



The City of opportunity, the community of choice

TO: **Mayor Ekberg
Councilmembers**

FROM: **David Cline, City Administrator**

DATE: **July 11, 2018**

SUBJECT: **Report for July 16, 2018 Regular Council Meeting**

The City Administrator Report is meant to provide the Council, staff and community an update on the activities of the City and on issues that concern Tukwila. Please let me know if you have any questions or need additional information about any of the following items.

I. Intergovernmental Update

- **AWC Annual Conference**: Mayor Ekberg and Councilmembers Hougardy and McLeod attended the Association of Washington Cities Annual Conference held in Yakima June 27 – 29.
- **SeaTac Airport Budget Proviso**: On July 2 Economic Development staff participated in a meeting with the cities of Federal Way, Burien, Normandy Park, Des Moines and SeaTac with the State Department of Commerce to discuss next steps in the Sea-Tac Airport Budget proviso. All cities have agreed on a cost allocation based on population. An update was provided to Council at the July 9 Transportation Committee meeting.

II. Community Events

- **Family Fourth at Fort Dent**: Approximately 2500-3000 people attended the Family 4th at the Fort. The crowds enjoyed inflatables, face painting, live music, and food vendors. One highlight was the last-minute addition of local Tukwila musician Biff Moss. Mr. Moss rearranged his regular schedule to fill in at the event due to a last-minute cancellation. Mr. Moss played a wide variety of music, including the National Anthem.
- **Tukwila Village Community Celebration**: The Tukwila Village Community Celebration is scheduled for July 21 at 1:00 PM with a ribbon cutting ceremony at 2:00 PM.
- **Upcoming See You in the Park Events**: July 11 at Foster Park, July 18 at Riverton Park and July 25 at Tukwila Park.

III. **Staff Updates**

Public Safety

- **Special Olympics Torch:** The Special Olympics Torch Run across the US ended at the Museum of Flight for the start of the Special Olympics Games being held in Seattle. Deputy Chief Mitchell attended the ceremony at the Museum of Flight welcoming the law enforcement officers/runners from all over the country who carried the Special Olympics Torch. Commander Boyd and other officers provided a police vehicle escort for the runners as they entered Tukwila.

Project Updates

- **42nd Ave Phase III:** Estimated Completion: November 2018
The base lift of asphalt has been paved between S 160th St and Southcenter Boulevard. 42nd Ave S remains "Closed to through Traffic" during the contractor's work hours. The two roadways will be open to through traffic when the contractor is not working. The contractor continues construction of new sidewalks and driveways although there currently is not a continuous pedestrian pathway for public use. We are continuing to maintain a non-ADA compliant pedestrian path across the Gilliam Creek culvert area. Undergrounding electrical and communications facilities is also continuing.
- **53rd Ave S:** Estimated Completion: June 2019
Sewer, water, and new underground electrical vaults continue. Periodic one lane traffic control should be expected with minimal delays.
- **BAR Bridge Rehabilitation:** Estimated Completion: December 2018
Contractor placed concrete in the barrier on the north side of the structure and plans to pave the center lanes before bad weather. Project remains on schedule.
- **2018 Overlay & Repair:** Estimated Completion: July 2018
Permanent pavement markings were installed on Southcenter Blvd last week. Paving is completed on 58th Ave S and S 133rd St.
- **Tukwila Village:** The Tukwila Village Community Celebration is scheduled for Saturday, July 21st from 1:00 to 4:00 with a ribbon cutting program at 2:00. SHAG is donating lots of good food and live music. SHAG and the City are also partnering with Kona Kai, King County Library System, the Tukwila School District, and a dozen other service providers to have fun activities for kids and teens.

Boards and Commissions

- Arts Commission: No vacancies.
- Civil Service Commission: No vacancies.
- Community-Oriented Policing Citizens Advisory Board: Vacant Position: Student Representative.
- Equity & Social Justice Commission: Vacant Positions: Position #2 Education Representative and Student Representative. Application received.

