



City of Tukwila  
**Finance and Governance  
 Committee**

- ◆ De'Sean Quinn, Chair
- ◆ Tosh Sharp
- ◆ Jovita McConnell

Distribution:  
 D. Quinn Mayor McLeod  
 T. Sharp M. Wine  
 J. McConnell A. Youn  
 A. Papyan L. Humphrey  
 D. Martinez

# AGENDA

**MONDAY, JUNE 24, 2024 – 5:30 PM**

<b>ON-SITE PRESENCE:</b>  <b>TUKWILA CITY HALL</b> <b>HAZELNUT CONFERENCE ROOM</b> <b>6200 SOUTHCENTER BOULEVARD</b>	<b>REMOTE PARTICIPATION FOR THE PUBLIC:</b>  <b>1-253-292-9750, ACCESS CODE: 441656166#</b> <b>Click here to: <a href="#">Join Microsoft Teams Meeting</a></b> <b>For Technical Support: 1-206-433-7155</b>
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Item	Recommended Action	Page
<b>1. BUSINESS AGENDA</b>		
a. Application for lodging tax funds: Explore Seattle Southside for \$119,275.00. <i>Brandon Miles, Director of Strategic Initiatives &amp; Government Relations</i>	a. Forward to 7/1 Regular Meeting Consent Agenda.	<b>Pg.1</b>
b. Contract renewal with Foster Garvey PC. <i>TC Croone, Chief People Officer</i>	b. Forward to 7/15 Regular Meeting Consent Agenda.	<b>Pg.11</b>
c. Discussion on agenda packet process. <i>Andy Youn, City Clerk</i>	c. Discussion only.	<b>Pg.19</b>
d. Monthly General Fund Expenditure update. (May 2024) <i>Tony Cullerton, Interim Finance Director</i>	d. Discussion only.	<b>Pg.25</b>
<b>2. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** July 22, 2024



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 Please contact the City Clerk's Office at **206-433-1800** ([TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov)) for assistance.





## INFORMATIONAL MEMORANDUM

TO: **Finance and Governance**

FROM: **Brandon Miles, Director**

CC: **Mayor McLeod**

DATE: **June 17, 2024**

SUBJECT: **Lodging Tax Funding Request  
World Cup Station Domination**

### **ISSUE**

Review of lodging tax funding request from Seattle Southside Regional Tourism Authority (dba: Explore Seattle Southside) in amount of \$119,275 for advertising at select light rail stations during the 2026 World Cup.

### **BACKGROUND**

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion<sup>1</sup>. There is currently just over \$2.5 million in lodging tax funds available for use.

The City's Lodging Tax Advisory Committee (LTAC) reviews all requests for use of lodging tax funds. LTAC then forwards a list of recommended applications to the City Council for its review and consideration. If LTAC does not recommend an application be funded, that application is not forwarded to the City Council. The City Council may approve or deny any of the applications recommended by the LTAC. The City Council may also approve an application and increase or decrease the dollar amount awarded<sup>2</sup>.

The City accepts applications on a rolling basis, with the LTAC reviewing requests monthly.

### **Pending Applications**

At its June 14, 2024 meeting, the LTAC recommended approval of one funding request for Explore Seattle Southside.

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<sup>1</sup> RCW 67.28.080 (6) defines "tourism promotion" as "...activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

<sup>2</sup> On August 17, 2016, the Washington State Attorney General's Office issued an informal opinion regarding whether a municipality could change the dollar amounts recommended by the local lodging tax advisory committee. Specifically, the informal opinion states:

*"When awarding lodging tax revenues pursuant to RCW 67.28.1816(2)(b)(ii), a municipality may award amounts different from the local lodging tax advisory committee's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2), according to which the municipality must submit its proposed change to the advisory committee for review and comment at least forty-five days before final action on the proposal."*

**1. Explore Seattle Southside, World Cup Station Domination, (\$119,275)**

Seattle has been selected to host five matches for the 2026 World Cup. It's expected that fans from around the globe will be descending on the region. What makes the World Cup unique is that the games are spread out and fans may have downtime between matches. This downtime presents an opportunity to bring people to the City and to invite those already staying our hotels to get out and enjoy the City. City staff is started to look at opportunities to promote the City and to make use "World Cup Ready."

Explore Seattle Southside presented the City with an opportunity to partner with it and the City of SeaTac for advertising inside the Angle Lake, SeaTac Airport, and TIBs light rail stations. Explore Seattle Southside and the cities will activate the stations with advertising leading up and through World Cup. The City of Tukwila will pay 1/3 the costs for the advertising at SeaTac Airport Station and all the costs for the TIBs station. Explore Seattle Southside will design the ads, with input from the cities. The City of SeaTac will pay for the costs at Angle Lake station.

Average annual boardings at SeaTac Airport al 1.91 million and TIBs has annual boardings of 816,000. Ridership will likely be significantly higher during the World Cup.

LTAC Recommendation on Application: Do Fund

Staff Recommendation on Application: Do Fund.

**FINANCIAL IMPACT**

The total request for the lodging tax application will not exceed \$119,275. No general funds dollars will be used for these funding allocations. The funding allocations are consistent with the six-year financial plan for the lodging tax fund.

