City of Tukwila
Finance and Governance Committee
◈ **Zak Idan, Chair**
◈ **Kathy Hougardy**
◈ **Cynthia Delostrinos Johnson**

AGENDA

MONDAY, JUNE 14, 2021 – 5:30 PM
~~HAZELNUT CONFERENCE ROOM~~
~~(At east entrance of City Hall)~~

THIS MEETING WILL NOT BE CONDUCTED AT CITY FACILITIES BASED ON THE GOVERNOR'S PROCLAMATION 20-28.

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS: 1-253-292-9750, Access Code 458647898#

Click here to: Join Microsoft Teams Meeting
For Technical Support during the meeting call: 1-206-431-2179.

Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. Continued discussion on prioritizing restoration of service levels. *Vicky Carlsen, Finance Director*	a. Discussion only.	**Pg.1**
b. Discussion on technology options for Council Chambers and Council Committee conference rooms. *Joel Bush, Chief Technology Officer*	b. Discussion only.	**Pg.7**
c. Marijuana tax revenue. *Laurel Humphrey, Legislative Analyst*	c. Discussion only.	**Pg.29**
2. MISCELLANEOUS		

Next Scheduled Meeting: *June 28, 2021*

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City of Tukwila

Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO: **Finance and Governance Committee**

FROM: **Vicky Carlsen, Finance Director**

CC: **Mayor Ekberg**

DATE: **June 14, 2021**

SUBJECT: **Phase 2 Funding Prioritization - Identify and prioritize projects utilizing American Rescue Plan Act (ARPA) funds**

ISSUE
Staff is seeking Committee input to identify and prioritize projects that could be paid for using ARPA funds.

BACKGROUND
On March 22, 2021, staff began a discussion with the Finance & Governance committee to seek input into a process for how to prioritize service level restoration if and when ongoing revenues exceed revenues adopted in the 2021-2022 biennial budget as well as restored revenues from sales tax mitigation payments. Included in the info memo was a section discussing federal funding through the American Rescue Plan Act.

There was agreement to approach these funding discussions in three phases.

Phase 1 – Council Consensus on May 10, 2021 – utilized sales tax mitigation payments expected to be received July 1, 2021, and was targeted to those items that would:
1. **Provide the most direct impact to improving the quality of life for our community** – Streets and Parks Maintenance to keep parks clean and respond to concerns about garbage, litter, and graffiti.
2. **Revenue backed services –** The Consolidated Permit Center is handling an increased demand for permits which are supported by fees.
3. **Services which have been contractually required** Including agreements with the Teamsters and IAFF Local #2088 for Fire Overtime.
4. **Critical services which should be restored** – This includes restoring some necessary services, such as cybersecurity contracts in Technology Information Services.

Phase 2 is targeted to utilize the American Rescue Plan Act funds. This discussion is planned to begin on June 14 with additional information in this memo and continue through July with the full Council which will provide time to receive more details from the Federal Government.

Phase 3 is targeted to use possible additional revenues as they return to pre-pandemic levels. This phase is expected to begin in August 2021 after we see begin to see the impacts of vaccinations on revenue sources.

Phase 2 Funding - Using American Rescue Plan Act (ARPA) Funds

The earlier memo included a partial list of possible projects that could be funded with ARPA money including:

- Upgrading equipment in the Council chambers to allow for both in-person as well as virtual participation in city Council meetings and workshops.
- Adding internet access to neighborhoods underserved by existing internet options.
- Funding additional human services and/or small business programs and outreach.
- Funding to design and possibly purchase property for a youth/senior center.
- Economic Development Plan
- Other one-time services such as studies, plans or designs.

Federal Funding - American Rescue Plan Act
On March 10, 2021, a $1.9 trillion relief package, known as the American Rescue Plan Act, was approved and provides funding in several areas including state and local aid, education, rental assistance, and transit. Preliminary estimates show that the City of Tukwila could receive as much as $4.43 million in one-time funds. **Staff will confirm the final amount once we receive official notification from the State, which is not expected until at least July**. Funds must be obligated by December 31, 2024.

From what we know today, the funds can be used in the following ways:

- To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, and non-profits, or to aid impacted industries such as tourism, travel, and hospitality.
- Provide premium pay to eligible workers that are preforming essential work.
- Provision of government services to the extent of the reduction in revenue due to the pandemic relative to revenues collected in the most recent full fiscal year.
- Make necessary investments in water, sewer, or broadband infrastructure.

The funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase. Nor can funds be deposited into any pension fund. Final guidance on approved uses of the funds is expected to be received in July of 2021.

Ongoing vs One-time Revenues
As a reminder, the Council's adopted financial policies state that one-time revenue will be used for one-time expenditures and ongoing revenue will be used for ongoing expenditures. The projects outlined below are one-time in nature as ARPA funds are a one-time funding source.

DISCUSSION

Information has been provided on each of the projects identified in the March 16, 2021, info memo and includes additional projects for consideration. Based on the major federal funding categories, the following are possible prioritization areas:

Phase 2 Funding Priorities

1. **Assistance to households, businesses and respond to impacts due to COVID-19**
    a. Assistance to households
        i. Increasing human service funding by increasing cap per household
        ii. Assistance for utility payments in arrears
    b. Assistance to businesses
        i. Increasing grants and support for small businesses
        ii. Create Economic Development Plan with a specific lens of mitigating impacts due to COVID-19
    c. Impacts due to COVID-19
        i. Improve community access to Council meetings by updating Chambers
2. **Provision of Government Services impacted by reduction in revenues**
    a. Capital Investments delayed or deferred
        i. Traffic Calming Program
        ii. Other Capital needs
    b. Other Service and Staffing needs
3. **Investments in infrastructure**
    a. Broadband infrastructure investment – reduce the digital divide with a focus on students and low-income residents
4. **One-Time Investments for long-term financial health –** (City will need more information to clarify eligibility and some might fit under other priorities)
    a. Teen and Senior Center Investment – planning, design, and/or land purchase
    b. Digitizing Permit Records to better respond to public records requests
    c. Facility planning to address significant unmet needs in City facilities

Detailed Discussion

1. **Assistance to households, businesses and respond to impacts due to COVID-19**
    a. Assistance to households
        i. Increasing human service funding by increasing cap per household
            1. Additional funding for rental and utility assistance is a potential candidate for ARPA funding. Tukwila Human Services staff continue to see a high need for rental and utility assistance. While staff is working to leverage other funding sources where applicable, staff believes that if additional funding were to be made available for rental and utility assistance, such funding should go to raise the $2,400 cap currently placed on families to assist them in wiping out extensive utility and rent arrearages. Human Services staff have worked with many families with rent arrearages in the thousands of dollars and is now experiencing many calls from families who have already hit the lifetime cap, which was raised from $700 to $2,400 to address the pandemic.
        ii. Assistance for utility payments in arrears
            1. Staff has reached out to utility providers in Tukwila to better understand the utility arrearages in the community. Current estimates is between $1 and $2 million for all utility providers in Tukwila. Human Services and Communications staff are pushing out information on Seattle City Light and PSE's discount programs, as well as regularly referring qualified families to the LIHEAP program in order to reduce utility arrearages. The City of Seattle recently voted to continue its utility no late fees/no shut

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offs through the end of this calendar year, and all of the utilities staff talked with are committed to working with customers to develop payment plans moving forward.

b. Assistance to businesses
    i. Increasing grants and support for small businesses ($200,000)
        1. Staff recommends setting aside $200 thousand for possible use for small business outreach, technical assistance, loans, and grants. Staff would return with a specific proposal later this year as opportunities to partner with other organizations arise.

c. Create Economic Development Plan with a specific lens of mitigating impacts due to COVID-19 ($50,000 to $150,000)
    i. Basic Plan: This work includes hiring a consultant to conduct research, analysis, writing, graphic design, and producing a document. It would also include standard community outreach such as an online survey, a limited phone survey, and some public meetings. Estimated cost $50,000.
    ii. Expanded Outreach: This work includes hiring multiple community-based organizations or firms to assist with outreach to various groups based on culture, language, age, etc. It would include tailoring those contracts to work with those groups using relevant outreach methods, which could include surveys, conversations, interviews, focus groups, or others. As appropriate, methods would include interpretation, translation, childcare, and participation incentives toward a goal of meaningful, not transactional, engagement. Estimated cost $50,000.
    iii. Improved Business Contacts Database: This purpose of this component is to improve our business contacts database which would help with outreach on the Plan as well as ongoing business outreach. This would include a combination of purchasing a software tool and contacting our businesses to update and/or collect their contact information. In the private sector the software tool would be called a customer relationship management system (CRM) and would track a company's interactions with their customers. In addition to purchasing software, staff would hire a firm to fill in the gaps and expand upon our current business license database by contacting businesses directly. Estimated start-up cost $50,000. There would be an ongoing maintenance cost but that has not yet been estimated.

d. Impacts due to COVID-19
    i. Improve community access to Council meetings by updating Chambers
        1. Upgrading Council Chambers to Accommodate In-Person and Virtual Participation in Meetings – cost estimates ranging from $10,000-$208,000. Detailed information on this project is included in a separate info memo presented to the Finance and Governance Committee on June 14, 2021.