- Human Services Advisory Board: Vacant Positions: Position #4 Resident and Position #6 Business Representative. *Appointment recommendations scheduled for August 6, 2018.*
- Landmark Commission: No vacancies.
- Library Advisory Board: Vacant Positions: Position #7 Resident and Student Representative.
- Lodging Tax Advisory Committee: Vacant Positions: No vacancies.
- Park Commission: Vacant Positions: Position #4 Resident and Student Representative.
- Planning Commission: No vacancies.

IV. Responses to Council/Citizen Inquiries

Date of Inquiry	Inquiry	Response
July 2, 2018 Council Meeting	Councilmember Kruller inquired about what are other jurisdictions' experiences as it relates to construction of projects similar to Tukwila's Public Safety Plan.	A full response was provided in a separate memo. A short summary is that there are jurisdictions which have completed multiple projects within a similar schedule. The jurisdictions have completed constructed with and without voter approved funding.

Task Name	Resource	Q1 Accomplishments	Q2 Accomplishments
Goal 1 - A community of inviting neighborhoods and vibrant business districts	David Cline		
Priority 1 Cultivate safe, attractive and welcoming neighborhoods	David Cline		
TIB Plan and zoning update	Jack Pace	Drafting of new zoning code uses and standards is proceeding and staff is working with consultants on the rechannelization project. Deployed first zone in January seeing heavy utilization	PC work session and hearing on the TIB updates planned for 4th quarter.
City Wide Wifi	Joseph Todd, Henry Hash		Averaging 200 to 230 users a month on public wifi expanding to next block 146th from 144th
Tukwila Technology Academy			Technology Academy kicks off with support from Esri, Microsoft, and Bettyblocks and in partnership with the Tukwila School District. Classes run from July 9th to August 20th.
SPRINT	Bruce Linton Henry Hash	Total Hours, and Tickets issued for 1st quarter are: 103 hours worked, 84 speeding tickets, 149 total tickets. Radar speed signs located at Thornoyke Elem, 58th Ave S/S 144th St, 42nd Ave S Ped Bridge, 42nd Ave S Bridge (load), S 200th St Bridge (bump).	Total Hours and tickets for the first two months of the 2nd quarter are: 89 hours worked, 42 speeding infractions, and 191 total infractions. The stats for June 2018 is not yet available as of this date (7/6/18)
Enhanced Code Enforcement	Jack Pace	Rental housing renewals nearly complete, 2 vacant structures demolished, 70 cases opened and 37 closed.	Moving forward with abatements, resolving long term cases.
Tukwila Works	Rachel Bianchi	52 issue reported and addressed	101 issues reported and addressed
42nd Ave S S Phase III Residential Improvements	Henry Hash	Gilliam creek culvert installed and a pedestrian path was opened on 4/24/18. Undergridding, gas, and other street improvements ongoing.	On 6/25/18 the base lift of asphalt was installed on 42nd Ave S between Southcenter Blvd and S 160th St. Culvert is substantially complete and sidewalks, driveways, and undergridding continues.
53rd Ave S Residential Improvements	Henry Hash	SCI Infrastructure began work on 4/9/18 with sewer and water upgrades to be the main focus through June.	Sewer, water, and new underground electrical vault installation continues. Periodic one lane traffic control should be expected with minimal delays.
Duwamish Gardens/Chinook Winds	Henry Hash Rick Still	Duwamish Gardens completed and accepted by Council 3/5/18. King County is working on design of Chinook Wind. City staff applying for RCO grants.	RCO preliminary grant has been submitted, final grant paperwork is due 7/6/18.
Municipal 1% for art program	Rick Still	The draft Municipal Arts Plan has been prepared and will be presented to CDN on 4/24/18 (tentatively scheduled for C.O.W. 5/14, Reg 5/21).	The Municipal Arts Plan was approved by City Council on 5/21/18. Implementation will begin in Q3.
S 144th St Phase II (42nd Ave S/S 144th St Traffic Signal)	Henry Hash	Traffic signal installed. S 144th St has two punchlist items to be completed before physical completion in May 2018.	Physical completion on 6/6/18. Working on remaining documentation for final payment with close out to follow.
Comprehensive Plan Implementation	Jack Pace	Tree code adopted, ADU update underway, Ryan Hill study completed	Annual amendments adopted.
BNSF Intermodal Facility Access Implementation	Rick Still	Completed in 2017.	Completed.
S 119th St Pedestrian Bridge Repair and Painting	Henry Hash	On hold.	On hold.
Update Landscape and Tree Ordinances	Henry Hash	Girder tops replaced in 2017. Deck repairs scheduled for Summer 2018. Painting will not take place in 2018 as funding being applied to S 196th St bridge repairs.	Processed the work order with King County to proceed with the deck repairs. Work is scheduled for 3rd Quarter.
TIB & S 142nd St. crosswalk, S 140th St Intersection Improvements	Jack Pace Henry Hash	Tree code adopted, landscape adopted in 2017	Updated forms and procedures, beginning public outreach/education.
Dog Park	Henry Hash	Ongoing, unsuccessful for grants in 2016.	Discussions ongoing at Transportation and Infrastructure Committee meetings. Currently no funding.
See You in the Park	Rick Still	Completed Q1 2018.	
Cascade View Safe Routes to School Phase II	Rick Still	Summer neighborhood event series are currently being planned for Foster Park (7/11/18), Riverton Park (7/18/18), and Tukwila Park (7/25/18)	Event plans are being finalized and each event has been promoted to residents living in the area of each park (direct mail postcards), as well as general event information about these events to the entire community.
	Henry Hash	Completed and accepted by Council 3/5/18.	Completed.

