



City of Tukwila  
**Community Development &  
 Neighborhoods Committee**

- ◆ De'Sean Quinn, Chair
- ◆ Dennis Robertson
- ◆ Verna Seal

<u>Distribution:</u>	
D. Quinn	Mayor Ekberg
D. Robertson	D. Cline
V. Seal	R. Bianchi
K. Hougardy	C. O'Flaherty
Z. Idan	A. Youn
	L. Humphrey

# AGENDA

**TUESDAY, AUGUST 27, 2019 – 5:30 PM**  
**HAZELNUT CONFERENCE ROOM**  
 (At east entrance of City Hall)

Item	Recommended Action	Page
<b>1. PRESENTATION(S)</b>		
<b>2. BUSINESS AGENDA</b>		
a. Applications for lodging tax funds: <ul style="list-style-type: none"> <li>• City of Tukwila for \$5,000: Region Ready Conference sponsorship</li> <li>• City of Tukwila for \$10,000: International Food Truck Rally 2.0 <i>Brandon Miles, Business Relations Manager</i></li> </ul>	a. Forward to 9/3 Consent Agenda.	<b>Pg.1</b>
b. An ordinance and a resolution related to House Bill 1406 ("Encouraging investments in affordable and supportive housing"). <i>Minnie Dhaliwal, Planning Supervisor; and Meredith Sampson, Assistant Planner</i>	b. Forward to 9/9 C.O.W. and 9/16 Regular Mtg.	<b>Pg.15</b>
c. Board and Commission appointments. <i>Laurel Humphrey, Council Analyst</i>	c. Committee consideration/ decision.	<b>Pg.37</b>
d. Foster Golf Links: <ul style="list-style-type: none"> <li>(1) Marketing update.</li> <li>(2) Purchase of carts for the Cart Replacement Program. <i>Craig Zellerhoff, Parks &amp; Recreation Manager</i></li> </ul>	d. <ul style="list-style-type: none"> <li>(1) Discussion only.</li> <li>(2) Forward to 9/3 Consent Agenda.</li> </ul>	<b>Pg.69</b>
<b>3. ANNOUNCEMENTS</b>		
<b>4. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *Tuesday, September 10, 2019*



The City of Tukwila strives to accommodate individuals with disabilities.  
 Please contact the City Clerk's Office at **206-433-1800** ([TukwilaCityClerk@TukwilaWA.gov](mailto:TukwilaCityClerk@TukwilaWA.gov)) for assistance.





## INFORMATIONAL MEMORANDUM

TO: **Community Development and Neighborhoods**

FROM: **Brandon Miles, Business Relations Manager**

CC: **Mayor Ekberg**

DATE: **August 20, 2019**

SUBJECT: **2019 Lodging Tax Funding Request**  
**SSC Region Ready Conference and International Food Truck Rally 2.0**

### **ISSUE**

Review of a lodging tax funding request from the City of Tukwila (the "City") to sponsor the 2020 Seattle Sports Commission Region Ready Conference and a request by the City to sponsor a Food Truck Rally in September.

### **BACKGROUND**

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion<sup>1</sup>. There is currently just over \$1 million in lodging tax funds available for use.

The City's Lodging Tax Advisory Committee (LTAC) reviews all requests, even by the City, for use of lodging tax funds. LTAC then forwards a list of recommended applications to the City Council for its review and consideration. If LTAC does not recommend an application be funded, that application is not forwarded to the City Council. The City Council may approve or deny any of the applications recommended by the LTAC. The City Council may also approve an application and increase or decrease the dollar amount awarded<sup>2</sup>.

The City accepts applications on a rolling basis, with the LTAC reviewing requests monthly.

---

<sup>1</sup> RCW 67.28.080 (6) defines "tourism promotion" as "...activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

<sup>2</sup> On August 17, 2016, the Washington State Attorney General's Office issued an informal opinion regarding whether a municipality could change the dollar amounts recommended by the local lodging tax advisory committee. Specifically, the informal opinion states:

*"When awarding lodging tax revenues pursuant to RCW 67.28.1816(2)(b)(ii), a municipality may award amounts different from the local lodging tax advisory committee's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2), according to which the municipality must submit its proposed change to the advisory committee for review and comment at least forty-five days before final action on the proposal."*

Pending Applications

Following its July 23 and August 27 meetings, LTAC has forward the following two applications from the City of Tukwila to the City Council. LTAC recommends the applications be funded.

1. City of Tukwila, Seattle Sports Commission (SSC) 2020 Regional Ready Conference (\$5,000)

In January 2020 the Seattle Sports Commission, which is part of Visit Seattle, is hoping to bring the annual "Region Ready" Conference to the Hyatt in Renton. The Conference brings together leaders in the sports, hospitality, and government leaders to discuss issues with bringing in large events, such as a Super Bowl, World Cup, and/or Major League All-Star Game to the Puget Sound region. This is the 2<sup>nd</sup> year the event has been held. The 2019, event was held at the Hyatt Regency in Downtown Seattle.

The conference brings in civic and business leaders to discuss how the region could host large sporting events, such as a Super Bowl, World Cup, or MLB All-Star Game.

While this conference is not in Tukwila, it provides the City with a great branding and business development opportunity. The City is seen as a jurisdiction welcoming large events.

2. City of Tukwila, International Food Truck Rally 2.0 (\$10,000)

***Note, LTAC is considering the funding request in the afternoon on August 27, prior to the CDN meeting. Should LTAC not recommend approval this application will be pulled from the evenings CDN agenda.***

In July, with LTAC funds, the City sponsored its first food truck rally in partnership with Westfield Southcenter and Culinex. Westfield Southcenter has expressed a desire to do one more event before Fall. There were many positive remarks from the July event and the July event was great "proof of concept" for the City, Westfield and Culinex. Lessons were learned from the event and the City and Westfield have ideas on how to make the next event even better.

The date is tentatively scheduled for September 22 (subject to change), which would be the same day as the Rave Green Run. These two events occurring at the same time would provide great visitor experience for people in the Southcenter District.

The funds will be allocated to a sponsorship agreement (\$7,500) with Westfield Southcenter to support the operations and marketing of the event and additional funds for the City (\$2,500) for marketing and the creation of banners for the event. The banners would not be date specific so that they could be used at future events.

**FINANCIAL IMPACT**

The total amount of funding requested from the lodging tax fund is \$15,000.

**RECOMMENDATION**

Staff recommends that the City Council approve the funding request, as recommended by LTAC. Staff suggests that the application be placed on September 3 consent agenda.

**ATTACHMENTS**

- A. City of Tukwila LTAC Application, SSC Region Ready Conference
- B. City of Tukwila LTAC Application, Food Truck Rally 2.0



## Application to the City of Tukwila for Use of 2019 Lodging Tax Funds

Updated after LTAC meeting to correct some incorrect information. The updated information was verbally communicated to LTAC at the July 23 meeting.

Event or Activity Name (if applicable):	City of Tukwila, 2020 Region Ready Conference
Amount of Lodging Tax Requested:	\$5,000
Applicant Organization:	City of Tukwila, Mayor's Office
Federal Tax ID Number:	91-6001519
Mailing Address:	6200 Southcenter Blvd Tukwila, WA 98188
Primary Contact Name:	Brandon J. Miles
Primary Contact Phone:	(206) 431-3684
Primary Contact Email Address:	Brandon.Miles@Tukwilawa.gov

Check all the service categories that apply to this application:

- ✓ **Tourism promotion or marketing.**
- ✓ **Operation of a special event or festival designed to attract tourists.**
- ✓ Operation of a tourism-related facility owned or operated by a non-profit organization. Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

Non-Profit (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)

- ✓ **Municipality**

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2019. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

Signature: \_\_\_\_\_

Printed Name

Date: \_\_\_\_\_

**1) Describe your tourism-related activity or event.**

In January 2020 the Seattle Sports Commission (SSC), which is part of Visit Seattle, is hoping to bring the annual "Region Ready" Conference to the Hyatt in Renton. The Conference brings together leaders in the sports, hospitality, and government leaders to discuss issues with bringing in large events, such as a Super Bowl, World Cup, and/or Major League All-Star Game to the Puget Sound region. This is the 2<sup>nd</sup> year the event has been held. The 2019, event was held at the Hyatt Regency in Downtown Seattle.

**2) If an event, list the event name, date(s), and projected overall attendance.**

January 2020, with an estimated attendance of 200 ~~2,000~~.

**3) Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?**

Both.

**4) Describe why visitors will travel to Tukwila to attend your event/activity/facility.**

This particular event is about helping Visit Seattle host a regional event in the south end. It's unlikely that this particular event will draw a considerable number of visitors to Tukwila. However, the overall goal of this conference is to build regional capacity for hosting large events, such as a Super Bowl or World Cup games. These events would have a considerable impact on Tukwila should the eventually be held in Seattle.

**5) Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).**

Regional conference.

**6) Describe the prior success of your event/activity/facility in attracting tourists**

2020 will be the 2<sup>nd</sup> holding of the event. The first year was 2019, with about 1,500 people attending the event in Seattle. The 2019 event includes executive suite representatives from each of the major sports franchisees in Seattle and a keynote speech from Bob Stanton, majority owners of the Mariners. Visit Seattle has extensive experience hosting events.