2. Provision of Government Services impacted by reduction in revenues
a. Capital Investments delayed or deferred.
    i. Traffic Calming Program (estimated $480,000)
        1. Prior to the onset of the COVID-19 health emergency, funding of $400 thousand had been included in the budget each year for traffic calming. At the April 26, 2021, Transportation and Infrastructure Committee meeting, several projects were identified as priority projects. Public Works sees more value in funding several smaller projects throughout

the community rather than a few large (costly) projects.   Projects identified include:

    a. Purchase additional speed cushions and radar driver feedback signs for future deployments. ($130 thousand)
    b. Complete the widening of 53rd Ave S between S.137th and 52nd Ave S to restore two-way traffic. ($250 thousand)
    c. Provide funding for additional traffic counting services and to the NTCP on-call design contract. ($100 thousand)

  ii. Other Capital needs
b. Other service and staffing needs
    i. Each City department has unmet staffing and resource needs due to the reductions taken in the 2021-2022 Adopted Budget. These could be funded through ARPA funds. As mentioned in previous memos, these include specific areas such permit review, street and parks, fire, and police services.

3. Investments in infrastructure

a. Broadband infrastructure investment – reduce the digital divide with a focus on students and low-income residents ($1 million implementation, $100,000 ongoing)
    i. The digital divide in the City of Tukwila was made even more apparent by the COVID-19 pandemic, which required both students and employees to go online full time, but often without the broadband needed. Tukwila is one of the most diverse cities in the nation, with over 80 languages and dialects spoken, and 41% of the population are foreign born, and 17% living in poverty. This is much higher than the Washington State poverty average of 10%.
        1. The Tukwila School District is able to provide 20% of its families with mobile hotspots and 23% of families receive internet access through Comcast's Internet Essentials Program. Tukwila has been on the forefront by providing free internet access to students by developing a free City Wi-Fi program in multifamily neighborhoods, with the highest concentration of students that receive free and reduced lunch. But city leaders recognize these numbers do not add up to 100% of the families in their schools in need of access to high-speed internet, and they are committed to closing the gap.
        By utilizing ARPA funds, Tukwila has the opportunity to construct and deploy high speed internet to income-qualified families throughout the city. This proposed program has the opportunity to provide all families in Tukwila with the needed modern-day building blocks for our students and families to thrive.

4. One-Time Investments for long-term financial health – (City will need more information to clarify eligibility and some might fit under other priorities)

a. Teen and Senior Center Investment – planning, design, and/or land purchase
    i. One-time funds could also be used to support the Teen and Senior Center project. Depending on site investigations later this summer, fund could be used to support the purchase of property or, should the community and council support using a city-owned site, funds could be allocated to begin the design process, which would start in 2022, assuming the Council wants to move forward with construction of the facility. Because the project is in the feasibility and programming phase, it is too early to determine the overall project cost. Staff expects to provide the Council with an early project cost and

potential funding plan later this year. Any allocation of these funds would help to offset the cost of acquisition and/or design.

b. Digitizing Permit Records to respond to better respond to public records requests

      i. The Fire Department and Public Works Department has paper records of fire and life safety permits and public work permits that are designated as "Essential" in the State Records Retention Schedule. These permit records would greatly benefit from being digitized and microfilmed to provide convenient access and redundancy for long-term protection. Digitizing these records would make records key word searchable, reduce staff time in responding to public records requests and potentially reduce storage overhead. When properly digitized and microfilmed, through a third-party vendor, these records would have multiple layers of redundancy, thereby making destruction of paper records possible.

        The proposal is to utilize ARPA funds to bring in a temporary employee for up to one year to prepare the records for digitization and microfilming, including assembling the files in sequential order, creating lead sheets, and compiling metadata for populating the digital files.

        The following permit types are currently in paper format and add up to roughly 180 cubic feet of current storage space in the Fire Marshal's Office: residential permits, commercial permits, and tank permits. This was calculated based on 28 legal sized vertical filing drawers and 84 banker-sized boxes.

c. Facility planning to address significant unmet needs in City facilities - $300,000 - $400,000

      i. While over the past few years the City had addressed public safety facility needs, we recognize that there is a backlog of other facility issues that need to be addressed. In addition, with more than 100 staff members moving out of the 6200 and 6300 buildings, as well as the reality of the post-pandemic workforce, which will include more remote work options for employees, the City has too much office space on the City Hall campus at this time. In addition, the Community Center was built 25 years ago and has critical infrastructure nearing the end its useful life, including the HVAC/boiler system, as well as the keying throughout the facility. As previously discussed with the Council, Fire Stations 54 and 53 also have capital needs. The Court also requires a new scanner for packages to limit exposure to the Court security guard. A facility plan would allow the City to make decisions about existing immediate needs, as well as develop a long-term plan for the City Hall campus.

<u>RECOMMENDATION</u>
Information only at this time.

City of Tukwila

Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO:	**Finance and Governance Committee**
FROM:	**Rachel Bianchi, Deputy City Administrator**
BY:	**Joel Bush, Chief Technical Officer**
CC:	**Mayor Ekberg**
DATE:	**06/01/21**
SUBJECT:	**Council Chambers/Committee Rooms- Technology Buildout Proposals**

ISSUE
Consideration of funding to modernize technology in Council Chambers / Committee Rooms to provide capabilities for hybrid in person / remote meeting participation for Council, staff, and stakeholders.

BACKGROUND
2020 highlighted the need to modernize the audio/video infrastructure to support a fully hybrid meeting environment, ensuring physical and remote attendance capabilities for Council and Committee meetings.

CURRENT ROOM CONFIGURATIONS
Council Chambers:
- Requires a physical staff presence for computer, camera, TV and audio controls, acting as a liaison between the physical and remote meeting functionality.
- Analog connectivity requires physical devices; rolltop desk, server cabinet, wiring, camera control board, laptop, and recording controls for TV21.
- The bulk of equipment was purchased in 2012, and currently unsupported by the manufacturers.

Committee Meeting Rooms (Duwamish and Hazelnut):
- No current hardware to support hybrid meeting capabilities that would allow physical and remote attendance, or broadcasting to the public, which the Council implemented in 2021 via the MS Teams interface

DISCUSSION
Technology and Innovation Services is seeking Council guidance and consideration of funding to support refining bids with vendors. Currently we have the following three options:
Council Chambers, Option #1- Minimal Updates to Technology - $10,000

Main Actions
- Purchase dedicated PC to support hybrid Council and Committee Meeting

Benefits
- Support for remote meeting attendees.
- Minor funding needed.

Challenges
- Requires additional TIS staff member to facilitate hybrid meetings.
- Noise pollution from analog equipment /servers / camera controls in the council chambers

- Bulk of equipment falls out of manufacturer support and warranty.

Council Chambers, Option #2- Modernize Some Technology - $75,000

Main Actions

- Three predetermined automated camera tracking(e.g., Right Dais, Left Dais, Center Dais,) based upon the active speaker, for sustained period of time.
- Remove or relocate existing physical equipment at the back of the room.
- Re-purpose existing Nexia sound system, still supported.

- Configure & install Crestron control panel, providing a sole management interface for the control of audio and video.
- Purchase dedicated PC to support hybrid Council and Committee Meeting

Parts acquisition, installation, programming, testing, and training.

Benefits

- Support for remote meeting attendees.
- Providing automated camera functionality. e.g, auto-zoom camera to right, left and center dais, pre-positioning, based upon active speaker.
- Enhanced digital audio and video communications for Council members.
- Refreshed equipment, wiring, manufacturer support, and warranty.

Challenges

- Still requires two TIS staff to support.
- Zoom camera functionality to highlight Council members will require manual intervention.
- Existing microphones re-purposed

Council Chambers, Option #3- Modernize All Technology - $200,000

Main Actions

- Install Televic System, which includes eight touchscreens, cameras, microphones, and seven conference units with microphones.
- Streaming media processor.
- Re-purpose existing Nexia sound system, still supported.
- Install Assisted Listening Systems.
- Remove or relocate existing physical equipment at the back of the room.

- Configure & install Crestron control panel, providing a sole management interface for the control of audio and video.
- Install three to five digital cameras with auto-tracking
- Install five 75" monitors
- Parts acquisition, installation, programming, testing, and training.
- Purchase dedicated PC to support hybrid Council and Committee Meeting

Benefits

- Support for remote meeting attendees.
- Providing automated camera functionality. e.g, auto-zoom camera to active speaker.
- Agenda submission on microphone screen.
- Digital voting capabilities for Council, the voting results can be private or publicly broadcast in the Chambers.
- Enhanced digital audio and video communications for Council members.
- Refreshed equipment, wiring, manufacturer support, and warranty.

Challenges

- Increased funding needed.

Committee Meeting Rooms, Duwamish and Hazelnutt- Separate at $4,000
Main Actions
- Outfit each room with Logitech Group, see handout.
Benefits
- Enables remote meeting attendance with video capability.
Challenges
- None

FINANCIAL IMPACT
Technology and Innovation Services is seeking Council guidance and funding for the above. Initial review of the technology resulted in a broad range of proposals that brought price points for hardware, software, and configuration options, that ranged from $10,000 – $200,000 with Committee rooms separate at $4,000.

RECOMMENDATION
At a minimum Technology and Innovation Services would recommend Option 2, which would meet the majority of immediate needs.

Council Chambers- TIS would like to remove analog equipment in the back of the room, removing end-of-life equipment and complexity to manage video component of the meetings, relocating physical equipment to a network closet outside of the chambers.
Committee Rooms- Outfitted with equipment to support Hybrid meetings.