<b>2024 Tourism Six-Year Financial Plan Allocation</b>	
World Cup, 2024-2026:	\$200,000
Experience Tukwila (Pending):	(\$119,275)
Remaining Funds:	\$80,725

**RECOMMENDATION**

Staff recommends that the Committee approve pending funding requests and forward to the July 1, 2024 consent agenda. Note, a contract over the Mayor's signature authority is also required. Staff would like to request that the contract be allowed to go on a future consent agenda for approval, with the need for a committee briefing.

**ATTACHMENTS**

1. Lodging Tax Application, Seattle Southside, World Cup Station Domination
2. Lodging Tax Six Year Financial Plan

## Application to the City of Tukwila for Use of 2023 Lodging Tax Funds

Event or Activity Name (if applicable):	Station Domination of marketing Tukwila in light rail stations – World Cup May-July 2026
Amount of Lodging Tax Requested:	119,275.00
Applicant Organization:	Seattle Southside Regional Tourism Authority
Federal Tax ID Number:	47-30311480
Mailing Address:	Seattle Southside RTA Attn: Mark Everton, CEO 3100 S 176 <sup>th</sup> Street, Suite 200 SeaTac WA 98188
Primary Contact Name:	Mark Everton
Primary Contact Phone:	206-406-1575
Primary Contact Email Address:	mark@seattlesouthside.com

<input checked="" type="checkbox"/>	Check all the service categories that apply to this application:
<input checked="" type="checkbox"/>	Tourism promotion or marketing
<input type="checkbox"/>	Operation of a special event or festival designed to attract tourists
<input type="checkbox"/>	Operation of a tourism-related facility owned or operated by a non-profit organization
<input type="checkbox"/>	Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district

<input checked="" type="checkbox"/>	Check which one of the following applies to your agency:
<input type="checkbox"/>	Non-Profit <i>(Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)</i>
<input checked="" type="checkbox"/>	Municipality
<input type="checkbox"/>	For Profit Corporation

*I am an authorized agent of the organization/agency applying for funding. I understand that:*

- *I am proposing a tourism-related service for 2026. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract, naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.*
- *My agency will be required to submit a report documenting economic impact results in a format determined by the City.*



Signature: Mark Everton

Date: 06/11/2024

**1. Describe your tourism-related activity or event.**

The Seattle Southside Regional Tourism Authority is requesting lodging tax funds to be used to produce and display marketing materials promoting the City of Tukwila in the Tukwila International Link Light Rail Station and the SeaTac Airport Link Light Rail Station. The proposed marketing takeover of the two Link Light Rail Stations (aka Station Domination) will occur during the FIFA World Cup being held in Seattle from May – July 2026.

The RTA secured the rights to three light rail stations (Angle Lake, SeaTac and TIS) via contract with Intersection, the marketing representative for Link Light Rail.

SeaTac has agreed to reimburse the RTA for the cost of production, installation and display in the Angle Lake station and to share in 1/3 of the SeaTac station. The RTA will incur the cost of production, installation and display in the SeaTac station in addition to wrapping a light rail car with the same marketing material. Tukwila is being asked to incur the cost of the Tukwila International station (\$31,250) and 1/3 of the cost of the SeaTac station (\$88,000).

Currently the annual boarding of passengers at the TIS is 816,000 and the SeaTac station boardings are 1,912,075. The monthly averages for boardings during May-July 2026 are anticipated to increase significantly. At the current passenger volume, 204,000 people will board trains and be exposed to Tukwila’s marketing messages at the TIS from May to July, while 478,000 people will board at SeaTac during May-July. A cost of \$.17/person exposed to Tukwila’s marketing messages.

The RTA intends to donate its time and creative resources to Tukwila in creating its marketing messages. The production, installation and placement costs are all 3<sup>rd</sup> party generated.

**2. Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?**

The purpose of the marketing to visitors in the region is to build awareness of Tukwila as a hotel, shopping and dining destination.

**Describe why visitors will travel to Tukwila to attend your event/activity/facility:**

**Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally and/or internationally):**

The geographic target of visitors during the World Cup will depend on the nations represented in the PNW bracket. It is possible that tens of thousands of visitors from Germany, France, Brazil may be in the PNW.

**3. Describe the prior success of your event/activity/facility in attracting tourists:**

The RTA did a station domination at the SeaTac station during the MLB all-star game in 2023. The airport and SeaTac station were very busy during the all-star week.

**4. If this your first time holding the event/activity/facility, provide background on why you think it will be successful.**

**5. Describe the media strategy you employ to promote your event/activity/facility to attract overnight and/or day tourists? Please list any digital or print media (newsletters, e-blasts, social media, etc.) your agency uses or intends to use to promote your event/activity/facility.**

The station domination is a marketing opportunity.

**6. Describe how you will promote lodging establishments, restaurants, retailers and entertainment establishments in the City of Tukwila.**

The RTA will work with Tukwila city leaders to define what the design elements and messaging for the TIS will be.

**7. Is the City able to use your digital and print media for collaborative marketing?**

Yes.

**8. Describe how you will use the name "Tukwila" in publications, promotions, and for your event?**

**9. Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)**

<b>As a direct result of your proposed tourism-related service, provide an estimate of:</b>	
<b>A. Overall attendance at your proposed event/activity/facility.</b>	682,000 + people passing through the two stations
<b>B. Number of people who will travel fewer than 50 miles for your event/activity.</b>	unk
<b>C. Number of people who will travel more than 50 miles for your event/activity.</b>	unk
<b>D. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.</b>	unk

E. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	n/a
F. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	n/a
G. Number of paid lodging room nights resulting from your proposed event/ activity/facility (for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)	n/a

- 10. What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc.?**

Light Rail will provide ridership statistics post the World Cup. Intercept studies are planned to ID the points of origin for people passing through the stations.

