

City of Tukwila

Finance and Governance Committee

- **♦ De'Sean Quinn, Chair**
- **⋄** Kate Kruller
- **♦ Cynthia Delostrinos Johnson**

<u>Distribution</u>:

D. Quinn

K. Kruller C. Delostrinos Johnson

C. Delostrinos Johnson R. Bianchi
T. McLeod C. O'Flaherty

K. Hougardy M. Abdi A. Youn L. Humphrey

Mayor Ekberg

D. Cline

T. Sharp

AGENDA

MONDAY, JULY 11, 2022 - 5:30 PM

THIS MEETING WILL BE CONDUCTED BOTH ON-SITE AT TUKWILA CITY HALL AND ALSO VIRTUALLY.

ON-SITE PRESENCE WILL BE IN THE DUWAMISH CONFERENCE ROOM (2ND FLOOR, 6300 SOUTHCENTER BOULEVARD)

THE PHONE NUMBER FOR THE PUBLIC TO PARTICIPATE IN THIS MEETING IS: 1-253-292-9750, Access Code 118148336#

Click here to: Join Microsoft Teams Meeting

For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	
1. BUSINESS AGENDA		
a. A resolution providing an honorary designation of "Jim Haggerton Street." Laurel Humphrey, Legislative Analyst	a. Forward to 7/25 C.O.W. and 8/1 Regular Mtg.	Pg.1
b. Monthly General Fund update. Vicky Carlsen, Finance Director	b. Discussion only.	Pg.5
c. An update on Channel 21. Joel Bush, Chief Technology Officer	c. Discussion only.	Pg.9
2. MISCELLANEOUS		

Next Scheduled Meeting: July 25, 2022





Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Laurel Humphrey, Legislative Analyst

DATE: **July 1, 2022**

SUBJECT: Resolution designating an honorary "Jim Haggerton Street."

ISSUE

Honoring former Mayor Jim Haggerton for his contributions toward the City, specifically the Tukwila Village development, with an honorary street naming.

BACKGROUND

Former Mayor Jim Haggerton passed away in November 2021. He is greatly missed due to his outstanding character as well as the contributions he made in service to his country as a United States Marine and to the City of Tukwila during his long career in public service including as a Planning Commissioner, Councilmember, and Mayor. At the November 1, 2021 Regular Meeting, Councilmember Quinn relayed to the City Council that the Haggerton family requested a formal naming recognition to honor these civic contributions. During the 1st half of 2022, staff worked with the family to develop a proposal which is now ready for Council consideration.

The draft resolution suggests an honorary designation of South 144th Street between Tukwila International Boulevard and 42nd Avenue South as "Jim Haggerton Street." The honorary designation means that residents and businesses will not have the expense of changing their addresses, but that signage will be put up in honor of Jim's memory. Staff will work with the family on an appropriate ceremony to celebrate the naming.

This particular street segment is proposed due to Jim's leadership on the development of Tukwila Village. During his tenure of Mayor, he provided leadership on items including the selection of a developer, approval of a disposition and development agreement, and sale of a portion of the city property to the King County Library System for the new Tukwila Library. Further, he provided leadership as the City designed the improvements to South 144th Street between 42nd Avenue South and Tukwila International Boulevard and received grant funding from Washington State's Transportation Improvement Board toward the cost of the project.

RECOMMENDATION

Staff is seeking Council direction on the draft resolution.

ATTACHMENT

Draft resolution

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, PROVIDING AN HONORARY DESIGNATION OF SOUTH 144TH STREET BETWEEN TUKWILA INTERNATIONAL BOULEVARD AND 42ND AVENUE SOUTH AS "JIM HAGGERTON STREET."