Technology and Innovation Services is asking for Committee direction on options and next steps.

ATTACHMENTS
April 29, 2021 MRSC Post on Hybrid Meetings
Listen Technologies
Televic Conference
Televic Multi Media
Logitech Group

Looking Ahead: Holding "Hybrid" Public Meetings

April 29, 2021 by Emma Diamond
Category: Legislative Body

The COVID-19 pandemic has been challenging to local governments on many levels, including a pivot to holding remote meetings for health and safety reasons. With Washington counties shifting to different COVID-19 phases to open up, some local governments are starting to consider whether to transition back to in-person public meetings. While virtual meetings have been helpful in keeping local government employees and residents safe during the pandemic, technological and communication issues have been challenging to overcome. In-person public meetings can be easier to facilitate but have their own challenges with engagement and accessibility.

Combining remote and in-person attendance into a "hybrid public meeting" option may be a good approach for your jurisdiction to consider, and this blog will provide an overview of the model, including how some Washington cities are approaching the topic.

Benefits of the Hybrid Public Meeting Model

This hybrid model has many benefits for communities and the public. Several local governments have noted increased attendance at public meetings since switching over to a virtual option due to pandemic restrictions. Online meeting platforms allow people to access and participate in meetings from their home or workplace, but it also limits access to those attendees who have the requisite technology needed to attend a virtual meeting.

In-person meetings may also limit the people who can participate because it requires attendees to appear at a designated place during a specific time. Providing both virtual and in-person meeting options, e.g., the hybrid public meeting model, would appear to improve equitable access to local government. An individual who cannot attend a public meeting in person due to a disability, work, or other commitment can chose the virtual option while anyone who does not have the technological capability to participate online can opt for in-person attendance.

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What Are Washington Local Governments Doing?

MRSC conducted a survey of Washington city clerks to understand how local governments are accommodating public meetings currently and whether they plan to transition to a hybrid model once the pandemic recedes. From the 80+ cities that responded to the survey, 32 jurisdictions said that they are planning on conducting hybrid public meetings in the future, 11 said that they would be returning to the in-person (only) public meeting format, and 35 said that they were unsure (see the graph below).
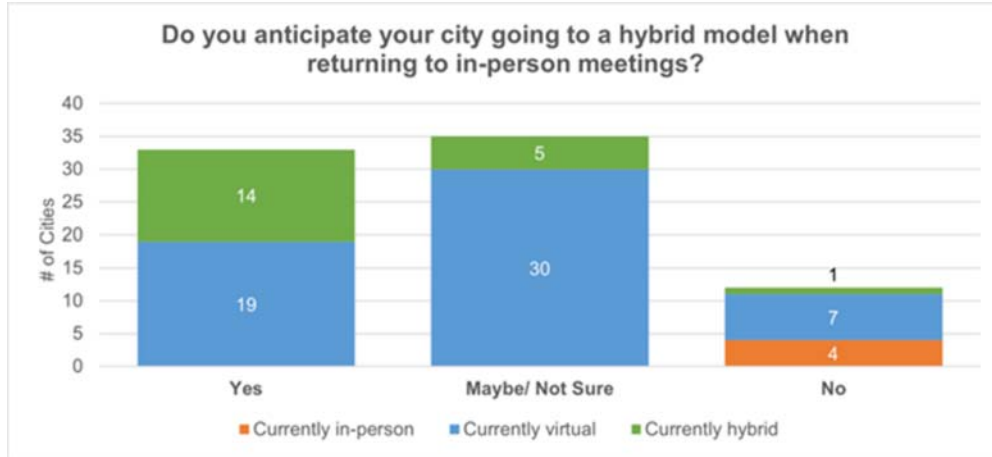

A major reason for those local governments that plan to use the hybrid model in the future was voiced by Sue Ann Spens, Hunts Point City Clerk, who said, "We would like the option to continue hybrid meetings at a minimum to accommodate those who may be wary of attending in-person."

Challenges of the Hybrid Model

Regardless of whether an agency will be using the hybrid approach or just returning to in-person meetings, many local governments indicated via the survey that they would be addressing public safety/health concerns prior to allowing people to attend in-person meetings. These steps include requiring masks, social distancing, limiting capacity, and providing hand sanitzer for those individuals who attend in person. Some cities also said they were considering temperature checks for staff and elected officials and having an overflow room to accommodate additional members of the public once capacity is reached in the main meeting location.
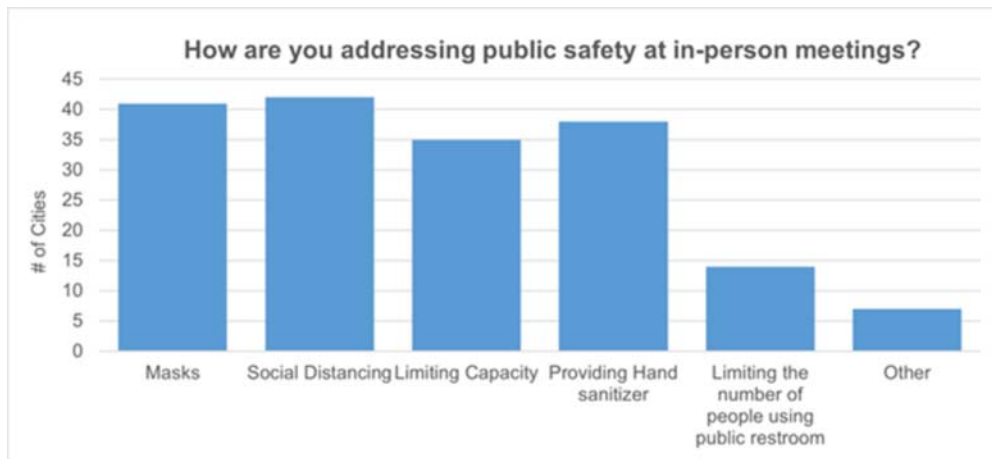
In the MRSC survey, cities were asked how they will be handling interactions with in-person and virtual attendees. This could include allowing for both in-person and virtual public comments in a meeting or having staff read comments aloud for virtual attendees. A wide variety of solutions are currently being utilized or are under consideration. Here is a sampling of the comments from survey respondents:

- **Ritzville**: "We are utilizing a camera to show the in-person council meeting. Due to limited broadband capacity, we are also using the phone so everyone can hear each other whether in person or over the phone. If the Wi-Fi goes down, then we at least still [have a] connection through the phone." Julie Flyckt, City Clerk

- **Enumclaw**: "[We have t]wo large television monitors in Council Chambers that can be seen by attendees and also

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to livestream/tv audience. [The meeting host will] use 'pin' feature to keep Councilmembers on the screen, and only add public and staff members to the large screen when they are speaking." Maureen Burwell, City Clerk

- **Moses Lake**: "[R]emote attendees are audio only, except an occasional remote presentation." Debbie Burke, City Clerk

Lack of technological capabilities was a primary concern of cities looking to go hybrid for their public meetings.

A number of cities expressed that a lack of adequate finances or insufficient staffing levels were barriers to conducting hybrid public meetings.

- **Ilwaco**: "Our small city only has 2 FTE administrative employees who assist [the] mayor and council. It would be very difficult to monitor a public meeting while ensuring safety guidelines in person, as well as conducting a hybrid meeting with limited resources." Holly Beller, Treasurer
- **Prescott**: "The City would like to update City Hall to have…[a] television monitor and laptop to conduct meetings in our conference room; finances are not allowing the City to update at this time." Linda Vannoster, Clerk-Treasurer
- **Duvall**: "Duvall is in research mode for technology that can accommodate [the] hybrid model. Facility and technology needs are our biggest hurdles." Jodi Wycoff, City Clerk

Many communities are still conducting completely virtual meetings, but as we prepare to go back to more in-person activities, now may be the time to ask your community what works for them. Taking inventory of what resources you have to accommodate different meeting platforms may result in more meaningful engagement and more opportunities for community members to participate in your local government's activities.

For More Information

Here are some upcoming webinars that readers of this blog might find interesting:

Our The Post-Pandemic Workplace, Part 1: Policies and Practices for the Post-COVID Office on Thursday, May 20, from 10 AM - 11:30 AM, will look at how cities and counties from across the state are rethinking operational practices. In a companion webinar, AWC is covering the changing legal landscape for public sector employers — from collective bargaining agreements to employee handbooks.

Planners, plans examiners, building officials, and others involved in the development review process should consider registering for our Making the Switch to Paperless Permitting webinar on Tuesday, June 1, from 12 PM - 1:30 PM. Featuring a panel of local experts, this webinar will answer your questions related to transitioning to digital permitting.

The author would like to thank MRSC's Steve Butler for his assistance with this blog post.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one Ask MRSC service to get answers to legal, policy, or financial questions.

About Emma Diamond

Emma Diamond worked for MRSC in October 2020 as a Public Policy intern. She is currently pursuing a
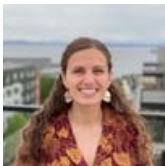
Master's of Public Administration from the Evans School at the University of Washington, focusing on local government and environmental policy.

Previously, Emma has worked on water conservation, sustainability, and racial equity projects for the City of Milwaukee and the City of Sacramento as an AmeriCorps fellow.