This will event will be a draw for people within Seattle and Bellevue.

**7) If this your first time holding the event/activity/facility provide background on why you think it will be successful.**

No, SSC hosted the event last year and it was well received.

**8) Describe the media strategy you employ to promote your event/activity/facility to attract overnight and/or day tourists? Please list any digital or print media (newsletters, e-blasts, social media, etc.) your agency uses or intends to use to promote your event/activity/facility.**

Visit Seattle and SSC has an extensive background in hosting events. Visit Seattle and SSC uses social media and direct emails to promote the 2019 event.

**9) Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.**

N/A

**10) Is the City able to use your digital and print media for collaborative marketing?**

The City will be considered as sponsor for the 2020 event and will be promoted on such by SSC for the event.

**11) Describe how you will use the name, "Tukwila" in publications, promotions, and for your event?**

Tukwila will be considered a sponsor of the event. Again, this will event will be held in Renton, but Tukwila will be a main sponsor.

**12) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)**

<b>As a direct result of your proposed tourism-related service, provide an estimate of:</b>	
a. Overall attendance at your proposed event/activity/facility.	2000
b. Number of people who will travel fewer than 50 miles for your event/activity.	1800
c. Number of people who will travel more than 50 miles for your event/activity.	200
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	0
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	0
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	0

g. Number of paid lodging room nights resulting from your proposed event/ activity/facility (for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)	0
--	---

**13) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc?**

These are estimates based on similar type events in the area. This event is not likely to generate hotel stays. This event is about supporting create the framework for the area to be able to host large sporting events. This large sporting events would have a considerable impact on generating heads in beds and feet on the streets.

**14) Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?**

Tukwila is not. SSC and Visit Seattle may apply for funds from the City of Renton.

**15) Are you applying funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?**

This would be up to Visit Seattle.

**16) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?**

N/A. Tukwila is only being asked to be a sponsor for the event.

**17) What will you cut from your proposal or do differently if full funding for your request is not available or recommended?**

The event will not likely be moved elsewhere of Tukwila does not host. This event is a great opportunity for the Tukwila to promote itself to industry leaders in the sporting field.

Applications are considered on a rolling basis. Please contact staff to discuss the process for having the application reviewed by the City's Lodging Tax Advisory Committee.

Completed applications should be submitted to:

Lodging Tax Advisory Committee  
 c/o Brandon Miles  
 City of Tukwila  
 6200 Southcenter Blvd  
 Tukwila, WA 98188

Or,

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov).

Updated: March 21, 2017



## Application to the City of Tukwila for Use of 2019 Lodging Tax Funds

Event or Activity Name (if applicable):	City of Tukwila,, International Food Truck Rally 2.0
Amount of Lodging Tax Requested:	\$10,000
Applicant Organization:	City of Tukwila, Mayor's Office
Federal Tax ID Number:	91-6001519
Mailing Address:	6200 Southcenter Blvd Tukwila, WA 98188
Primary Contact Name:	Brandon J. Miles
Primary Contact Phone:	(206) 431-3684
Primary Contact Email Address:	Brandon.Miles@Tukwilawa.gov

Check all the service categories that apply to this application:

- ✓ **Tourism promotion or marketing.**
- ✓ **Operation of a special event or festival designed to attract tourists.**
- ✓ Operation of a tourism-related facility owned or operated by a non-profit organization.  
Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

Non-Profit (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)

- ✓ **Municipality**

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2019. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

\_\_\_\_\_  
Signature:  
Printed Name

\_\_\_\_\_  
Date:



**1) Describe your tourism-related activity or event.**

International Food Truck Rally 2.0, tentatively scheduled for September of 2019. This event will celebrate the City's diversity and cultural with food trucks with foods and goodies from around the world. In July, in partnership with Westfield Southcenter and Culinex, the City sponsored its first food truck rally. Everyone agrees the initial food truck rally in July was a huge success. The City and Westfield Southcenter would like to do one more event in 2019 to build off the momentum.

The City and Westfield are working to have Food Truck Rally 2.0 on the same day as the Sounder 5K race. This would provide a great day of events and activities focused in the Southcenter District.

**2) If an event, list the event name, date(s), and projected overall attendance.**

Several hundred people attended the first event, with total food truck sales of about \$30,000. Unfortunately, there was no counter at the gate to be able to track attendance. Weather permitting, we are hoping for 1,500 attendees and \$50,000 in food truck sales. Combining the event with the Rave Green Run should help drive attendance.

**3) Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?**

The event is about building the overall tourism destination of Tukwila. The event will be marketed at people within 20 miles of the City and existing hotel guest in the City. The event is consistent with the adopted brand guidelines and recommendations prepared by Bill Baker. One of the recommendations was for the City to create events and activities that promote the City's multi-ethnic and diverse population.

**4) Describe why visitors will travel to Tukwila to attend your event/activity/facility.**

Tukwila is conveniently located at the intersections of I-405 and I-5. Over 150,000 people come to the City every day to work, play, and stay. This event will cater to the people in South King County. At the July event the City did hear from several people who traveled more than 50 miles just to attend the event.

Additionally, the event will be at Westfield Southcenter, the largest mall in the Pacific NW. Having the event at the mall will help draw more people to the activities.

**5) Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).**

Within 20 miles of the City and people staying at area hotels. Additionally, the event may occur on the same day as the Rave Green run, which will help draw more people to the event.

**6) Describe the prior success of your event/activity/facility in attracting tourists**

The City sponsored this same event in July, and it was well received by all involved. The City and Westfield learned from the event and will take the lessons learned to put on an improved event. Some things we are looking at for the September event:

1. Music.
2. Beer Garden (City funds will not be used for a beer garden).
3. Tents
4. Expanded games and activities.

**7) If this your first time holding the event/activity/facility provide background on why you think it will be successful.**

No, this will be the 2<sup>nd</sup> time the City has sponsored the food truck rally. The first event, held in July, was successful, despite limited promotion of the event.

**8) Describe the media strategy you employ to promote your event/activity/facility to attract overnight and/or day tourists? Please list any digital or print media (newsletters, e-blasts, social media, etc.) your agency uses or intends to use to promote your event/activity/facility.**

- Digital promotion by the City’s partners.
- Cross promotion by the Sounders and Westfield Southcenter
- Digital Displays in the Mall.
- Paid Social Media Posts

**9) Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.**

This event will cater to food trucks that work within and near Tukwila.

**10) Is the City able to use your digital and print media for collaborative marketing?**

N/A

**11) Describe how you will use the name, “Tukwila” in publications, promotions, and for your event?**

Tukwila will be in the name of the event and the location will be marked as being in Tukwila.

**12) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)**

<b>As a direct result of your proposed tourism-related service, provide an estimate of:</b>	
a. Overall attendance at your proposed event/activity/facility.	1,500

b. Number of people who will travel fewer than 50 miles for your event/activity.	1,400 (does not include people staying at area hotels that might attend).
c. Number of people who will travel more than 50 miles for your event/activity.	100
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	0
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	0
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	0
g. Number of paid lodging room nights resulting from your proposed event/ activity/facility <i>(for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)</i>	0

**13) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc?**

Based upon the estimated attendances at the July Food Truck Rally

**14) Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?**

No.

**15) Are you applying funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?**

No.

**16) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?**

Total request is \$10,000. Budget is \$7,500 to sponsor the event and would be paid to Westfield. This would cover actual marketing and operational costs for the event. The City would retain \$2,500 to help promote the event and to purchase banners for the event. The banners would not be date a specific and could be used for other food truck events.

**17) What will you cut from your proposal or do differently if full funding for your request is not available or recommended?**

The event will not occur if the City does not sponsor the event.

---

Applications are considered on a rolling basis. Please contact staff to discuss the process for having the application reviewed by the City's Lodging Tax Advisory Committee.

Completed applications should be submitted to:

Lodging Tax Advisory Committee  
c/o Brandon Miles  
City of Tukwila  
6200 Southcenter Blvd  
Tukwila, WA 98188

Or,

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov).

Updated: March 21, 2017

DRAFT

City of Tukwila  
International Food Truck Roundup 2.0  
2019 Scope of Services

As outlined the budget above, funds will be used for an International Food Truck Roundup. Funds will be used as followed:

1. Support marketing and advertising for the event;
2. Support for event's operation; and
3. Other costs needed for the event to occur.
4. Design and production of banners for the event.

Note, the expectation is that other third parties will provide in-kind and/or cash support for the event and the event's marketing.



## INFORMATIONAL MEMORANDUM

TO: Community Development and Neighborhoods Committee  
FROM: Minnie Dhaliwal, Planning Supervisor  
BY: Meredith Sampson, Assistant Planner  
CC: Mayor Ekberg  
DATE: August 27, 2019  
SUBJECT: HB 1406

### ISSUE

Does Tukwila want to participate in legislation that will retain a portion of the City's sales tax revenue to be used toward local investments in affordable housing?

### BACKGROUND

During the 2019 legislative session, the state approved HB 1406 which is a local revenue sharing program for local governments. This allows local governments to collect a portion of state sales tax for addressing affordable housing. The tax credit is in place for up to 20 years. All projects funded by HB 1406 must serve those at or below 60% of the area median income (AMI). Homelessness and affordable housing are key issues both in the region as a whole and in the City of Tukwila itself. The revenue available to cities through this bill is a way to begin to address this issue through acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable housing or supportive housing facilities; or for rental assistance. House Bill 1406 can be found as Attachment A.