- 11. Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?**

SeaTac, for their participation with the Angle Lake and SeaTac stations. SeaTac is being asked for \$88,000 for their 1/3 share of SeaTac station.

- 12. Are you applying for funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?**

n/a

- 13. What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?**

\$500,000

- 1) What will you cut from your proposal or do differently if full funding for your request is not available or recommended?**

n/a

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Applications are considered on a rolling basis. Please contact staff to discuss the process for having the application reviewed by the City's Lodging Tax Advisory Committee.



Completed applications should be submitted to:

Lodging Tax Advisory Committee  
c/o Brandon Miles  
City of Tukwila  
6200 Southcenter Blvd  
Tukwila, WA 98188

or

[Brandon.Miles@TukwilaWA.gov](mailto:Brandon.Miles@TukwilaWA.gov)

*Questions?*

*LTAC Contact:*

*Brandon J. Miles*

*(206) 431-3684*

[Brandon.Miles@TukwilaWA.gov](mailto:Brandon.Miles@TukwilaWA.gov)



# Intersection

## CONTRACT FOR ADVERTISING

Advertiser: Explore Seattle Southside

Account Executive: Neal Callahan

Program Name: World Cup 2026

Customer P.O. #:

### Sold To

#### Advertiser

Company: Explore Seattle Southside  
Address: 3100 S. 176th Street  
Seattle, Washington 98188

Telephone: (206) 575-2489  
Attn:  
Email:

#### Agency

Company:  
Address:

Telephone:  
Attn:  
Email:

### Bill To

#### Advertiser/Agency

Company: Explore Seattle Southside  
Address: 3100 S. 176th Street  
Seattle, Washington 98188

Telephone: (206) 575-2489  
Attn:  
Email:

Total Amount: \$495,781.75  
Tax\*: \$4,218.23  
Total Contract Price: \$500,000.00

Market	MPI	Media Placement	Screen	Quantity	HARD	Start Date	HARD	End Date	Term In Weeks	Amount	Tax %
1 SEA - Seattle-ST-Rail	M	Station - SeaTac / Airport Station		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	7/19/2026	8.0	\$250,000.00	
2 SEA - Seattle-ST-Rail	M	Station - Tukwila International Blvd Station		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	7/19/2026	8.0	\$23,773.75	
3 SEA - Seattle-ST-Rail	M	Station - Angle Lake Station Domination		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	7/19/2026	8.0	\$150,000.00	
4 SEA - Seattle-ST-Rail	M	Rail - Train Wrap		1	<input type="checkbox"/>	6/8/2026	<input type="checkbox"/>	7/12/2026	5.0	\$31,250.00	
5 SEA - Seattle-ST-Rail	P	Station - SeaTac / Airport Station		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	5/25/2026		\$13,990.00	10.3500
6 SEA - Seattle-ST-Rail	P	Station - Tukwila International Blvd Station		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	5/25/2026		\$7,300.00	10.3500
7 SEA - Seattle-ST-Rail	P	Station - Angle Lake Station Domination		1	<input type="checkbox"/>	5/25/2026	<input type="checkbox"/>	5/25/2026		\$7,191.00	10.3500
8 SEA - Seattle-ST-Rail	P	Rail - Train Wrap		1	<input type="checkbox"/>	6/8/2026	<input type="checkbox"/>	6/8/2026		\$12,075.00	10.3500

\* Refers to tax payable by Advertiser/Agency hereunder  
By signing this Contract, you agree with our Terms and Conditions, which are available at: <http://www.intersection.com/ad-terms>

#### Payment Method

- Prepay
- On Account (Invoice Application Must Be Submitted)

BY Matt Pellitteri  
Matt Pellitteri (May 29, 2024 15:50 PDT)

bill me electronically (Bill to email)

Mark Everton  
Mark Everton (May 29, 2024 14:20 PDT)

