



# City of Tukwila Transportation and Infrastructure Services Committee

- ❖ Kate Kruller, Chair
- ❖ Mohamed Abdi
- ❖ Tosh Sharp

<b>Distribution:</b> K. Kruller C. Hougardy T. Sharp H. Ponnekanti S. Kim (email) G. Lerner (email)	City Attorney (email) Clerk File Copy  Place pkt pdf on SharePoint Z Trans & Infra Agendas  email cover to: F. Ayala, A. Le, C. O'Flaherty, A. Youn, B. Saxton, S. Norris, L. Humphrey
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## AGENDA

**MONDAY, DECEMBER 5, 2022 – 5:30 PM**

**HYBRID MEETING – ONSITE AND VIRTUAL**

**DUWAMISH CONFERENCE ROOM, 6300 BUILDING, 2<sup>ND</sup> FLR**

**MS Teams: [Click here to join the meeting](#)**

**Virtual Meeting - Members of the public may listen by dialing 1-253-292-9750 and entering conference ID 799017451# 6300 BUILDING, SUITE 100)**

Item	Recommended Action	Page
<b>1. PRESENTATIONS</b>		
<b>2. BUSINESS AGENDA</b>		
a) Public Works Campus, Phase 2 (B. Miles)	a) Discussion only	
b) Resolution to Surplus City Equipment for 2022 (C. Gray)	b) Forward to the 12/12/22 Committee of the Whole and Special Consent Agenda same day	Pg. 1
c) 2023 - 2024 King County Solid Waste Recycling Grant Acceptance (N. Eklund)	c) Forward to the 12/12/22 Unfinished Business Special Consent Agenda	Pg. 17
<b>3. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** In January 2023, once TIC schedule is determined





## INFORMATIONAL MEMORANDUM

TO: **Transportation and Infrastructure Services Committee**  
FROM: **Hari Ponnekanti, Public Works Director/ City Engineer**  
BY: **Cody-Lee Gray, Operations Manager**  
**Garron Herdt, Fleet Superintendent**  
CC: **Mayor Ekberg**  
DATE: **December 2, 2022**  
SUBJECT: **Resolution to Surplus City Equipment for 2022**

### **ISSUE**

Approve Resolution authorizing the sale of surplus equipment no longer needed by the City.

### **ANALYSIS**

The Fleet Department has identified 38 vehicles and 17 other pieces of equipment that have outlived their service life, are no longer required, or have been replaced by the City. Most of these items still operate, but in some cases require extensive repairs, are no longer used, or too costly to overhaul.

### **FISCAL IMPACT**

All pieces of equipment identified in the resolution are fully depreciated and are currently valued at \$214,740. Selling the equipment at auction in an “as is” condition is now the most practical solution for disposal.

### **RECOMMENDATION**

Council is being asked to approve the Resolution declaring 38 vehicles and 17 other pieces of equipment, estimated value at \$214,740, as surplus and authorize their sale, and to consider this item same day at the December 12, 2022, Committee of the Whole and Consent Agenda Special Meeting.

**Attachments:** Draft Resolution  
Exhibit A Surplus Equipment List  
Exhibit B Surplus Equipment Photos

DRAFT

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TUKWILA, WASHINGTON, DECLARING CERTAIN FLEET  
VEHICLES AND EQUIPMENT SURPLUS, AND AUTHORIZING  
THEIR SALE OR DISPOSAL.**

**WHEREAS**, the City of Tukwila purchased 38 vehicles and 17 other pieces of equipment described and depicted in an inventory list with estimated salvage values and photographs on Exhibits A and B, respectively, which were utilized by various City departments; and

**WHEREAS**, the 38 vehicles and 17 other pieces of equipment described and depicted on Exhibits A and B, have a combined estimated salvage value of \$214,740; and

**WHEREAS**, the vehicles and other pieces of equipment described and depicted on Exhibits A and B have outlived their usefulness and are no longer needed by the City of Tukwila's Fleet (Equipment Rental) Department or any other City Department; and

**WHEREAS**, the City of Tukwila has statutory authority to dispose of personal property under RCW 35A.11.010, provided such personal property is declared surplus to the City's needs;

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

**Section 1. Declaration of Surplus.** The 38 vehicles and 17 other pieces of equipment described and depicted on the attached Exhibits A and B are hereby declared surplus.

**Section 2. Fleet Department authorized to sell.** The Fleet Department, as part of the City's replacement program, is hereby authorized to sell the 38 vehicles and 17 other pieces of equipment described and depicted in the inventory list and photographs on Exhibits A and B, respectively, for the best available price, or properly dispose of those remaining items it is unable to sell in any commercially reasonable manner for the common benefit.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at  
a Special Meeting thereof this \_\_\_\_\_ 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: \_\_\_\_\_

Passed by the City Council: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney

