



Tukwila Equity and Social Justice Commission

July 11, 2019

5:15 P.M.

Hazelnut Conference Room

6200 South Center Boulevard, Tukwila, WA 98168

Agenda

- I. Call to Order**
- II. Introductions (2 minutes)**
- III. Approval of Agenda (3 minutes)**
- IV. Approval of Minutes, April 4, 2019**
- V. Business Items (50 Minutes)**
 - Economic Development Outreach Recommendations – Derek Speck
 - Discussion with Juan Padilla, Human Resource Director – Hiring Practices Recommendations
 - Workplan Overview
 - Legislation target overview
 - Community feedback and knowledge
- VI. Miscellaneous**
- VII. Adjournment**



Tukwila Equity and Social Justice Commission

June 6, 2019

5:15 P.M.

Hazelnut Conference Room

6200 South Center Boulevard, Tukwila, WA 98168

Agenda

I. Call to Order

II. Introductions (2 Minutes)

Mikkell Roeland, Chair

Bridgette Agpaoa Ryder, Co-Chair

Kathy Hougardy

Nora Gierloff

Joe Duffie

Roy Busch

Laurel Humphrey

Rachel Bianchi

Niesha Fort-Brooks

III. Approval of Agenda (3 Minutes)

IV. Approval of Minutes, May 2, 2019

Minutes were approved

V. Business Items

- Review and discussion of boards and commissions current recruitment and appointment process.
- Commission made recommendations to Council Analyst Laurel Humphrey for boards and commissions outreach strategies.
- Preparation of July Human Resources presentation
- Workplan Overview
- Legislation target calendar

- Boards and Commission update
- Community feedback and knowledge

VI. Miscellaneous

VII. Adjournment 6:50 p.m.



INFORMATIONAL MEMORANDUM

TO: Niesha Fort-Brooks, Community Engagement Manager

FROM: Derek Speck, Economic Development Administrator

DATE: June 25, 2019

SUBJECT: Economic Development Plan

ISSUE

The City of Tukwila's economic development staff has started working on creating an Economic Development Plan for the City. We would like input from the Equity and Social Justice Committee on the community involvement process. We also would like the Committee's input on the plan itself.

BACKGROUND

The City of Tukwila's Comprehensive Plan includes a chapter ("element") on economic development. The main goal of the economic development element is to enhance the community's economic well-being and it includes policies and strategies to achieve that goal. One of the implementation strategies is to develop an economic development plan. The primary purpose of the Economic Development Plan will be to describe Tukwila's vision for its economy and provide some general strategies to achieve that vision.

OUTREACH AND INVOLVEMENT

Our goal for the community involvement process is to provide an opportunity for anyone who would like to provide input to be able to do so. This includes residents, businesses, and property owners.

One of the key concepts of our approach is to have an economic development plan page on the City's website. The page would be a central place for the public to learn about Tukwila's economy, understand the process, and provide input (via an online survey). With the help of interns, staff has been developing considerable information related to Tukwila's economy and our approach will be to post this information on the website so that stakeholders can have a shared understanding of key aspects of our economy. Since it would take someone considerable time to digest all of the information, we will provide weekly "teaser" emails to interested stakeholders to help them digest it in sections over a four or six-week period.

In terms of gathering input, we intend to ask questions that are fairly simple and open ended so that it is easy for people to provide input. Staff would then summarize those results for public review. We would include surveys in the top four languages spoken by Tukwila residents (English, Spanish, Somali, and Vietnamese).

In order to gather input from residents who do not track the City's website and social media or speak English, we would like to conduct a survey at a key location in the Tukwila International Boulevard neighborhood such as Saar's Supersaver grocery store.

In order to gather input from small businesses we may conduct a door-to-door survey in the Tukwila International Boulevard neighborhood or host a listening session in the neighborhood, such as at the Sullivan Center.