WHEREAS, Jim Haggerton served the City of Tukwila as a Planning Commissioner, Councilmember and Mayor for a combined 30 years; and

WHEREAS, with the passing of Jim Haggerton, the City of Tukwila lost a dedicated public servant and a visionary leader who helped shaped Tukwila's future; and

WHEREAS, during his tenure as Mayor, Jim Haggerton provided leadership for the development of Tukwila Village, including the sale of a portion of City property to the King County Library System for the new Tukwila Library; and

WHEREAS, Jim Haggerton also provided leadership during the design and construction of the street improvements to South 144th Street between Tukwila International Boulevard and 42nd Avenue South;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. South 144th Street between Tukwila International Boulevard and 42nd Avenue South shall have an honorary designation as "Jim Haggerton Street."

Section 2. The City Council requests the installation and maintenance of signs at prominent and appropriate locations to permanently reflect the "Jim Haggerton Street" honorary designation.

PASSED BY THE CITY COUNCIL O a Regular Meeting thereof this	f THE CITY OF TUKWILA, WASHINGTON, at day of, 2022.
ATTEST/AUTHENTICATED:	
Christy O'Flaherty, MMC, City Clerk	Thomas McLeod, Council President
APPROVED AS TO FORM BY:	Filed with the City Clerk:
Office of the City Attorney	Passed by the City Council: Resolution Number:





Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Vicky Carlsen, Finance Director

BY: Aaron Williams, Fiscal Manager

CC: Mayor Ekberg

DATE: **July 18, 2022**

SUBJECT: May 2022 General Fund Departmental Budget-to-Actuals Report

Summary

The purpose of the May 2022 General Fund Financial Report is to summarize for the City Council the general state of departmental expenditures and to highlight significant items. The following provides a high-level summary of the departmental financial performance.

The May 2022 Report is based on financial data available as of July 1, 2022, for the period ending May 31, 2022. Additional details can be found within the included financial report.

Expenditures

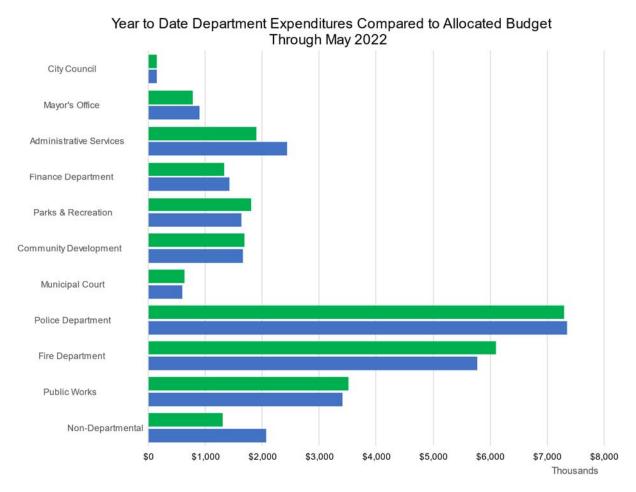
General Fund departmental expenditures totaled \$25.21 million through May, which is \$130 thousand less than the allocated budget of \$25.34 million. It is worth noting that only 39% of the total departmental budget through the end of May. Department 20, which is transfers to other funds, totaled \$1.31 million, which is \$757 thousand less than the allocated budget. The allocated budget is calculated to reflect year-to-date spending patterns of the previous year.

Transfers to capital project funds are not done on a monthly based. Rather, funds are transferred to capital project funds only as needed, for cash flow purposed. Debt service transfers, however, are done quarterly.

In total, expenditures are tracking slightly below allocated budget. ARPA funds were provided to several departments in the summer of 2021 to restore programs that had been reduced or eliminated due to COVID-19. These programs were funded for approximately six months in the last half of 2021 and the full year for 2022. Because these programs were not funded in the first half of 2021, the effected departments do reflect exceeding allocated budget. At this point in time, the only department that is cause for possible concern is the fire department, with 43% of total budget spent.

As always, staff will continue to monitor budgets closely and communicate if any department is in danger of exceeding annual budget.