Exhibit A: 2022 Fleet Surplus List

Exhibit B: 2022 Fleet Surplus Equipment – Photographs

## 2022 FLEET SURPLUS - Exhibit A

EQ#	DIV	O&M ACCT	Dept	Yr	Description	Color	Serial Number / Vehicle Identification Number	License	Meter	EST. SALVAGE VALUE
1010	FD RESCUE & EMER AID	FD011230-548095	FD	1984	TRAILER, STRONG BOY, TRI-AXLE (SHORING)	ORANGE	1L95D382XESD18652	12561D	N/A	\$1,500
1015	FD RESCUE & EMER AID	FD011230-548095	FD	2003	TRAILER, CARNAI (RESCUE BOAT)	METAL	5FMBT2J1231303218	37698D	N/A	\$500
1085	PD TRAFFIC	PW010700-548095	PD	2014	MOTORCYCLE, VICTORY COMMANDER I	BLACK / WHITE	5VPDW36NXE3037357	2685EX	22,768	\$3,500
1086	PD TRAFFIC	PW010700-548095	PD	2017	MOTORCYCLE, HARLEY DAVIDSON FLHTP POLICE	BLACK / WHITE	1HD1FMC1XHB678171	2036EX	15,631	\$5,000
1087	PD TRAFFIC	PW010700-548095	PD	2017	MOTORCYCLE, HARLEY DAVIDSON FLHTP POLICE	BLACK / WHITE	1HD1FMC16HB683447	2937EX	45,476	\$5,000
1088	PD TRAFFIC	PW010700-548095	PD	2017	MOTORCYCLE, HARLEY DAVIDSON FLHTP POLICE	BLACK / WHITE	1HD1FMC18HB683868	2938EX	36,438	\$5,000
1089	PD TRAFFIC	PW010700-548095	PD	2018	MOTORCYCLE, HARLEY DAVIDSON FLHTP POLICE	BLACK / WHITE	1HD1FMC1XJB620891	2939EX	11,750	\$5,000
1188	DCD	CD008501-548095	PL	2001	SEDAN, CHEVY IMPALA	BURGUNDY	2G1WF55K819319520	32509D	67,179	\$2,500
1229	PARKS MAINT	PW015800-548095	PK	2004	1-1/2 TON DUMP, FORD F450 SUPER DUTY XL	DK BLUE	1FDXF46S14ED93606	38269D	34,347	\$5,000
1232	PD TAC TEAM	PW010250-548095	PD	2005	CARGO VAN, DODGE GRAND CARAVAN CV	DK BLUE	1D4GP23R55B174631	38266D	34,347	\$1,500
1234	FD HAZMAT	FD011230-548095	FD	2003	FLATBED, FORD SUPER DUTY F550XL	WHITE	1FDAF56S53ED86264	37693D	121,827	\$5,000
1236	PW FAC MAINT	PW013300-548095	BM	1996	3/4-TON CARGO VAN, FORD ECONOLINE E150	RED	1FTFE24H0THA95432	20645D	73,511	\$1,500
1239	FD PREVENTION & INVEST.	FD011230-548095	FD	2002	3/4-TON PICKUP, FORD F250 CREW-CAB	RED	1FTNW20LX2EC28698	34248D	58,818	\$6,500
1242	PARKS MAINT	PW015800-548095	PK	1991	3/4-TON PICKUP, GMC	BLUE	2GTGC29J0M1538107	10877D	75,299	\$1,000

## 2022 FLEET SURPLUS - Exhibit A

EQ#	DIV	O&M ACCT	Dept	Yr	Description	Color	Serial Number / Vehicle Identification Number	License	Meter	EST. SALVAGE VALUE
1243	PW ENGINEERING	PW013130-548095	PW	2004	PICKUP, CHEVY COLORADO S-10	BLUE	1GCCS196948198086	38267D	71,414	\$1,500
1261	SURF WATER	PW412380-548095	SW	2004	3/4-TON PICKUP, FORD F250	WHITE	1FTNX20L24ED66624	37708D	138,052	\$3,500
1294	PARKS MAINT	PW015800-548095	PK	2001	3/4-TON, DODGE RAM CLUBCAB (WATER TANK)	DARK GREEN	3B6KC26Z61M258351	29917D	61,740	\$3,500
1314	FD RESCUE & EMER AID	FD011230-548095	FD	1998	AID CAR, FORD ROAD RESCUE	RED	1FDXE40F6WHB88993	25187D	6,888	\$9,500
1353	FD RESCUE & EMER AID	FD011230-548095	FD	1996	RESCUE TRUCK, INTERNATIONAL	RED	1HTSEAN0TH360923	23830D	1,532	\$40,000
1433	PD PROF STDS	PD010300-548095	PD	2012	CHEVY CAPRICE	BLACK	6G1MK5U26CL660224	54226D	100,142	\$4,500
1720	TRAINING	PD010400-548095	PD	2008	PATROL, CROWN VICTORIA AFV	DARK BLUE	2FAFP71VX8X100246	45154D	99,026	\$1,500
1727	PD ADMIN	PW010100-548095	PD	2008	ER ADMIN SEDAN, CHEVY IMPALA	DARK BLUE	2G1WS583881354891	47794D	106,670	\$1,500
1751	PD PATROL	PD010220-548095	PD	2016	PATROL, FORD POLICE INTERCEPTOR UTILITY SUV AWD	BLACK/WHITE	1FM5K8AR1GGA29032	60011D	84,485	\$1,500
1810	EQUIP RENTAL	PW501650-548095	ER	1992	TOOL, HOIST, WESTERN 4-POST LIFT	BLUE/RED	S/N: 72-245 MODEL WRTA 25-4	N/A	N/A	\$0
1852	SEWER	PW402800-548095	SE	1996	GENERATOR, KOHLER 80 KW, LIFT STA. 2		S/N: 18684	N/A	UNK	\$3,500
2200	STREET MAINT	PW016300-548095	ST	2007	1-TON SVC TRUCK, CHEVY SILVERADO 3500 CAB/CHASSIS	WHITE	1GBJC34U57E116693	43844D	97,055	\$4,500
2201	STREET MAINT	PW016300-548095	ST	2007	3/4-TON PICKUP, FORD F250XL CREWCAB	WHITE	1FTSX20597EA03424	43838D	62,555	\$3,000
2311	SURF WATER	PW412380-548095	SW	2009	VEHICLE, INTERNATIONAL CAB/CHASSIS 7600	WHITE	1HTWXAHT99J117600	49212D	4,888	\$50,000

