



City of Tukwila
**Finance and Governance
 Committee**

- ◆ Zak Idan, Chair
- ◆ Kathy Hougardy
- ◆ Cynthia Delostrinos Johnson

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AGENDA

MONDAY, NOVEMBER 22, 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 973303373#**

**Click here to: [Join Microsoft Teams Meeting](#)
 For Technical Support during the meeting call: 1-206-433-7155.**

Item	Recommended Action	
1. BUSINESS AGENDA		
a. Monthly General Fund update. <i>Tony Cullerton, Deputy Finance Director</i>	a. Discussion only.	Pg.1
b. 2021 3rd Quarter investment report. <i>Vicky Carlsen, Finance Director</i>	b. Discussion only.	Pg.7
c. 2021 Committee work plan. <i>Laurel Humphrey, Legislative Analyst</i>	c. Discussion only.	Pg.15
d. Return to in-person/hybrid City Council meetings. <i>Laurel Humphrey, Legislative Analyst</i>	d. Discussion only.	Pg.17
2. MISCELLANEOUS		

Next Scheduled Meeting: *December 13, 2021*



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INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee

FROM: Vicky Carlsen, Finance Director

BY: Aaron Williams, Fiscal Manager

CC: Mayor Ekberg

DATE: November 22, 2021

SUBJECT: September 2021 General Fund Departmental Budget-to-Actuals Report

Summary

The purpose of the September 2021 General Fund Financial Report is to summarize for the City Council the general state of departmental expenditures and to highlight significant items. The following provides a high-level summary of the departmental financial performance.

The September 2021 Report is based on financial data available as of November 14, 2021, for the period ending September 30, 2021. Additional details can be found within the included financial report.

Expenditures

General Fund departmental expenditures totaled \$42.52 million through September, which is \$92 thousand less than the allocated budget of \$42.61 million. Department 20, which is transfers to other funds, totaled \$3.37 million, which is \$849 thousand less than the allocated budget. The allocated budget is calculated to reflect year-to-date spending patterns of the previous year.

Through the end of September, one department exceeds allocated budget. The Fire Department continues to exceed allocated budget primarily due to use of overtime. Approximately a third of overtime can be attributed to reimbursable overtime; specifically, the COVID testing site as well as a repeater malfunction. A budget amendment of just over \$1 million was presented to City Council in November. Based on current information, the Fire Department should stay within the amended budget.

Staff continues to closely monitor departmental budgets and will continue to keep the City Council fully informed of additional budgetary concerns through the end of the year. It should be noted that the budget reflected in the charts on the next few pages do not include the amendments as Council has not yet formally approved the budget amendment ordinance.

Departmental Variances

All but one General Fund department was under their allocated budget through September 2021. Noteworthy variances are:

- The Fire Department is now \$901 thousand over the allocated budget of \$9.2 million. The variance is related to overtime & associated benefits compared to the allocated budget. A budget amendment for the Fire Department was included in the final budget amendment. Based on information as of November 1, 2021, the budget amendment should prevent the Fire Department from exceeding the amended budget. If use of overtime exceeds the current estimated usage through the end of the year, the department could exceed the amended budget.

The chart below provides additional details on overtime associated with the Fire Department.

Fire Overtime Summarized - Through September 30, 2021							
Category	Reimbursable OT			Category	Unreimbursable OT		
	Salary	Benefits	Total		Salary	Benefits	Total
Billable Contractor	\$ 10,371	\$ 1,362	\$ 11,733	Minimum Staffing	\$ 447,777	\$ 58,793	\$ 506,570
COVID Testing Site	217,097	28,505	245,602	Instructor	17,470	2,294	19,764
Repeater Malfunction	77,454	10,170	87,624	Training	16,351	2,147	18,498
				Fire Prevention	46,412	6,094	52,506
				Fire Investigation	7,463	980	8,443
				Academy	26,337	3,458	29,795
				Public Safety Plan	8,847	1,162	10,009
				Meetings	8,534	1,121	9,655
				Shift Extension	8,214	1,078	9,292
				Special Assignment	11,865	1,558	13,423
				Other	34,441	4,522	38,963
Totals	\$ 304,922	\$ 40,036	\$ 344,958		\$ 633,711	\$ 83,206	\$ 716,917