Tukwila does not levy a "qualifying local tax". Therefore, the amount of sales tax credit eligible for Tukwila under HB 1406 is .0073% of the sales tax from the state. However if the City Council elects to get the maximum amount allowed under HB 1406 (.0146% of the sales tax), the Council would need to pass an ordinance to adopt a "qualifying local tax" including ballot measures by July 31, 2020. Qualifying local taxes include: an affordable housing levy (RCW 84.52.105), a sales and use tax for housing and related services (RCW 82.14.530), a sales tax for chemical dependency and mental health services or therapeutic courts (RCW 82.14.460), or a levy (property tax, RCW 84.55.050) if used solely for affordable housing.

See Attachment B for a handout prepared by the Association of Washington Cities explaining the implementation of HB 1406.

The revenue from HB 1406 can be used for:

1. Acquiring, rehabilitating, or constructing affordable housing; and/or
2. Operations and maintenance of new affordable housing or supportive housing facilities; and/or
3. Providing rental assistance to tenants (only an option for cities with a population less than 100,000 people)

## **DISCUSSION**

The key decisions that Tukwila must make are:

**1. Does the City want to participate?**

Participation in HB 1406 does not increase tax to consumers, it is sales tax revenue that is being diverted from the State to the City to be used for affordable housing. Tukwila's expected revenue is \$162,046, based on data from 2018. A qualifying local tax would double this revenue totaling an expected \$324,093, but would result in an increase tax to residents and has to be approved by the voters.

Non-participation would result in the City's share going to King County.

**2. Does the City want to impose a qualifying local tax?**

Qualifying local taxes include: an affordable housing levy (RCW 84.52.105), a sales and use tax for housing and related services (RCW 82.14.530), a sales tax for chemical dependency and mental health services or therapeutic courts (RCW 82.14.460), or a levy (property tax, RCW 84.55.050) if used solely for affordable housing.

Imposing a qualifying local tax would double Tukwila's expected yearly revenue to \$324,093, but would result in an increase in tax for residents and would need to be approved by a vote of the residents of Tukwila.

**3. How does the City want to use the revenue?**

This decision does not need to be made at this time. If the Council decides to pass this ordinance, staff will come back to the Committee with a process for determining how the revenue will be used. HB 1406 enables participating cities to use the revenue in a variety of ways. Cities can keep their expected revenue in total to be used for affordable housing within their boundaries, they can pool their money with other cities through an interlocal agreement, or they can choose to do a combination of the two.

Tukwila currently participates in South King Housing and Homelessness Partners (SKHHP), which is a coalition formed by an interlocal agreement between Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, King County, and Tukwila. The purpose of SKHHP is to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock. If Tukwila decides to pool its resources from HB 1406, SKHHP would be an avenue to do that. Additionally, King County is also looking at pooling resources at a County-wide level.

The funds collected can be used to:

- Rehabilitate Tukwila's existing affordable housing stock, this may include partnering with King County Housing Authority
- Partner with existing affordable housing developers such as Bellwether or Homestead for projects that are shovel-ready
- Pool with participating SKHHP cities, or with King County, for the construction of new affordable housing in South King County
- Provide rental assistance to Tukwila's low-income tenants



#### 4. What are the deadlines for adopting legislation?

To participate, Tukwila must pass a resolution of intent by January 31, 2020, and adopt an ordinance authorizing collection of tax by July 27, 2020. If the City Council decides to impose a qualifying local tax the deadline is July 31, 2020. If Tukwila decides not to instate a qualifying local tax, there is no tax increase to consumers. The revenue can begin to be collected once a resolution of intent and an ordinance are both passed, and Department of Revenue is provided a thirty day notice. The city is able to collect taxes as early as November 1 if a resolution and an ordinance is adopted by the end of September.

#### **FINANCIAL IMPACT**

In order for Tukwila to begin collecting the revenue from HB 1406, the City must pass a Resolution of Intent, adopt an ordinance, and notify the Department of Revenue. The Department of Revenue requires 30 days notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30 day period. For example: if Tukwila passes a resolution of intent and adopts an ordinance on September 16, revenue could begin to be collected on November 1. Passing a resolution of intent and adopting an ordinance can happen in tandem.

Tukwila's expected revenue from HB 1406 without a qualifying tax is \$162,046 at no expense to residents or consumers. The amount of sales tax revenue will be calculated on December 31, 2019, which will establish the maximum amount the City can collect for the next 20 years. However, if the sales tax revenue for the City is below the maximum amount in any given year, the tax will cease to be distributed to the City for the remainder of that year. Any annual tax revenues above the City's maximum must be remitted to the treasurer for deposit in the general fund, and distributions will resume to the City at the beginning of the next fiscal year. Tukwila's expected revenue from HB 1406 with a qualifying tax is approximately \$324,093, which would result in an extra expense to residents and would need to be approved through a vote. Revenue will be distributed to each participating City monthly.

#### **RECOMMENDATION**

The Council is being asked to approve the resolution of intent and the ordinance to collect .0073% of the sales tax (without "qualifying tax" option) and consider this item at the September 9, 2019 Committee of the Whole meeting and subsequent September 16, 2019 Regular Meeting. King County has requested that the passage of the ordinance is after King County Council takes action on their ordinance which is scheduled for September 12.

#### **ATTACHMENTS**

- A: House Bill 1406
- B: AWC handout
- C: Resolution of Intent
- D: Ordinance



CERTIFICATION OF ENROLLMENT

**SUBSTITUTE HOUSE BILL 1406**

Chapter 338, Laws of 2019

66th Legislature  
2019 Regular Session

AFFORDABLE AND SUPPORTIVE HOUSING--LOCAL SALES AND USE TAX

EFFECTIVE DATE: July 28, 2019

Passed by the House April 28, 2019  
Yeas 62 Nays 36

FRANK CHOPP

\_\_\_\_\_  
**Speaker of the House of Representatives**

Passed by the Senate April 28, 2019  
Yeas 33 Nays 15

CYRUS HABIB

\_\_\_\_\_  
**President of the Senate**

Approved May 9, 2019 2:51 PM

JAY INSLEE

\_\_\_\_\_  
**Governor of the State of Washington**

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1406** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

\_\_\_\_\_  
**Chief Clerk**

FILED

May 13, 2019

**Secretary of State  
State of Washington**

---

**SUBSTITUTE HOUSE BILL 1406**

---

AS AMENDED BY THE SENATE

Passed Legislature - 2019 Regular Session

**State of Washington**

**66th Legislature**

**2019 Regular Session**

**By** House Housing, Community Development & Veterans (originally sponsored by Representatives Robinson, Macri, Chapman, Valdez, Senn, Peterson, Kloba, Tharinger, Gregerson, Stanford, Walen, Doglio, Frame, Jenkins, Riccelli, Slatter, Ormsby, and Santos)

READ FIRST TIME 02/08/19.

1       AN ACT Relating to encouraging investments in affordable and  
2       supportive housing; and adding a new section to chapter 82.14 RCW.

3       BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4       NEW SECTION.   **Sec. 1.**   A new section is added to chapter 82.14  
5       RCW to read as follows:

6       (1) The definitions in this subsection apply throughout this  
7       section unless the context clearly requires otherwise.

8       (a) "Nonparticipating city" is a city that does not impose a  
9       sales and use tax in accordance with the terms of this section.

10       (b) "Nonparticipating county" is a county that does not impose a  
11       sales and use tax in accordance with the terms of this section.

12       (c) "Participating city" is a city that imposes a sales and use  
13       tax in accordance with the terms of this section.

14       (d) "Participating county" is a county that imposes a sales and  
15       use tax in accordance with the terms of this section.

16       (e) "Qualifying local tax" means the following tax sources, if  
17       the tax source is instated no later than twelve months after the  
18       effective date of this section:

19       (i) The affordable housing levy authorized under RCW 84.52.105;

1 (ii) The sales and use tax for housing and related services  
2 authorized under RCW 82.14.530, provided the city has imposed the tax  
3 at a minimum or at least half of the authorized rate;

4 (iii) The sales tax for chemical dependency and mental health  
5 treatment services or therapeutic courts authorized under RCW  
6 82.14.460 imposed by a city; and

7 (iv) The levy authorized under RCW 84.55.050, if used solely for  
8 affordable housing.

9 (2)(a) A county or city legislative authority may authorize, fix,  
10 and impose a sales and use tax in accordance with the terms of this  
11 section.

12 (b) The tax under this section is assessed on the selling price  
13 in the case of a sales tax, or value of the article used, in the case  
14 of a use tax.

