPE SERVICES	2,194					2,194
	HOME DEPOT CREDIT SERVICES	Materials to secure acquired buildings				22	34	55
	LOWES	Materials to secure acquired buildings				711		711
	LACY AND PAR INC	OPEN HOUSE MAILING					1,110	1,582
	A/E Services Total			329,717	101,968	102,237		658,698
Land	BRUCE C ALLEN & ASSOCIATES INC	Real Estate Consulting Services					44,870	44,870
	BUSH ROED AND HITCHINGS INC	SURVEY SVCS		22,234	7,900		51,220	81,354
	DAILY JOURNAL OF COMMERCE	Legal Advertisements					119	237
	HEARTLAND	Real Estate Broker Services					2,626	2,792
	PACE ENGINEERS INC	TOPOGRAPHIC SURVEY	12,750					12,750
	SHANNON & WILSON, INC.	GEOTECHNICAL ENGINEERING					14,594	14,594
	SOUNDEARTH STRATEGIES, INC	ENVIRONMENTAL SITE ASSESSMENTS		7,500	18,609		59,882	85,991
	MASITALO	SETTLEMENT AGREEMENT					5,000	5,000
	TUKWILA NAILS	SETTLEMENT AGREEMENT					12,500	12,500
	SHEIKOMAR	SETTLEMENT					25,000	25,000
	DYNAMIC LANGUAGE CENTER, INC.	Translation services for mailings					968	968
	Property Acquisitions	Henkle Property Purchase-Justice Center Site Lui Property Purchase-Justice Center Site Palmer/Star Nursery Property Purchase				884,680	726,638	884,680
Land Total			12,750	29,734	911,474		1,042,917	1,996,875
Permits/Fees	CITY OF TUKWILA	Permits/Fees	529					529
Permits/Fees Total			529					529
Bond Issuance Costs	IPREO PARENT HOLDCO LLC	ELECTRONIC DISTR. OF POS/OS	218	30		52	450	750
	MORGAN STANLEY	2016 UTGO Underwriter's Disc	29,417	4,057		7,101	60,862	101,437
	PACIFICA LAW GROUP LLP	LEGAL SVC-UNLMTD TAX GEN OBLGT	9,077	1,252		2,191	18,779	31,299
	PUBLIC FINANCIAL MGMT INC	FINANCIAL ADVIOSRY SVCS-2016 B	14,037	1,936		3,388	29,042	48,403
	STANDARD AND POOR'S FINANCIAL	ANALYTICAL SVCS-UNLMTD TAX GEN	7,105	980		1,715	14,700	24,500
Bond Issuance Costs Total			59,853	8,256		14,447	123,833	206,388
PM Services	SHIELDS OBLETZ JOHNSEN INC	PUBLIC SAFETY PLAN	74,817	111,838	65,778		349,522	601,954
PM Services Total			74,817	111,838	65,778		349,522	601,954
Fire Apparatus	INTERNAL TRANSFER	PIERCE VELOCITY 100' PUC PAP				1,460,430		1,460,430
		RADIO INSTALLS/LABOR				1,188		1,188
		EOC Admin Vehicle				53,485		53,485
		Admin Vehicle (2)				107,088		107,088
		PIERCE VELOCITY PUMPERS (2)				1,631,354		1,631,354
Fire Apparatus Total						3,253,545		3,253,545
Fire Equipment	LN CURTIS & SONS	Quantifit Respirator				9,130		9,130
	PAYPAL	MSA Mask Indentifire				1,365		1,365
	SEAWESTERN, INC.	Hands Free SCBA Holder				1,778		1,778
		BUNKER GEAR				46,218		46,218
		SCBA Fill Station				1,380		1,380
		SCBA EQUIP				354,553		354,553
	WITMER ASSOCIATES INC	Extrication Gloves				3,177		3,177
	HAYMAN	FIRE HELMET & SHIELD				416		416
	SMITH	FIRE HELMET				308		308
	O'BRIEN	HELMET				305		305
	DAVENPORT GROUP	SCBA Replacement Computer Equi				1,849		1,849
	ELECTRONIC BUSINESS MACHI	printer for SCBA Cage @ FD51				439		439
	KELCH	HELMET				308		308
	GRAINGER	SCBA EQUIP				265		265
R S HUGHES CO INC	SCBA EQUIP				39		39	
Fire Equipment Total						421,528		421,528
Grand Total			477,667	251,796	1,079,488	3,689,520	2,174,969	7,673,440