Budget Amendments

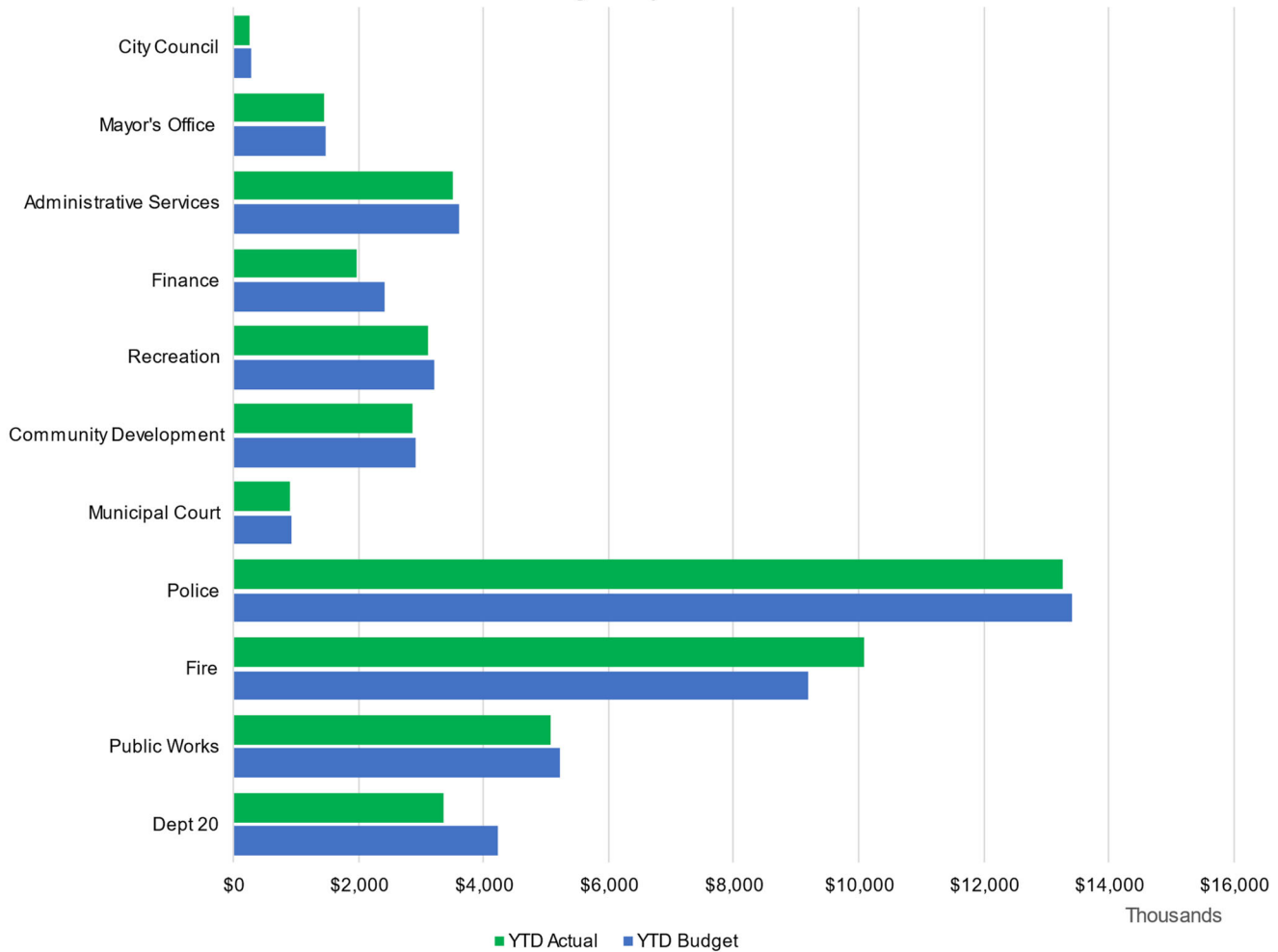
Budget amendments have been submitted to City Council for final approval. The chart on the next page provides a list of budget amendments that Council previously provided consensus for. Budget amendments include in the chart are also included in the final amendment.

INFORMATIONAL MEMO

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Council Meeting Date	Summary of Budget Amendment
4/5 regular meeting	Contract for BHC Consultants for structural plan review. Cost neutral as this is a revenue backed contract. Any increase in expenditures will also include the same increase in revenue
4/5 regular meeting	Contract for Reid Middleton for structural plan review. Cost neutral as this is a revenue backed contract. Any increase in expenditures will also include the same increase in revenue
5/10 COW	Consensus to use new funding (SST) to restore service levels and cover certain contractual obligations. Budget amendment will include increasing both revenue and expenditures by the same amount.
5/17 regular meeting	Acceptance of Sound Transit System Access grant. Both revenue and expenditures will be increased by the same amount, net effect of zero
5/24 COW	Use of SST funds to complete the transfer of records from the offsite storage location to City Hall. Use of SST is estimated to be \$40k. Again revenue backed so net effect of zero to the general fund
6/14 COW	BNSF Alternative Access Study for up to \$1.25 million
6/14 COW	Fire advisory Task Force Consulting for up to \$80 thousand
6/21 regular meeting	TDM regional mobility grant award, no effect on general fund
8/2 regular meeting	Summer Experience & Enrichment for Kids Fund (SEEK) grant, no effect on the general fund as there is no match required
8/2 regular meeting	Restore before and after school programming, funded by ARPA so both revenue and expenditure budgets will be adjusted
8/23 COW	Reclassify Jail Alternative Specialist to Court Support Services Case Manager and increase from .75 FTE to 1.0 FTE. Will require ongoing funding source
9/20 regular meeting	1.25 FTE for Municipal Court and 1.0 FTE for Police to staff school zone automated traffic cameras. Costs are expected to be covered by the school zone automated traffic camera program.