15 (c) The rate of the tax under this section for an individual  
16 participating city and an individual participating county may not  
17 exceed:

18 (i) Beginning on the effective date of this section until twelve  
19 months after the effective date of this section:

20 (A) 0.0073 percent for a:

21 (I) Participating city, unless the participating city levies a  
22 qualifying local tax; and

23 (II) Participating county, within the limits of nonparticipating  
24 cities within the county and within participating cities that do not  
25 currently levy a qualifying tax;

26 (B) 0.0146 percent for a:

27 (I) Participating city that currently levies a qualifying local  
28 tax;

29 (II) Participating city if the county in which it is located  
30 declares they will not levy the sales and use tax authorized under  
31 this section or does not adopt a resolution in accordance with this  
32 section; and

33 (III) Participating county within the unincorporated areas of the  
34 county and any city that declares they will not levy the sales and  
35 use tax authorized under this section or does not adopt a resolution  
36 in accordance with this section;

37 (ii) Beginning twelve months after the effective date of this  
38 section:

39 (A) 0.0073 percent for a:

1 (I) Participating city that is located within a participating  
2 county if the participating city is not levying a qualifying local  
3 tax; and

4 (II) Participating county, within the limits of a participating  
5 city if the participating city is not levying a qualifying local tax;

6 (B) 0.0146 percent within the limits of a:

7 (I) Participating city that is levying a qualifying local tax;  
8 and

9 (II) Participating county within the unincorporated area of the  
10 county and within the limits of any nonparticipating city that is  
11 located within the county.

12 (d) A county may not levy the tax authorized under this section  
13 within the limits of a participating city that levies a qualifying  
14 local tax.

15 (e)(i) In order for a county or city legislative authority to  
16 impose the tax under this section, the authority must adopt:

17 (A) A resolution of intent to adopt legislation to authorize the  
18 maximum capacity of the tax in this section within six months of the  
19 date in which this section takes effect; and

20 (B) Legislation to authorize the maximum capacity of the tax in  
21 this section within one year of the date on which this section takes  
22 effect.

23 (ii) Adoption of the resolution of intent and legislation  
24 requires simple majority approval of the enacting legislative  
25 authority.

26 (iii) If a county or city has not adopted a resolution of intent  
27 in accordance with the terms of this section, the county or city may  
28 not authorize, fix, and impose the tax.

29 (3) The tax imposed under this section must be deducted from the  
30 amount of tax otherwise required to be collected or paid to the  
31 department of revenue under chapter 82.08 or 82.12 RCW. The  
32 department must perform the collection of such taxes on behalf of the  
33 county or city at no cost to the county or city.

34 (4) By December 31, 2019, or within thirty days of a county or  
35 city authorizing the tax under this section, whichever is later, the  
36 department must calculate the maximum amount of tax distributions for  
37 each county and city authorizing the tax under this section as  
38 follows:

39 (a) The maximum amount for a participating county equals the  
40 taxable retail sales within the county in state fiscal year 2019

1 multiplied by the tax rate imposed under this section. If a county  
2 imposes a tax authorized under this section after a city located in  
3 that county has imposed the tax, the taxable retail sales within the  
4 city in state fiscal year 2019 must be subtracted from the taxable  
5 retail sales within the county for the calculation of the maximum  
6 amount; and

7 (b) The maximum amount for a city equals the taxable retail sales  
8 within the city in state fiscal year 2019 multiplied by the tax rate  
9 imposed under subsection (1) of this section.

10 (5) The tax must cease to be distributed to a county or city for  
11 the remainder of any fiscal year in which the amount of tax exceeds  
12 the maximum amount in subsection (4) of this section. The department  
13 must remit any annual tax revenues above the maximum to the state  
14 treasurer for deposit in the general fund. Distributions to a county  
15 or city meeting the maximum amount must resume at the beginning of  
16 the next fiscal year.

17 (6)(a) If a county has a population greater than four hundred  
18 thousand or a city has a population greater than one hundred  
19 thousand, the moneys collected or bonds issued under this section may  
20 only be used for the following purposes:

21 (i) Acquiring, rehabilitating, or constructing affordable  
22 housing, which may include new units of affordable housing within an  
23 existing structure or facilities providing supportive housing  
24 services under RCW 71.24.385; or

25 (ii) Funding the operations and maintenance costs of new units of  
26 affordable or supportive housing.

27 (b) If a county has a population of four hundred thousand or less  
28 or a city has a population of one hundred thousand or less, the  
29 moneys collected under this section may only be used for the purposes  
30 provided in (a) of this subsection or for providing rental assistance  
31 to tenants.

32 (7) The housing and services provided pursuant to subsection (6)  
33 of this section may only be provided to persons whose income is at or  
34 below sixty percent of the median income of the county or city  
35 imposing the tax.

36 (8) In determining the use of funds under subsection (6) of this  
37 section, a county or city must consider the income of the individuals  
38 and families to be served, the leveraging of the resources made  
39 available under this section, and the housing needs within the  
40 jurisdiction of the taxing authority.



1 (9) To carry out the purposes of this section including, but not  
2 limited to, financing loans or grants to nonprofit organizations or  
3 public housing authorities, the legislative authority of the county  
4 or city imposing the tax has the authority to issue general  
5 obligation or revenue bonds within the limitations now or hereafter  
6 prescribed by the laws of this state, and may use, and is authorized  
7 to pledge, the moneys collected under this section for repayment of  
8 such bonds.

9 (10) A county or city may enter into an interlocal agreement with  
10 one or more counties, cities, or public housing authorities in  
11 accordance with chapter 39.34 RCW. The agreement may include, but is  
12 not limited to, pooling the tax receipts received under this section,  
13 pledging those taxes to bonds issued by one or more parties to the  
14 agreement, and allocating the proceeds of the taxes levied or the  
15 bonds issued in accordance with such interlocal agreement and this  
16 section.

17 (11) Counties and cities imposing the tax under this section must  
18 report annually to the department of commerce on the collection and  
19 use of the revenue. The department of commerce must adopt rules  
20 prescribing content of such reports. By December 1, 2019, and  
21 annually thereafter, and in compliance with RCW 43.01.036, the  
22 department of commerce must submit a report annually to the  
23 appropriate legislative committees with regard to such uses.

24 (12) The tax imposed by a county or city under this section  
25 expires twenty years after the date on which the tax is first  
26 imposed.

Passed by the House April 28, 2019.  
Passed by the Senate April 28, 2019.  
Approved by the Governor May 9, 2019.  
Filed in Office of Secretary of State May 13, 2019.

--- END ---



# Implementing HB 1406

2019

## Don't miss out on up to 20 years of shared revenue for affordable housing

In the 2019 legislative session, the state approved a local revenue sharing program for local governments by providing up to a 0.0146% local sales and use tax credited against the state sales tax for housing investments, available in increments of 0.0073%, depending on the imposition of other local taxes and whether your county also takes advantage. The tax credit is in place for up to 20 years and can be used for acquiring, rehabilitating, or constructing affordable housing; operations and maintenance of new affordable or supportive housing facilities; and, for smaller cities, rental assistance. The funding must be spent on projects that serve persons whose income is at or below sixty percent of the area median income. Cities can also issue bonds to finance the authorized projects.

This local sales tax authority is a credit against the state sales tax, so it does not increase the sales tax for the consumer. There are tight timelines that must be met to access this funding source – the first is January 31, 2020 to pass a resolution of intent. The tax ordinance must then be adopted by July 27, 2020 to qualify for a credit.

The following information is intended to assist your city in evaluating its options and timelines. It is not intended as legal advice. Check with your city's legal counsel and/or bond counsel for specific questions on project uses and deadlines for implementation.

### Deadlines to participate:

- Resolution to levy tax credit: July 28, 2019 – January 31, 2020
- Ordinance to levy the tax credit: By July 27, 2020
- Adopt "qualifying local tax" (optional): By July 31, 2020

### Eligibility to receive shared revenues

- The state is splitting the shared resources between cities and counties. However, cities can receive both shares if they have adopted a "qualifying local tax" by July 31, 2020. Qualifying taxes are detailed below. Cities who are levying a "qualifying local tax" by July 28, 2019, the effective date of the new law, will receive both shares immediately once they impose the new sales tax credit.
- If a city does not implement a qualifying local tax by the deadline, they can still participate in the program if they meet the other deadlines but will be eligible for a lower credit rate.
- A city can adopt the sales tax credit before designating how the funds will be used once collected.

### Qualifying local taxes

The following are considered "qualifying local taxes" and, if levied, give the city access to both shares of the tax credit (i.e. 0.0146% rate instead of the single share rate of 0.0073%):

- Affordable housing levy (property tax) under RCW 84.52.105
- Sales and use tax for housing and related services under RCW 82.14.530. The city must have adopted at least half of the authorized maximum rate of 0.001%.
- Sales tax for chemical dependency and mental health (optional .1 MIDD) under RCW 82.14.460
- Levy (property tax) authorized under RCW 84.55.050, if used solely for affordable housing

Think of the "qualifying local tax" as a multiplier or "doubler." It gives the city access to double the tax credit even when the county chooses to participate in the program.

