



Public Safety Bond Financial Oversight Committee

October 19, 2017

City Hall, Hazelnut Conference Room

5:00 – 6:30 p.m.

AGENDA

- I.** Call to Order
- II.** Roll Call
- III.** Approval of Agenda
- IV.** Approval of June 29, 2017 Minutes
- V.** Unfinished Business
- VI.** New Business
 - a. Public Safety Plan Project Update/Overview
 - b. Financial Overview
- VII.** Adjournment



Public Safety Bond Financial Oversight Committee

June 29, 2017

City Hall, Hazelnut Conference Room

4:00 p.m.

MINUTES

I. Call to Order

II. Roll Call

Attendees introduced themselves and briefly spoke to their interest in serving on the Committee or their role with the City of Tukwila. Those present were:

- Sean Goode, Member
- Jessica Jerwa, Member
- Randy Coplen, Member
- Andy Reiswig, Member
- Jun Castillo, Member
- Bob Giberson, Public Works Director
- Laurel Humphrey, Council Analyst
- Sherry Wright, Senior Fiscal Coordinator
- Vicky Carlsen, Deputy Finance Director
- Peggy McCarthy, Finance Director

III. Approval of Agenda

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

IV. Approval of Minutes (n/a)

V. Unfinished Business (n/a)

VI. New Business

1. Election of Chair & Vice-Chair

Mr. Goode offered to serve as Chair and Ms. Jerwa offered to serve as Vice-Chair. The Committee accepted both nominations and no further nominations were made. Mr. Goode was elected as Chair and Ms. Jerwa as Vice-Chair, each abstaining from the vote.

2. *Committee By-Laws*

The Committee discussed the draft by-laws. Staff noted that the by-laws require no fewer than two meetings a year, and the staff recommendation is to meet a second time in October 2017 when there will be more substantial expenditure reports to review. The Committee agreed with that proposal. Mr. Coplen moved approval of the by-laws as presented, and Ms. Jerwa seconded. The motion carried unanimously and the by-laws were adopted.

3. *Public Safety Plan 101*

Staff presented an overview of the Public Safety Plan, including background, description, funding, community oversight, project schedule, outreach schedule, implementation to date, engagement tools, and feedback received to date.

4. *Financial Overview*

The Committee reviewed a list of contracts associated with the Public Safety Plan to date, including project management services, fire station location study, architectural design and planning, and real estate broker services. A contract for program management quality assurance was just approved by Council on June 26, 2017 and will be included with the next Committee update. Mr. Coplen inquired about the commission for the real estate brokerage services and suggested that staff look at the agreement to see if it would be worth further negotiation, noting that 6% is above the norm if proceeds are not shared with a selling agent. Mr. Coplen also inquired about cost controls on the fire station contracts and would like further information about this.

5. *Expenditure report(s)*

The Committee reviewed a report of all Public Safety Plan revenues & expenditures to date. Total actual revenues through May 31, 2017 are \$36,749,466 from the voter-approved bond and investment interest. Actual expenditures through May 31, 2017 are \$143,125. On June 12, 2017, the Council Committee of the Whole discussed budget implications of fire station programming considering realities of the current competitive construction market. Staff will send the staff report and meeting minutes to the Committee.

VII. *Miscellaneous*

Trainings

Staff reminded the Committee of the required Ethics and Open Public Meetings Act trainings. Links have been shared to training videos via email and certificates will be prepared when the requirements have been fulfilled. Each Committee member signed a conflict of interest disclosure form for filing with the City.

Report

The Committee discussed the Charter requirement to report to the City Council at least semi-annually, which for 2017 would mean preparing a report based upon this committee meeting. Committee members asked staff to assist with a draft or template for their review. Mr. Coplen also asked staff to obtain additional clarification from the City Attorney regarding Committee members' fiduciary authority and liability. Mr. Goode also suggested using the first report as an opportunity to gain clarification from the Council on their expectations.

VIII. Adjournment

Ms. Jerwa moved adjournment and Mr. Coplen seconded the motion. The motion carried and the meeting was adjourned at 5:04 p.m.