CITY OF TUKWILA
Public Safety Plan
Fire Stations - 51, 52 and expended cost for 54
Schematic Design Budget Summary
 YOE \$ (in thousands)

PROJECT COSTS

7/23/2018

Fire Station Program - INITIAL BUDGET ESTIMATE (Bond Budget)				
Project Category	FS51	FS 52	FS 54	TOTAL
	17,950 sf	6,567 sf	8,228 sf	32,745 sf
A/E Services (both design & CA)	731	356	464	1,551
Land Acquisition	-	653	862	1,515
Permits/Fees	255	89	116	460
Construction (pre-con, const, tax)	7,809	3,278	4,273	15,360
Construction Related Costs (incl bond)	1,047	438	551	2,036
PM Services (incl other prof svcs)	460	297	397	1,154
Contingency (incl Construction & Proj)	1,145	546	665	2,356
TOTAL	\$ 11,446	\$ 5,657	\$ 7,329	\$ 24,432

Fire Station Schematic Design - REVISED BUDGET ESTIMATE (1/22/18)					
Project Category	FS51 ¹	FS 52 ¹	FS 54	TOTAL	FUNDING GAP
	11,933 sf	15,068 sf	11933 sf	38,934 sf	
A/E Services (both design & CA)	899	1,244	1,003	3,146	1,595
Land Acquisition	-	-	854	854	(661)
Permits/Fees	234	353	262	849	390
Construction (pre-con, const, tax)	8,956	12,677	9,935	31,568	16,208
Construction Related Costs (incl bond)	931	1,398	1,039	3,367	1,331
PM Services (incl other prof svcs)	426	687	476	1,589	435
Contingency (incl Construction & Proj)	1,062	1,294	1,185	3,541	1,185
TOTAL	\$ 12,509	\$ 17,652	\$ 14,753	\$ 44,914	\$ 20,482

¹ The main fire station was originally identified as FS51, but has been changed to FS52 in the revised estimate.

² FS 54 budget includes costs spent to date plus estimated costs to assess the scope of rehabilitation

Fire Station Schematic Design - REVISED BUDGET ESTIMATE (7/23/18)					
Project Category	FS51 ¹	FS 52 ¹	FS 54	TOTAL	FUNDING GAP
	11,933 sf	15,068 sf	5,398 sf existing	32,399 sf	
A/E Services (both design & CA)	1,070	1,415	150	2,635	1,084
Land Acquisition	-	-	902	902	(613)
Permits/Fees	234	353	20	608	148
Construction (pre-con, const, tax)	9,396	13,298	230	22,925	7,564
Construction Related Costs (incl bond)	931	1,398	50	2,379	343
PM Services (incl other prof svcs)	526	787	100	1,413	259
Contingency (incl Construction & Proj)	1,115	1,358	50	2,523	167
TOTAL	\$ 13,273	\$ 18,610	\$ 1,502	\$ 33,384	\$ 8,953



CHARTER
of the City of Tukwila
Public Safety Bond
Financial Oversight Committee

Adopted by Resolution No. 1892



CHARTER of the City of Tukwila Public Safety Bond Financial Oversight Committee

1. Background – Public Safety Bond

On November 8, 2016, voters of Tukwila will be asked to approve 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.

2. Charter Purpose

Pursuant to Ordinance No. 2509 the City Council will appoint a Public Safety Bond Financial Oversight Committee within six months if the ballot proposition is approved by the qualified voters of Tukwila at the November 8, 2016 election. The purpose of this Charter is to serve as the framework for the Financial Oversight Committee (“Committee”). The City Council may amend this Charter as necessary or appropriate.

3. Committee Purpose

As the City’s legislative body, oversight and control of the City’s finances is the responsibility of the City Council, all seven of whom are held accountable by Tukwila voters. The purpose of this Committee is not to supersede the fiduciary authority of the Council, but to independently represent taxpayers concerning the City’s expenditure of revenues received from the sale of general obligation bonds. The Committee shall review the allocation of bond proceeds and progress on achieving the purposes of the Public Safety Bond, and shall report at least semi-annually to the City Council and the public on the same. The Committee will help ensure that the community remains informed about new public safety construction projects. The Committee will not be engaged in facility design or construction oversight.