VIEW ALL POSTS BY EMMA DIAMOND ▸

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Configuration:

LCS-121-01-D Wi-Fi/RF Advanced System (Dante)

Product Overview:

This system combines Wi-Fi and RF technologies to give compliant audio coverage PLUS expanded coverage to everyone with a Smartphone. The Wi-Fi System comes with Dante multi-channel digital media networking capabilities.

Highlights:

- Extended Audio Reach
- Dante Capabilities
- Free Smartphone App

Includes:
One (1) LW-100P-02 LE 2 Channel (mono) Wi-Fi Server
One (1) LW-202 LE Venue Awareness Kit
One (1) LT-800-072-01 Stationary RF Transmitter (72 MHz)
One (1) LA-304 Assistive Listening Notification Signage Kit
One (1) LA-122 Universal Antenna Kit (72 MHz)
One (1) LA-326 Universal Rack Mount Kit
One (1) LPT-A107-B Dual RCA to Dual RCA Cable 6.6 FT. (2 M)
Two (2) LR-4200-072 Intelligent DSP RF Receiver (72 MHz)
Two (2) LA-401 Universal Ear Speaker
Two (2) LA-430 Intelligent Ear Phone/Neck Loop Lanyard
One (1) LA-423 4-Port USB Charger
One (1) LA-466 Dante 2 Channel Output XLR Adapter

Confidea FLEX

Configurable Conference Unit with Touch Screen

Description

Confidea FLEX is Televic's all-in-one tabletop conference unit with an integrated 5.2" touch screen with fingerprint coating. It combines a slim, non-intrusive, contemporary design offering extended functionality with effortless ease of use.

> The Confidea FLEX was designed to offer one solution that meets different user needs. Using the Plixus web server, you can easily configure the unit as chairperson, delegate or unit for double use*. Or even unlock additional functionality over time.

Extended Functionality in A Single Unit

The Confidea FLEX was designed to offer one solution that meets different user needs. The unit has one large physical button that can change its functionality based on the applied configuration. Using the secret until lit principle, different functions light up indicating which actions are possible with the button. Using this principle, the button can be used for delegate, chair person or double use delegate.

Furthermore, functionality can be unlocked based on licenses. This means that over time customers can unlock extra functionality without the need to re-invest in new hardware.

The current license model contains five different options:

» Voting
» Identification
» Interpretation
» Dual Use*
» Bluetooth®*

Advanced Participant Interaction

As chairperson, you can control different aspects of the meeting, simply using the intuitive display on the Confidea unit. It lets you start, pause meeting, and even record the meeting. Easily start and stop voting sessions, and even move to another agenda topic without the need of a computer.

As delegate you are welcomed to the meeting, you can see which agenda item is being discussed or see how much speech time you have left. You can even see who is currently speaking and your place in the request list.

During voting sessions, you can cast your vote and get a view on the voting results. Tactile feedback will be given when your vote is registered be means of vibration.

televic
conference

* Available in future software updates

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This unit is also equipped with an NFC card reader for identification. This is ideal for meetings with a free seating policy: the system can keep track of who is seated where.

Accessibility

As the unit uses a touchscreen, special attention has been given to visual impaired users. Tactile references are spread over the length of the screen. Functions like language selection and voting have been designed in such way that controls are mapped on the tactile references. Volume controls received a different layout of tactile reference. The unit has support for Bluetooth®*. This can be used to send audio to users Bluetooth enabled hearing aid or conversion box to more conventional aids.

Easily Integrated in the Plixus Architecture

The units interconnect in daisy chain over Cat 5e Plixus® network cabling, as all other types of units. The RJ45 connectors are hidden in the base of the unit and facing downwards guiding the cables easily into the cable entry so no cables are visible on the conference table for fixed setups. For mobile setups a cable entry is part of the unit's design.

The units can be cabled in loop so meetings can proceed in the event a cable or a unit gets defective.
What's more, the hotswap functionality of the Plixus system reduces the downtime of a unit since it is easily replaceable with a spare unit, even during an active meeting.

Finally, the units benefit from Plixus's audio processing capabilities. The result is a warm and natural sound that makes listening much more comfortable.

Features

The Confidea Flex is a sleek and stylish solution and can be set up in the blink of an eye. The input and output connections are auto-sensing and interchangeable.

Using the Plixus web server you can easily change the functionality of a unit, making it a delegate or chairperson unit, or change the license and associated functions. As a result, installation is easy, fast, and straightforward, making it the ideal system for frequently changing environments or grow in functionality over time with the needs of the customer.

The removable microphone is immune for typical mobile phone interference, so delegates can leave their phones switched on during the meeting.

» Built-in high-quality loudspeaker which is automatically muted when the microphone is active, to prevent acoustic feedback
» Button which contains request-to-speak and priority functionality when unit is configured as chairperson or two request-to-speak functions in dual use
» Two headphone outputs with single volume control

» Interactive display showing meeting information such as agenda topic, who is speaking, position in request list, speech timers, voting and language selection depending on activated licenses.
» Basic meeting control for chairperson
   › Start / stop recording
   › Meeting state control
   › Voting session control
   › Agenda control
» NFC reader
» Card reader slot
» Tap to log-in functionality*
» Haptic feedback on touchscreen
» Light sensor for automatic luminance adjustment*

Connectivity
» Screw-lock socket to connect a removable microphone.

D-MIC30SL	**71.98.0053**
D-MIC40SL	**71.98.0054**
D-MIC50SL	**71.98.0055**

» Two RJ 45 connectors for loop through cabling
» Two 3.5 mm stereo jack sockets for headphones
» Bluetooth® support for hearing aid*
» Plixus-powered

Licenses and Software
» Confidea FLEX licenses:

L-Vote	**71.98.1401**
L-Identification	**71.98.1402**
L-Language	**71.98.1403**
L-Dual*	**71.98.1404**
L-Bluetooth®*	**71.98.1405**

» To fully configure, manage, and use the unit, Televic's CoCon management software is required. The following standard licenses are available:

CoCon Discussion	**71.98.1101**
CoCon Voting	**71.98.1104**
CoCon Interpretation	**71.98.1107**

» To enhance the functionality of meetings and extend the features of the Confidea FLEX, the following optional licenses are available:

CoCon Signage	**71.98.1102**
CoCon Authentication	**71.98.1105**
CoCon Import/Export	**71.98.1108**

* Available in future software updates

Certification

Region	Certification
Europe	CE

Specifications

Mechanical	
Material	PC/ABS & Zamak
Color	Black
Size (mm)	220 (w) × 50 (h) × 165 (d)
Size Packed (mm)	240 (w) × 60 (h) × 170 (d)
Weight	995 g
Weight Packed	1106 g

Electrical	
Voltage	48 VDC
Consumption	6 W
Card Reader	ISO 14443 MIFARE Card Reader DESfire EV1 support

Display	
Size	5,2"
Technology Type	LCD TFT
Touch Technology	Capacitive
Bonding Technology	Optical
Coating	Anti-fingerprint AF
Active Area (mm)	127 (w) x 33.9 (h)
Refresh Rate	60 Hz
Screen Resolution	480 x 128
Viewing Angle	65° (left), 65° (right), 55° (top), 65° (bottom)
Luminance	min. 800 cd / m²
Contrast Ratio	500:1
Color Depth	RGB 24b

Speaker Output	
Maximum Output Power	> 1 W
Frequency Response	200-20,000 Hz
Dynamic Range	> 90 dB
THD @ Nominal Level	< 0.1%
Load Impedance	8 Ω

Headphone Output	
Maximum output	> 10 mW
Frequency response	200 -20,000 Hz
Dynamic range	> 90 dB
THD @ nominal level	< 0.1%
Load impedance	16-32 Ω

Microphone Input	
Nominal Input Level	-54.7 dBV
Maximum Input Level	-24.6 dBV
Input Impedance	1 kΩ
Dynamic Range	> 93 dB
Frequency Response	25-20,000 Hz
THD @ Nominal Level	< 0.1%

Enviromental	
Operating Temperature	0 - 45°
Storage Temperature	-20 - 60°
Humidity	< 95 %, > 5 %

Bluetooth®	
Version	V5.0 Dual mode
Frequency	2.402 - 2.480 GHz
Maximum Transmit Power	Class 1 +8 dBm from antenna
Receive Sensitivity	- 94 dBm

uniCOS T/MM10
uniCOS 10" Tabletop Multimedia Unit

Description

uniCOS T/MM10 is Televic's tabletop multimedia conferencing unit, specifically designed for the Plixus architecture. Power is delivered over the Plixus conference network, so no additional power distribution towards the room is required. No need for different devices, you can configure the uniCOS T/MM as either a delegate or a chairman unit.

Every participant has access to all audible and visual information on his or her proper uniCOS unit.

> Participants can speak, see, hear, and interact with delegate stations by combining video, audio, and document sharing.

uniCOS T/MM10 features a bright 10" adjustable touchscreen that you can angle into different positions, from fully horizontal to an angle of 90°. The screen gives participants intuitive access to every uniCOS feature. From video selection, over messaging and talking to other participants, agendas, delegate information, texting, to voting, and the option to hide features that are not relevant to the meeting. With the integrated camera, you can easily configure talking heads.