Year to Date Department Expenditures Compared to Allocated Budget Through September 2021



GENERAL FUND

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of September 30, 2021

EXPENDITURES BY DEPARTMENT	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021 ALLOCATED	2019	2020	2021	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	% CHANGE	
								2019/2020	2020/2021
01 City Council	\$ 363,618	\$ 266,445	\$ 272,796	\$ 258,036	\$ 253,424	\$ (13,021)	70%	-5%	-2%
03 Mayor's Office	2,104,126	1,474,683	1,642,915	1,554,800	1,457,838	(16,845)	69%	-5%	-6%
04 Administrative Services	4,984,464	3,610,820	3,364,561	3,148,377	3,509,348	(101,473)	70%	-6%	11%
05 Finance	3,049,858	2,407,326	1,864,726	1,896,822	1,975,514	(431,812)	65%	2%	4%
07 Recreation	4,260,543	3,205,083	3,753,069	3,006,621	3,110,155	(94,929)	73%	-20%	3%
08 Community Development	4,069,943	2,901,539	2,672,668	2,298,178	2,870,633	(30,906)	71%	-14%	25%
09 Municipal Court	1,272,888	931,104	957,885	937,685	905,731	(25,373)	71%	-2%	-3%
10 Police	18,286,665	13,402,023	13,867,589	12,911,060	13,269,920	(132,103)	73%	-7%	3%
11 Fire	12,706,860	9,196,135	9,516,121	9,193,078	10,096,780	900,645	79%	-3%	10%
13 Public Works	6,584,325	5,212,612	5,962,207	4,991,551	5,066,227	(146,385)	77%	-16%	1%
Subtotal	57,683,290	42,607,771	43,874,537	40,196,208	42,515,570	(92,201)	74%	-8%	6%
20 Dept 20	5,462,760	4,218,147	4,441,090	2,929,357	3,368,874	(849,274)	62%	-34%	15%
Total Expenditures	\$ 63,146,050	\$ 46,825,918	\$ 48,315,627	\$ 43,125,564	\$ 45,884,444	\$ (941,474)	73%	-11%	6%

Percent of year completed 75%

GENERAL FUND

CITY OF TUKWILA

GENERAL FUND EXPENDITURES

Year-to-Date as of September 30, 2021

SALARIES AND BENEFITS	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021 ALLOCATED	2019	2020	2021	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	% CHANGE	
								2019/2020	2020/2021
11 Salaries	\$ 28,723,860	\$ 21,603,747	\$ 21,166,028	\$ 21,051,723	\$ 20,854,052	\$ (749,694)	73%	-1%	-1%
12 Extra Labor	347,528	310,896	661,845	126,788	133,207	(177,689)	38%	-81%	5%
13 Overtime	1,218,115	855,938	1,316,668	870,752	1,657,357	801,419	136%	-34%	90%
15 Holiday Pay	515,500	89,606	91,860	69,718	78,815	(10,791)	15%	-24%	13%
21 FICA	1,872,655	1,412,444	1,390,754	1,307,355	1,325,755	(86,690)	71%	-6%	1%
22 Pension-LEOFF	899,828	692,387	654,764	791,952	720,983	28,596	80%	21%	-9%
23 Pension-PERS/PSERS	1,631,377	1,228,085	1,321,081	1,241,113	1,172,061	(56,024)	72%	-6%	-6%
24 Industrial Insurance	875,820	673,378	597,297	663,012	686,508	13,129	78%	11%	4%
25 Medical & Dental	6,904,119	5,012,308	4,302,924	4,670,637	5,178,089	165,781	75%	9%	11%
26 Unemployment	-	-	17,588	27,319	36,827	36,827	-	55%	35%
28 Uniform/Clothing	8,525	2,202	2,146	1,334	2,330	128	27%	-38%	75%
Total Salaries & Benefits	\$ 42,997,327	\$ 31,880,992	\$ 31,522,954	\$ 30,821,703	\$ 31,845,984	\$ (35,008)	74%	-2%	3%