We are considering other potential outreach methods and would like the Committee's recommendations on these and any other ideas:

1. Invite participation through personal contacts
2. Request assistance from family engagement staff at Tukwila School District
3. Seek input and assistance from local non-profit organizations

INPUT AND TYPES OF QUESTIONS

We are still developing a survey. At this time, the types of questions we are considering are:

1. What do you like most about Tukwila's economy and businesses?
2. What do you not like about Tukwila's economy and businesses?
3. What types of businesses would you like to see more of in Tukwila?
4. What types of businesses would you like to see less of in Tukwila?
5. What are the strengths of Tukwila's economy and businesses?
6. What are the weaknesses of Tukwila's economy and businesses?
7. What are the challenges facing Tukwila's businesses?
8. What are the opportunities facing Tukwila's businesses?

SCHEDULE

Following is the intended schedule:

Early July: Web page is up and running with background economic information
Early July: Introductory email is sent to invite participation
Early July: Announced via City website and social media
July/August: Staff attends City boards and commission meetings to gather input
July/August: Online survey available
July/August: Staff survey of key businesses and property owners
July/August: Community survey at a key location on Tukwila International Boulevard
July/August: Small business input from businesses in Tukwila International Boulevard neighborhood*
July/August: All business "summit" in the Southcenter District*
September: Staff analyzes input and drafts recommendations
October: City Council review
November: City Council approval

*These steps will depend on available resources.

The times above are subject to change since we may need to adjust as we receive input through the process. Although there is no required time frame in which to complete the economic development plan, staff would like to complete it in 2019.

ATTACHMENTS

Economic Development Plan Introduction Page

INTRODUCTION

Economic Development Plan

Tukwila's economy plays an important role in the lives of the people who live, work, and visit here. Tukwila's economy affects the types of jobs and incomes of our residents. It provides amenities and activities for people to enjoy. And it affects the financial resources that the City, school district, and other governments have for providing public services.

The City is creating an Economic Development Plan to guide its efforts and ensure a strong economy for the future, and we hope you will create it with us. The primary purpose of the Economic Development Plan will be to describe Tukwila's vision for its economy and provide some general strategies to achieve that vision.

As we create the Plan, we will explore Tukwila's current role in the regional economy and trends affecting the region. We will look at our strengths, weaknesses, and opportunities. And we will ask questions, such as in which areas can we be most competitive.

Over the next few months, we will release summaries of the research and analysis we are compiling, such as:

- ◇ Snapshots and trends comparing Tukwila's economy to the region
- ◇ Demographic data with projections
- ◇ Tukwila's business environment compared to the region
- ◇ Discussions of specific issues and questions facing Tukwila

We hope you will analyze the research and share your own experiences and perspectives with us through an online survey and focus groups. We will also seek feedback through the many organizations, volunteers, residents, and businesses who are already connected with Tukwila.

Once we've gathered all the primary and secondary research, we will prepare a draft Economic Development Plan. We would like your feedback on that draft before we issue the final version later this fall.

We will post the research, surveys, and draft Plan on the City's website at: www.tukwilawa.gov/EDP. You can also sign up on that page if you would like to be notified when new information is posted or updated.

We hope that the Economic Development Plan, and the process to create it, will be valuable to Tukwila's business and community leaders, residents, and anyone who has an interest in Tukwila. We hope that you will follow along with us as we move forward with this project and look forward to your participation.



City of Tukwila

ECONOMIC
DEVELOPMENT
PLAN

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INTRODUCTION

INTRODUCTION



City of Tukwila

Tukwila Today

Tukwila is a small city based on population, but it has a very strong business sector and plays a significant role in the regional economy. The region's economy has grown since the Great Recession and Tukwila's economy has grown with it. Tukwila has experienced an increase in jobs, property values, and commercial rents. Tukwila's economy reflects many types of businesses with strong clusters in aerospace, manufacturing/distribution, entertainment, and retail.