Features

The uniCOS tabletop unit features the following functionality:

» Solid, stable tabletop design with more flexibility than a flushmount version
» Connected to interchangeable Plixus ports. No dedicated IN and OUT ports.
» Daisy chain or closed loop using Cat 5e / Cat 6 cable.
» 10" adjustable touch screen
» Integrated 5MP camera providing live video of the last active speaker

televic
conference

- » Units configurable as delegate or chairman
- » Create a custom standby screen using an image or one of the video streams
- » On-screen Priority and next button for delegate microphone control
- » Microphone control on chairperson units
- » 6 low-latency video streams with a latency lower than 1 frame
- » Televic's "Rich Sound Processing" resulting in a crisp and clear sound that is also warm and human
- » Microphone activation button
- » Configurable LED color for microphone status (red / green)
- » Screw-lock microphone connector. Microphones sold separately.

D-MIC30SL	**71.98.0053**
D-MIC40SL	**71.98.0054**
D-MIC50SL	**71.98.0055**
D-MIC70SL	**71.98.0057**
D-MIC40FF	**71.98.0059**
D-MIC40BC Cardioid	**71.98.0072**
D-MIC40BC Hypercardioid	**71.98.0073**

- » RFID card reader for authentication, with support for Mifare Classic & DESfire
- » Build-in loudspeaker, automatically muted when microphone is active
- » 3.5 mm stereo headphone connector
- » Volume and language selection on touchscreen
- » 2 USB 2 connectors to connect to for example a nameplate or charge smartphones
- » Active Speaker / Request and Reply list overview
- » Overview of participants and biography
- » Consulting agenda and meeting information
- » Speech time progress bar
- » Voting and voting result visualization (CoCon Voting required)
- » Documentation view (CoCon Documentation license required)
- » Messaging (CoCon Messaging & Services required)
- » Service request (CoCon Messaging & Services required)
- » Option to force all units to display a selected application or function and lock the view
- » Possibility to set, add, modify and time agenda items
- » Option to set up intercom calls (CoCon Intercom Required)

Software

To fully configure, manage, and use the unit, Televic's CoCon management software has several licenses to enable specific functionality on uniCOS multimedia units:

CoCon Discussion	**71.98.1101**
CoCon Voting	**71.98.1104**
CoCon Authentication	**71.98.1105**
CoCon Documentation	**71.98.1109**
CoCon Messaging & Services	**71.98.1110**
CoCon Video Routing	**71.98.1113**
CoCon Intercom	**71.98.1115**

Certification

Region	Certification
Europe	CE

Specifications

Mechanical	
Material	Brushed zamac with aluminum finishing PC/ABS bottom
Color	Black and gray
Screen angles	0°, 15°, 30°, 45°, 60°, 75° and 90°
Size (upright display position) (mm)	330 (w) × 208 (h) × 155 (d)
Size (horizontal display position) (mm)	330 (w) × 40 (h) × 235 (d)
Size packed (mm)	470 (w) × 50 (h) × 285 (d)
Weight (g)	2300
Weight packed (g)	2700
Electrical	
Voltage	48 VDC
Power consumption (with front USB port in use)	15 W (Additional 2.5 W when using the second USB port)
Power connector	Snap and lock mini DIN power plug
Card reader	ISO 14443 MIFARE Card Reader DESfire support
USB port current	0.5 A
USB port voltage	5 V
Display	
Size	10" diagonal
Active area	216.96 × 135.60 mm
Refresh rate	60 Hz
Screen resolution	1280 × 800
Viewing angle	85° (Left), 85° (Right), 85° (Top), 85° (Bottom)
Luminance	500 cd/m²
Technology type	IPS
Touch technology	PCT (Projective Capacitive Touch)
Camera	
Resolution	5 MP
Hierarchical degree of visibility (HDoV)	60°

Camera mode	1080p @ 30 fps JPG
Speaker Output	
Maximum output power	1.3 W (Zload 8 Ohm)
Frequency response	200-20,000 Hz (-3 dB)
Dynamic range	97 dB / 102 dBA
THD @ nominal level	< 0.1% (@ -20 dBFS)
Load impedance	4 Ω
Headphone Output	
Maximum output	37 mW (Zload 32 Ohm)
Frequency response	22-22,000 Hz (-3 dB)
Dynamic range	94 dB / 97 dBA
THD @ nominal level	< 0.05% (@ -20 dBFS)
Load impedance	16-32 Ω
Microphone Input	
Dynamic range	> 90 dB
Frequency response	20-20,000 Hz (-3 dB)
THD @ nominal level	0.1%
Environmental	
Operating temperature	0 – 45°C
Storage and transport temperature	-20 – 60°C
Humidity	<95%, >5%

Table Cutout
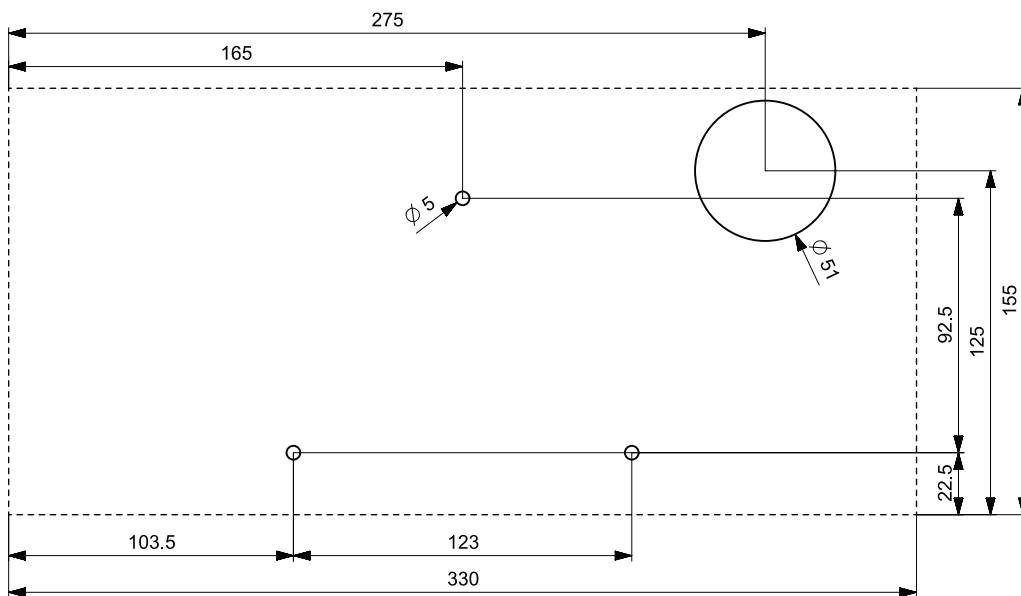
Logitech GROUP

GROUP, the amazingly affordable video conferencing system for mid to large-size conference rooms, allows any meeting place to be a video collaboration space. It's as simple to use as a mobile phone and affordable as an office chair, now it's easier than ever to include anyone in the conversation.

USB plug-and-play connectivity makes GROUP a breeze to deploy and use. It even works within your own familiar computing environment with any video conferencing software application — including the ones you already use.

Razor sharp video and a beautifully designed full-duplex speakerphone deliver an outstanding collaboration experience that's so awesome everyone can be seen and heard. Simply connect a laptop and start a meeting, or use the state-of-the-art speakerphone with a *Bluetooth*® wireless technology enabled mobile device for great-sounding audio calls.
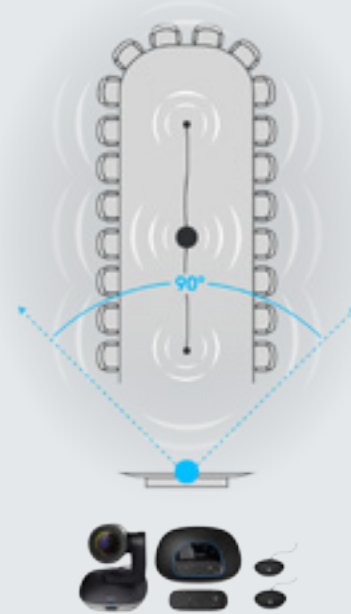
Logitech GROUP

GROUP Room Set-up

**GROUP + Expansion Mics
Room Set-up**

Video Conferencing Elevated.
GROUP, our video conferencing solution for groups of 14–20 people, delivers high quality HD video and crystal clear audio, allowing any meeting place to be a video collaboration space. With advanced features like acoustic echo cancelation, noise reduction technology, and intuitive controls, now it's easier than ever to include anyone in the conversation.

Video Collaboration Made Simple.
USB plug-and-play connectivity makes GROUP easy to use. Simply connect a laptop to conduct life-like meetings within your own familiar computing environment for use with any video conferencing software application — including the ones you already use. Plus, you can use the state-of-the-art speakerphone with a Bluetooth wireless technology enabled mobile device for great-sounding audio calls.

Your Meeting Space. Your Way.
GROUP offers the flexibility to customize conference room set-up with multiple camera mounting options. Use the camera on the table or mount it on the wall with included hardware. The bottom of the camera is designed with a standard tripod thread for added versatility. Conference participants can also clearly converse within a 6 m/20' diameter around the base, or extend the range to 8.5 m/28' with optional expansion mics.

For razor sharp close-ups of objects and whiteboard content, the GROUP camera offers 10x lossless zoom, enabling your team to see every detail with outstanding resolution and clarity.