## Contact:

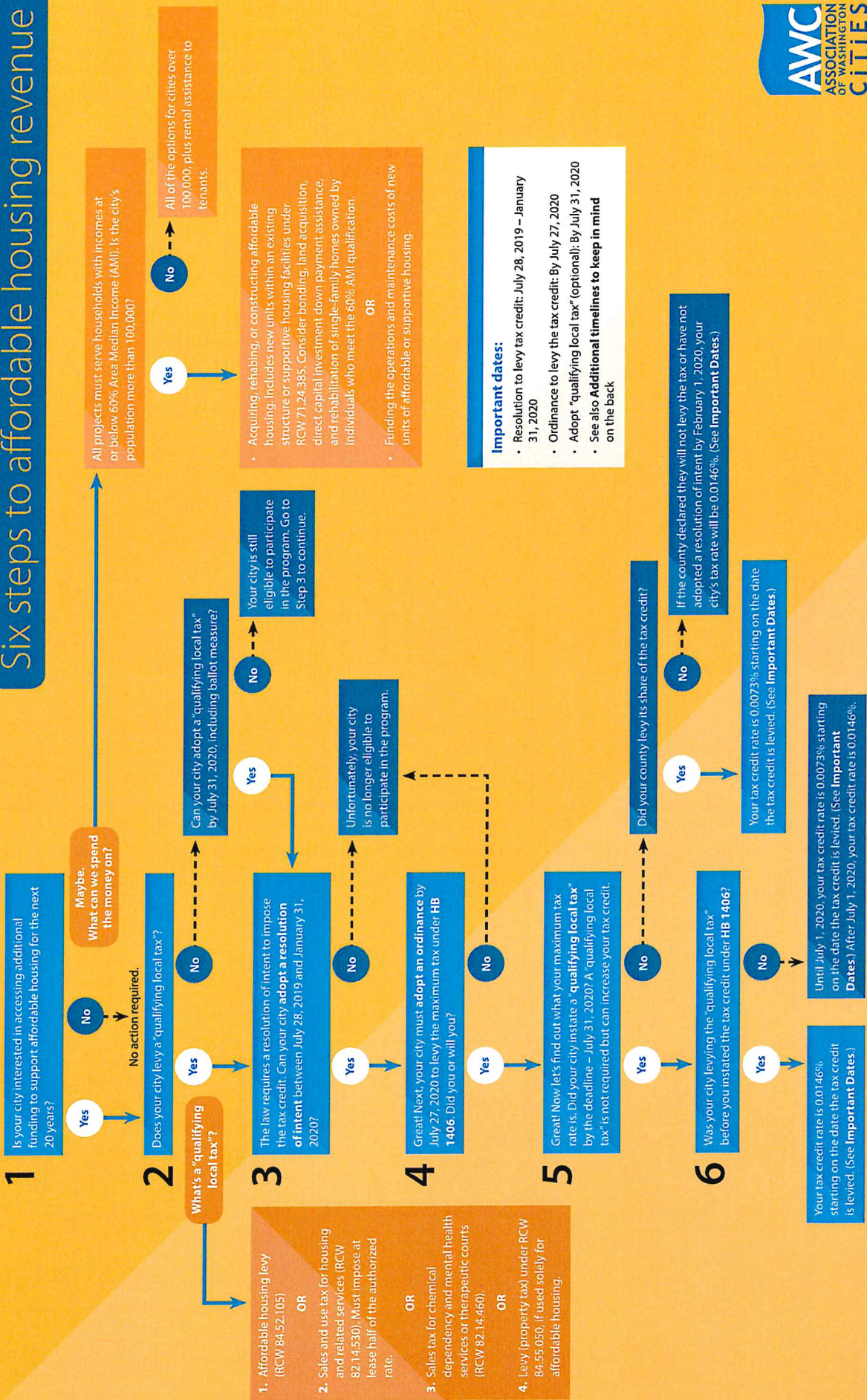
**Carl Schroeder**  
Government Relations Advocate  
carls@awcnet.org

**Shannon McClelland**  
Legislative & Policy Analyst  
shannonm@awcnet.org





# Six steps to affordable housing revenue





## Tax credit rate examples

Max tax credit rate under HB 1406	City with qualifying local tax	City without qualifying local tax	City doesn't levy a tax credit, county does participate	County doesn't participate, city participates but doesn't have a qualifying tax.*
City	0.0146%	0.0073%	0.0%	July 2020: 0.0%
County	0.0%	0.0073%	0.0146%	0.0%

\*We believe that this was an error in bill drafting. Please let us know if you are in this situation. We can work to address it in future legislative sessions.

### Eligible uses of the funds:

1. Projects must serve those at or below 60% AMI.
2. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services. In addition to investing in traditional subsidized housing projects, this authority could potentially be used to provide for land acquisition, down payment assistance, and home repair so long as recipients meet the income guidelines.
3. Funding the operations and maintenance costs of new units of affordable or supportive housing.
4. For cities with a population under 100,000, the funds can also be used for rental assistance to tenants.

### Additional timelines to keep in mind:

1. Department of Revenue (DOR) requires 30-days-notice of adoption of sales tax credits. The credit will then take effect on the first day of the month following the 30-day period.
2. If your city is adopting a "qualifying local tax", DOR requires 75-days-notice of adoption of sales tax increases. Local sales tax increases may only take effect on the first day of the first, second, or third quarter – not the fourth (April 1, July 1, or October 1).
3. If your city is adopting a "qualifying local tax" remember to factor in the ballot measure process into the timeline, as these must be approved by the voters.
4. If you are intending to bond the revenues for a project under this authority, check with your legal counsel and bond counsel about other deadlines that may apply to your city.

### Frequently asked questions:

1. **This program sounds very familiar. Didn't a local option, affordable housing sales tax law pass a few years ago?** Yes, but the new law has important differences. The Legislature passed HB 2263 in 2015 that authorized cities and towns to levy up to a 0.1% sales tax for affordable housing—

but, importantly, only after voter approval. This sales tax levy is considered a "qualifying local tax" under HB 1406. Another important distinction is that the affordable housing sales tax from 2015 is an additional tax on the consumer, and not a credit on an existing state-imposed tax.

2. **Do we have to levy a "qualifying local tax" to participate?** No. Your city is still eligible to participate in the program, but your tax credit rate will depend on whether the county participates in the program. See *Tax credit rate examples* chart to the left.
3. **Do we only have access to the program if the county declines to participate?** No. A city can participate, and receive funds, even if the county participates. Unfortunately, if your city does not impose a "qualifying local tax" by the deadline and your county declines to participate, then you will not have access to funds after the first year, due to a drafting error in the bill. We don't anticipate this scenario to occur, but please let us know if you find yourself in that situation. We will work with the Legislature to address it if this proves problematic. In all cases you must meet the program deadlines to participate. See *Deadlines to participate*.
4. **Does it make a difference at all if our county participates?** Only if you have not adopted a "qualifying local tax." If you have adopted a "qualifying local tax" you can access the higher credit rate regardless of county participation. If you don't have a "qualifying local tax" then you can only access the higher rate if the county does not participate.
5. **How is "rental assistance" defined? Does that include rent vouchers?** The term "rental assistance" is not defined in the chapter 82.14 RCW; however, both federal and state housing programs use the term "rental assistance" to mean providing rent, security deposits, or utility payment assistance to tenants.
6. **Can we pool our revenue with another entity? Can we issue bonds or use the money to repay bonds?** Yes! Cities can enter into an interlocal agreement with other local governments or a public housing authority to pool tax receipts, pledge tax collections to bonds, allocating collected taxes to authorized affordable housing expenditures, or other agreements authorized under chapter 39.34 RCW. Cities may also use the tax credit revenue to issue or repay bonds in order to carry out the projects authorized under the new law.
7. **Is the amount of tax credit we receive limited only by the amount of sales tax collected per year?** No. The maximum amount will be based on state fiscal year 2019 sales.
8. **Does the tax credit program expire?** Yes, the tax expires 20 years after the date on which the tax is first levied.

## Contact:

**Carl Schroeder**  
Government Relations Advocate  
carls@awcnet.org

**Shannon McClelland**  
Legislative & Policy Analyst  
shannonm@awcnet.org





# DRAFT

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, DECLARING THE INTENT OF THE CITY TO ADOPT LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB 1406”); and

**WHEREAS**, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, for the operations and maintenance costs of affordable or supportive housing, or (in cities with a population of 100,000 or less) for providing rental assistance to tenants; and

**WHEREAS**, the tax will be credited against state sales taxes collected within the City of Tukwila and, therefore, will not result in higher sales and use taxes within the City of Tukwila and will represent an additional source of funding to address housing needs in the City of Tukwila; and

**WHEREAS**, the tax must be used to assist persons whose income is at or below 60 percent of the City median income; and

**WHEREAS**, the City has determined that imposing the sales and use tax to address this need will benefit its citizens; and

**WHEREAS**, in order for a city or county to impose the tax, within 6 months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within 12 months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

**WHEREAS**, this resolution constitutes the resolution of intent required by SHB 1406; and

**WHEREAS**, the Tukwila City Council desires to declare its intent to impose a local sales and use tax as authorized by SHB 1406 as set forth herein;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Resolution of Intent.** The City Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

**Section 2. Further Authority; Ratification.** All City officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

**Section 3. Effective Date.** This resolution shall take effect immediately upon its passage and adoption.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
Kathy Hougardy, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: \_\_\_\_\_  
Passed by the City Council: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Rachel B. Turpin, City Attorney



# DRAFT

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, AUTHORIZING THE MAXIMUM CAPACITY OF A LOCAL SALES AND USE TAX TO FUND INVESTMENTS IN AFFORDABLE AND SUPPORTIVE HOUSING, TO BE CODIFIED AT CHAPTER 3.14 OF THE TUKWILA MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Tukwila's Comprehensive Plan states that almost half of City residents are burdened by housing costs, paying more than 30% of their income for housing; and