## 2022 FLEET SURPLUS - Exhibit A

EQ#	DIV	O&M ACCT	Dept	Yr	Description	Color	Serial Number / Vehicle Identification Number	License	Meter	EST. SALVAGE VALUE
5015	FD RESCUE & EMER AID	FD011230-548095	FD	2009	BOAT, RESCUE, ALASKA SERIES RANGER 420 ALUM FLOOR	RED	HIN: AS17J005D808	WN25112	UNK	\$900
5020	FD SUPPRESSION 70% PD PATROL 30%	FD011200-548095 PD010220-548095	FD	2010	BOAT, WOOLRIDGE 20' ALASKAN XL W/ 150 HP EVINRUDE	METAL	HIN: WLG20247B010	WN26196	238	\$1,000
5021	FD SUPPRESSION 70% PD PATROL 30%	FD011200-548095 PD010220-548095	FD	2009	TRAILER, EZ LOADER BOAT TRAILER	METAL	1ZEAAARC59A168760	24354D	N/A	\$500
5401	FD PREVENTION & INVEST.	FD011230-548095	FD	2007	SEDAN, FORD CROWN VICTORIA	WHITE	2FAHP71W97X111125	43846D	93,988	\$1,000
5404	FD PREVENTION & INVEST.	FD011230-548095	FD	2012	3/4-TON PICKUP, FORD F250 XL, W/ CANOPY	WHITE	1FT7X2A64CEC13694	54224D	112,785	\$2,500
5519	FD SUPPRESSION	FD011200-548095	FD	2006	PUMPER, FERRARA INFERNO	RED	1F94544286H140395 BUILD H-3313	43881D	7,596	\$20,000
6004	PARKS MAINT	PW015800-548095	PK	2009	TRAILER, ALUMA 486 UTILITY 4X6 WITH RAMP	METAL	1YGUS06139B057260	49621D	N/A	\$500
6302	PARKS MAINT	PW015800-548095	PK	2008	TRACTOR/LOADER, JOHN DEERE 4120	GREEN/ YELLOW	S/N: LV4120H510306	N/A	3,138	\$8,000
7101	DCD CODE ENF.	CD008300-548095	PL	2006	SEDAN, DODGE STRATUS FFV	WHITE	1B3AL46T36N280580	43836D	24,948	\$3,000
S012	PD TAC TEAM	PW010250-548095	PD	1998	SEDAN, ACURA 2.3 CL	TURQUOISE	19UYA3251WL003802	U/C (COLD)	UNK	\$0
910ER	EQUIP RENTAL	PW501650-548095	ER	VARIOUS	TIRE CHAINS, VARIOUS	-	N/A	N/A	N/A	\$200
910ER	EQUIP RENTAL	PW501650-548095	ER	VARIOUS	SHOP MANUALS	-	N/A	N/A	N/A	\$50
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	PRESSURE WASHER	RED	UNK	N/A	N/A	\$50
910ER	EQUIP RENTAL	PW501650-548095	ER	UNK	TOOL, SOLVENT PARTS CLEANER	YELLOW	BCE-300	N/A	N/A	\$50



## 2022 FLEET SURPLUS - Exhibit A

EQ#	DIV	O&M ACCT	Dept	Yr	Description	Color	Serial Number / Vehicle Identification Number	License	Meter	EST. SALVAGE VALUE
910ER	EQUIP RENTAL	PW501650-548095	ER	UNK	TOOL, AXLE JACK	BLACK	677126	N/A	N/A	\$100
910ER	EQUIP RENTAL	PW501650-548095	ER	UNK	TOOL, AXLE JACK	BLACK	677127	N/A	N/A	\$100
910ER	EQUIP RENTAL	PW501650-548095	ER	UNK	TOOL, AIR COMPRESSOR, CRAFTSMAN 30 GAL.	RED	UNK	N/A	N/A	\$50
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	GENERATOR, HONDA 3000	RED	COT ASSET #: 000138 / 011 2927	N/A	N/A	\$200
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	TYCO/NIEDNER HOSE TESTER	METAL	MODEL HT-2000 SS; S/N HT0202192	N/A	N/A	\$0
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	HONDA PORTABLE FAN	BLACK	MODEL GX140	N/A	N/A	\$0
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	HONDA PORTABLE FAN	BLACK	MODEL GX160	N/A	N/A	\$0
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	GENERAC PORTABLE FAN	RED	MODEL 01645-0	N/A	N/A	\$0
582	STREET MAINT	PW016300-548095	ST	UNK	WACKER KOEHRING	YELLOW	MODEL P-5000 S/N: 302604 SPEC 3092-G3	N/A	N/A	\$20
576	STREET MAINT	PW016300-548095	ST	UNK	HOMELITE TEXTRON TRASH PUMP	RED	MODEL 111DP3-2A; S/N H00220057	N/A	N/A	\$20
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	HONDA GENERATOR	RED	MODEL EG 5000X	N/A	N/A	\$0
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	CAT PUMP	RED	MODEL 2SFX35GBT1.9000	N/A	N/A	\$0
955FD	FD SUPPRESSION	FD011200-548095	FD	UNK	MISCELLANEOUS PUMPS (NO IDENTIFIERS)	RED	UNK	N/A	N/A	\$0
<b>55</b>										<b>\$214,740</b>

## 2022 Fleet Surplus Equipment – Exhibit B



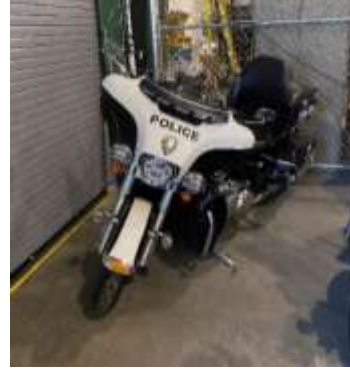
Unit 1010, 1984 Strong Boy Tri-axle Trailer, VIN: 1L95D382XESD18652, License: 12561D. Estimated value: \$1,500



Unit 1015, 2003 Carnai Trailer, VIN: 5FMBT2J1231303218, License: 37698D. Estimated value: \$500



Unit 1085, 2014 Victory Commander I Motorcycle, VIN: 5VPDW36NXE3037357, License: 2685EX. Estimated value: \$3,500



Unit 1086, 2017 Harley Davidson FLHTP Motorcycle, VIN: 1HD1FMC1XHB678171, License: 2036EX. Estimated value: \$5,000

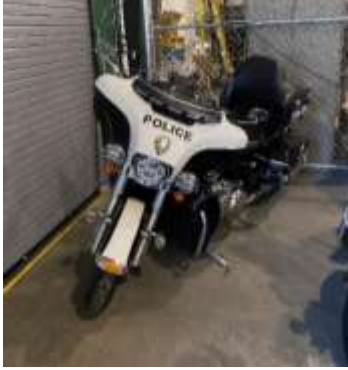


Unit 1087, 2017 Harley Davidson FLHTP Motorcycle, VIN: 1HD1FMC16HB683447, License: 2937EX. Estimated value: \$5,000



Unit 1088, 2017 Harley Davidson FLHTP Motorcycle, VIN: 1HD1FMC18HB683868, License: 2938EX. Estimated value: \$5,000

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 1089, 2018 Harley Davidson FLHTP Motorcycle, VIN: 1HD1FMC1XJB620891, License: 2939EX. Estimated value: \$5,000



Unit 1232, Dodge Grand Caravan CV, VIN: 1D4GP23R55B174631, License: 38266D. Estimated value: \$1,500