Minutes by LH, Reviewed by SW



CITY OF TUKWILA
Public Safety Plan
Revenues & Expenditures
BUDGET vs ACTUALS
Through August 2017

FUNDING SOURCES

REVENUE BUDGET					
Funding Category	Fire Stations	Fire Apparatus	Total Fire Services	Justice Center	Total Public Safety
Unlimited Tax General Obligation (Voter-approved bond)	18,824,000	29,932,000	48,756,000	28,629,000	77,385,000
Fire Impact Fees	4,750,000	-	4,750,000	-	4,750,000
General Fund Support	858,000	-	858,000	-	858,000
Investment Interest	-	-	-	-	-
TOTAL Revenues	\$ 24,432,000	\$ 29,932,000	\$ 54,364,000	\$ 28,629,000	\$ 82,993,000

ACTUAL REVENUES - through 8/31/17					
Funding Category	2016	2017	2018	2019	Project To Date
Unlimited Tax General Obligation (Voter-approved bond)	36,709,954	-			36,709,954
Fire Impact Fees	-	1,017,160			1,017,160
General Fund Support	-	-			-
Investment Interest	9,561	116,008			125,569
TOTAL Revenues	\$ 36,719,516	\$ 1,133,168	\$ -	\$ -	\$ 37,852,683

Fire Impact Fees have been accumulated over several years.



CITY OF TUKWILA
Public Safety Plan
Revenues & Expenditures
 BUDGET vs ACTUALS
 Through August 2017

PROJECT COSTS

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

PROJECT EXPENDITURE BUDGET - Revised									
Project Category	FS 51 ¹ 9,426 sf	FS 52 ¹ 15,068 sf	FS 54 9,287 sf	TOTAL FS 33,781 sf	Equipment & Apparatus	TOTAL Fire Services	Justice Center	TOTAL Bond Financed	FUNDING GAP
A/E Services (both design & CA)	635,372	1,052,393	626,371	2,314,136	-	2,314,136	1,906,190	4,220,326	763,133
Land Acquisition/ROW	653,400	-	862,300	1,515,700	-	1,515,700	6,000,000	7,515,700	700
Permits/Fees	166,465	300,718	164,010	631,193	-	631,193	439,890	1,071,083	171,672
Construction (pre-con, const, tax)	6,324,204	9,547,131	6,233,378	22,104,713	-	22,104,713	16,532,615	38,637,328	6,744,459
Construction Related Costs (incl bond)	657,361	1,184,308	708,713	2,550,382	-	2,550,382	1,034,797	3,585,179	514,042
PM Services (incl other prof svcs)	299,637	576,376	305,083	1,181,096	-	1,181,096	1,145,956	2,327,052	27,544
Contingency (incl Construction & Proj)	749,092	1,093,884	765,381	2,608,357	-	2,608,357	1,569,552	4,177,909	252,357
Fire apparatus	-	-	-	-	25,598,488	25,598,488	-	25,598,488	-
Fire equipment	-	-	-	-	4,333,874	4,333,874	-	4,333,874	-
TOTAL Expenditures	\$ 9,485,531	\$ 13,754,810	\$ 9,665,236	\$ 32,905,577	\$ 29,932,362	\$ 62,837,939	\$ 28,629,000	\$ 91,466,939	\$ 8,473,907

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



CITY OF TUKWILA
Public Safety Plan
Revenues & Expenditures
BUDGET vs ACTUALS
Through August 2017

ACTUAL EXPENDITURES - through 8/31/17

Project Category	FS 51 9,426 sf	FS 52 15,068 sf	FS 54 9,287 sf	TOTAL FS 33,781 sf	Equipment & Apparatus	TOTAL Fire Services	Justice Center	TOTAL Bond Financed
A/E Services (both design & CA)	34,672	34,661	34,661	103,995	-	103,995	180	104,175
Land Acquisition/ROW	-	-	-	-	-	-	-	-
Permits/Fees	-	-	-	-	-	-	-	-
Construction (pre-con, const, tax)	-	-	-	-	-	-	-	-
Construction Related Costs	-	-	-	-	-	-	-	-
Bond Issuance Costs	59,853	8,256	-	68,109	14,447	82,556	123,833	206,388
PM Services (incl other prof svcs)	40,949	25,123	26,478	92,551	-	92,551	105,673	198,224
Contingency (incl Construction & Proj)	-	-	-	-	-	-	-	-
Fire Apparatus	-	-	-	-	-	-	-	-
Fire Equipment	-	-	-	-	61,101	61,101	-	61,101
TOTAL Expenditures	\$ 135,475	\$ 68,040	\$ 61,139	\$ 264,654	\$ 75,547	\$ 340,202	\$ 229,686	\$ 569,887