SUPPLIES, SERVICES AND CAPITAL	BUDGET		ACTUAL			COMPARISON OF RESULTS			
	2021 ANNUAL	2021 ALLOCATED	2019	2020	2021	Allocated Budget vs Actuals OVER/(UNDER)	% EXPENDED	% CHANGE	
								2019/2020	2020/2021
0 Transfers	\$ 5,462,760	\$ 4,218,147	\$ 4,441,090	\$ 2,929,357	\$ 3,368,874	\$ (849,274)	62%	-34%	15%
31 Supplies	1,055,711	718,146	1,225,245	556,877	570,868	(147,278)	54%	-55%	3%
34 Items Purchased for resale	13,000	11,876	18,359	1,729	1,905	(9,971)	15%	-91%	10%
35 Small Tools	66,450	49,205	80,407	70,424	59,228	10,023	89%	-12%	-16%
41 Professional Services	5,439,071	3,725,807	4,371,162	3,558,122	4,039,117	313,310	74%	-19%	14%
42 Communication	481,810	354,438	297,195	341,050	303,510	(50,928)	63%	15%	-11%
43 Travel	83,196	78,318	147,231	32,901	22,256	(56,062)	27%	-78%	-32%
44 Advertising	34,750	18,549	14,255	7,998	6,209	(12,340)	18%	-44%	-22%
45 Rentals and Leases	2,166,137	1,311,764	2,238,498	972,865	1,598,856	287,092	74%	-57%	64%
46 Insurance	1,030,329	1,030,329	889,957	987,671	1,113,881	83,552	108%	11%	13%
47 Public Utilities	1,991,445	1,777,205	1,726,097	1,641,610	1,902,495	125,290	96%	-5%	16%
48 Repairs and Maintenance	651,669	373,845	436,924	480,356	350,520	(23,325)	54%	10%	-27%
49 Miscellaneous	1,153,730	888,299	861,026	717,410	624,558	(263,741)	54%	-17%	-13%
64 Machinery & Equipment	518,665	388,999	45,228	5,495	76,184	(312,815)	15%	-88%	1287%
Total Operating Expenses	20,148,723	14,944,926	16,792,672	12,303,862	14,038,460	(906,467)	70%	-27%	14%
Total Expenses	\$ 63,146,050	\$ 46,825,918	\$ 48,315,627	\$ 43,125,564	\$ 45,884,444	\$ (941,474)	73%	-11%	6%

Percent of year completed 75%



INFORMATIONAL MEMORANDUM

TO: Finance & Governance Committee
 FROM: Vicky Carlsen, Finance Director
 BY: Aaron Williams, Fiscal Manager
 CC: Mayor Ekberg
 DATE: November 22, 2021
 SUBJECT: 2021 3rd Quarter Cash & Investment Report

ISSUE

The Quarterly Cash & Investment Report is provided to the Finance Committee in accordance with the City’s Investment Policy.

SUMMARY OF INVESTMENT POLICY

It is the policy of the City of Tukwila to invest public funds in a manner that will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City while conforming to all state and local statutes governing the investment of public funds.

INVESTMENT HOLDINGS

As of September 30, 2021, the portfolio totaled \$71.8 million comprised of \$68.8 million in cash and cash equivalents and \$3.0 million in longer term investments. The attached “Cash and Investment Report” provides additional details on the cash and investment holdings of the City.

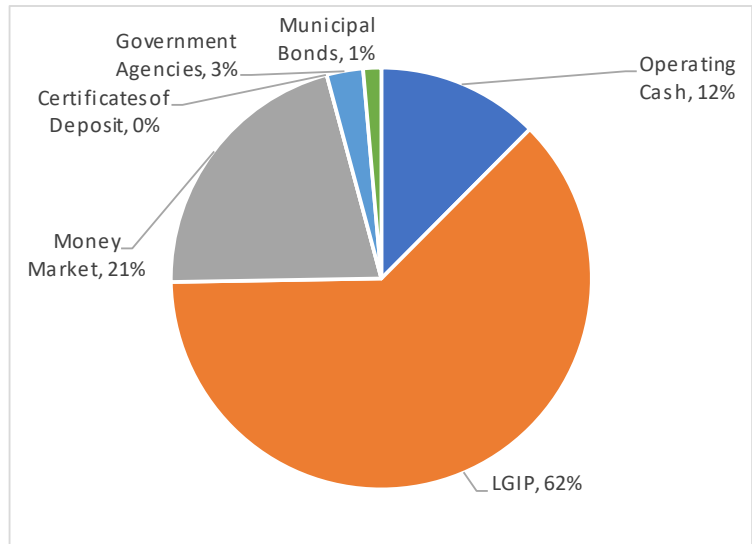
Below is a comparison of the current portfolio allocation compared to the prior year-end.