Mark Everton  
CEO

AUTHORIZED SIGNATURE - ADVERTISER / AGENCY

\*\*\*PLEASE PRINT\*\*\* NAME & TITLE - ADVERTISER / AGENCY

# Tourism Funding, Six Year Financial Plan

DRAFT - Updated March 3, 2021

	Working Draft Update	2023 Budgeted	2023 Actuals (Unaudited)	% Difference	2024	2025	2026	2027	Totals, '23-'27	
<b>Tourism Revenue</b>										
Lodging Tax \$	720,000	\$	856,555	18.97%	\$	850,000	\$	1,000,000	\$	4,406,555
Federal Indirect Grants: \$	-	\$	-	0.00%	-	-	-	-	-	-
Local Grants & Other Payments: \$	-	\$	44,000	0.00%	20,000	-	-	-	-	64,000
Interest and Other Earnings: \$	6,000	\$	122,651	1944.18%	20,000	20,000	20,000	20,000	20,000	202,651
Total Revenues: \$	726,000	\$	1,023,206	40.94%	890,000	870,000	1,020,000	870,000	870,000	4,673,206
<b>Tourism Expenses</b>										
<b>Marketing, Sales, and Sponsorships</b>										
Sponsorships \$	130,000	\$	130,000	-100.00%	\$	130,000	\$	130,000	\$	520,000
Small Events \$	15,000	\$	15,000	-100.00%	\$	15,000	\$	15,000	\$	60,000
erience Tukwila, Branding and Marketing, Visitors \$	175,000	\$	190,000	-100.00%	\$	190,000	\$	200,000	\$	780,000
World Cup Planning and Activation \$	50,000	\$	50,000	-100.00%	\$	50,000	\$	200,000	\$	300,000
Business Attraction and Promotion \$	30,000	\$	30,000	-100.00%	\$	30,000	\$	30,000	\$	120,000
Sub Total: \$	400,000	\$	280,002	-30.00%	\$	415,000	\$	575,000	\$	2,060,002
<b>COVID-19 Response</b>										
<del>SavingLeakKC.com</del> \$	-	\$	-	-	-	-	-	-	-	-
<del>SSRTA Emergency Funding</del> \$	-	\$	-	-	-	-	-	-	-	-
Showare Sponsorship \$	15,000	\$	15,000	-100.00%	\$	15,000	\$	15,000	\$	60,000
<del>Seattle Southside Chamber of Commerce</del> \$	-	\$	-	-	-	-	-	-	-	-
Sub Total: \$	15,000	\$	-	-100.00%	\$	15,000	\$	15,000	\$	60,000
<b>Destination Development</b>										
Wayfinding Plan Development and Installation \$	100,000	\$	-	-100.00%	\$	-	\$	200,000	\$	400,000
Art Investments \$	75,000	\$	75,000	-100.00%	\$	75,000	\$	40,000	\$	230,000
Tukwila Pond \$	200,000	\$	-	-100.00%	\$	-	\$	600,000	\$	600,000
Sub Total: \$	375,000	\$	-	-100.00%	\$	75,000	\$	240,000	\$	1,230,000
<b>General Administration</b>										
Salary and Benefits \$	97,397	\$	93,001	-4.51%	\$	104,850	\$	108,053	\$	519,103
City Overhead Charge \$	26,493	\$	26,493	-	\$	27,818	\$	29,512	\$	30,397
Administrative \$	30,000	\$	11,203	-62.66%	\$	30,000	\$	30,000	\$	131,203
Sub Total: \$	153,890	\$	130,697	-15.07%	\$	159,668	\$	167,565	\$	793,180
Total Expenditures: \$	943,890	\$	410,699	-56.49%	\$	764,668	\$	997,565	\$	4,143,182
Beginning Fund Balance: \$	2,342,419	\$	2,342,419		\$	2,954,926	\$	3,080,258	\$	3,304,135
Ending Fund Balance: \$	2,129,529	\$	2,954,926		\$	3,281,700	\$	3,304,135	\$	2,872,443

### Notes

This document does not bind the City to provide funds nor does it authorize any funding. All use of lodging tax funds must be approved by LTAC and the City Council through an application process. The blue shaded cells indicate updates to what was initially approved. Salary/Benefits for Business Relations Manager is split 50/50 between general fund and lodging tax and is estimated to increase 3% annually after 2024. The City overhead charge is charged to all special funds. It recoups the cost to the general fund to support the lodging tax fund. It includes facilities; technology, legal, accounting, and record keeping services and is estimated to increase 3% annually after 2024.





## **INFORMATIONAL MEMORANDUM**

To: **City Council**

From: **TC Croone, Chief People Officer**

CC: **Mayor Thomas McLeod**

Date: **June 18, 2024**

Subject: **Approval for Foster Garvey contract renewal**

### **ISSUE**

The city will be renewing the services of the law firm of Foster Garvey, P.C. to assist in collective bargaining negotiations for police contracts set to expire in December 2024. Due to the number of contracts, the city anticipates the contract to exceed the mayor’s threshold of \$60,000. The city is requesting a contract renewal with Foster Garvey with a not to exceed amount of \$120,000.

### **BACKGROUND**

The city has worked with Foster Garvey for lead negotiation services for previous collective bargaining negotiations and would like to continue to do so.

### **RECOMMENDATION**

The Council is being asked to consider and approve the renewal of the contract for services with Foster Garvey with a not to exceed amount of \$120,000.

### **ATTACHMENT**

Draft Professional Services Contract with the law firm of Foster Garvey, P.C.





**PROFESSIONAL SERVICES AGREEMENT**

*(Includes consultants, architects, engineers, accountants, and other professional services)*

**THIS AGREEMENT** is entered into between the City of Tukwila, Washington, hereinafter referred to as “the City”, and **Foster Garvey PC**, hereinafter referred to as “the Consultant”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **Project Designation.** The Consultant is retained by the City to perform **collective bargaining legal services** in connection with the project titled **Teamsters 117 and United Steelworkers negotiations.**
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit “A” attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing upon execution and ending **December 31, 2025**, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than **December 31, 2025** unless an extension of such time is granted in writing by the City.
4. **Payment.** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
  - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit “B” attached hereto, provided that the total amount of payment to the Consultant shall not exceed **\$120,000** without express written modification of the Agreement signed by the City.
  - B. The Consultant may submit vouchers to the City once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by the City and, upon approval thereof, payment shall be made to the Consultant in the amount approved.
  - C. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this Agreement and its acceptance by the City.
  - D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.
  - E. The Consultant’s records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the City and the state of Washington for a period of three (3) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by the City on any project other than the project specified in this Agreement.
6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services rendered under this Agreement.
7. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:

1. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. **Commercial General Liability** insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.