Unit 1188, 2001 Chevy Impala, VIN: 2G1WF55K819319520, License: 32509D. Estimated value: \$2,500



Unit 1234, 2003 Ford Superduty F550XL Flatbed, VIN: 1FDAF56S53ED86264, License: 37693D. Estimated value: \$5,000



Unit 1229, Ford F450 Super Duty XL Dump Truck, VIN: 1FDXF46S14ED93606, License: 38269D. Estimated value: \$5,000



Unit 1236, 1996 Ford Econoline E150, VIN: 1FTFE24H0THA95432, License: 20645D. Mechanical issues. Estimated value: \$1,500

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 1239, 2002 Ford F250 Crewcab Pickup, VIN: 1FTNW20LX2EC28698, License: 34248D. Estimated value: \$6,500



Unit 1261, 2004 Ford F250. VIN: 1FTNX20L24ED66624, License: 37708D, miles . Estimated value: \$3,500



Unit 1242, 1991 GMC Pickup, VIN: 2GTGC29J0M1538107, License: 10877D. Estimated value: \$1,000



Unit 1294, 2001 3/4-ton Dodge Ram Clubcab, VIN: 3B6KC26Z61M258351, License: 29917D. Mechanical issues. Estimated value: \$3,500



Unit 1243, 2004 Chevrolet Colorado Pickup, VIN: 1GCCS196948198086, License: 38267D. Estimated value: \$1,500



Unit 1314, 1998 Ford Road Rescue Aid Car, VIN: 1FDXE40F6WHB88993, License: 25187D. Estimated value: \$9,500

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 1353, 1996 International Rescue Truck, VIN: 1HTSEAN0TH360923, License: 23830D. Estimated value: \$40,000



Unit 1727, 2008 Chevy Impala, VIN: 2G1WS583881354891, License: 47794D. Estimated value: \$1,500



Unit 1433, 2012 Chevy Caprice, VIN: 6G1MK5U26CL660224, License: 54226D. Mechanical issues. Estimated value: \$4,500



Unit 1751, 2016 Ford Interceptor Utility SUV AWD, VIN: 1FM5K8AR1GGA29032, License: 60011D. Mechanical issues. Estimated value: \$1,500



Unit 1720, 2008 Crown Victoria AFV, VIN: 2FAFP71VX8X100246, License: 45154D. Outfitted for PIT training in 2015. Estimated value: \$1,500



Unit 1810, 1992 Western 4-Post Lift, S/N: 72-245 MODEL WRTA 25-4. Estimated value: \$0

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 1852, 1996 Kohler 80KW Generator (old Lift Sta. 2 generator), S/N: 18684. Estimated value: \$3,500



Unit 2311, 2009 International 7600 Cab/Chassis Vactor, VIN: 1HTWXAHT99J117600, License: 49212D. Traded in for new Vactor 2320. Value: \$50,000



Unit 2200, 2007 1-ton Service Truck, Chevy Silverado 3500 Cab/Chassis, VIN: 1GBJC34U57E116693. License: 43844D. Estimated value: \$4,500



Unit 5015, 2009 Inflatable Rescue Boat Alaska Series Ranger 420 Alum Floor, HIN: AS17J005D808, License: WN25112. Estimated value: \$900



Unit 2201, 2007 Ford F250XL Crew Cab pickup, VIN: 1FTSX20597EA03424, License: 43838D. Mechanical issues. Estimated value: \$3,000



Unit 5020, 2010 Woolridge 20' Alaskan XL w/ 150 HP Evinrude Boat, HIN: WLG20247B010, License: WN26196. Insurance total. Estimated value: \$1,000

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 5021, 2009 EZ Loader Boat Trailer, VIN: 1ZEAAARC59A168760, License: 24354D. Estimated value: \$500



Unit 5519, 2006 Ferrara Inferno Pumper, VIN: 1F94544286H140395 BUILD H-3313, License: 43881D. Estimated value: \$20,000



Unit 5401, 2007 Ford Crown Victoria, VIN: 2FAHP71W97X111125, License: 43846D. Estimated value: \$1,000



Unit 6004, 2009 Aluma 186 Utility 4x6 Trailer w/ Ramp, VIN: 1YGUS06139B057260, License: 49621D. Estimated value: \$500



Unit 5404, 2012 Ford F250 XL w/ canopy, VIN: 1FT7X2A64CEC13694, License: 54224D. Mechanical issues. Estimated value: \$2,500



Unit 6302, 2008 John Deere Tractor/Loader 4120, S/N: LV4120H510306. 3,138 hours. Estimated value: \$8,000

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 7101, 2006 Dodge Stratus FFV, VIN: 1B3AL46T36N280580, License: 43836D. Mechanical issues. Estimated value: \$3,000

NO PHOTO AVAILABLE

19UYA3251WL003802, License: U/C plates. miles. Seized vehicle, no cost to City, mechanically unsound and vandalized in PD impound yard. Estimated value: \$0.

**THE FOLLOWING ITEMS ARE A RESULT OF MOVING FROM THE GEORGE LONG FLEET/FACILITIES SHOP AND FIRE'S MOVE INTO NEW FIRE STATIONS. ITEMS ARE OBSOLETE, HAVE BEEN REPLACED OR ARE IN POOR OPERATING CONDITION.**



Unit 910ER, Various tire chains for old fleet (Crown Victoria) that no longer fit any fleet vehicle. Estimated value: \$200



Unit 910ER, Old shop manuals for surplused vehicles no longer usable by Fleet. Estimated value: \$50



Unit 955FD, Pressure Washer. Estimated value: \$50



Unit 910ER, Solvent parts cleaner (Clayton). Estimated value: \$50



## 2022 Fleet Surplus Equipment – Exhibit B



Unit 910ER, Axle Jack (qty 2). Estimated value: \$200



Unit 910ER, Craftsman Air Compressor. Estimated value: \$50



Unit 955FD, Honda EU3000IS Generator. Estimated value: \$200



Unit 955FD, Tyco/Niedner Hose Tester Model HT-2000-SS, S/N: HT-0202192. Estimated value: \$0



Unit 955FD:

- 1) Honda Portable Fan model GX140  
Estimated value: \$0
- 2) Honda Portable Fan model GX160,  
Estimated value: \$0
- 3) Generac Portable Fan model 01645-0,  
Estimated value: \$0

## 2022 Fleet Surplus Equipment – Exhibit B



Unit 582, Wacker City ID: 1030009. Estimated value: \$20



Unit 910ER, Homelite Textron Trash Pump Model 111DP3-2A, S/N: H00220057. Estimated value: \$20



Unit 955FD: Miscellaneous pumps in poor condition.