4. Committee Responsibilities

- Review periodic reports provided by the City regarding status of construction projects, bond expenditures, project schedules, and timelines of bond projects.
- Verify effective and efficient use of bond proceeds and compliance with the purposes of the Public Safety Bond.
- Review efforts by the City to maximize bond revenues by balancing best value, quality, and efficiency in meeting the City’s goals and priorities.
- Review copies of all other bond reports provided by the City or requested by the Committee.

(continued...)



CHARTER of the City of Tukwila Public Safety Bond Financial Oversight Committee

4. Committee Responsibilities *(cont.)*

- Review copies of any performance or financial audits of the City's bond programs to ensure that appropriate action is being taken to remediate any identified deficiencies.
- Prepare and communicate findings and recommendations for improvement via a periodic (at least semi-annually) independent report to the City Council and the public.
- Review this Charter annually and recommend revisions to the City Council.
- Approve Committee meeting minutes.
- Approve reports and other Committee communications.

5. Committee Structure and Membership

The Committee shall include 5 members comprising 2 residents, 2 members from the business community, and 1 at-large member. The City Council will appoint all members of the Committee.

Members shall serve for terms of two years without compensation, although in order to have staggered terms, 1 resident and 1 business representative will initially be appointed for three years and thereafter all terms of appointment will be for two years. Members may be reappointed for additional terms.

No employee or official of the City of Tukwila shall be appointed to the Committee. No vendor, contractor, or consultant of the City of Tukwila who is in any way involved in the public safety construction projects shall be appointed to the Committee.

The Committee shall continue in existence for the economic life of the Public Safety Bond.

6. Appointment Process

The City will advertise broadly the opportunity to serve on the Committee. Interested individuals may apply by completing the City's Boards and Commissions application form available on the City website. Applications will be reviewed by a standing Committee of the City Council which will make a recommendation to the Committee of the Whole. Volunteers for City Boards, Commissions, and Committees are subject to a background check.



CHARTER of the City of Tukwila Public Safety Bond Financial Oversight Committee

7. Bylaws

The Committee shall adopt bylaws regarding its internal organization, including the following:

- A provision for electing a Chair and a Vice-Chair, as well as any other officers deemed necessary by the Committee.
- All meetings will be open to the general public.
- A majority of active members shall constitute a quorum.
- Reports and/or recommendations to the City Council must be approved by a majority of active members of the Committee.
- Written minutes of all meetings of the Committee shall be composed.

8. Meetings

The Committee shall determine its meeting schedule according to the flow of information to evaluate, no fewer than two times per year. Members are expected to reliably attend and participate in meetings. If a member fails to attend two or more meetings without cause, the Committee shall define the member as inactive and inform the Council of its action.

9. City Support

The City will provide the Committee with reasonable technical and administrative assistance, including:

- Provision of timely reports that will describe proposed projects, costs, contingency, and schedule.
- Provision of other documents such as financial statements, investment reports, contracts, budget amendments, bid awards, or other reports requested by the Committee.
- Provision of a meeting room.
- Provision of space on the City website and Digital Records Center for public access to agendas, minutes, reports, and any other relevant information.
- Preparation and distribution of meeting agendas and minutes.



CHARTER of the City of Tukwila Public Safety Bond Financial Oversight Committee

10. Ethics Policy

Committee members shall be bound by Tukwila Municipal Code Chapter 2.95, Code of Ethics for Employees and Appointed Officials.

The Committee serves the general interest of the public and not any personal or special interest.

Committee members are required to sign a conflict of interest statement and to disclose any potential conflicts that may arise in the course of their service.

11. Member Termination

The City Council retains the right to remove a Committee member for specific reasons such as, but not limited to:

- The member has been declared inactive due to missing two or more meetings without cause.
- The member has been found to violate a provision of the Code of Ethics (TMC Chapter 2.95).

If a member is removed from the Committee, the community will be notified of the vacancy and the City Council will appoint another qualified person to the Committee per the process outlined in Section 6 of this Charter.