Logitech GROUP

VIDEO	AUDIO	CONNECTIVITY AND USAGE
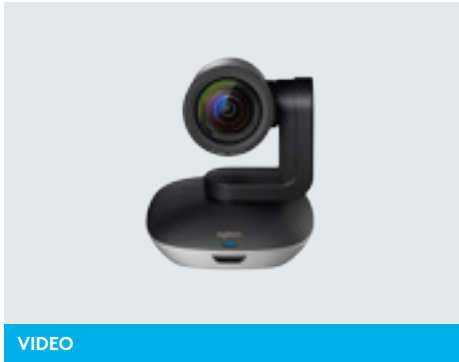
HD 1080p video quality at 30 frames-per-second
Brings life-like full HD video to conference calls, enabling expressions, non-verbal cues and movements to be seen clearly.

H.264 with Scalable Video Coding (SVC) and UVC 1.5
Preserves PC processing and battery power by putting video processing within the camera adjusting dynamically to the available bitstream. The result is a smoother video stream in applications like Skype® for Business and in Windows® 8 and Windows 10.

90° field of view with mechanical 260° pan and 130° tilt
The generously wide field of view and silky smooth pan and tilt controls enhance collaboration by making it easy to see everyone in the room.

10x lossless HD zoom
Zero in on close-ups of objects and whiteboard content with outstanding detail and clarity.

Autofocus
High-precision lens automatically focuses on people and objects to deliver razor-sharp resolution wherever the lens is pointed.

Razor-sharp optics
Enhance face-to-face collaboration. Advanced Logitech lens technology delivers remarkable video quality with superb resolution, speed, fluidity, color balance, and detail.

Far-end camera control
Operate camera pan, tilt and zoom functions[1] of another Logitech® ConferenceCam or Webcam C930e in the other location.

5 camera presets
Multiple camera presets make it easy to frame and focus the lens on frequently used views — such as the conference table, whiteboard, and close-ups — and quickly return to each view at the touch of a button.

Plug-and-play camera setup
Simply connect camera to powered hub with 4.9 m/16' cable provided to get up and running in a snap.

Full-duplex speakerphone
Hear and be heard with life-like sound that's crisp, clear, and highly intelligible. Plus the cast metal base console is loaded with advanced audio features and intuitive controls.

Spacious audio
Conference participants can converse within a 6 m/20' diameter around the speakerphone and be heard so clearly by remote participants that it seems like conversations are happening in the same room.

Optional expansion mics
Expand the conversation area from 6 m/20' to 8.5 m/28' so that even those away from the speakerphone can be clearly heard. Microphones, sold in pairs, are automatically recognized and configured by simply plugging them into the GROUP speakerphone.

Beamforming technology with four omni-directional mics
Conversations sound realistic and natural by minimizing sound reflections (reverb) and distracting audio artifacts.

Acoustic echo cancelation
Advanced acoustic engineering reduces echo, making calls sound more natural.

Noise reduction technology
Ambient noises and other distracting tones are suppressed to support comfortable, natural-sounding conversation on both ends of the call.

HD audio
High bandwidth audio reproduces vocal tones with exceptional quality, enabling people on both sides of the call to enjoy a life-like communication experience.

Visual call status indicator
Onboard LEDs flash to provide visual alerts when on a call, when there's an incoming call and when an incoming call is muted.

LCD displays Caller ID and other info
View call-related info[2] (Caller ID, call duration, etc.) and speakerphone/camera function indicators (volume control, etc.) on LCD display screen.

Plug-and-play speakerphone setup
Simply plug the speakerphone into the powered hub with the supplied 4.9 m/16' cable to get up and running in no time.

Tight integration with top cloud communication apps
Logitech partners with the top communication developers[5] to ensure the most integrated and seamless experience when using GROUP.

Compatible with Mac® and PC
Simply connect a PC or Mac® to conduct meetings within the user's own familiar computing environment.

Works with most UC and video conferencing applications
Users are free to use the desktop video conferencing application of their choice.

Bluetooth wireless technology and Near Field Communication (NFC) technology[3]
Connect the speakerphone to a Bluetooth wireless technology enabled device for great-sounding audio calls, or pair NFC-enabled mobile devices by simply bringing them close together.

Professional-grade certifications
Leading business certifications (Certified for Skype for Business, Cisco Jabber® and WebEx® compatible[4]) and enhanced integration with Logitech Collaboration Program (LCP) members[5] ensure an integrated experience with most business-grade video conferencing platforms.

Optional GROUP Extended Cables
The optional GROUP 10m Extended Cable can be routed through a conduit to double the distance from 5 to 10 meters (32.8') between the Logitech GROUP hub and the camera or speakerphone. For longer runs involving plenum-spaces, use the GROUP 15m Extended Cable to triple the distance from 5 to 15 meters (49.2')[6].

Multiple camera mounting options and device setup configurations
Set up the conference room the way you want with up to a 9.8 m/32' range between camera and speaker. Use the camera on the table or mount it on the wall with included hardware. The bottom of the camera is designed with a standard tripod thread for added versatility.

Dockable remote control
Operate camera pan, tilt and zoom, volume up/down and answer/hang-up[7] functions on the base speakerphone console or with remote control that docks in console when not in use.

PTZ app
Control local camera pan, tilt and zoom functions from PC or Mac with simple-to-use software app.

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Logitech GROUP

CAMERA

Smooth motorized pan, tilt and zoom, controlled from remote or console

260° pan, 130° tilt

10x lossless HD zoom

90° Field of View

Full HD 1080p 30fps

H.264 UVC 1.5 with Scalable Video Coding (SVC)

Autofocus

5 camera presets

Far-end control (PTZ) of ConferenceCam products

Kensington security slot

LED to confirm video streaming

Standard tripod thread

REMOTE CONTROL

Dockable

8.5 m/28-foot range

PRODUCT SPECIFICATIONS

Logitech GROUP
Price: $999
Part #: 960-001054
UPC: 097855118462

Expansion Mics
Price: $299
Part #: 989-000171
UPC: 097855119551

Logitech GROUP + Expansion Mics
Price: $1,249
Part #: 960-001060
UPC: 097855120038

GROUP 10m Extended Cable
Price: $99
Part #: 939-001487
UPC: 097855129765

GROUP 15m Extended Cable
Price: $199
Part #: 939-001490
UPC: 097855131942

SYSTEM REQUIREMENTS

Windows® 7, Windows 8 or Windows 10
Mac OS X® 10.7 or higher
Google Chromebook Version 29 or higher

Note: For full HD support, please check with your software application provider for system requirements.

SPEAKERPHONE

Full-duplex performance

Acoustic echo cancellation

Noise reduction technology

Ultra-wideband audio

Bluetooth and NFC wireless technology

LCD for caller ID, call duration and other functional response

LEDs for speakerphone streaming, mute, hold, and Bluetooth wireless paring

Touch controls for call answer/end, volume and mute, Bluetooth – plus camera PTZ, "home" preset and far-end control

Microphones (Tx)

> Four omni-directional microphones supporting 20-foot diameter range

> Frequency response: 100Hz – 11KHz

> Sensitivity: -28dB +/-3dB

> Distortion: <1% @ 1KHz at 106dB

Speakers (Rx)

> Frequency response: 120Hz – 14KHz

> Sensitivity: 83dBSPL +/-3dB at 1W/1M

> Max output: 91dBSPL

> Distortion: <5% from 200Hz

Kensington security slot

PRODUCT DIMENSIONS + WEIGHT

Camera
146 x 131 x 130 mm
5.8 x 5.2 x 5.1"
580 g/20.46 oz

Wall/Table Mount
210 x 120 x 99 mm
8.27 x 4.72 x 3.90"
255 g/8.99 oz

Speakerphone
240 x 65 x 240 mm
9.5 x 2.5 x 9.5"
1223 g/43 oz

Expansion Mics
83 x 83 x 21 mm
3.3 x 3.3 x 0.83"
230 g/8 oz

Hub
94 x 34 x 74 mm
3.75 x 1.3 x 2.9"
83 g/3 oz

GROUP 10m Extended Cable
Cable/Repeater
10 m x 4 mm/50 x 12 mm
32.8' x 0.16"/1.97 x 0.47"
278 g/9.8 oz

Remote
50 x 120 x 10 mm
1.97 x 4.72 x 0.39"
48 g/1.69 oz

GROUP 15m Extended Cable
Cable/Repeater
15 m x 5 mm/50 x 12 mm
49.2' x 0.20"/1.97 x 0.47"
510 g/18.0 oz

Package
500 x 152 x 310 mm
19.75 x 6 x 12.25"
4.1 kgs/9 lbs

HUB/CABLE

Central mountable hub for connection of all components

Included adhesive solution for under-table mounting

Two cables for connection between hub and camera/speakerphone (Length: 5 m/16')

One USB cable for connection to PC/Mac (Length: 3 m/9.8')

AC Power adapter (Length: 3 m/9.8')

MOUNT

Dual purpose mount for wall placement or for elevating the camera on a table

COMPLIANCE AND TOOLS

USB 2.0 compliant

UVC-compliant video and audio for broad application compatibility

Certified for Skype for Business, Cisco compatible[4], and enhanced integration with Logitech Collaboration Program (LCP) members[5]

Downloadable diagnostic tool

Field upgradeable firmware tool

Downloadable app plug-ins for advanced feature support

INSIDE THE BOX

Camera, speakerphone, remote control, two 5 m/16.4' cables for connection between speakerphone and hub and camera and hub, one 3 m/9.8' meter cable between hub and PC, Velcro for cable management, Velcro for hub to table securing, powered hub, power adapter with regional plugs, mount, quick start guide, warranty card.