- 1) Honda generator model EG 5000X  
Estimated value: \$0
- 2) CAT Pump model 2SFX35GBTI.9000,
- 3) Misc Pumps (3) no identifiers, Estimated value: \$0



## **INFORMATIONAL MEMORANDUM**

**TO:** Transportation and Infrastructure Services Committee  
**FROM:** Nora Gierloff, AICP, Community Development Director  
**BY:** Nancy Eklund, AICP, Senior Planner  
**CC:** Mayor Ekberg  
**DATE:** November 23, 2022  
**SUBJECT:** 2023 - 2024 King County Solid Waste Recycling Grant Acceptance

### **ISSUE**

Council approval is required to authorize the Mayor to sign an Interagency Agreement to receive \$65,972 in grant funding that King County Solid Waste Division has awarded to the Tukwila Recycling Program.

### **BACKGROUND**

Tukwila has received a Waste Reduction/Recycling (WRR) grant from King County Solid Waste to support the Recycling Program’s work from January 1, 2023, through December 31, 2024. A signed agreement is required to receive the funds.

Tukwila’s Recycling Assistance Program operates exclusively through grant funding, without City of Tukwila General Fund or Utility Fund monies used. Tukwila has received the WRR grant for several years through a formula based on its population and employment. The WRR grant provides part of DCD’s budget and is regularly included in the City’s overall budget.

### **DISCUSSION**

#### **Waste Reduction/Recycling Grant (W/RR)**

The attached Waste Reduction/Recycling grant from the King County Solid Waste division totals \$65,972 for the 24-month grant period (this is less than the previous two-year allocation of \$69,717). A portion of the WRR grant funds will be used to provide the required 25% match for the Coordinated Prevention Grant (CPG) grant from the Washington Department of Ecology (also referred to as the Local Solid Waste Financial Assistance grant – LSWFA). WRR grant funds are allocated as follows:

- *Residential Recycling Collection Events*

Funds will be used to support events in Spring 2023 and 2024 to collect secondary recyclables (i.e., “hard-to-recycle” goods such as tires, sinks, furniture, bulky yard debris, etc.) from Tukwila and King County residents.

- *Commercial/Multifamily Recycling*

The bulk of the grant will assist Tukwila businesses on-site or through other methods as they reduce waste, start, or improve recycling programs, purchase recycled products, and use sustainable business practices. Staff will also work on multifamily properties with property managers and tenants, focusing on those properties with low recycling rates. We will also work with City of Tukwila businesses, multifamily properties, and residents to ensure they understand and receive contracted recycling benefits under the City’s new waste hauler contract with Recology. Funding will support consultant assistance and, as possible, printed materials such a resource guide sent to businesses with their business license renewal, and support materials such as special collection containers and bags.

- *Residential Program – Rain Barrels*

The Recycling Program will purchase recycled plastic rain barrels and/or compost and worm bins and distribute them to residents at reduced cost during the Residential Collection Event.

- *Residential Program – Tukwila Community Garage Sale*

The Recycling Program will also conduct the annual Tukwila Community Garage Sale to encourage reuse and recycling among residents, pandemic permitting. Funding will be used to provide advertising about the event to the public.

## **FINANCIAL IMPACT**

None currently. The WRR Grant does not require matching City funds.

## **RECOMMENDATION**

Forward this item directly to the December 12, 2022, Unfinished Business Special Meeting. This action will authorize the Mayor to sign an Interagency Agreement with the King County Solid Waste Division and accept grant funding for Tukwila’s Recycling Assistance Program through December 31, 2024.

Attachment A:

- Interagency Agreement for 2023 and 2024 between King County and the City of Tukwila

**INTERAGENCY AGREEMENT FOR 2023 and 2024**

**Between**

**KING COUNTY and the CITY OF TUKWILA**

This two-year Interagency Agreement “Agreement” is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Tukwila, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as “Party” or “Parties.”

**PREAMBLE**

King County and the City of Tukwila adopted the 2019 King County Comprehensive Solid Waste Management Plan (Comp Plan), which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the Comp Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the Comp Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2023 and 2024 shall not exceed **\$65,972.00**.
2. This Agreement provides for distribution of 2023 and 2024 grant funds to the City. However, grant funds are not available until January 1, 2023.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form determined by the County. Reports must be signed by a City official. These reports will include:
  - a. a description of each activity accomplished pertaining to the scope of work; and
  - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 21, 2025.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by March 15, 2024 and March 21, 2025.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2024 and January 2025, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
6. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2025.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
15. This project shall be administered by Nancy Eklund, Senior Planner, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.



2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Tukwila" and/or "text provided courtesy of the City of Tukwila."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2023 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2023, and shall terminate on June 30, 2025. The City shall not incur any new charges after December 31, 2024. However, if execution by either Party does not occur until after January 1, 2023, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2023 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

#### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

#### **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Amendments will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. Funds may be moved between tasks in the scope of work, attached as Exhibit A, upon written notification by the City to King County.

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

Lucy Auster, Project Manager, or a provided designee  
King County Solid Waste Division  
Department of Natural Resources and Parks  
Lucy.auster@kingcounty.gov

If to the City:

Nancy Eklund, Senior Planner, or a provided designee  
City of Tukwila  
6300 Southcenter Boulevard  
Tukwila, WA 98188

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

**City of Tukwila**

\_\_\_\_\_  
Allan Ekberg, Mayor  
City of Tukwila

\_\_\_\_\_  
Date

**King County**

BY \_\_\_\_\_  
Pat D. McLaughlin, Director  
Solid Waste Division

For Dow Constantine, King County Executive

\_\_\_\_\_  
Date

## Scope of Work

### A. Basic Information

1. City of Tukwila
2. Waste Reduction and Recycling (WRR) grant program
3. Contact Information:  
Nancy Eklund, Senior Planner  
City of Tukwila  
6300 Southcenter Boulevard  
Tukwila, WA 98188  
206.433.7141 (phone)  
[Nancy.Eklund@TukwilaWa.gov](mailto:Nancy.Eklund@TukwilaWa.gov)
4. The City of Tukwila will work with a consultant (Wilder Environmental Consulting) to implement a business and multi-family recycling assistance program for 2023-2024. There are also several residential programs we will be continuing to support. In addition, we plan to use Olympic Environmental Resources to operate our Special Recycling Event. The WRR grant will also fund labor costs for Tukwila staff that work on and manage all WR/R-funded programs and tasks.
5. Budget: \$65,972 Total (2-year), including:
  - Task 1. Residential Recycling Collection Events
  - Task 2. Commercial/Multifamily Recycling
  - Task 3. Residential Program – Rain barrels
  - Task 4. Residential Program – Tukwila Community Garage Sale