2018 Population.....	19,800 (WA St. Office of Financial Mgmt.)
Assessed Value.....	\$ 5,763,649,829 (King County Assessor)
Total Jobs.....	47,610 (WA St. Employment Security Dept.)
Number of Businesses.....	1,700 (City of Tukwila)

Tukwila has two and a half times as many jobs as it does residents. It is part of a much larger regional economy and provides many jobs that benefit the people of the region and the residents of Tukwila.

Currently, Tukwila has more jobs than 28 of Washington's 39 counties.

Tukwila boasts businesses of all sizes. Like most cities, there is a large number of small businesses with few employees, but the city also has over 50 businesses that each employ over 100 people.

Employees	Businesses
Less than 5	808
5 – 24	627
25 – 99	209
100 – 499	54
500 – 5,000	1
More than 5,000	1



The City of Opportunity, The Community of Choice

Equity Task Force		City of Tukwila: Implementation	
Develop an inclusive hiring practices document		Implemented hiring check list that includes diversity, equity and inclusion, elimination of barriers, anti-bias resources. Training for hiring managers Q4. Require viewing of anti-bias video and discussion of all hiring panels before interviews Q4.	
Broaden Awareness of the Employee Assistance Program		Committed to advertising EAP program to employees on a quarterly basis via email, City publications and staff presentations.	
Removal of Job Qualification Barriers and Creation of Equitable Pathways		Reviewing job descriptions for barriers and eliminating them as openings are posted; Driver's license requirement eliminated in November of 2018 except for positions requiring driving. City exploring a pilot program for CDL training. Eliminating gender bias in labor contracts.	
Intentional and strategic advertising to reach broader pool of candidates		City's internship program specifically developed for this purpose. LinkedIn, Talent Search, Neo Gov (Calling applicants to re-apply), CBOs. Future posting with professional associations' affinity groups, colleges, alumni associations, etc.	
Training/Education: Equity Implementation		In Process – 3 rd and 4 th Quarter 2019; City currently exploring three different equity training opportunities: <ul style="list-style-type: none"> • Mandatory equity training for supervisors • Elective equity training for staff • Equity resiliency training 	

2019 Equity Policy Implementation Goals		Implementation	
Make changes to City's hiring practices to help achieve equity and inclusion goals		See above	
Provide equity training for the organization		See above	
Develop baseline demographic information of the existing employees in order to track progress over time		City currently investigating how it can set up a self-report survey opportunity; expects to implement in Q3 with results available in Q4.	



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

City Council Potential Agenda Items

IMPORTANT NOTE: Items often shift meeting dates; please review published agendas to ensure items are scheduled. This is not a comprehensive or final list as items may be added list minute. For up to date information visit: <http://www.TukwilaWA.gov/Departments/City-Council>

Item	Committee & Next Steps
Action Item: Ordinances related to camera at signalized intersections in school zones.	C.O.W. 7/15
An amendment to the Interlocal Agreement with SCORE	PS 7/15
A proclamation recognizing August 6, 2019 as “National Night Out Against Crime.”	N/A
Ordinance updating the Shoreline Master Program	C.O.W. 8/26
Council support of a resolution for the King County Parks Levy	N/A
Fire Station 52 Mini MACC [No C.O.W.]	PS 7/1



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

Boards and Commissions Agenda Items

IMPORTANT NOTE: Items often shift meeting dates; please review published agendas to ensure items are scheduled. This is not a comprehensive or final list as items may be added list minute. For up to date information visit:

<https://www.tukwilawa.gov/departments/mayors-office/boards-and-commissions/>

Boards and Commission's	Updates
Arts Commission	June 26, 2019 – Updates for Artist in Residence; Southcenter District Art Project; recommendations for student rep appointment.
Park Commission	June 19, 2019 – PROS Plan Presentation and Work Session, acquisition updates and See You in the Park Events this summer.
Planning Commission	May 23, 2019, 2019 – Zoning Code amendments to clarify that multifamily dwellings permitted in Tukwila South Overly (TSO) include duplexes, triplexes, fourplexes, and townhouses