WARRANTY

2-year limited hardware

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www.logitech.com/GROUP

To order, contact your reseller or call us at 800-308-8666

Published April 2017

City of Tukwila

Allan Ekberg, Mayor

INFORMATIONAL MEMORANDUM

TO: **Finance and Governance Committee**

FROM: **Laurel Humphrey, Legislative Analyst**

DATE: **April 30, 2021** *(Updated following May 10, 2021 Committee Meeting)*

SUBJECT: **Marijuana Retail Tax Revenue**

ISSUE
The City Council requested staff provide an update on revenue potential should zoning be expanded to allow marijuana retailers in more areas of Tukwila.

BACKGROUND
Initiative 502 passed in November 2012 and created a comprehensive regulatory approach on marijuana with state-licensed producers, processors and retailers. Through the rulemaking process the Liquor and Cannabis Board adopted regulations on the number of retail store licenses for jurisdictions, determining a maximum of 2 for Tukwila. Currently, a license is issued to Mount Baker Retail Partnership, LLC (12539 E Marginal way S) and a license is pending for Dash & Wrigley, LLC (13003 Tukwila International Boulevard).

On September 3, 2013, the City Council adopted Ordinance 2407 to implement Initiative 502. In Tukwila, marijuana retailers, producers and processors are permitted uses in Tukwila Valley South and Heavy Industrial Zones, subject to the 1,000-foot exclusion rule.   In 2015, 2SSB 5052 and HB 2136 allowed cities to reduce buffers from 1,000 to 100 feet around all entities except elementary and secondary schools and public playgrounds. In 2017, the City Council received two separate requests to expand permitted marijuana retail zones but denied both on February 13, 2017.

In 2019, the Finance Committee discussed marijuana revenue and zoning considerations and decided against recommending any changes to the City Council at that time.

DISCUSSION
The state marijuana excise tax and its distributions has changed over time and can be altered in any future legislative session. The State currently taxes marijuana through a single excise tax of 37% at the time of retail sale, in addition to the regular state and local sales tax, and $30M of that revenue is shared with cities, towns and counties. There are two components to the distributions: 1) per capita share to all jurisdictions that allow the siting of producers, processors and retailers; 2) retail share to all jurisdictions where licensed retailers are physically located and in proportion to total statewide retail sales. Tukwila does not have any marijuana businesses and therefore does not receive sales-based revenue. Tukwila's per capita excise tax distribution has been:

Year*	Revenues
2021 (to date)	6,018.67
2020	23,951.38
2019	23,016.77
2018	30,275.81
2017	4,697.34

*City Fiscal Year Jan 1 – Dec 3

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It is difficult to estimate what Tukwila would receive for its retail share if the two state-issued licenses were active businesses. The formula depends not only on population but also on marijuana retail sales as a proportion of total retail sales, as well as the number/total population of cities and counties that prohibit marijuana. MRSC used to offer an estimate calculator but discontinued it due to complexity of the formula.

While the revenue is difficult to predict, we can look to neighboring jurisdictions for insight, while recognizing that their larger residential populations result in greater shares than Tukwila would receive in similar circumstances. The chart below shows the 2020 marijuana excise revenue for neighboring cities where marijuana retailers are currently open:

City (number of locations)	Population	2020 Marijuana Excise Revenue*
Burien (2)	51,477	$111,115
Auburn (3)	80,134	$178,918
Des Moines (1)	31,734	$76,657
Renton (4)	101,484	$207,866

State Fiscal Year: July 1 – June 30

At the May 10, 2021 Finance & Governance Committee meeting, several additional information requests were made. Answers provided as follows:

Updated Public Safety Impacts
Police Department staff provided an updated list of calls for service by month and call types of note for retailers in neighboring jurisdictions. Please see attached.

Licensing Process and Social Equity
Staff from the Washington State Liquor and Cannabis Board provided the following information:
- There is not a waiting list because all available licenses were distributed.
- Licensed retailers are required to be open and operational, but licenses can be held without opening if they obtain a title certificate relieving them of the requirement to be open based on a moratorium, ban, or other zoning restriction, or if the business is temporarily discontinued while they move locations.
- The two licensees for Tukwila have title certificates and are maintaining their requirements in case they are able to open, but they have reported they have been unable to find locations that comply with Tukwila's zoning ordinance.

House Bill 2870 was passed in 2020 at the request of the Liquor and Cannabis Board to provide business opportunities to retail license applicants disproportionately impacted by the enforcement of marijuana prohibition laws. The bill created a Marijuana Social Equity Program and established a Legislative Task Force on Social Equity in Marijuana. The Task Force was supposed to begin meeting by July 1, 2020 but the COVID-19 pandemic interrupted and delayed this work. Engrossed Substitute House Bill 1443 passed in 2021 expanded the purpose of the Task Force, extended the due date of the final Task Force Report to December 9, 2022, expanded Cannabis Social Equity Technical Assistance Grant Program eligibility, and called for the establishment of a roster of mentors to support and advise social equity licensees and applicants.

Job Creation
The Liquor & Cannabis Board does not provide information about number of employees per licensee. According to the Leafly Jobs Report 2021, cannabis sales in Washington State grew 17% in 2020. Total jobs statewide grew by 524 to a total of 19,873. This includes processing, producing and retail jobs.

Buffer Applicability to 311 Tukwila Parkway
Because the City Council received an inquiry from a business owner interested in property at 311 Tukwila Parkway, the Committee asked for information on the buffer applicability at this site if the Tukwila Urban Center – Regional Center zone allowed marijuana retail as a permitted use. RCW 69.50.331(8) requires licensed marijuana producers, processors or retailers to be located at least 1,000 feet from elementary/secondary schools, playgrounds, recreation centers, child care centers, public parks, public transit centers, libraries, or game arcades where children are allowed. Staff reviewed the buffer for 311 Tukwila Parkway, and found that Tukwila Park and the game arcade at Bowlero are within 1,000 feet. There are also transit facilities on Andover Park West that fall within 1,000 feet, but it is unclear if those meet the state's definition for this purpose.

RCW 69.50.331(8)(b) allows local governments to reduce the 1,000 foot buffer to 100 feet around all entities except elementary and secondary schools and public playgrounds by enacting an ordinance authorizing the distance reduction. No school or playground is located within 100 feet of 311 Tukwila Parkway.

Map of Marijuana Retailers adjacent to Tukwila
There are a number of interactive online maps showing retail locations, but these are not easily printable in a format suitable to include in the packet. http://weedmaps.com provides a good interface to search Washington State, then the areas adjacent to Tukwila.

Zoning Code Update Process
If the City Council desires to update the zoning for marijuana-related business, it is a significant work item that would require ordinance development, Planning Commission review, and a public outreach and hearing process.

RECOMMENDATION
Discussion only.

ATTACHMENTS
Marijuana Excise Tax Excerpt from 11/20 MRSC Revenue Guide for Washington Cities & Towns
Calls for Service/Call Type Details at Local Marijuana Retailers
LCB E2SHB 2870 Fact Sheet

MARIJUANA EXCISE TAX

Quick Summary

- A portion of the state's marijuana excise tax is distributed to cities and counties depending on their marijuana policies.

- Two separate components:

    - **Per capita share** distributed to all cities and counties that do not prohibit marijuana businesses.

    - **Retail share** distributed to cities and counties where marijuana retailers are located, in proportion to statewide marijuana revenues.

- No clear guidance on use of revenues, but stated intent of I-502 is that marijuana legalization will "[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention."

RCW: 69.50.540(2)(g)

Initiative 502 (I-502), which was approved by voters in 2012, legalized recreational marijuana and authorized marijuana excise taxes. Marijuana excise taxes are imposed and collected by the State of Washington; as of 2018, the state imposes a 37% marijuana excise tax on the retail sale of marijuana, marijuana concentrates, and marijuana-infused products (RCW 69.50.535 and WAC 314-55-089).

Cities and counties may *not* impose additional local excise taxes upon the sale of marijuana. However, the state shares some of the excise tax revenues with cities and counties, as mandated by I-502.[60] The actual revenues received by cities depend on legislative appropriations from the state budget. The state legislature has previously attempted to reduce local marijuana excise tax distributions, and like all shared revenues these distributions could be changed in future legislative sessions.

Marijuana excise tax distributions depend in significant part upon local marijuana policies and regulations. The regulatory approach that each city adopts, as well as the number of local marijuana retailers, will determine whether the city receives any marijuana excise tax revenue (and how much).

Eligibility and Distribution Formula

There are two separate components to marijuana excise tax distributions:

- **Per capita share:** Distributed on a strictly per capita (population) basis to all cities, towns, and counties that allow the siting of marijuana producers, processors, AND retailers. Any jurisdiction that prohibits marijuana producers, processors, OR retailers is not eligible.

- **Retail share:** Distributed to all cities, towns, and counties where licensed marijuana retailers are physically located, and in proportional share to total statewide marijuana retail sales.

The different distribution formulas mean that some jurisdictions will receive both the per capita and retail distributions, while others may receive only one or the other, and some jurisdictions will receive neither. The chart below shows a few hypothetical scenarios to illustrate the differences.