Portfolio Allocation 9/30/2021

Operating Cash	8,962,681	12%
LGIP	44,725,094	62%
Money Market	15,145,165	21%
Certificates of Deposit	-	0%
Government Agencies	2,000,000	3%
Municipal Bonds	1,000,000	1%
	<u>71,832,941</u>	

Portfolio Allocation 12/31/2020

Operating Cash	10,358,248	15%
LGIP	41,690,157	59%
Money Market	15,123,022	22%
Certificates of Deposit	2,106,948	3%
Government Agencies	-	0%
Municipal Bonds	1,000,195	1%
	<u>70,278,570</u>	



INVESTMENT ACTIVITY

Total year to date investment earnings through September 30th were \$108 thousand. Longer term investments held by the City are projected to pay \$21 thousand during the remainder of the year. During the third quarter one bond investment was called and redeemed. In early October an additional \$2 million bond investment was purchased for a term of 3.5 years and a yield to maturity of 0.75%. Additional Bond investments will be pursued during the year as opportunities are identified.

The chart below provides the investment income Budget to Actual for the Government Funds and Enterprise funds.

Investment Income	Annual Budget	YTD Actuals	Pct of Budget
Government Funds	\$ 290,500	\$ 71,087	24.5%
Enterprise Funds	118,000	37,068	31.4%
	<u>\$ 408,500</u>	<u>\$ 108,155</u>	<u>26.5%</u>

RETURN ON INVESTMENTS

The current overall portfolio yield on September 30th was 0.15% with the Washington State LGIP and the Columbia Bank money market accounts earning 0.087% and 0.18%, respectively. Longer term investment holdings have an average return of 0.79%.

POLICY COMPLIANCE AND LIQUIDITY ANALYSIS

The investment portfolio profile is within the range of all investment policy parameters. Throughout the pandemic, with the uncertainty of City revenues, longer term bond investments were not pursued, prioritizing liquidity of the portfolio in the short term to ensure we could meet the obligations of the City. This year we have begun expanding our investment holdings, keeping in mind the uncertainty of interest rates and high inflation in the economy. As we accumulate new portfolio holdings, we are targeting the more favorable rates in the 3-5 year maturity range. New bond investments made this year have been in this maturity range, with call options on most, to maximize returns.

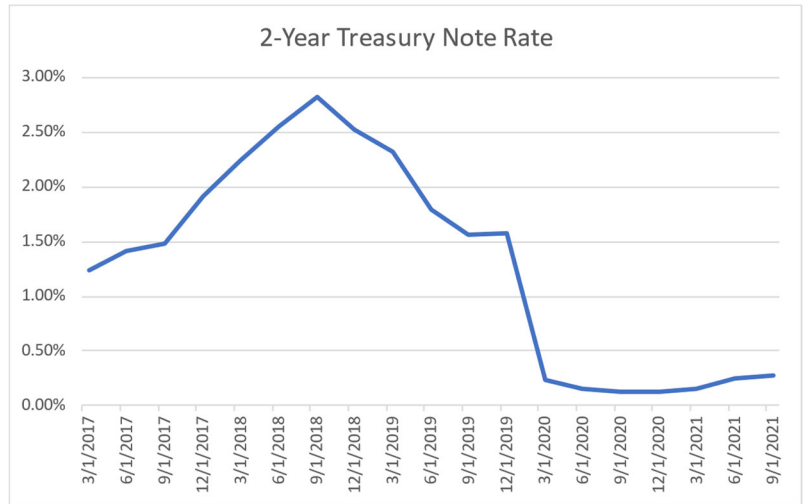
See “*Policy Compliance & Liquidity Analysis*” attachment for additional detail.

The portfolio benchmark is the 2-year treasury rate, which is closely tied to the changes in the Federal Reserve Fed Funds Rate. In response to the COVID-19 pandemic, there were significant cuts to the Fed Funds Rate reducing the rate to the current target of 0.00%-0.25%. The 2-year treasury note rate has slightly increased recently, currently hovering around 0.28% as of September 30th.

Recent indications from the Federal Reserve Board are that they may begin to rise interest rates in mid-2022 or early 2023; but high inflation and other economic factors could change those plans.

The chart to the right illustrates the 2-year treasury rate over the past 5 years.

The investment portfolio will continue to be managed to take advantage of investment opportunities as they arise while maintaining adequate liquidity to meet obligations.



RECOMMENDATION

Presentation is for information only.