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Priority 2 Promote dynamic urban environments	David Cline		
Motel Sites Redevelopment	Derek Speck	HealthPoint is conducting a needs assessment and project scoping.	HealthPoint continued needs assessment and project scoping.
Traveler's Choice Motel Site	Derek Speck	Council authorized sale process which will occur this summer.	A request for proposals was drafted. Will be issued in July.
Tukwila Village Phase 1	Derek Speck	Land sale was completed in 2017. New residents started moving into Building D on April 29, 2018. Community celebration scheduled for 7/21/18.	Community celebration scheduled for 7/21/18. Continued forming community organization.
Tukwila Village Phase 2 and 3	Derek Speck	Developer is arranging financing. Plan to sign a Purchase and Sale agreement in 2018.	Developer is arranging financing. Plan to sign a Purchase and Sale agreement in 2018. Expect to close escrow in early 2019.
Southcenter Pedestrian Bridge	Henry Hash	Pedestrian Bridge open. Contractor installing handrails and landscaping. Completion expected in May 2018.	Ribbon cutting held 6/22/18. Negotiations underway with contractor and handrail issues continue to be resolved.
Southcenter Plan Implementation	Jack Pace	Washington Place nearly complete	Washington Place has received C of O, Broadstone Baker project under construction.
Major Maintenance on Three Bridges	Henry Hash	Beacon completed, Zepp scheduled for final work with bridge closure on 5/11/18, and Grady is expected to have steel brackets installed by 5/5/18.	All three bridges substantially completed by 6/30/18 and contractor has completed the punchlist. Final payment and closeout to follow.
Washington Place Opening	Derek Speck	Hotel and apartments will open in May.	Ribbon cutting held 6/22/18.