4. **Professional Liability** with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
  - B. **Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.
  - C. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
  - D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
  - E. **Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
  - F. **Notice of Cancellation.** The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
  - G. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.
  10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the City shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

11. **Discrimination Prohibited.** Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
13. **Non-Waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
  - A. The City reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
  - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the City, if the City so chooses.
15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Tukwila Municipal Code and ordinances of the City of Tukwila. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in King County Superior Court.
16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.
17. **Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk  
City of Tukwila  
6200 Southcenter Boulevard  
Tukwila, WA 98188

Notices to Consultant shall be sent to the following address:

Foster Garvey PC  
1111 Third Ave.  
Seattle, WA 98101
18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**\*\* City signatures to be obtained by  
City Clerk's Staff ONLY. \*\***

**\*\* Consultant signature to be obtained by  
sponsor staff. \*\***

CITY OF TUKWILA

CONSULTANT:

\_\_\_\_\_  
Thomas McLeod, Mayor

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ATTEST/AUTHENTICATED:

Title: \_\_\_\_\_

\_\_\_\_\_  
Andy Youn, City Clerk

APPROVED AS TO FORM:

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





## INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**  
 BY: **Andy Youn, City Clerk**  
 CC: **Mayor McLeod**  
**Marty Wine, Interim City Administrator**  
 DATE: **June 14, 2024**  
 SUBJECT: **Council and Committee agenda packet process**

**ISSUE**

At the April 22, 2024 Committee of the Whole meeting, a Councilmember expressed interest in receiving Council and Committee agenda packets sooner than the Friday before Council and Committee meetings. The issue was referred to the Finance and Governance Committee for further discussion on the current process for agenda packets.

**BACKGROUND**

**Current Process:**

RCW 42.30.077 requires that agendas be posted online no later than 24 hours in advance of the published start time of the meeting. The City Clerk is responsible for preparing and publishing agendas for Council (Regular, Special, Committee of the Whole, Work Sessions) and Committee meetings, in accordance with the provisions of chapter 42.30 RCW.

The following flowchart shows the current process and timelines for agenda packets, from creation of individual agenda items by Citywide staff, submission to the Clerk’s Office, to final production by the Clerk’s Office.



Under the current process, agenda packets are distributed on Fridays prior to the meetings. This reflects a long-established workflow and has the benefit of allowing staff to produce timely, relevant information for Council review. All individual agenda packet items are due to the City Clerk's Office by 1:00 p.m. on the Tuesday prior to the meeting for Council and Committee agenda packets. Upon receipt of all agenda items on Tuesday afternoon, the Clerk's Office sends the draft agendas to the Council President and Council Committee Chairs for approval by 9:00 a.m. on Wednesday morning. The Council President reviews the draft Council agenda on Wednesday afternoons, and following approval, from Wednesday to Friday morning (the timeframe depending on the complexity of the agenda packet process for that week), the Clerk's Office proceeds with digitally compiling all Council and Committee agenda packets. The packets are then readied for publication in paper and electronic format, including importing the packets into the Digital Records Center and creating weekly agenda links for electronic distribution. Packets are distributed on Friday morning following a final quality check.

**Common packet delays:**

Several key variables can influence the production of agenda packets, often causing delays to the standard timeframes shown above:

- Agenda items require significant work by staff in advance of submission to the Clerk's Office: necessary documentation may often be delayed by the need for input from other stakeholders, updated data, public input, or changing requirements.
- Agenda documentation that has already been submitted can require updates based on new requests for information given by Committee or Council the night prior to agenda deadlines, or may need to be revised based on emerging information.
- Occasional printing or content management system malfunctions may sometimes cause additional delays.

**Potential options for consideration – Pros and Cons:**

If the City Council is interested in receiving packets earlier, following are some potential options for the Council's consideration and the implications of each for staff:

a) Agenda packets distributed earlier (e.g., by Thursday evening):

This option would have several upstream effects for Citywide staff, to include the need to move up agenda deadlines Citywide, and potential work stoppages in the Clerk's Office.

- Moving up agenda deadlines would impact the workflow for items moving from Committees to C.O.W. or Regular Meetings. With Council meetings on Monday nights and deadlines for agenda packet documentation on Tuesday afternoons, staff often balance tight turnaround times to provide updated information or data as requested by Committee or Councilmembers. Moving up agenda deadlines would not provide enough time for staff to make the desired changes or gather the additional information, so these items would likely be delayed in moving through the legislative process.
- Staff often seek to address/respond to real-time events occurring in the City. Requiring earlier submission of documents could also result in outdated information by the time it reaches a Council or Committee meeting.
- Agenda packet production is work-intensive for the Clerk's Office due to the multiple steps involved (formulation of motions on agenda front sheets, standardization and quality control of documents, correction of typos, manual hyperlinking for online accessibility, image and legibility enhancements, importing to the Digital Records Center, assigning searchability to uploaded packets/individual items, publishing legal notices for meetings, printing all paper packets, and distributing printed and electronic packets). The Clerk's Office currently has 2.5 working days to produce packets following Council President and Chair approval on Wednesdays. Shortened timelines would mean the Clerk's Office would

need to move to an all-hands approach to prioritize agenda packet production ahead of other core departmental services and functions such as records management, pet licensing, notarization, resident inquiries, legislation development, processing of contracts, and more.

b) Streamlining for “bite-sized” agenda packets:

Agenda packet materials typically include a Council Agenda Synopsis (CAS) sheet, an informational memorandum, and relevant attachments such as legislation, draft contracts, quotes, draft grant agreements, bids, CIP documents, PowerPoints, flyers, and more. Combined, one agenda item may often exceed 50 pages, with some complex items reaching 100 or more pages. The Clerk’s Office produces an average of 3 different packets for Council and Committee meetings weekly. Each agenda typically contains 3 – 5 agenda items per packet, averaging over 200 pages per agenda packet.