### B. Scope of Work

#### Task 1: Tukwila Residential Recycling Collection Events (RCE)

##### a. Consultant

Olympic Environmental Resources

##### b. Schedule

Spring, 2023 and 2024

##### c. Program/Project Specifics

- Total number of events - Two
- Materials to be collected:
  - Appliances

- Refrigerators and Freezers\*
  - Ferrous Metals
  - Non-ferrous Metals
  - Tires\*
  - Mattresses
  - Styrofoam (TBD)
  - Lead Acid Batteries
  - Household Batteries
  - Porcelain Toilets and Sinks\*
  - Propane Tanks\*
  - Cardboard
  - Reusable Household Goods
  - Textiles
  - Used Motor Oil
  - Used Motor Oil Filters
  - Used Antifreeze
  - Used Petroleum Based Products
  - Electronic Equipment(\*User fees apply)
  
- The following educational materials will be distributed:
  - Information on City Recycling Programs
  - Local Hazardous Waste Management Plan Educational Materials produced by King County Department of Natural Resources
  - Other educational materials as appropriate.
  
- Event promotional methods:
  - Promotional flyer mailed directly to Tukwila residents and placed in info stands at City Hall sites and Tukwila Community Center.
  - Notices on Tukwila’s website, social media, and cable channel (if available), and possibly in the “Tukwila Reporter” community newspaper
  - Publicizing the event through the King County Solid Waste Division Promotional Activities.
  
- Event staffing
  - Key personnel will include consultant staff, and vendors. Experienced qualified individuals will fill the event greeter, education personnel, and traffic control personnel positions.

#### **d. Performance and Impact Objectives**

The City plans to send out approximately 8,000 promotional flyers to Tukwila households per event and publicize the event through King County promotional activities, including

County websites and telephone assistance. The City of Tukwila has approximately 7,200 households.

By collecting the materials listed above, they will be diverted from the waste stream and processed for recycling and reuse. The events will also provide an opportunity to recycle moderate risk waste. Public Health – Seattle & King County, the City of Tukwila, and Washington State Department of Ecology will pay for event expenses as well.

By hosting Recycling Collection Events, Tukwila can reduce the amount of recyclable material going to the local landfill. Based on prior residential collection events, the City expects that approximately 375 to 475 households will actively participate each year by bringing recyclable materials to the event for proper disposal and recycling. This is expected to result in approximately 20-25 tons of material diverted from the local waste stream for recycling per year.

In addition to diverting materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of residents regarding recyclable materials, demonstrate the range of recycling opportunities, and improve behavior in the purchase, handling, and disposal of recyclable materials.

**e. Evaluation**

- Number of vehicles attending
- Volume of each material collected
- Event cost by budget category
- Graphic or tabular comparison of 2023 and 2024 volumes and vehicles with prior years' events

WRR funds will provide the 25% required match for the State of Washington Department of Ecology's Local Solid Waste Financial Assistance (LSWFA) grant, which will fund the remaining 75% of the Recycling Program's portion of event. Funding also comes from a grant from the King County Local Hazardous Waste Management Program.

## **Task 2: Commercial/Multi-Family Recycling**

**a. Project Manager**

Nancy Eklund, Long Range Planning Manager, City of Tukwila

**b. Consultant**

The City of Tukwila will work with a consultant/recycling technical assistance specialist.

**c. Schedule**

First quarter, 2023 – December 31, 2024

**d. Program/Project Specifics****Business Outreach/Technical Assistance**

The City of Tukwila will provide technical assistance to help businesses, including Tukwila schools and City of Tukwila facilities, start, or improve recycling programs, waste prevention and purchase of recycled products either by e-mail, telephone, mail, or on-site visits.

City of Tukwila staff, assisted by a Business Recycling and Waste Prevention Specialist (consultant to the City of Tukwila), will respond when individual businesses, multi-tenant properties and property managers request assistance. We expect to generate requests for recycling assistance by providing information about business recycling services through channels such as the City of Tukwila's website, City of Tukwila's social media, the City's newsletter the "Tukwila Hazelnut" and through community partner outreach. We will offer assistance and tools based on business needs that may include: presentations, on-site waste reviews, assistance with hard to recycle items, assistance with reducing waste, recycling signs and posters and free desk-side recycling containers to businesses that start or improve recycling/waste reduction/stewardship programs. We will assist businesses with recycling, waste prevention and purchasing of recycled content goods, and, when possible, also furnish information about product stewardship, and conserving other resources used in typical business activities. We will give them information about recycling onsite, as well as proper offsite disposal/recycling of electronics and mercury bulbs. If other opportunities arise, especially given the impact of the pandemic on business operations in the City, we will adjust the work plan for greatest effectiveness.

We will strive to improve recycling, waste reduction and environmentally preferable purchasing practices at City of Tukwila facilities, and at any City-sponsored events for the public.

We will highlight outstanding business waste reduction/recycling programs throughout Tukwila through "Tukwila Green Works" and "Tukwila Business Recycler of the Year" programs. Timely, scheduled follow-up will be provided to all businesses reached for technical assistance either by the staff project manager or the consultant.

Tukwila's solid waste contract with Waste Management (WM) will be concluding in October 2023 and the City's new waste hauler will be Recology. Both the WM and Recology contracts include embedded commercial recycling. We will work with Waste Management, Recology, and other recycling companies to increase signups. We will continue to coordinate with King County's Business Recycling Program by working with any Tukwila business that is referred to us, and to participate in the Solid Waste Division's industry, topic, or area-specific campaigns.



This contract will also allow for the contractor to assist the City, as needed, on WRR campaigns with schools and on call assistance that relates with waste reduction and recycling for the City.