Departmental Variances



■ YTD Actual ■ YTD Budget

GENERAL FUND

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of May 31, 2022

		BUD	DGET ACTUAL			COMPARISON OF RESULTS				
	EXPENDITURES BY								% CH	ANGE
	DEPARTMENT	2022 ANNUAL	2022 ALLOCATED	2020	2021	2022	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	2020/ 2021	2021/ 2022
01	City Council	\$ 385,826	\$ 152,636	\$ 143,626	\$ 129,336	\$ 143,050	\$ (9,586)	37%	-10%	11%
03	Mayor's Office	2,565,927	900,152	915,213	788,184	783,204	(116,948)	31%	-14%	-1%
04	Administrative Services	5,869,141	2,432,074	1,764,039	1,903,018	1,899,405	(532,669)	32%	8%	0%
05	Finance Department	3,347,587	1,426,974	1,233,527	1,279,246	1,336,511	(90,463)	40%	4%	4%
07	Parks & Recreation	4,959,108	1,628,097	1,828,551	1,622,375	1,805,977	177,881	36%	-11%	11%
80	Community Development	4,662,212	1,661,667	1,331,880	1,589,921	1,683,621	21,954	36%	19%	6%
09	Municipal Court	1,597,482	595,402	552,692	503,953	635,521	40,119	40%	-9%	26%
10	Police Department	19,844,123	7,358,170	7,305,975	7,274,659	7,297,287	(60,883)	37%	0%	0%
11	Fire Department	14,297,033	5,769,989	5,269,776	5,698,287	6,103,292	333,303	43%	8%	7%
13	Public Works	7,434,770	3,412,410	3,323,727	3,062,702	3,519,217	106,807	47%	-8%	15%
	Subtotal	64,963,209	25,337,568	23,669,007	23,851,682	25,207,085	(130,483)	39%	1%	6%
20	Non-Departmental	9,619,291	2,064,812	886,326	1,365,690	1,307,953	(756,859)	14%	54%	-4%
Tota	al Expenditures	\$74,582,500	\$27,402,380	\$24,555,333	\$25,217,371	\$26,515,038	\$ (887,342)	36%	3%	5%

Percent of year completed

42%

GENERAL FUND

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of May 31, 2022

		BUDGET		ACTUAL			COMPARISON OF RESULTS			
	SALARIES AND BENEFITS						٠,	% CHANGE		
•	BALARIES AND BENEFITS	2022 ANNUAL	2022 ALLOCATED	2020	2021	2022	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	2020/ 2021	2021/ 2022
11	Salaries	\$ 32,802,451	\$ 12,818,950	\$ 12,047,049	\$ 11,576,012	\$ 12,510,880	\$ (308,070)	38%	-4%	8%
12	Extra Labor	584,220	4,080	117,378	11,826	116,135	112,055	20%	-90%	882%
13	Overtime	2,000,115	757,032	416,507	878,487	1,083,985	326,953	54%	111%	23%
15	Holiday Pay	515,500	8,938	3,900	8,938	8,646	(292)	2%	129%	-3%
21	FICA	2,151,955	807,708	751,080	725,217	800,695	(7,013)	37%	-3%	10%
22	Pension-LEOFF	920,517	363,379	516,159	360,683	387,250	23,870	42%	-30%	7%
23	Pension-PERS/PSERS	1,494,905	627,134	732,582	687,866	606,534	(20,600)	41%	-6%	-12%
24	Industrial Insurance	876,892	388,604	399,162	395,663	297,527	(91,077)	34%	-1%	-25%
25	Medical & Dental	7,551,216	3,146,340	2,632,364	2,594,499	3,079,514	(66,826)	41%	-1%	19%
26	Unemployment	-	-	27,319	20,710	15,108	15,108	-	-24%	-27%
28	Uniform/Clothing	8,525	-	614	1,120	840	840	10%	82%	-25%
Tota	al Salaries & Benefits	\$ 48,906,296	\$ 18,922,166	\$ 17,644,113	\$ 17,261,021	\$ 18,907,114	\$ (15,052)	39%	-2%	10%