CITY OF TUKWILA Public Safety Plan Contracts for Service

Contract #	Consultant	Scope of Services	Duration of Agreement		Compensation
			Start Date	End Date	
16-121	Shiels Obletz Johnsen (SOJ)	Project Management Services - Phase I (Pre bond election project planning)	10/11/2016	12/31/2016	Not to exceed \$37,000
16-179	Shiels Obletz Johnsen (SOJ)	Project Management Services	12/22/2016	3/31/2021	Not to exceed \$2,694,716
17-009	FACETS Consulting, LLP	Fire Station Location Study	1/10/2017	3/31/2017	Flat Fee of \$36,000
17-068	Weinstein AU, LLC	Architectural Design and Planning Services (Fire Stations)	4/19/2017	12/31/2020	Not to exceed \$2,087,717
17-084	Heartland LLC	Real Estate Broker Services	5/23/2017	12/31/2018	1. <u>Commission</u> : 2.5% of gross purchase price of each property purchased during term of agreement; 2. <u>Sub-consultant fees</u> : not to exceed \$60,000.
17-125	Steven M. Goldblatt	Program Management Quality Assurance Services	7/25/2017	12/31/2021	Not to exceed \$250,000
17-157	DLR Group, Inc	Architectural Design and Planning Services (Justice Center)	9/9/2017	12/31/2020	Not to exceed \$2,146,084
17-167	Sound Earth Strategies, Inc	Phase 1 Environmental Site Assessments	9/18/2017	12/31/2017	Not to exceed \$15,000

City of Tukwila
 Public Safety Financial Oversight Committee
 Expenditure Detail
 Through August 31, 2017

Report Line	Vendor Name	Description	Fire Station 51	Fire Station 52	Fire Station 54	Fire Equipment	Justice Center	TOTAL		
1	A/E Services	DAILY JOURNAL OF COMMERCE FACETS CONSULTING, LLP SEATTLE TIMES WEINSTEIN	Legal ad for PSP justice cente					\$ 68	\$ 68	
			Legal Ad FS51	26					26	
			Legal Ad FS52		26					26
			Legal Ad FS54			26				26
			Legal ad:PSP 51	23						23
			Legal ad:PSP JC						23	23
			Legal ad:PSP S2		23					23
			Legal ad:PSP S4			23				23
			PSP-FIRE ST LOCAT & DEPLOY STD	12,000	12,000	12,000				36,000
			Legal ad for Justice cntr						20	20
			Legal ad for PSP						54	54
			Legal Ad PSP Fire	11						11
			Legal Ad PSP JC						15	15
		RELOCATE FIRE STATION 51	22,612	22,612	22,612			67,836		
A/E Services Total			\$ 34,672	\$ 34,661	\$ 34,661		\$ 180	\$ 104,175		
6	Bond Issuance	IPREO PARENT HOLDCO LLC PACIFICA LAW GROUP LLP PUBLIC FINANCIAL MGMT INC STANDARD AND POOR'S FINANCIAL	2016 UTGO Underwriter's Disc	29,417	4,057		7,101	60,862	101,437	
			ELECTRONIC DISTR. OF POS/OS	218	30		52	450	750	
			LGL SVCS-UNLMTD TAX GEN OBLIG.	9,077	1,252		2,191	18,779	31,299	
			FINANCIAL ADVIOSRY SVCS-2016 B	14,037	1,936		3,388		19,361	
			FINANCIAL ADVISORY SVCS-2016 B					29,042	29,042	
ANAL. SVCS-UNLMTD TAX GEN OBLI	7,105	980		1,715	14,700	24,500				
Bond Issuance Total			\$ 59,853	\$ 8,256		\$ 14,447	\$ 123,833	\$ 206,388		
7	PM Services	SHIELS OBLETZ JOHNSEN INC	JUSTICE CENTER	3,643	1,301	1,822		9,368	16,134	
			JUSTICE CENTER JUSTICE CENTER	8,116	8,116	8,116		11,237	35,583	
			PUBLIC SAFETY PLAN	29,191	15,706	16,541		85,068	146,506	
PM Services Total			\$ 40,949	\$ 25,123	\$ 26,478		\$ 105,673	\$ 198,224		
10	Fire Equipment	LN CURTIS & SONS SEAWESTERN, INC.	Corr code PSP bunker gear				41,418	41,418		
			MISCELLANEOUS AND SPECIAL 305.98.522.220.35.00 Bunkergea				14,883	14,883		
Fire Equipment Total						\$ 61,101	\$ 61,101			
Grand Total			\$ 135,475	\$ 68,040	\$ 61,139	\$ 75,547	\$ 229,686	\$ 569,887		