#### Multifamily Outreach/Technical Assistance

City of Tukwila staff, assisted by a Recycling and Waste Prevention Specialist (consultant to the City of Tukwila) will respond when multifamily residential properties and property managers request assistance to help set up, right-size, or problem-solve with onsite recycling and/or composting issues. We will dovetail with Waste Management and Recology, as appropriate, in identifying sites that are low-level recyclers and reach out directly to property owners and managers to provide information, conduct on-site education, act as an interface with the solid waste provider, and provide promotional materials to tenants for recycling, such as collection bags, signage, etc. We will follow up on issues identified by Waste Management interns during their summer outreach efforts, as well as on issues identified through Recology outreach efforts.

We will continue to create informational handouts/informational materials and purchase promotional items and in-unit collection bags for use in creating home recycling kits to provide to tenants. These will be distributed at a variety of community gathering locations, such as the Tukwila King County Library during book pick up/drop off, at Tukwila parks during outreach and meal drop off by the Parks Department, and other locations as the opportunities arise.

We will also be investigating using a portion of the funding to develop transcreated materials on recycling and waste prevention for distribution to Tukwila's diverse residential population.

#### Commercial and Residential Promotion/Education

We plan to promote residential and non-residential recycling and waste prevention by through a variety of activities (as permitted by the pandemic restrictions), including a selection of the following:

- Recycling and waste prevention information on Tukwila's website and social media
- Preparing a Business Recycling Guide including information promoting non-residential recycling and proper disposal of electronics, mercury bulbs, other hazardous materials.
- "Tukwila Green Works" program to recognize outstanding business performance.
- "Tukwila Business Recycler of the Year" award to stimulate interest in recycling
- Purchase, distribute additional recycled content waste reduction tools, including desk-side recycling containers.
- Materials, such as in-unit collection bags or educational flyers, may be purchased and distributed to multi-family complexes.

- Transcreated materials from the hauler in the top five languages in Tukwila
- Waste Management, Recology, and City of Tukwila utility bill inserts (as available).
- Promote the program through tabling events and working with community partners.
- On call assistance, as requested from the City, for campaigns such as the school waste reduction art contest.

We will coordinate our promotion/education activities with King County's resources and programs as appropriate.

**e. Performance and Impact Objectives**

- Increase awareness among Tukwila businesses and multifamily properties that recycling is part of garbage service and is available at no additional cost.
- Increase awareness among Tukwila businesses of the benefits of recycling, what is recyclable and the technical assistance available from the City.
- Increase awareness of and support for product stewardship.
- Work with businesses and multi-family complexes to sign up for recycling services, including the free recycling services offered via contracts with Waste Management and subsequently, Recology, and to down-size garbage service to save money and/or be more environmentally friendly.
- Expand the number of businesses and multi-family complexes who sign up for recycling and ultimately improve waste diversion.
- Reduce waste produced by businesses and ensure that businesses are recycling the correct items onsite, and bringing other items, such as computers, to proper recycling facilities.
- Assistance to at least 50 businesses, including at least 20 on-site visits.
- Assistance to at least 5 multifamily complexes, including distributing materials to facilitate recycling, such as bags.

**f. Evaluation**

- Follow-up with selected businesses and/or multi-family complexes to see if they have implemented program changes and to determine which assistance measures were the most helpful in changing recycling-related behaviors.
- Keep data including:
  - the number of businesses and/or complexes assisted
  - type of assistance provided (mail, e-mail, on-site, other)
  - a list of business names, addresses, contact persons, and telephone numbers (and other business data) for the businesses assisted

**Task 3: Residential Program – Rain barrels****a. Project Manager**

Nancy Eklund, Long Range Planning Manager, City of Tukwila

**b. Consultant**

We will work with Olympic Environmental Resources to distribute rain barrels during Residential Collection Events.

**c. Schedule**

Rain Barrels to be sold in 2023 and 2024. We will be purchasing additional rain barrels for sale.

**d. Program/Project Specifics**

Rain barrels are popular green gardening products for Tukwila residents. In prior years, the City has offered rain barrels for residents at significant subsidy. They have been well-received and have increased water conserving (rain barrel) behavior among Tukwila residents, as well as awareness of recycled content goods. This project will make it easier for Tukwila residents to buy and use recycled-content rain barrels to conserve water and practice other green gardening activities.

Grant funds will be used to buy and store barrels, and work with a contractor to sell the barrels at the annual RCE.

**e. Performance and Impact Objectives**

- Encourage greater awareness and use of water conservation and green gardening strategies by (single-family) Tukwila residents
- Help home gardeners to acquire and use recycled-content gardening equipment (i.e. recycled plastic rain barrels)
- Buy recycled plastic rain barrels to sell to Tukwila residents at a reduced cost.
- Divert plastic from the waste stream
- Promote the use of recycled content products

Tukwila will purchase recycled plastic rain barrels and sell them at a 50 to 60 percent discount to Tukwila residents at Residential Recycling Collection Events (RCE) and at the Tukwila Backyard Wildlife Festival (if this program has resumed post-pandemic and funding allows) in 2023 and 2024. To encourage purchase and use, we will charge the residents a reduced fee per rain barrel. The City will publicize the distribution event(s) through its Residential Collection Event (RCE) mailing to all Tukwila residents and on the City's website.

Each recycled plastic rain barrel weighs approximately 40 pounds and diverts approximately twice that amount (80 pounds) from the waste stream. We expect to sell all the bins. This will divert a significant amount of plastic from the waste stream and clearly demonstrate

the use of a high-quality product made from recycled content. In addition to encouraging market development for plastics, distributing rain barrels encourages Tukwila residents to conserve water for reuse in the lawn and garden, and reduces surface water runoff.

**f. Evaluation**

- Track number of rain barrels distributed to residents.
- Sample email survey of rain barrel purchasers to determine use levels.

#### **Task 4. Residential Program - Tukwila Community Garage Sale**

**a. Project Manager**

Nancy Eklund, Long Range Planning Manager, City of Tukwila

**b. Schedule**

Summer, 2023 and 2024.

**c. Program/Project Specifics**

WRR funds will support Tukwila's recycling and reuse-oriented Community Garage Sale. Tukwila residents will hold garage/yard/rummage sales at their homes across Tukwila for one summer weekend. Tukwila will use WRR funding to provide resources for staffing, advertising, and information about the event and reuse of goods to be disseminated to the public.