	BUD	GET	ACTUAL			COMPARISON OF RESULTS			
SUPPLIES, SERVICES AND								% CH	ANGE
CAPITAL	2022 ANNUAL	2022 ALLOCATED	2020	2021	2022	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	2020/ 2021	2021/ 2022
50 Transfers	\$ 9,619,291	\$ 2,064,812	\$ 886,326	\$ 1,365,690	\$ 1,307,953	\$ (756,859)	14%	54%	-4%
31 Office & Operating supplies	900,736	69,687	167,546	187,500	119,896	50,209	13%	12%	-36%
32 Repair & Maint supplies	299,025	31,520	113,213	77,258	147,432	115,912	49%	-32%	91%
34 Items Purchased for resale	10,000	-	235	-	93	93	1%	-100%	-
35 Small Tools & Minor Equipmer	41,250	4,170	43,828	13,059	15,733	11,564	38%	-70%	20%
36 Technology Supplies	13,000	5,277	12,794	12,785	15,884	10,607	122%	0%	24%
37 Fleet Supplies & fuel	3,000	884	9,755	1,163	1,928	1,044	64%	-88%	66%
41 Professional Services	7,391,918	3,460,908	2,755,745	3,133,735	2,792,927	(667,981)	38%	14%	-11%
42 Communication	458,739	16,540	179,246	180,990	132,480	115,939	29%	1%	-27%
43 Professional Development/Tra	252,921	163,201	159,367	219,435	155,419	(7,782)	61%	38%	-29%
44 Advertising	40,250	1,799	7,989	3,529	2,535	737	6%	-56%	-28%
45 Rentals and Leases	468,384	118,903	176,947	170,677	61,103	(57,801)	13%	-4%	-64%
46 Technology Services/Contracts	348,291	143,186	379,125	229,770	246,214	103,028	71%	-39%	7%
47 Public Utilities	2,034,285	1,496,628	1,364,121	1,446,553	1,498,775	2,147	74%	6%	4%
48 Repairs and Maintenance	2,185,367	758,524	513,487	808,816	912,917	154,394	42%	58%	13%
49 Other Expenses	879,747	69,073	136,001	29,206	196,634	127,562	22%	-79%	573%
6* Capital Expenditures	730,000	75,103	5,495	76,184	-	(75,103)	0%	1287%	-100%
Total Operating Expenses	25,676,204	8,480,214	6,911,220	7,956,350	7,607,924	(872,291)	30%	15%	-4%
Total Expenses	\$74,582,500	\$27,402,380	\$24,555,333	\$25,217,371	\$26,515,038	\$ (887,342)	36%	3%	5%

Percent of year completed 42%





Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Technology and Innovation Services

BY: Joel Bush, Chief Technology Officer

CC: Mayor Ekberg

DATE: **July 1, 2022**

SUBJECT: City of Tukwila Public Educational and Governmental (PEG) Channel -

Channel 21 Update

ISSUE

The infrastructure used to broadcast content to the City of Tukwila's PEG Channel, Channel 21, needs modernization. To ensure the reliability of broadcasting of Council Meeting to Chanel 21 the End-of-Life Infrastructure must be replaced.

BACKGROUND

The City of Tukwila's Franchise Agreement with Comcast stipulates that they provide a Channel for Governmental use. The current Channel 21 infrastructure (CASTUS Corporation) was initially installed in the Council Chambers in November of 2014. The system was tested until the end of the year and began streaming live Council meetings in January of 2015. The system is comprised of two servers, one for live streaming and another for hosting the Video on Demand (VOD) of previous meetings and other TV content. The initial cost for the system was \$26,660. The city currently pays a yearly support and maintenance fee of \$1,200 and a yearly VOD hosting and live streaming services fee of \$2,194.50.