ATTACHMENTS

2021-Q3 Cash and Investment Report
Policy Compliance & Liquidity Analysis

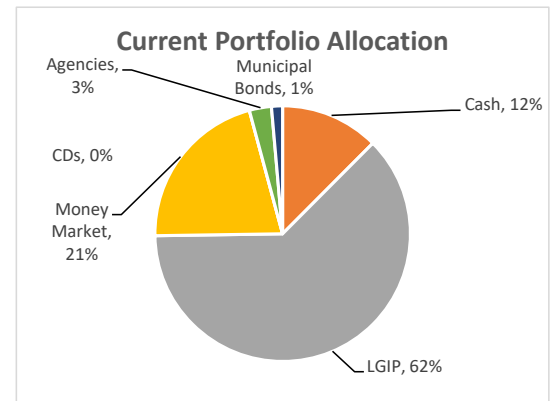
CITY OF TUKWILA
Cash and Investment Details
CASH & INVESTMENT REPORT
September 30, 2021

Depository	Investment Type	Maturity Date	Balance	Current Rate	(d) Annualized Return
CASH & CASH EQUIVALENTS					
US Bank Operating Cash	Depository	(b)	8,962,681	0.20%	17,925 (e)
Washington State Treasurer	LGIP Investment Pool	(b)	44,725,094	0.09%	38,911 (f)
Columbia Bank	Money Market	(b)	15,145,165	0.18%	27,261 (f)
Total Cash & Cash Equivalents			68,832,941	0.12%	84,097

Agency / Issuer	Rating Moody's	Investment Type	Purchase Date	Maturity Date	(a) Term Yrs.	Face Value	(c) Yield to Maturity	Annualized Return
INVESTMENTS								
Agencies								
Federal Home Loan Bank	Aaa	US agency	02/2021	2/24/2026	4.3	1,000,000	0.63%	6,250
Federal Farm Credit Bank	Aaa	US agency	06/2021	6/15/2026	4.7	1,000,000	0.90%	9,000
TOTAL AGENCIES						2,000,000	0.76%	15,250
Taxable Municipal Bonds								
Metro Oregon GL Txbl	Aaa	LTGO	06/2021	6/1/2026	4.7	1,000,000	0.83%	8,300
TOTAL MUNICIPAL BONDS						1,000,000	0.83%	8,300
Total Investments						3,000,000	0.79%	23,550
Interest earned from matured/called investments								-
TOTAL CASH, CASH EQUIVALENTS & INVESTMENTS						\$ 71,832,941	0.15%	\$ 107,647

↑
Current Portfolio Yield

- (a) Term is calculated to final maturity or call date if bond has been called.
- (b) No fixed maturity, funds are available within one day.
- (c) Yield to Maturity represents average rate for the year for various investment vehicles.
- (d) Annualized return represents annual earnings at current rate.
- (e) Represents earning credit from US Bank. City earned interest up to the amount of fees.
- (f) Current rate reflects most recent interest rate for each depository account.



CITY OF TUKWILA
Policy Compliance & Liquidity Analysis
CASH & INVESTMENT REPORT
September 30, 2021

	Portfolio Amount	As of Report Date		
		Available Within 1 Year	Available Within 5 Years	Available in 5 - 10 Years
Liquidity Analysis & Maturity Diversification				
Funds immediately available - US Bank, State LGIP, Money market	\$ 68,832,941	\$ 68,832,941	\$ 68,832,941	
Fixed Maturity Investments, maturing in:				
0-90 days after Report Date	-			
91-180 days after Report Date	-			
181-270 days after Report Date	-			
271-360 days after Report Date	-			
Investments maturing in 1 year or less	-	-	-	
Investments maturing in 1-2 years	-			
Investments maturing in 2-3 years	-			
Investments maturing in 3-5 years	3,000,000		3,000,000	
Investments maturing in 6-10 years	-			-
Investments maturing in more than 1 year and less than 10 years.	3,000,000			
TOTALS	\$ 71,832,941	\$ 68,832,941	\$ 71,832,941	\$ -
		96%	100%	0%

	Portfolio Amount	% of Total	POLICY MAXIMUM	Policy Met?
Financial Institution Diversification				
US Bank	\$ 8,962,681	12.5%	50.0%	Yes
Columbia Bank	15,145,165	21.1%	50.0%	Yes
Sound Community Bank	-	0.0%	50.0%	Yes
Investments in Financial Institutions	24,107,846	33.6%		
Investments in US Government and other non-financial institutions	47,725,094	66.4%		
Total	\$ 71,832,941	100.0%		

	Portfolio Amount	% of Total	POLICY MAXIMUM	Policy Met?
Investment Mix				
Depository	8,962,681	12.5%	insured by PDPC	Yes
State Investment Pool	44,725,094	62.3%	75.0%	Yes
Money market	15,145,165	21.1%	insured by PDPC	Yes
Certificate of Deposit	-	0.0%	insured by PDPC	Yes
US Agency	2,000,000	2.8%	75.0%	Yes
Municipal Bonds	1,000,000	1.4%	no limit specified in policy	Yes
Total	71,832,941	100.0%		

Weighted Average Maturities:		Performance Analysis	
	Years		
State LGIP and Money Market funds	0.0	Current portfolio yield	0.15%
Certificates of deposit	n/a		
Government Agency bonds	4.5		
Municipal bonds	4.7		
Total Investments	0.2	Benchmarks:	
		2 year treasury	0.25%
POLICY MAXIMUM	3.5	Local Govt Invst Pool	0.09%
Policy Met?	Yes		

Note: Operating cash and cash equivalents are *not* factored into the Portfolio Investments weighted average maturity.