Streamlining and reducing the documentation needed for agenda packets may create efficiencies for Citywide staff while also aligning with the Council’s need to receive packets timely. “Bite-sized” agendas could be implemented in a way that would maintain the transparency of City operations and spending, reduce technical jargon, and provide cleaner documents that result in plain speech agendas that are more easily understood by the general public and are more responsive to the community’s interests. Staff could also explore methods to ensure continued transparency such as adding hyperlinking to the Digital Records Center to full supporting documentation.

Shifting the standard format and documentation required for smaller, cleaner agenda packets will likely require the formation of an internal workgroup and legal review to assess feasibility and ensure continued compliance with chapter 42.30 RCW prior to Citywide implementation. Staff would also need further direction from the Council on the level of information and documentation desired for inclusion in “bite-sized” agendas. Finally, given staff hope to begin reviewing options in the 2025–2026 biennium for agenda management software, beginning the work now of determining how to streamline agendas will allow the City to strategically align with that planned work in order to create greater organizational efficiencies and provide expanded services to the public in the future.

c) Inclusion on Committee meeting packet distribution lists

Agenda items typically begin in one of four standing Council Committee agendas, before being forwarded to a future Council meeting for discussion and/or action by the full Council. This means most agenda items appearing at a C.O.W. or Regular Meeting are duplicates of agenda items that have already been published for a Committee agenda packet at least 1 – 2 weeks prior to full Council meetings. All Councilmembers receive links to all Committee packets and may sign up to receive hard copies of Committees they are not on. This is one way to read ahead on upcoming issues.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

For discussion only

**ATTACHMENTS**

Current workflow – Calendar view





2024

JULY

CALENDAR YEAR

CALENDAR MONTH

Monday	Tuesday	Wednesday	Thursday	Friday
01	02	03	04	05
	Document Deadline	Agendas Produced	Agendas Produced	Agenda Published
08	09	10	11	12
Committee Meeting	Document Deadline	Agendas Produced	Agendas Produced	Agenda Published
15	16	17	18	19
C.O.W. Meeting	Document Deadline	Agendas Produced	Agendas Produced	Agenda Published
22	23	24	25	26
Regular Meeting				
29	30	31	01	02
05	06	07	08	09





## INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee  
CC: Mayor McLeod  
FROM: Tony Cullerton, Interim Finance Director  
DATE: June 24, 2024  
SUBJECT: May 2024 General Fund Departmental Budget-to-Actuals Report

### SUMMARY

The May 2024 General Fund Financial Report provides the City Council with a comprehensive overview of departmental expenditures and highlights significant financial items. This report is a high-level summary of the departmental financial performance based on data available as of June 7, 2024, for the period ending May 31, 2024.

### Expenditures

General Fund departmental expenditures were \$31 million through May, which is \$2.6 million under the allocated budget of \$33.7 million. Department 20, responsible for fund transfers, reported \$1.4 million in year-to-date activity. Overall, the General Fund activity as of the end of May was \$32.4 million, which is \$2.4 million under budget.

### Allocated Budget

As of the end of May, the Fire Department and Non-Departmental were over their allocated budgets. The **Fire** Department's overages are attributed to Contracted Services. **Non-Departmental** overages are primarily due to debt payment transfers, with \$1.2 million allocated for debt payments. The \$189,197 over budget is due to costs associated with Asylee expenditures.

### % Expended

The end of May marks 41.7% of the year completed. Three departments have spent over 41% of their annual budget. The **Finance** Department's increase is due to previously budgeted milestone payments for the Enterprise Resource Planning (ERP) system. The **Fire** Department's increase is related to contracted services. The **Public Works/Street Maintenance** Department's increased costs are for street lighting repairs and roadway repair supplies.

### 2024 Compared to 2023

When comparing expenditures to the previous year, several departments reported increased spending over the same period last year. All increases were previously approved and budgeted. **Administrative Services** saw an increase due to higher Attorney Services and HR Recruitment costs. The Finance Department's increase is related to the implementation phase 2 payment for the Finance Enterprise system. The **Municipal Court's** increase in salaries/benefits is due to filling a vacant position and adding an additional full-time equivalent (FTE) for photo enforcement. The **Police** Department reported a \$629k increase over

the same period last year, mainly due to higher fleet maintenance costs and increased insurance liability. The **Fire** Department's higher expenditures are due to the RFA contract. The **Public Works** Department/Street Maintenance incurred increases in street lighting repair and roadway maintenance.