DISCUSSION

Staff has researched other local municipalities use of PEG channels. PEG channels are used by our neighboring Cities to broadcast City Council Meetings. A few cities are populating channel 21 with additional free programming. Currently, staff currently does not see a viable alternative to replacing Channel 21.

Fully populating Channel 21 with content will require staff time to curate content. Competing priorities prevent staff from populating Chanel 21 with additional programming.

Staff has been in discussion with the Tukwila School District's Audio/Visual program to provide student created content on Channel 21. Fully populating Channel 21 with content could improve utilization but will require staff time to curate content. Competing priorities prevent staff from fully populating Channel 21 with content at this time.

FINANCIAL IMPACT

Estimated Costs for Upgrading CASTUS Channel 21 Infrastructure:

CASTUS QuickCast Server replacement: \$9,995.05 VOD Server replacement with Cloud Service: \$2,999.00 Total 1st year Expenditure: \$12,994.05

Ongoing yearly Cloud Service \$2,999.00
Ongoing yearly maintenance \$1,200.00
Total ongoing costs: \$4,199.00

RECOMMENDATION

Information Only

ATTACHMENTS

Castus Estimates



CASTUS Corporation

165 NE Juniper Street Suite 200 Issaquah, WA 98027 US (800) 215-3880 nathan@castus.tv castus.tv

ADDRESS

Scott Kirby City of Tukwila 6200 Southcenter Blvd Tukwila, WA 98788 USA SHIP TO

Scott Kirby City of Tukwila 6200 Southcenter Blvd Tukwila, WA 98788 USA ESTIMATE # 1562 DATE 01/07/2022

EXPIRATION DATE 02/28/2022

SHIP VIA
UPS
SALES REP
Nathan Bosseler

DESCRIPTION	QTY	RATE	AMOUNT
CASTUS QuickCast 4th Generation- Single Channel IP/HDSDI Video Set Inputs QuickCast channel has (1) multicast output for IP out Schedule creator and editor interface- yearly, monthly, weekly or daily Block scheduler interface for automated scheduling Web interface with confidence monitors and audio meters Multi file format support- ZERO transcoding Support for- RTMP, SRT, HLS, NDI & more Supports Live Closed Captions and Side Car files- VTT, SCC, MCC & McC Connects to routing switching- Black Magic and more Playlist and multi-region playlist creator/editor Output to Facebook and Youtube live Connect to CASTUS Cloud Services (CCS) Generate online schedule guide to embed on website Video editor for assembling and trimming clips RSS crawl overlay capability File manager library Audio input and automatic background music detection Built in audio normalization for outputs 8 global overlays per channel HDMI preview channel DVD to file rip utility		9,995.00	9,995.00T
Hardware: Super fast processor, dense form factor and extremely reliable 2RU serve 2RU chassis with server grade power supply 4TB storage included (single drive) *RAID 1 with 8TB upgrade available 8GB RAM (1) HDSDI Output (1) HDSDI Input 250GB SSD for CASTUS OS 24X DVD-RW	er grade chassis		
INCLUDES 3 YEAR HARDWARE WARRANTY Customer Loyalty Discount- 10%	1	-999.50	-999.50T
questions please contact- nathan@castus.tv. TAX	STOTAL (0.1) PPING FAL	\$9,9	8,995.50 899.55 100.00

Accepted By Accepted Date



CASTUS Corporation

165 NE Juniper Street Suite 200 Issaquah, WA 98027 US (800) 215-3880 nathan@castus.tv castus.tv

ADDRESS

Scott Kirby City of Tukwila 6200 Southcenter Blvd Tukwila, WA 98788 USA SHIP TO

Scott Kirby City of Tukwila 6200 Southcenter Blvd Tukwila, WA 98788 USA **ESTIMATE #** 1563 **DATE** 01/07/2022