Task Name	Resource	Q1 Accomplishments	Q2 Accomplishments
Goal 2 – A solid foundation for all Tukwila residents	David Clime		
Priority 3 – Leverage effective partnerships and collaboration			
Continued partnership with Tukwila School District	Rachel Bianchi	Ongoing	Ongoing
Internship/job Shadow Program	Rachel Bianchi	Positions posted; direct outreach at Foster High School	10 internships filled; students to begin work on July 9, 2018
TSD Capital Plan	Jack Pace	Land use approvals and building permits issued in 2017	Ongoing coordination
Highline Schools	Mila Navarro	Q3	Q3
SCA, PSRC, AWC, NLC	Rachel Bianchi	Ongoing	Ongoing
Local and regional governments	Rachel Bianchi	Ongoing	Ongoing
King County-Cities Collaboration (K4C)	Jack Pace Henry Hash	Continuing to attend meetings	No action
RASKC (Regional Animal Control Services of King County)	Christy O'Flaherty	Tukwila is the consistent meeting place for the regional agencies working with RASKC.	Continued pet licensing and oversight of volunteer who does outbound calling to citizens regarding licensing. Facilitated contact with Parks and Recreation for off-leash dog park signage; worked with Finance to utilize utility drop box for RASKC documentation.
Priority 4 – Encourage healthy, safe and affordable housing	David Clime		
Housing Conditions	Jack Pace	Rental housing inspections ongoing	Rental housing inspections ongoing
Housing regional consortium	Jack Pace	Presentation at CD/N and staff attending meetings	Staff attending the Regional Affordable Housing Task Force meetings
Implement Housing Element of Comprehensive Plan	Jack Pace	ADU and short term rental policy brought to Council	ADU review continued by Council. Public outreach and PC hearing on short term rentals
Minor Home Repair Program	Stacy Hansen	52.5 hours on technical assistance and MHR service delivery	66 hours on technical assistance, grant writing and MHR service delivery
Utility Discounts	Henry Hash	All Utility discounts for the City have been identified	All Utility discounts for the City have been identified
Connect residents to social services	Stacy Hansen	566 individual contacts for services in Q1	507 individual contacts for services in Q2

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Goal 3 – A Diverse and Regionally Competitive Economy Priority 5 - Maximize Tukwila's significant economic strength	David Cline David Cline		
Planned Capital Funding	Peggy McCarthy	A financial framework was developed to model funding scenarios and options for the Public Safety Plan. The framework has been discussed with the Finance Committee in relation to assist them with decisions on the Public Safety plan funding, scope and timing.	A Council workshop was conducted to deliberate and the Council selected a financing plan and project scope alternative for the Public Safety Plan, Option D-20. The Public Works Shops \$20 million bond issue is scheduled for July 31, 2018.
Economic Development Plan	Derek Speck	Will start later in year.	Will start later in year.
Lodging Tax Advisory Committee	Brandon Miles	Holding regular meetings. Planning celebrations for Southcenter 50.	Funding marketing events listed below. Southcenter 50 Facebook page is active.
Seattle Southside Chamber	Derek Speck	Continued ongoing relationship.	Continued ongoing relationship.
Southcenter Marketing Partnership	Brandon Miles	2018 marketing is focused on Southcenter 50. The Southcenter 50 Facebook page is active. Westfield is hosting their main event on 7/31/18. Other events are being planned.	Held ribbon cuttings for new bridge, Alliance, and Hotel Interurban. Westfield celebration set for 7/31. Rave Green run set for 9/15 and RenCon for 9/15-9/16
Soundside Alliance for Economic Development	Brandon Miles	Continued participation.	Continued participation. Soundside launched a property search web tool.
Tukwila Valley South	Jack Pace	Working to adopt residential standards for TSO	PC recommendation on TSO standards presented to Council
Duwamish Corridor EIS Update	Jack Pace	Met with Boeing re update	On hold for Boeing draft
Central Business District Infrastructure Investments	Henry Hash	CBD Sanitary Sewer Rehabilitation is ongoing for design and construction in 2018.	Sliplining contract has been awarded and is scheduled for Sept 2018. Design of next phase ongoing.
Boeing Access Road over BNRR Bridge Rehabilitation	Henry Hash	Ongoing, lane closures will shift again in May 2018.	Contractor placed concrete in the barrier on the north side of the structure. Contractor is aiming to pave the center lanes before bad weather. Contractor remains on schedule.
Enhanced Business Community Outreach	Derek Speck	Business outreach is focused on the Public Safety Plan.	Will perform outreach as time permits.