**WHEREAS**, Goal 3.2 of Tukwila's Comprehensive Plan is that the City of Tukwila has safe, healthy, and affordable homes for all residents; and

**WHEREAS**, Goal 3.3 of Tukwila's Comprehensive Plan is that the City of Tukwila supports and collaborates with other jurisdictions and organizations to assess housing needs, coordinate funding, and preserve and create affordable housing opportunities; and

**WHEREAS**, an implementation strategy in Tukwila's Comprehensive Plan is to support and encourage legislation at the county, state, and federal levels that promotes affordable housing goals; and

**WHEREAS**, the Tukwila City Council, in accordance with Washington State Legislature Chapter 338, Laws of 2019, has adopted a resolution of intent to adopt legislation to authorize the maximum capacity of a sales and use tax within six months of the effective date of Chapter 338, Laws of 2019; and

**WHEREAS**, the City of Tukwila intends to impose the maximum local sales and use tax authorized under Chapter 338, Laws of 2019 within one year of the date on which said law takes effect; and

**WHEREAS**, the Department of Revenue requires 30 days' notice of adoption of sales tax credits and the credit will then take effect on the first day of the month following the 30-day period; and

**WHEREAS**, the local sales and use tax will be credited against the state sales and use tax so that the total tax paid by the consumer will not increase; and

**WHEREAS**, the local sales and use tax revenue shall be spent on acquiring, rehabilitating, constructing affordable housing or supportive housing, or rental assistance and other related expenditures as authorized by Chapter 338, Laws of 2019; and

**WHEREAS**, Chapter 338, Laws of 2019 authorizes the City of Tukwila to issue general obligation or revenue bonds to carry out the purposes of the legislation and to pledge the revenue collected by the local sales and use tax to repay the bonds; and

**WHEREAS**, in 2019 the cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila and King County entered into an Interlocal Agreement that formed the South King Housing and Homelessness Partners (SKHPP); and

**WHEREAS**, the Executive Board of SKHPP is considering cooperative action and pooling public and private resources to address affordable housing needs in South King County; however, no decisions have been made at this time; and

**WHEREAS**, the City has determined it is in the best interest of the City and its residents to begin implementation of the tax and then later determine the process for the distribution of the funds collected by a resolution of the Tukwila City Council to meet the requirements of Chapter 338, Laws of 2019;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:**

**Section 1. Chapter 3.14 of the Tukwila Municipal Code Established.** A chapter of the Tukwila Municipal Code entitled "Sales and Use Tax for Affordable Housing," to be codified as Tukwila Municipal Code (TMC) Chapter 3.14, is hereby established to read as follows:

**CHAPTER 3.14  
SALES AND USE TAX FOR AFFORDABLE HOUSING**

- Sections:
- 3.14.010 Imposition of Sales and Use Tax for Affordable Housing
  - 3.14.020 Purpose of Tax
  - 3.14.030 Administration and Collection – Statutory Compliance

**Section 2. Regulations Established.** TMC Section 3.14.010, "Imposition of Sales and Use Tax for Affordable Housing," is hereby established to read as follows:

**3.14.010 Imposition of Sales and Use Tax for Affordable Housing**

A. There is imposed a sales and use tax as authorized by Washington State Legislature Chapter 338, Laws of 2019, which shall be codified in Chapter 82.14 RCW, upon every taxable event, as defined in Chapter 82.14 RCW, occurring within the City of Tukwila. The tax shall be imposed upon and collected from those persons from whom the State sales tax or use tax is collected pursuant to Chapter 82.08 and 82.12 RCW.

B. The rate of the tax imposed by TMC Section 3.14.010 shall be 0.0073 percent of the selling price or value of the article used.

C. The tax imposed under TMC Section 3.14.010 shall be deducted from the amount of tax otherwise required to be collected or paid to the Department of Revenue under Chapter 82.08 or 82.12 RCW. The Department of Revenue will perform the collection of such taxes on behalf of the City of Tukwila at no cost to the City.

D. The Department of Revenue will calculate the maximum amount of tax distributions for the City of Tukwila based on the taxable retail sales in the City in State Fiscal Year 2019, and the tax imposed under TMC Section 3.14.010 will cease to be distributed to the City of Tukwila for the remainder of any State Fiscal Year in which the amount of tax exceeds the maximum amount of tax distributions for the City as properly calculated by the Department of Revenue. Distributions to the City of Tukwila that have ceased during a State Fiscal Year shall resume at the beginning of the next State Fiscal Year.

**Section 3. Regulations Established.** TMC Section 3.14.020, "Purpose of Tax," is hereby established to read as follows:

**3.14.020 Purpose of Tax**

A. The City may use the moneys collected by the tax imposed under TMC Section 3.14.010 or bonds issued only for the following purposes:

1. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; and
2. Providing the operations and maintenance costs of new units of affordable or supportive housing; and
3. Providing rental assistance to tenants.

B. The housing and services provided under TMC Section 3.14.020 may only be provided to persons whose income is at or below 60 percent of the median income of the City.

C. In determining the use of funds under TMC Section 3.14.020, the City must consider the income of the individuals and families to be served, the leveraging of the resources made available under TMC Section 3.14.010, and the housing needs within the City.

D. The Finance Director must report annually to the Washington State Department of Commerce, in accordance with the Department's rules, on the collection and use of the revenue from the tax imposed under TMC Section 3.14.010.

E. The tax imposed by the City under TMC Section 3.14.010 will expire 20 years after the date on which the tax is first imposed. The Finance Director shall provide notice to the City Council and the Mayor of the expiration date of the tax each year beginning three years before the expiration date, and shall also promptly notify the City Council and the Mayor of any changes to the expiration date.

**Section 4. Regulations Established.** TMC Section 3.14.030, "Administration and Collection – Statutory Compliance," is hereby established to read as follows:

### **3.14.030 Administration and Collection – Statutory Compliance**

The administration and collection of the tax imposed by Chapter 3.14 shall be in accordance with the provisions of Washington State Legislature Chapter 338, Laws of 2019, which shall be codified in Chapter 82.14 RCW.

**Section 5.** The Finance Director is authorized to provide any necessary notice to the Department of Revenue to effectuate the tax enacted by this ordinance and to execute, for and on behalf of the City of Tukwila, any necessary agreement with the Department of Revenue for the collection and administration of the tax enacted by this ordinance.

**Section 6. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

**Section 7. Severability.** If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

**Section 8. Effective Date.** This ordinance or a summary thereof shall be published in the official newspaper of the City, and shall take effect and be in full force five days after passage and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at  
a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
Allan Ekberg, Mayor

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Rachel B. Turpin, City Attorney

Filed with the City Clerk: \_\_\_\_\_

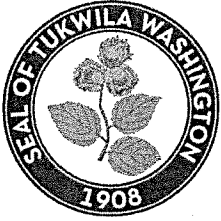
Passed by the City Council: \_\_\_\_\_

Published: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Ordinance Number: \_\_\_\_\_





## INFORMATIONAL MEMORANDUM

TO: **Community Development & Neighborhoods Committee**

FROM: **Laurel Humphrey, Council Analyst**

DATE: ~~May 15, 2019~~ August 1, 2019

SUBJECT: **Board & Commission Appointments**

### **ISSUE**

The Community Development & Neighborhoods Committee previously discussed an overview of processes relating to Planning Commission appointments, including process for reappointments, Council vs Mayor role, and term limits. The Committee requested the topic return with additional information about the current appointment process and the potential for improvements.

### **BACKGROUND**

The City is assisted in several operational areas by boards and commissions comprising members of the community. Residents and business representatives serve an important function by volunteering their time and expertise as members. In most cases, members are appointed by the Mayor and confirmed by the City Council per the RCW. Operational information about boards and commissions is located in the Municipal Code, in the By-Laws of each group, and in the Boards & Commissions Handbook.

#### *Recruitment & Equity*

Vacancies are currently promoted on the City website, Channel 21, social media, and in the City Administrator Report in the City Council Regular meeting packets. The City's Community Engagement Manager has committed to promoting opportunities with local groups who can help empower underrepresented community members. One of these, Puget Sound Sage, offers a six-month Community Leadership Institute that supports and trains emerging leaders from low-income communities and communities of color to sit on boards and commissions. Councilmembers and currently seated members can play an important role in recruitment by spreading the word to constituents and by making a personal ask to qualified individuals. A discussion on equitable recruitment strategies has been scheduled for the June 6, 2019 Equity and Social Justice Commission meeting.

#### *Appointment Process*

The application form is available by request and on the City's website. Completed applications can be submitted by postal mail, email to [BoardsComms@tukwilawa.gov](mailto:BoardsComms@tukwilawa.gov), or in person at City Hall. When applications are received by the Mayor's Office, they are scanned and routed for a background check. School District personnel, currently seated members, and Lodging Tax Advisory Committee members are exempt from the background check. An

email is sent to each applicant letting them know the application is under review. Once the background check has been completed, a copy of the application is provided to the Mayor and the staff liaison of the board or commission. The Mayor may ask the staff liaison to conduct an interview with the applicant or may opt to sit in on an interview with the applicant and the current Chair board, commission or committee. When the Mayor has determined the applicant(s) to recommend for appointment, the Executive Assistant will schedule the appointment(s) to go before Council at an upcoming Regular Meeting and prepare a memo to the City Council recommending the appointment(s). Copies of the application(s) (with address, phone number and emails redacted) are attached to the memo, which is then distributed to the Council by email and hard copy. Applicants are invited to attend the Council meeting at which their appointment is scheduled.