Tukwila City Council Finance & Governance Committee – 2021 Work Plan

Zak Idan, Chair; Kathy Hougardy, Cynthia Delostrinos Johnson

	Description	Qtr	Dept	Action or Briefing	Status/Notes
1.	ERP Implementation Briefings	1-4	FIN	A	Ongoing
2.	2021-2022 Budget Survey	1	CC, FIN	B	Complete
3.	COVID-19 Community Assistance – Utility Payments	1	FIN	A	Complete
4.	Ordinance: Appeals Authority for Animal Control	1	DCD	A	Complete
5.	City Council Procedures/Code Ordinance	1	CNCL	A	Complete
6.	Resolution: Amending Public Safety Bond Financial Oversight Committee Charter	1	CNCL	A	Complete
7.	Grant application: S. 115 th St. Property Acquisition	2	PR	A	Complete
8.	Ordinance: Debt Issuance	2	FIN	A	Complete
9.	Department 20 Review	2	FIN	B	Complete
10.	Disposition of former Fire Station 52 site	2	AS/PR	B	Complete
11.	Marijuana Tax Revenue/Zoning considerations	2	CNCL	A/B	Complete
12.	Contract: relocation of Records Center	2	CC	A	Complete
13.	Agreement: Veterans, Seniors and Human Services Levy	2	PR	A	Complete
14.	Technology options for return to in-person meetings	2	TIS	A/B	6/14,11/22
15.	Fleet Leasing Proposal	2	FIN	B	Complete
16.	Early Learning Facilities Impact Fee Waivers	3	ED	A	Complete
17.	New Councilmember Onboarding Discussion	3	CNCL	B	Complete
18.	Grant Agreement for Summer Experiences & Enrichment	3	PR	A	Complete
19.	Public Works Shops Debt Issuance	3	FIN	A	Complete
20.	Municipal Court Judge Salary Ordinance	3	FIN	A	Complete
21.	Resolution cancelling unclaimed property	3	FIN	A	Complete
22.	Resolution cancelling accounts receivable	3	FIN	A	Complete
23.	HR Department Staffing Request	4	HR/PD	A	Complete
24.	Foster Golf Capital Purchases	4	PR	A	Complete
25.	Taxy Levy Legislation	4	FIN	A	Complete
26.	Resolution adopting 2022 Legislative Agenda	4	AS	A	Complete
27.	GIS Software Agreement	4	TIS	A	Complete
28.	Bond Counsel Contract	4	FIN	A	Complete
29.	Investment Policy	4	FIN	A	Complete
30.	2021-2022 Budget Amendment Ordinance	4	FIN	A	Complete
31.	Prioritization of city services/COVID recovery/ARPA	1-4	FIN	A	Phase 1-2 Complete
32.	Newporter land sale	TBD	ED	A	



Tukwila City Council Finance & Governance Committee – 2021 Work Plan

33.	Longacres Parcel land sale	TBD	ED	A	
34.	Public Records Requests Impacts	TBD	CC	B	
35.	City-wide Fee Schedule		FIN	B	2022
36.	Debt policy		FIN	A	2022
37.	Compensation/healthcare policy		HR	A	2022
38.	Performance Indicators		ALL	A	2022
	Standard Reports/Briefings	Frequency		Dept.	
	Revenue and Investment Reports	Quarterly		FIN	
	Department Budget to Actual Reports	Monthly		FIN	
	Committee work plan	2-4 x		Council	
	Public Safety Bond Financial Oversight Committee Report(s)			Complete	



INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**
FROM: **Laurel Humphrey, Legislative Analyst**
DATE: **November 12, 2021**
SUBJECT: **Return to In-Person/Hybrid Meetings**

ISSUE

Staff is seeking Committee discussion and direction on Council meeting format.

BACKGROUND

Due to the COVID-19 emergency, the Tukwila City Council has been conducting its Committee and Council meetings virtually since March 30, 2020 in compliance with Governor's Proclamation 20-28. Virtual Council meetings using the MS Teams platform have been running well, including a public comment component. Committee meetings are now audio and video recorded due to the MS Teams interface, providing greater accessibility and transparency for the public. Public attendance at both Committee and Council meetings appears to be higher with the virtual meeting format.