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Goal 4 – A High Performing and Effective Organization Priority 6 – Ensure organizational effectiveness and responsible financial stewardship	David Cline David Cline		
Implement Public Safety Plan	Rachel Bianchi	Property acquisition for all projects; ongoing design of FS 5.1 and Justice Center, developing strategies to address funding gap	Property acquisition ongoing; agreements made with six businesses; funding gap strategy identified and agreed to by Council; ongoing design of FS 5.1 and the Justice Center.
Enhanced community reporting and online services: P&R Membership and Room Management Software	Rick Still	Implementation for the PerfectMind software continues. More online accessibility features have been released. Patrons can register for most all programs online and reserve small meeting rooms along with racquetball times. For large rooms, they can look at the availability online but contact staff to reserve. Minor trouble-shooting continues.	Staff continues to work through minor challenges and opportunities to optimize the software to streamline efficiencies for both customers and staff. In Q2 we implemented online registration and automatic payments for our summer camp participants. This resulted in 150 automatic payments occurring each week and easing the burden for both patrons and staff.
GE/IT (Government Electronic Technology Initiative for Tukwila)	Christy O'Flaherty Nora Gerloff Russell Beteridge	Tukwila Land Use and Building Permit files dating back to 1958 available online in the City's Digital Records Center, keyword searchable with 24/7 access by the public. (over 1.2 million records)	Continue annual digitization/inclusion of DCD Development and Land Use Permits to include new record series of high retrieval SEPA records. New collaboration with Public Works to begin migration of high retrieval as-built records into the system.
Police records management	Bruce Linton, Joseph Todd	Only two interfaces remaining (Online Reporting and Justice interface), all other interfaces have been completed. System is fully implemented within the Police Department.	Online Reporting went live. The Justice integration is progressing well.
Laserfiche Rio	Christy O'Flaherty Joseph Todd	Development for continued online transparency of City records to the public.	Continued build out of Laserfiche as Electronic Content Management system at no additional cost to the City for development of online Public Records Request portal, to include management of the files thru the life-cycle of the record series. JIARC reporting components will also be included. Vendor is using our system in their DEMO to other agencies.
JIARC* required data reporting requirements for Public Records Requests (*Washington State Joint Legislative Audit and Review Committee)	Christy O'Flaherty	Became effective in 2nd Quarter 2018.	Compilation of city-wide data from all departments for 18 metrics assigned by the State was undertaken in our office. Development of tools to standardize data quality across departments was undertaken and culled, with City-wide numbers calculated and submitted by the 7/1/18 deadline. This will be an annual process.
Fire	Jay Wittwer, Joseph Todd	Acquired and implementing work force Telestaff the new fire staff scheduling system.	95% completed, should be ready to implement Telestaff software program in Aug 2018.
eTrakit	Jack Pace, Joseph Todd	On site assistance from Superior	Continue to work with Superior to resolve issues
GIS	Joseph Todd	Acquired enterprise license agreement, rolled out homeless interaction app for PD CPT, rolled out ArcGIS online to users, integrating GIS with Luchy asset management service.	Rolled out collector. I pads for Luchy have been delivered to front line employees. ESRI supported technology Academy by providing 500 education licenses for students. DCD utilizing online environment for transportation walkability study.
Blue Beam	Jack Pace, Joseph Todd	TBD on hold until we complete the upgrade and stabilization of Trakit and e-Trakit	Implementation of Blue Beam should occur in August
Technology infrastructure investments	Joseph Todd	Deployed all laptops to end users, updating our mobile data and calling plans to First Net for first responders and essential staff, deployed tablets to frontline staff for use with Luchy asset management, setup and implemented express route for move to the cloud, acquired Ruckus backbones switches for replacement of end of life Cisco chas	Moved all police and fire vehicles to FirstNet, Have acquired and deploying tablets to fire apparatus as part of the public safety plan
Performance measures/budget process	Vicky Carlson	Most departments have completed allocating 2017 budget to programs. Departments that have completed 2017 allocation will receive 2018 worksheets in the next week or so.	Departments started allocating 2018 budgets to programs. Files were set up to accommodate the 2019-2020 budget allocation to program process.
Review and update impact fees	Peggy McCarthy	The fire and park impact fee legislation will be presented to the Finance Committee at the April 17th meeting.	The fire and park impact fee legislation was completed and approved by Council in May 2018 without execution of the BERK contract extension.
Continue to meet financial reserve policy	Peggy McCarthy	Reserve policy has been met for all funds.	Reserve policy has been met for all funds.
Open Government Training Act	Christy O'Flaherty	Training for elected officials on Open Meetings, Records Retention and the Public Records Act mandated by the Open Government Training Act	Coordinated creation of updated videos for each component of the "Act" for on-going training needs of elected officials and new Boards and Commissioners to meet the legal requirements.