**d. Performance and Task Objectives**

- Support recycling, reuse of household goods, and waste prevention by supporting an event, such as the community-wide "garage sale" for Tukwila residents and updating recycling information on the City of Tukwila website.
- Promote reuse and recycling of goods by Tukwila residents who hold garage/yard/rummage sales at their homes
- Raise awareness of reuse and recycling among the public that shops at Tukwila Community Garage Sale sites throughout the community.

**e. Evaluation**

- Track number residents participating in Community Garage Sale.
- Survey all participants in the Community Garage Sale to see their satisfaction with the Community Garage Sale, and to gauge their interest in future recycling/waste prevention programs and activities.

**2023-2024 WRR Grant Guidelines**

**Program Eligibility:**

The King County Solid Waste Division (SWD) has prepared a list of Re+ Action Ideas that expands on the WRR Case Studies shared in the past two grant cycles and that includes new creative and innovative project ideas for WRR Grant proposals/scopes of work (Attachment 3). The goal of this list is to offer ideas for innovative projects beyond current WRR SOWs including, ideas for incorporating Equity and Social Justice into all of our work such as transcreating materials and signage into top spoken languages in King County.

The list offers ideas for influencing waste prevention and recycling consistent with Title 10 of King County Code, the King County Strategic Climate Action Plan, and the King County 2019 Comprehensive Solid Waste Management Plan ([Comp Plan](#)), all of which have policies to achieve Zero Waste of Resources by 2030. SWD strongly encourages consideration of these projects in the development of grant proposals and encourages Cities to leverage WRR grant funds with multi-city projects.

Grant funds may be used for a variety of WRR related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Re+ Action Ideas, which includes the examples below.

**Sample Re+ Actions**

- Food Waste – Food rescue infrastructure investment – supporting hunger relief organizations and food banks with resources like food storage, trucks, etc.
- Community - Establishing tool and other equipment libraries or other sharing initiatives, e.g., borrow party packs for picnics and birthday parties.
- Paper/Plastic Recycling - Multi-family - Technical assistance and in-person outreach to increase recycling in multifamily complexes, with an emphasis of a multicultural and multilingual approach such as through Spanish speaking Facilitadores and or use of other regularly spoken languages for a particular housing community.
- Banning single-use items in dine-in restaurants and hotels, e.g., coffee cups, water bottles, mini personal care items, etc.
- Conduct food waste audits and implement customized food waste recycling programs in economically and culturally diverse communities.

In addition, below are project examples included in the Case Studies shared in the last two grant cycles.

**Sample Case Study Actions**

- City Development of Contracts for “Responsible Recycling.”
- Purchase School Milk Dispensers and Reusable Cups to Replace Single-use Milk Cartons.
- City of Bellevue Recycling Unusual of Bulky Items.
- City of Kirkland Organics Contamination Enforcement – Cart Tagging

**Please contact Lucy Auster at 206-477-5268 or [lucy.auster@kingcounty.gov](mailto:lucy.auster@kingcounty.gov) if you have questions about specific program eligibility and/or consistency with the Comp Plan.**

**The following are not eligible for funding:**

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Household Hazardous Waste (HHW) education programs.
- Collection of any household hazardous waste items including, but not limited to:  
treated wood, paint, lead acid batteries, oil, gasoline, and antifreeze, fluorescent lights.

Cities should pursue funding for HHW collection or education programs through the King County Hazardous Waste Management Program (Haz Waste) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

### **Grant Administration**

#### *Requests for Reimbursement:*

Cities may submit as few as one request for reimbursement per year during the funding cycle, due no later than March 16, 2024 and March 14, 2025. Alternately, Cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

#### *Accrual Reporting:*

By the 5<sup>th</sup> working days of January 2024 and January 2025, Cities must notify SWD of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted so that SWD can accrue the amounts.

### **Progress Reports**

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. All progress reports must be signed by a City official and be submitted via email.

### **Amendments**

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the City wishes to significantly change its scope of work. In general, a significant change would be one in which the City wishes to add or delete a task from its scope of work. Amendments will only be approved if the proposed change(s) is/are consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the City should contact SWD when considering changes to their scopes to determine if an amendment is needed.

10/31/2022

**Ref#:** 14219

King County Solid Waste  
Attn: Lucy Auster  
201 S Jackson St  
Seattle, WA 98104

Re: City of Tukwila  
Recycling Grant

### **Evidence of Coverage**

The City of Tukwila is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Tukwila. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Tukwila all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,



Rob Roscoe  
Deputy Director

cc: Vicky Carlsen  
Nancy Eklund

BUDGET SUMMARY REPORT FORM
2023-2042 Waste Reduction & Recycling Grant Program

City: \_\_\_\_\_ Date: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Invoice #: \_\_\_\_\_
Report Period: \_\_\_\_\_
Preparer's Name: \_\_\_\_\_ Contract #: \_\_\_\_\_

Total amount requested this period: \_\_\_\_\_
Total amount previously invoiced: \_\_\_\_\_
Original interlocal amount: \_\_\_\_\_
Total amount charged to date: \$ -
Amount remaining for completion of interlocal: \$ -

Table with 6 columns: Task #, Scope of Work Description (Task/title), Budget, Current Quarter Costs, Amount Previously Invoiced, Remaining Balance. Includes a TOTALS row.

For King County Use
Contract # 0
Project 1126942 Org 720122 Exp.Account 54150 Task 22.000'
Purchase Order # \_\_\_\_\_ Requisition # \_\_\_\_\_ Receipt \_\_\_\_\_
Supplier # \_\_\_\_\_ Supplier Pay Site \_\_\_\_\_ Invoice # \_\_\_\_\_ Payment Type \_\_\_\_\_

Total charges this period are approved for payment \$ \_\_\_\_\_
Project Manager: \_\_\_\_\_ Date \_\_\_\_\_



■

**King County Waste Reduction Recycling Grant**

**Expense Summary Form**

**2023-2024 Grant Cycle**

**City of \_\_\_\_\_**

**Reimbursement Request # \_\_\_\_\_**

**Date \_\_\_\_\_**

**Contract # \_\_\_\_\_**

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					0