### Departmental Variances

Year to Date Department Expenditures Through May 2024:

DEPARTMENT	BUDGET		ACTUAL			Allocated Budget vs Actual OVER/(UNDER)	%	\$ Change	% Change
	2024	2024	2022	2023	2024				
	Annual	Allocated				Expended	2023/2024		
City Council	393,067	163,778	143,514	155,690	155,289	(8,489)	39.5%	(401)	-0.3%
Mayor's Office	2,405,513	1,035,824	789,991	952,219	897,529	(138,295)	37.3%	(54,690)	-5.7%
Administrative Services	5,621,624	2,369,906	1,843,662	1,974,220	2,156,466	(213,440)	38.4%	182,246	9.2%
Finance Department	4,625,307	2,352,995	1,389,101	1,448,069	2,029,534	(323,461)	43.9%	581,464	40.2%
Rec Dept / Parks Maint	5,808,439	2,510,745	1,796,023	1,961,584	2,027,092	(483,653)	34.9%	65,507	3.3%
Community Dev	5,063,237	2,109,682	1,754,964	1,801,921	1,740,070	(369,612)	34.4%	(61,851)	-3.4%
Municipal Court	1,859,399	774,750	636,495	658,813	750,520	(24,230)	40.4%	91,707	13.9%
Police Department	24,212,875	10,367,714	7,310,190	8,701,483	9,330,729	(1,036,985)	38.5%	629,246	7.2%
Fire Department	15,605,441	7,733,231	6,237,246	7,480,438	8,181,655	448,424	52.4%	701,217	9.4%
PW Dept / Street Maint	8,002,142	4,251,767	3,528,067	3,653,615	3,764,088	(487,679)	47.0%	110,473	3.0%
<b>Subtotal</b>	<b>73,597,044</b>	<b>33,670,390</b>	<b>25,429,254</b>	<b>28,788,052</b>	<b>31,032,972</b>	<b>(2,637,419)</b>	<b>42.2%</b>	<b>2,244,920</b>	<b>7.8%</b>
Non Departmental	5,865,345	1,226,586	1,342,690	1,508,158	1,415,783	189,197	24.1%	(92,374)	N/A
<b>Total Expenditures</b>	<b>79,462,388</b>	<b>34,896,977</b>	<b>26,771,944</b>	<b>30,296,209</b>	<b>32,448,755</b>	<b>(2,448,221)</b>	<b>40.8%</b>	<b>2,152,546</b>	<b>7.1%</b>
						% of Year	41.7%		

### General Fund by Category

The City adopts a biennial budget by fund, as mandated by ordinance. This level of reporting is essential for external authoritative oversight, such as the Washington State Auditor's office. It is also utilized for debt issuance and by other stakeholders. For managerial reporting and internal use, the City reports activity at the departmental level, providing detailed information to support decision-making within the City and by those charged with governance.

### Allocated Budget

All category totals, except for Services, are within budget. Within Services, Professional Services and Repairs and Maintenance Services have exceeded their allocated budgets. The increase in Professional Services results from several departmental programs:

- Human Services entered into a joint contract with the City of Renton.
- Finance reported an increase due to the Risk Management Program, classified under Professional Services.
- The Fire contract with the Regional Fire Authority also contributed to the rise in Professional Services costs.
- The increase in Repairs and Maintenance is attributed to the Facility Management and Improvement Program.

### **% Expended**

**Professional Services** increase has been explained in the Allocated Budget section. **Professional Development** reported 49% spending. This is a return to onsite training. Examples are travel & training costs, membership fees, and Police mandatory trainings. **Utilities** reflected 65.2% total expenditures at 42% of the year. This number may seem high, but Utilities are under allocated budget and total spending is 3.0% lower than the same period last year. **Repairs and Maint. Svs.** was a category that was asked about in prior months. A few examples are listed below:

- Door replacement \$19,308
- Bldg. 811 (Community Center) Roof repair \$8,768
- Bldg. 811 (Community Center) Boiler Repair \$2,461
- Bldg. 141 (Justice Center) HVAC Repair \$11,402
- Bay Door Repair \$5,148

### **\$ Change 2023 / 2024**

When comparing spending between 2023 and 2024, increases were observed in the categories of Professional Services, Professional Development, and Repairs and Maintenance Services. These increases have been previously identified and thoroughly explained.