Task Name	Resource	Q1 Accomplishments	Q2 Accomplishments
Goal 5 – A Positive Community Identity and Image Economy			
Priority 7 – Foster civic pride and an informed community			
Night Out Against Crime	David Cline	No activity in Q1, activity starts in Q2	Notifications sent out - Night Out is set for August 7.
Community Connectors	Bruce Linton	Recruitment of new Connectors; ongoing programmatic work	Eight current connectors; meeting monthly through a civic academy format
TukTV	Mia Navarro	Ongoing	Ongoing
Hazelnut	Rachel Bianchi	Spring/Summer edition completed	No action; next edition to be completed in Fall/Winter
Tukwila Reporter	Rachel Bianchi	Ongoing	Ongoing
Facebook & Twitter	Rachel Bianchi	Ongoing	Ongoing
Enhanced website	Rachel Bianchi	Ongoing	Ongoing
E-Hazelnut	Rachel Bianchi	Ongoing	Ongoing
Park Watch	Rick Still	Park staff continue to work with community members on issues and opportunities related to neighborhood parks.	Ongoing as noted in Q1.
Community calendar	Rachel Bianchi	Ongoing	Ongoing
City annual report	Rachel Bianchi	Delivered to Council on time	No further action
Healthy Tukwila	Rick Still	P&R staff continue to follow policies and introduce programming developed as part of the PICH Grant and Healthy Tukwila initiative.	Ongoing as noted in Q1.
Green Tukwila	Rick Still	Green Tukwila work parties have been scheduled for 2018. Staff continue to build volunteer base and foster relationships with forest stewards.	Ongoing as noted in Q1.
Police Dept. Community Liaison Team	Bruce Linton	The Community Liaison Officer is training the department on cultural competency. CLO is also working with the IRC, La Raza, Tukwila Schools and other organizations to build bridges to our diverse community.	The Community Liaison Team completed training on cultural competency for the department with cooperation from the International Rescue Committee. The Community Liaison Officer (CLO) also conducted a diaper drive for families at Cascade View Elementary. The CLO was also involved in community meetings in various neighborhoods. He remains involved in solutions to issues involving homelessness
Special events calendar	Rick Still	Staff is drafting a summer special events calendar for distribution in late May.	Calendar was distributed.
SnackPack Program and School District Collaboration	Christy O'Flaherty	Integration with School District and their partners to provide essential nutrition to students.	Staff from our office (Ana Le) has stepped in to be the SnackPack Program liaison for the City for donation requests.
Ongoing support of block watches	Bruce Linton	Sent out information for the Community Police Academy in early February, with application forms. First class of community Police Academy held on March 7th. Completed three community engagements (blockwatches) as part of our community engagement strategy during 1st quarter.	Attended blockwatch meetings on 4/17/18 at Villages at South Station, on 5/29/18 at Foster Point, a community meeting regarding speeding on S. 148th St. On 6/13/18 and another community meeting at Duwamish Curve on 6/19/18.