#### *Reappointment Process*

When a member's term is coming to an end, a letter is mailed to the individual to notify them of the expiring term and to ask if they are interested in continuing to serve. If the individual would like to continue, the Mayor will consider their request along with any new applications received that have expressed interest in that particular board or commission and then make a recommendation for reappointment or a new appointment, to the City Council via memo and schedule the item at an upcoming Regular Meeting in accordance with the process stated above.

#### *Applicants Not Appointed*

If an applicant applies for a position and the Mayor decides not to recommend the appointment, they receive a letter thanking them for applying, notifying them they were not appointed, providing information on other vacant positions, if applicable, and letting them know that their application will be kept on file for one year.

#### *Qualifications, Requirements & Representation*

Boards and commissions have varying requirements regarding community residency or business affiliation as outlined in the Municipal Code. Every member of an advisory board, commission or committee must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment or reappointment.

### **RECOMMENDATION**

When the Committee last discussed this issue, it agreed that a written, predictable appointment process would be beneficial. Committee members also expressed support for certain changes to the process including requiring reapplication for reappointments, receiving appointment memos at least two weeks prior to the potential confirmation date, and applying a stronger equity lens to recruitment. Council staff met with the Mayor's Executive Assistant and the Community Engagement Manager to discuss the Committee's requests and collaborate on improvements. The following suggestions in the areas of recruitment and appointments are proposed for the Committee's review and feedback.



- Advertise open positions in the Hazelnut, both online and printed editions
- Promote opportunities with community-based organizations and school districts
- Update Boards & Commissions Handbook to reflect current Codes and CDN Committee input
- Distribute updated Boards & Commissions brochure widely, including Foster High, Tukwila Library, TCC front counter, meetings of community groups, and more
- Require a letter of interest outlining an applicant's relevant background, experience, and interest
- Require reapplication for additional terms
- Provide memo of appointments to the City Council at least two weeks in advance of the Regular Meeting
- Create an Administrative Policy to formalize the internal appointment process, providing for better consistency and continuity

Staff briefed the Equity and Social Justice Commission at its June 6, 2019 meeting, and asked for suggestions on equitable outreach. The following suggestions were shared with the Community Development and Neighborhoods Committee on June 11, 2019:

- Ask high school interns and the Civics instructor to help promote youth position openings
- Survey existing Board & Commission members on demographics to gain a better understanding of who is serving
- Add demographic information to the application form to track this information going forward
- Use Community Connectors to promote openings and explain the function of boards & commissions
- Share openings with community-based organizations, e.g. Global 2 Local, Somali Health Board, Congolese Network, Para los Ninos
- Outreach through faith-based communities
- Tap into Parks & Rec staff and facilities to get the word out to their users (incl. seniors and youth)
- Promote openings at events such as Night out Against Crime, See you in the Park, and Teen Summer Kick-off
- Include the business community/Chamber
- Provide information describing the positions and responsibilities in greater detail
- Find opportunities to ask people "have you heard about boards & commissions volunteer opportunities" and identify barriers
- Engage with parents at school events

**RECOMMENDATION**

The Committee is asked to discuss this information and provide direction on next steps. Staff will return with updates to associated boards and commission materials.

**ATTACHMENTS**

Application

Brochure

Updated Application Form

New Reapplication Form

Updated Boards, Commissions and Committee Handbook

Administrative Policy



# City of Tukwila

RECEIVED

Tukwila City Hall  
6200 Southcenter Blvd  
Tukwila, WA 98188  
Phone: (206) 433-1800

Email: [BoardsComms@tukwilawa.gov](mailto:BoardsComms@tukwilawa.gov)  
Website: [www.tukwilawa.gov](http://www.tukwilawa.gov)

## Application for Appointment BOARDS AND COMMISSIONS

Please complete the ENTIRE application form. Submitting a resume is optional.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_  
Street City Zip

MAILING ADDRESS (if different): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Please check all that apply to you within Tukwila city limits:**

- Resident
- School District Representative
- Business Owner/Representative
- High School Student

**I wish to be considered for appointment to the following board or commission** (check all that apply):

**COMMISSIONS:**

- Arts
- Civil Service
- Equity & Diversity
- Parks
- Planning

**BOARDS & COMMITTEES:**

- Community Police Advisory
- Human Services
- Library
- Sister Cities
- Lodging Tax

**Other/Special Committee:** \_\_\_\_\_

**HAVE YOU PREVIOUSLY SERVED ON ONE OF THESE BOARDS OR COMMISSIONS?**  Yes  No

If "yes", please list: \_\_\_\_\_

**AVAILABLE TO ATTEND MEETINGS:**  Daytime  Evenings

**Please describe your interest in serving on a board, commission or committee and include your qualifications for the position.** (Please limit your response to 500 words or less.)

---

---

---

---

---

**Professional/Community Activities (organizations, clubs, service groups, etc.):**

---

---

---

---

---

---

**Hobbies/Interests:**

---

---

---

---

---

---

---

---

---

---

**Other comments/additional information for consideration:**

---

---

---

**PERSONAL INFORMATION (OPTIONAL)**

The City of Tukwila is committed to inclusiveness and outreach to all Tukwila residents to ensure that Tukwila boards and commissions are reflective of the community we serve. Providing information in the section below is **voluntary** but will assist in achieving this goal.

**How do you identify?**

RACE/ETHNICITY: \_\_\_\_\_

GENDER: \_\_\_\_\_

SEXUAL ORIENTATION: \_\_\_\_\_

PREFERRED PRONOUNS: \_\_\_\_\_

Do you have a disability as defined by the Americans with Disabilities Act? Y \_\_\_\_\_ N \_\_\_\_\_

Generation Range

Under 30 \_\_\_\_\_ 31-40 \_\_\_\_\_ 41-50 \_\_\_\_\_ 51 - 60 \_\_\_\_\_ 61 - 70 \_\_\_\_\_ Over 70 \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

---

**FOR CITY USE ONLY:**

**APPOINTED:**  Yes  No

**TERM EXPIRES:** \_\_\_\_\_





# City of Tukwila



Tukwila City Hall  
6200 Southcenter Blvd  
Tukwila, WA 98188  
Phone: (206) 433-1800

Email: [BoardsComms@tukwilawa.gov](mailto:BoardsComms@tukwilawa.gov)  
Website: [www.tukwilawa.gov](http://www.tukwilawa.gov)

## Application for Reappointment BOARDS, COMMISSIONS AND COMMITTEES *DUE OCTOBER 15*

Please complete the ENTIRE application form.

NAME: \_\_\_\_\_  
Last First M.I.

ADDRESS: \_\_\_\_\_  
Street City Zip

MAILING ADDRESS (if different): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**Please check all that apply to you within the City of Tukwila limits:**

- Resident
- School District Representative
- Business Owner/Representative
- High School Student

**I would like to be reappointed to the following board, commission or committee:**

\_\_\_\_\_

**I currently serve in Position #** \_\_\_\_\_ **My term expires:** \_\_\_\_\_

**Please describe your interest in continuing to serve on this board, commission or committee.**  
(Please limit your response to 500 words or less.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**FOR CITY USE ONLY:**

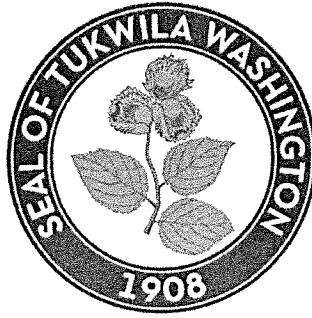
REAPPOINTED:  Yes  No

TERM EXPIRES: \_\_\_\_\_

Upon submission, all information on this form becomes public record. For further clarification regarding this application or more information regarding the boards or commissions, please call (206) 433-1850.







*The city of opportunity, the community of choice*

# City of Tukwila Advisory Boards, Commissions and Committees Handbook

## **City of Tukwila Mission**

To provide superior services that support a safe, inviting and healthy environment for our residents, businesses and guests.

## **Strategic Goals and Objectives**

- |                   |  |
|-------------------|--|
| <b>GOAL ONE</b>   | A Community of Inviting Neighborhoods & Vibrant Business Districts |
| <b>GOAL TWO</b>   | A Solid Foundation for All Tukwila Residents                       |
| <b>GOAL THREE</b> | A Diverse & Regionally Competitive Economy                         |
| <b>GOAL FOUR</b>  | A High-Performing and Effective Organization                       |
| <b>GOAL FIVE</b>  | A Positive Community Identity and Image                            |



## **Welcome to the City of Tukwila**

Volunteers are a vital part of government's existence and are deeply appreciated. This information will provide a basic understanding of the philosophies and policies that make the City of Tukwila a rewarding place in which to volunteer and work. Please remember that these are general guidelines and are not meant to take the place of the bylaws and procedures developed by each advisory group.

### **Advisory Groups**

Advisory bodies provide guidance to decision-makers and bring public participation into the process of government. Ideally the members represent the diverse viewpoints of the community and offer comprehensive recommendations to the City Council. This handbook provides an overview of the City's boards, commissions and committees, outlines the process to serve on a City board, commission or committee, reviews basic responsibilities and expectations of board, commission and committee members and summarizes some of the state laws that affect advisory bodies.