EXPIRATION DATE 02/28/2022

1

0.00

0.00T

SHIP VIA

NA

SALES REP

Nathan Bosseler

DESCRIPTION	QTY	RATE	AMOUNT
CASTUS Cloud Services Video On Demand (NO ABR) 720p	1	2,999.00	2,999.00
CASTUS Cloud Portal for control panel and admin access Easy upload web interface to CASTUS Cloud (AWS) Auto transcode to 720p .mp4 Detailed analytics for indevidual videos and batch reports Ability to index and chapterize videos Access to download .mp4 HD video files for free Options for further customization			

Front End Video Guide-

Front End Video Guide-Easy to navigate home pages with playlists and live categories. Search function with 'smart word' search Ability to feature videos and playlists Customizable home screen and banner User account management with social engagement (like, dislike and comment) Social media sharing tools Desktop and mobile supported interfaces

Cloud Specs-CDN with unlimited number of live viewers Unlimited number of embedable LIVE HLS streams (Live channels) 2TB storage limit with file manager (each additional TB \$100 per month)

Recurring monthly renewal (on credit card)- \$259 Recurring annual renewal- \$2,999

Choose between one of three Video On Demand Packages 720P, 1080P or Adaptive Bit-Rate (ABR)

CASTUS Cloud Services 3,999.00 3,999.00 Video On Demand 1080P

CASTUS Cloud Portal for control panel and admin access Easy upload web interface to CASTUS Cloud (AWS) Auto transcode to 1080p .mp4 Detailed analytics for indevidual videos and batch reports Ability to index and chapterize live meetings and video files Access to download .mp4 HD video files for free Options for further customization

Front End Video Guide-

Easy to navigate home pages with playlists and live categories.

Search function with 'smart word' search Ability to feature videos and playlists

Customizable home screen and banner

User account management with social engagement (like, dislike and comment)

Social media sharing tools

Desktop and mobile supported interfaces

Cloud Specs-

CDN with unlimited number of live viewers

Unlimited number of embedable LIVE HLS streams (Live channels)

DESCRIPTION		QTY	RATE	AMOUNT
2TB storage limit with file manager (each additional TB \$100 per mo Auto transcode to downloadable .mp4 file	onth)			
Recurring monthly renewal (on credit card)- \$329 Recurring annual renewal- \$3,899				
OR Choose between one of three Video On Demand Packages 720P, 1080P or Adaptive Bit-Rate (ABR)		1	0.00	0.00T
CASTUS Cloud Services Video On Demand 4 Profile Adaptive Bit-Rate (ABR)		1	5,099.00	5,099.00
CASTUS Cloud Portal for control panel and admin access Easy upload web interface to CASTUS Cloud (AWS) Auto transcode to Adaptive Bit Rate (ABR)- 4 profiles Detailed analytics for indevidual videos and batch reports Ability to index and chapterize live meetings and video files Access to download .mp4 HD video files for free Options for further customization				
Front End Video Guide- Easy to navigate home pages with playlists and live categories. Search function with 'smart word' search Ability to feature videos and playlists Customizable home screen and banner User account management with social engagement (like, dislike and Social media sharing tools Desktop and mobile supported interfaces	d comment)			
Cloud Specs- CDN with unlimited number of live viewers Unlimited number of embedable LIVE HLS streams (Live channels) 4TB storage limit with file manager (each additional 2TB is \$100/mo Auto transcode to ABR with access to downloadable .mp4 files)			
Recurring monthly renewal (on credit card)- \$429 Recurring annual renewal- \$5,099				
Video On-Demand and Live streaming annual	SUBTOTAL			12,097.00 0.00
packages. Choose between one of three Video On Demand Packages: 720P, 1080P or Adaptive Bit-	TAX (0.1) TOTAL		Ф1О /	
Rate (ABR). For questions please contact-nathan@castus.tv.			Φ12, (097.00

Accepted By Accepted Date