Proclamation 20-28.15, in effect until termination of the public health emergency, requires that all public meetings must be held remotely and agencies must provide an option for the public to attend through, at minimum, telephonic access. However, it also added an ability for agencies to hold an in-person component to a public meeting in addition to the remote/telephonic requirement with certain conditions. Due to this, the City Council held its annual retreat in person on June 11-12. As of June 30, 2021, agencies can hold in-person meetings with no restrictions on capacity, no physical distancing requirements, and if all attendees wear face masks in compliance with King County requirements.

While the City Council recently directed ARPA funding to comprehensive modernization of meeting rooms, staff has already implemented interim solutions that currently allow for hybrid Committee and Council meetings.

Currently the City is encouraging employee telework at least through January 3, 2022, which is in line with many other regional employers. In-person services are also limited as follows:

- **City Hall** – Mondays & Wednesdays, 8:30 a.m. to 12:00 p.m.
- **Permit Center** – Mondays & Wednesdays, 8:30 a.m. to 12:00 p.m.
- **Human Services** – Mondays & Wednesdays, 8:30 a.m. to 12:00 p.m.
- **Tukwila Community Center** – Mondays through Thursdays 6:30 a.m. to 6:30 p.m., Fridays 6:30 a.m. to 2:30 p.m. and Saturdays 7:30 a.m. to 10:30 a.m.
- **Municipal Court** – Mondays & Wednesdays from 1:00 p.m. to 4:00 p.m.
- **Police Department** – Monday – Friday 9:00 AM to 5:00 PM

Staff has not conducted a comprehensive survey of other agencies, but informal inquiries revealed that meetings of the governing bodies are still largely virtual until technology improvements allowing hybrid meetings can be implemented.

RECOMMENDATION

Staff is seeking Committee discussion on next steps and the various considerations involved in resuming an in-person component to meetings. What additional information would be useful for the City Council to make the determination? Considerations include:

- Virus transmission rates and safety of Councilmembers, staff and public.
- Face covering requirement for those in person– discussions could be more difficult to hear.
- Correlation with employee telework status.

ATTACHMENTS

Governor's Proclamation 20-28.15

State of Washington "Miscellaneous Venues" COVID-19 Requirements



STATE OF WASHINGTON
— OFFICE OF GOVERNOR JAY INSLEE —

**PROCLAMATION BY THE GOVERNOR
AMENDING AND EXTENDING
PROCLAMATIONS 20-05 and 20-28, et seq.**

20-28.15

Open Public Meetings Act and Public Records Act Proclamations

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued several amendatory proclamations, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; too

WHEREAS, to enable public meetings to occur while maintaining the social distancing and limitations on in-person interactions necessary to curtail the spread of COVID-19, on March 24, 2020, I issued Proclamation 20-28, prohibiting in-person meetings and waiving and suspending laws and rules concerning RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act that hindered conducting public meetings remotely; and

WHEREAS, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-28, et seq., have been periodically extended by the leadership of the Washington State Senate and House of Representatives, and which I have acknowledged and similarly extended the prohibitions therein in subsequent sequentially numbered proclamations, which proclamations also contained modifications and guidance regarding the waivers, suspensions, and prohibitions; and

WHEREAS, on January 15, 2021, under the provisions of RCW 43.06.220(4), the statutory waivers and suspensions of Proclamation 20-21, et seq., were extended by Senate Concurrent Resolution 8402 until the termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first; and

WHEREAS, to fully extend Proclamations 20-28, et seq., it is also necessary for me to extend the prohibitions provided therein; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to address the impacts and long-term effects of the emergencies on Washington State and its people.

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above-noted situation, and under Chapters 38.08, 38.52, and 43.06 RCW, do hereby proclaim that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all

amendments thereto remain in effect as otherwise amended, and that Proclamations 20-28, et seq., are amended to (1) recognize the extension of statutory waivers and suspensions therein by the Washington State Legislature until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, and (2) similarly extend the prohibitions therein until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic and wildfires.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

Violators of this order may be subject to criminal penalties pursuant to RCW 43.06.220(5).

Signed and sealed with the official seal of the state of Washington on this 19th day of January, A.D., Two Thousand and Twenty-One at Olympia, Washington.

By:

/s/
Jay Inslee, Governor

BY THE GOVERNOR:

/s/
Secretary of State

Miscellaneous Venues

COVID-19 Requirements

As of June 30, 2021 the following apply to governing bodies of public agencies opting to host in-person public meetings under the Open Public Meetings Act, as permitted under Emergency Proclamation 20-28, et seq.:

- No restrictions on capacity.
- No physical distancing requirements.
- Follow current applicable face covering requirements as outlined in: Proclamation 20-25, et seq., Secretary of Health Order [20-03.4](#), and LNI Publication [F414-164-000](#).