General Fund  
City of Tukwila  
General Fund Expenditures

Year-to-Date as of May 31, 2024

	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2023	2023	2021	2022	2023	Actual Budget	%	Change	
	Annual	Allocated				vs Allocated	Expended		
						OVER/(UNDER)		\$ 2023/2024	%
								2023/2024	
Salaries	28,083,897	11,701,624	12,466,247	9,571,301	9,693,070	(2,008,553)	34.5%	121,769	1.3%
Extra Labor	794,977	331,240	116,135	144,394	198,843	(132,398)	25.0%	54,448	37.7%
Overtime	797,180	332,159	1,083,985	669,609	634,500	302,341	79.6%	(35,109)	(5.2%)
Holiday Pay	250,000	104,167	8,646	3,759	16,756	(87,411)	6.7%	12,997	N/A
FICA	2,299,308	958,045	797,301	784,603	795,671	(162,374)	34.6%	11,067	1.4%
Pension-LEOFF	690,494	256,873	461,647	302,422	224,131	(32,741)	32.5%	(78,291)	(25.9%)
Pension-PERS/PSERS	1,877,476	782,282	601,959	633,078	569,449	(212,833)	30.3%	(63,629)	(10.1%)
Industrial Insurance	616,066	256,694	297,354	166,456	166,886	(89,808)	27.1%	430	0.3%
Medical & Dental	5,818,916	2,424,548	3,068,453	2,236,181	2,455,172	30,624	42.2%	218,991	9.8%
Unemployment	0	0	15,108	0	8,957	8,957	-	8,957	N/A
Uniform/Clothing	33,504	13,960	840	814	1,350	(12,610)	4.0%	537	N/A
<b>Total Salaries &amp; Benefits</b>	<b>41,261,818</b>	<b>17,161,590</b>	<b>18,917,675</b>	<b>14,512,617</b>	<b>14,764,784</b>	<b>(2,396,806)</b>	<b>35.8%</b>	<b>252,167</b>	<b>1.7%</b>
Supplies	640,401	266,834	108,737	142,756	137,776	(129,057)	21.5%	(\$4,980)	(3.5%)
Repairs & Maint Supplies	420,705	175,294	148,348	142,684	182,268	6,974	43.3%	\$39,584	27.7%
Resale Supplies	2,580	1,075	93	0	413	(662)	16.0%	\$413	-
Small Tools	228,078	95,033	15,233	37,136	64,523	(30,510)	28.3%	\$27,387	73.7%
Technology Supplies	112,364	46,818	15,884	27,185	22,577	(24,241)	20.1%	(\$4,608)	(17.0%)
Fleet Supplies	7,260	3,025	1,928	2,625	3,504	479	48.3%	\$880	33.5%
<b>Total Supplies</b>	<b>1,411,387</b>	<b>588,078</b>	<b>290,223</b>	<b>352,386</b>	<b>411,061</b>	<b>(177,017)</b>	<b>29.1%</b>	<b>\$58,675</b>	<b>16.7%</b>
Professional Services	23,292,740	11,900,595	2,824,845	10,780,120	12,530,311	629,716	53.8%	\$1,750,191	16.2%
Communications	468,177	195,074	156,966	192,381	178,687	(16,387)	38.2%	(\$13,694)	(7.1%)
Professional Dev	532,851	260,781	155,715	214,865	262,390	1,609	49.2%	\$47,525	22.1%
Advertising	66,716	27,798	2,535	10,375	10,349	(17,450)	15.5%	(\$27)	N/A
Rentals	319,003	132,918	61,103	278,141	42,006	(90,912)	13.2%	(\$236,135)	(84.9%)
Technology Services	1,081,907	520,357	313,549	412,892	419,256	(101,101)	38.8%	\$6,364	1.5%
Utilities	2,387,484	1,710,299	1,510,549	1,604,408	1,555,949	(154,351)	65.2%	(\$48,460)	(3.0%)
Repairs & Maint Svs.	1,483,739	618,224	923,389	529,216	727,386	109,162	49.0%	\$198,170	37.4%
Miscellaneous	701,220	292,175	223,206	146,351	187,083	(105,092)	26.7%	\$40,732	27.8%
<b>Total Services</b>	<b>30,333,839</b>	<b>15,658,222</b>	<b>6,171,857</b>	<b>14,168,749</b>	<b>15,913,416</b>	<b>255,194</b>	<b>52.5%</b>	<b>1,744,667</b>	<b>12.3%</b>
Capital Outlay-Land	0	0	0	0	0	0	-	0	-
Other Improvements	0	0	0	0	0	0	-	0	-
Machinery & Equipment	590,000	262,500	49,499	0	225,891	(36,609)	38.3%	225,891	N/A
Construction Projects	0	0	0	0	0				
<b>Total Capital Outlay</b>	<b>590,000</b>	<b>262,500</b>	<b>49,499</b>	<b>0</b>	<b>225,891</b>	<b>(36,609)</b>	<b>38.3%</b>	<b>225,891</b>	<b>N/A</b>
Transfers Out	5,865,345	1,226,586	1,342,690	1,262,457	1,133,603	(92,983)	19.3%	(128,854)	N/A
<b>Total Non Operating Expenses</b>	<b>5,865,345</b>	<b>1,226,586</b>	<b>1,342,690</b>	<b>1,262,457</b>	<b>1,133,603</b>	<b>(92,983)</b>	<b>19.3%</b>	<b>(128,854)</b>	<b>N/A</b>
<b>Total Expenditures</b>	<b>79,462,389</b>	<b>34,896,976</b>	<b>26,771,944</b>	<b>30,296,209</b>	<b>32,448,755</b>	<b>(2,448,221)</b>	<b>40.8%</b>	<b>2,152,546</b>	<b>7.1%</b>

## Riverton Park United Methodist Church Response (RPUMC)

Total costs to date are slightly under \$500,000. These expenditures are a combination of consulting services/contracts, employee time, and services/supplies. Contracts include fencing and tenting. Consulting is for media prep and long-term strategy. The total contract amount is currently \$776,984. Of that total, \$372,770 has been spent, leaving a remaining encumbered amount of \$404,214.

### Total Costs (Snapshot)

SNAPSHOT				
Object	2023 \$	2024 \$	Total	%
Consulting	88,864	138,016	226,881	45%
Contracts	18,734	127,156	145,889	29%
Salaries/Benefits	55,494	53,862	109,356	22%
Services	0	14,476	14,476	3%
Supplies	0	2,533	<u>2,533</u>	1%
<b>Subtotal</b>	<b>163,092</b>	<b>336,043</b>	<b>499,135</b>	100%
Encumbered			<u>404,214</u>	
<b>Grand Total</b>			<b>903,349</b>	