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60   The intent of I-502 states, among other things, that it will "[generate] new state *and local* tax revenue" [emphasis added], although it does not specify how the revenue will be shared with local governments or how much will be shared.

Hypothetical Marijuana Excise Tax Distribution Scenarios	Eligible for per capita share?	Eligible for retail share?
City allows marijuana production, processing, and retail and has at least one retailer located within the jurisdiction.	Yes	Yes
City prohibits marijuana entirely and has no retailers located within the jurisdiction.	No	No
Town took no action to prohibit marijuana, but is small enough that no marijuana businesses can locate there under state law due to the buffer requirements.	Yes	No
City prohibits marijuana producers and processors but allows retailers and has at least one retailer located within the jurisdiction.	No	Yes
City currently prohibits new marijuana businesses but has existing retailers that are grandfathered in.	No	Yes
City prohibits marijuana retail and has no retailers but allows marijuana production and processing.	No	No

Each year by September 15, the LCB must provide the state treasurer with the annual distribution amount for each county and city. For the most recent legislative appropriations and distribution estimates, refer to our annual *Budget Suggestions* publication, released every year at the end of July.

Use of Revenues

The restrictions on the use of marijuana excise tax revenues are somewhat murky, as there is no clear statute stating how the funds must be used. However, the notes in RCW 69.50.540 reference RCW 69.50.101 and the stated intent of I-502, which states that marijuana legalization will "[allow] law enforcement resources to be focused on violent and property crimes [and generate] new state and local tax revenue for education, health care, research, and substance abuse prevention."

Timing of Receipts

Payments are distributed quarterly on the last business day of March, June, September, and December. The State Treasurer's Office distributes both the "per capita" and "retail" shares together in one payment using the same BARS code.

| | Auburn | | | Burien | | Des Moines | | | Renton | |
	Evergreen Market	Lucid	The Stash Box	The Joint	Kush 21	Greenside	Buddy's	Emerald Haze	Evergreen Market North	Evergreen Market South
Jan 2019	1	0	2	0	1	4	1	1	3	7
Feb	5	0	0	1	0	1	1	2	1	0
Mar	5	3	1	0	0	7	2	2	4	0
Apr	4	1	2	0	2	9	2	3	7	4
May	3	1	3	1	1	7	2	1	1	1
Jun	3	2	4	3	1	7	1	2	3	5
Jul	0	2	0	0	5	14	1	1	2	2
Aug	5	2	0	1	2	10	0	6	3	4
Sep	8	5	0	1	1	8	4	3	5	4
Oct	9	3	3	4	3	6	1	8	2	2
Nov	3	2	0	1	3	4	3	3	1	4
Dec	1	1	1	0	0	6	2	3	6	0
Jan 2020	8	4	2	0	3	8	4	7	2	1
Feb	4	4	0	2	4	10	0	3	1	3
Mar	3	2	0	2	2	2	1	2	2	7
Apr	2	0	1	2	1	8	1	5	1	6
May	0	3	4	2	4	6	1	2	0	2
Jun	2	1	3	0	4	9	0	5	2	5
Jul	3	6	1	0	4	4	2	2	1	0
Aug	1	3	1	0	0	9	0	1	0	4
Sep	2	4	2	0	3	9	1	3	1	2
Oct	2	4	1	3	1	2	0	3	5	2
Nov	3	7	4	3	2	5	1	4	0	2
Dec	6	1	1	0	3	6	2	3	2	2
Jan 2021	2	2	2	2	0	3	2	1	1	5
Feb	5	1	7	3	1	4	0	2	1	5
Mar	1	3	1	1	2	5	5	4	0	4
Apr	4	1	3	1	0	5	3	1	1	2
Total	95	68	49	33	53	178	43	83	58	85
Avg/Month	3.39	2.43	1.75	1.18	1.89	6.36	1.54	2.96	2.07	3.04

Calls for Service by Month Jan 2019 - April 2021

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Top call types or call types of note:

Auburn
Evergreen Market
Top: Unwanted/suspicious subjects/vehicles, welfare checks
Of Note: two assault calls

Lucid
Top: Unwanted/suspicious subjects
Of Note: four fight/assault calls, four robbery calls, two threats with weapon calls

Stash Box
Top: follow-up calls, suspicious circumstances, unwanted subjects
Of Note: none

Burien
The Joint
Top: Trespassing, disturbances
Of Note: Three assault/fight calls

Kush
Top: Suspicious circumstances/disturbance, extra patrols, trespass
Of Note: none

Des Moines
Greenside
Top: Unwanted/suspicious subjects, disputes, theft, threats
Of Note: 14 fight/assault calls, four robbery calls

Renton
Buddy's
Top: Unwanted/suspicious subjects
Of Note: none

Emerald Haze
Top: Unwanted subjects, disputes
Of Note: four fight/assault calls

Evergreen Market North
Top: Unwanted/suspicious subjects/vehicles
Of Note: three fight/assault calls

Evergreen Market South
Top: Unwanted/suspicious subjects, alarms (unknown if this is a malfunctioning alarm or not)
Of Note: none

Bill Description: Allowing additional marijuana retail licenses for social equity purposes.

Bill Number: E2SHB 2870

Bill Sponsor: Representative Eric Pettigrew, by request of Liquor and Cannabis Board

Effective Date: June 11, 2020

Amends: RCW 69.50.540; RCW 69.50.325; adds new sections to chapter 69.50 RCW and a new section to chapter 43.330 RCW

Background

In response to a policy priority identified by the Board, this bill was developed by the Liquor and Cannabis Board to provide business opportunities to applicants of cannabis retail store license disproportionately impacted by the enforcement of marijuana prohibition laws. Initiative 502, the 2012 ballot measure that legalized recreational use of cannabis by adults over 21 years of age, did not include provisions or create programs to acknowledge the disproportionate harms the enforcement of cannabis laws had on some populations and communities.

As other states begin to legalize cannabis for medical or adult use, and to license cannabis production, processing, and retail businesses, they are building social equity programs into their legal frameworks. Programs underway in several states and local jurisdictions provide services, earmark money, and/or set aside a percentage of licenses for specific populations and communities. This LCB-request legislation focuses on 34 cannabis retail licenses currently available within the statewide total retail license cap of 569 stores. The 34 licenses are available because they have been forfeited, cancelled, or revoked or were licenses that were never issued, generally due to local government restrictions. Recognizing that cannabis prohibition laws were disproportionately enforced for decades and that the cumulative harms from this enforcement remain even today, the LCB is committed to providing technical assistance to the newly licensed entrepreneurs to help them launch their businesses successfully.

Bill Summary

- A Marijuana Social Equity Program is created, authorizing the LCB to issue retailer licenses that were previously forfeited, cancelled, revoked, or never issued but which could have been issued without exceeding the statewide cap on the number of retail licenses set in rule by the Board.
- These licenses may only be issued to a "social equity applicant," which is defined as someone who has lived in a disproportionately impacted area or was convicted of a cannabis offense or is a member of a family in which someone was convicted of a cannabis offense. Disproportionately impacted areas are defined as small geographic units such as census tracts or zip codes where there are high rates of poverty, unemployment, participation in income-based programs, and/or cannabis law enforcement.

- Social equity goals are to increase the number of licenses held by social equity applicants from disproportionately impacted areas and to reduce the accumulated harm suffered by people and areas subject to severe cannabis prohibition enforcement.

- Applicants must submit a social equity plan. The plan may include:
  - A description of how the retail license issuance will meet social equity goals;
  - The applicant's personal or family history with the criminal justice system, including any cannabis-related offenses;
  - The composition of the workforce the applicant intends to hire;
  - Neighborhood characteristics of the location where the applicant intends to operate; and
  - Business plans involving partnerships or assistance to organizations or residents with connection to populations with a history of high rates of enforcement of marijuana prohibition.

- A technical assistance grant program is created, to be administered by the Department of Commerce. Grants may be offered to applicants who submit social equity plans.
  - Grants must be awarded competitively, based primarily on the strength of an applicant's social equity plan.
  - Activities eligible for funding under the grant program include, but are not limited to, assistance with the marijuana retailer licensing process, marijuana business education and business plan development, regulatory compliance training, and connecting the social equity applicant with established industry members.
  - Grants are to be financed through a $1.1 million annual appropriation to the Department of Commerce from the Dedicated Marijuana Account.

- The Legislative Task Force on Social Equity in Marijuana is established, expiring June 30, 2022.
  - The 18-member task force will be appointed jointly by legislative leadership, to include a member from the LCB, Commission on African American Affairs, Commission on Hispanic Affairs, Governor's Office of Indian Affairs, and a member of the cannabis retail community, among several others;
  - Staff support for the task force is to be provided by the Health Equity Council of the Governor's Interagency Council on Health Disparities. Staffing support responsibilities will be transferred to the Office of Equity created by E2SHB 1783, if that bill is enacted, upon request by the Office of Equity.
  - The purpose of the task force is to assist the LCB in developing the program authorized under the bill for issuance of up to 34 marijuana retail licenses, and to advise the Governor and the Legislature regarding future potential development or expansion of the Social Equity Program. One or more reports will be developed by the task force.
  - The task force report, due on December 1, 2020 must address whether any additional licenses should be issued beyond the number already issued or the 34 authorized under the new law.

Contact Information:
If you have questions, please contact [Chris Thompson, Director of Legislative Relations](#).