## City of Tukwila Boards, Commissions & Committees

### Arts Commission

---

**Major Duties:** Advises City officials on arts matters, encourages community participation in the arts, promotes art projects. Advises the Mayor on expenditure of arts related budget appropriations.

**Term of Service:** 4 years

### Board of Ethics

---

**Major Duties:** The purpose of the Board of Ethics is to adjudicate ethics complaints against elected officials once an initial determination of sufficiency has been made by an Ethics Officer. The Board of Ethics shall be composed of five members comprised of one member from each of the City's five standing Commissions – the Planning Commission, the Arts Commission, the Park Commission, the Equity and Social Justice Commission and the Civil Service Commission.

**Term of Service:** 1 year

### Civil Service Commission

---

**Major duties:** The Civil Service Commission has jurisdiction on police and fire personnel issues as required by state law. The Commission administers civil service rules that provide the manner in which civil service (all police personnel and commissioned fire personnel) examinations, appointments, promotions, transfers, demotions, reinstatements, suspensions and discharges are made. Decides appeals from suspensions or terminations.

**Term of Service:** 6 years

### Community-Oriented Policing Citizens Advisory Board (COPCAB)

---

**Major duties:** Advises and makes recommendations to the Police Chief, the Mayor and the City Council on issues concerning public safety and police services within the City. Enhances police-community relations, reviews and provides a community perspective concerning procedures, programs, and the effectiveness of the police service; and promotes public awareness of the City's police services and programs

**Term of Service:** 4 years

## **Equity & Social Justice Commission**

---

**Major duties:** Advises the Mayor and City Council of opportunities to promote understanding that accepts, celebrates and appreciates diversity within the community; serves as a resource for the community by providing information and educational forums that will facilitate a better understanding and awareness of social justice and human rights.

**Term of Service:** 2 years

### **Sister City and Civic Awareness Committee (Subcommittee of the Equity and Social Justice Commission)**

---

**Major duties:** Advises the Mayor and City Council on how to best promote understanding and goodwill between the Tukwila community and the peoples of other nations through collaboration communication and programs and by connecting youth and residents with civic organizations for education and awareness.

**Term of Service:** 2 years

## **Human Services Advisory Board**

---

**Major duties:** Advises the Mayor and City Council on human service needs and programs in the City. The Board assists in monitoring and assessing the need for human services in Tukwila, provides recommendations for prioritizing human service needs, and recommends policies and programs for funding.

**Term of Service:** 3 years

## **Landmark Commission**

---

**Major duties:** Reviews nominations and designates any real property within the City of Tukwila as a landmark and issues a Certificate of Appropriateness for any property that has been designated as a landmark.

**Term of Service:** 3 years

## **Library Advisory Board**

---

**Major duties:** Advises the Mayor and City Council on library services in the City; recommends, develops and promotes library services and activities and promotes library gift giving/donations to the library.

**Term of Service:** 2 years

## **Lodging Tax Advisory Committee (LTAC)**

---

**Major duties:** Provides recommendations to the Mayor and City Council regarding the lodging tax, to include any change or increase, repeal or exemption, and use or change in the use of revenue received from that tax.

**Term of Service:** Appointments are made by the City Council on an annual basis

## **Park Commission**

---

**Major duties:** Advises the Mayor and City Council regarding the acquisition, development, expansion and operation of parks and recreational facilities and programs; recommends policy and standards for the construction, development, maintenance and operations of parks, playfields and recreation grounds; and recommends rules and regulations for the use and management of park and recreation facilities.

**Term of Service:** 3 years

## **Planning Commission/Board of Architectural Review**

---

**Major duties:** Advises the Mayor and City Council on matters relating to land use, comprehensive planning, and zoning. Also serves as the Board of Architectural Review to provide design review of proposed development plans.

**Term of Service:** 4 years

## **Public Safety Bond Financial Oversight Committee**

---

**Major duties:** Reviews the allocation of proceeds and progress on achieving the purposes of the Public Safety Bond, and reports to the City Council and the public on the same .

**Term of Service:** 2 years

## **SeaTac Airport Stakeholder Round Table (StART)**

---

**Major duties:** Represents the Tukwila Community to provide meaningful and collaborative public dialogue and engagement on Airport related operations, planning, and development.

**Term of Service:** 2 years

### **Appointment Process**

Community members submit a completed Boards, Commissions and Committee application to the Mayor's Office. The Mayor's Office will forward the application to the applicable Board(s), Commission(s) or Committee(s) for review.

Arts Commission, Community-Oriented Policing Citizens Advisory Board, Equity & Social Justice Commission, Human Services Advisory Board, Library Advisory Board, Park Commission and Planning Commission: The Mayor recommends appointment of applicants to the City Council, and appointments are confirmed by the City Council at a Regular Meeting.

Civil Service Commission: The Mayor appoints applicants to the Civil Service Commission.

Lodging Tax Advisory Committee (LTAC): The LTAC Chair recommends appointments, and appointments are confirmed by the City Council.

Public Safety Bond Financial Oversight Committee: Appointments are made by the City Council.

### **Terms and Reappointments**

Terms of service vary by Board, Commission or Committee and range from 1 to 6 years. Vacancies are filled throughout the year as needed. An individual may be reappointed for additional terms of service with the approval of the Mayor and/or City Council as outlined above.

### **Resignations**

If an advisory member is unable to complete their term of service a letter of resignation should be sent to the Mayor indicating the effective date of the resignation.

### **Roles and Responsibilities**

Each member of a Board, Commission or Committee makes unique contributions, but some members may assume additional roles within the group. Each role that people fill within these groups has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or need of each group.

#### **Chair/Vice-Chair**

- As group leader, the chair suggests group direction and options for setting goals
- Provides a supportive environment for process, content, and group members
- Sees that agendas are set
- Sets a positive tone and pace for the group
- May participate in meeting preparation in coordination with the staff liaison
- Represents the group in the community

#### **Group Member**

- Arranges adequate time to carry out the responsibilities of being a member
- Comes to meetings prepared

- Listens to other group members and communicates with respect and courtesy
- Participates in group discussion and decision making

### **Staff Support for Advisory Groups**

City staff support the City of Tukwila advisory groups. The primary role of staff is to represent the City and facilitate communication between the advisory group, City Administration, the City Council and other City departments. Staff responsibilities include:

- Ensuring that meeting notifications and recordkeeping is compliant with applicable state laws such as the Open Public Meetings Act (OPMA) and Public Records Act (PRA)
- Providing professional guidance, issue analysis and recommendations
- Assisting with research, report preparation and correspondence
- Compiling agendas, maintaining minutes, forwarding recommendations and/or implementing actions

### **Being an Effective Advisory Group Member**

Residents are appointed to a City of Tukwila advisory group to represent the public interest. The appointments may reflect a geographic interest, an area of expertise, or a special interest group or professional association. Every individual brings an important point of view. Considering diverse points of view produces comprehensive and fair recommendations.

Advisory bodies provide an important link between the community and City staff. The information each group provides about specific community needs and opinions can have a profound effect on public policies. Advisory group members play a very special role in creating recommendations on governmental issues.

As a member of an advisory group, you will be expected to:

- Represent community opinions, attitudes, and needs to City staff and the City Council
- Study programs and services
- Analyze problems and needs
- Offer recommendations

While advisory groups provide recommendations about policy, they do not create or administer policy, programs or services.

It is vital that all members regularly attend meetings and come to meetings prepared. The best preparation is to read all reports, proposals and other documents distributed by staff prior to meetings.



### Meetings

Each advisory group member is responsible for the content and productivity of meetings they attend and should come prepared to take ownership for their contribution to the meeting. Meetings do matter. The following guidelines will ensure that participants contribute productively.

- ☑ All participants arrive prepared
- ☑ There are clear group rules that all agree to honor
- ☑ Agenda is written and shared
- ☑ Meetings will start and end on time
- ☑ All participants contribute
- ☑ All points of view are considered with courtesy and respect
- ☑ Process is focused
- ☑ Work to be accomplished is defined and assigned

### Group Conduct

Each group member is an individual and has a unique style of learning or accomplishing tasks. At times, these differences can cause friction between members and slow down the process of the group. Following the guidelines below will help prevent misunderstandings and disagreements.

- **Attendance:** The group should place a high priority on attendance at meetings. Talk about what would be legitimate reasons for missing a meeting and establish a procedure for informing the group leader of an absence
- **Promptness:** Meetings should start and end on time.
- **Role:** Recognize that authority to act is granted to the group, not the individual, and that compromise may be necessary in order to reach consensus.
- **Meeting place and time:** Specify a regular meeting time and place and establish a procedure for notifying members of meetings.
- **Participation:** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively. When members have differing viewpoints respectfully agree to disagree.
- **Stay on task:** Conversations should be limited to subjects that the group has the authority to make recommendations on.
- **Basic conversational courtesies:** Listen attentively and respectfully, do not interrupt, limit use of electronic devices, etc.
- **Rotation of routine chores:** Decide who will be responsible for routine chores required of regular meetings and decide how to rotate these duties among the group of members.

### **Group Decision Making**

Just as the functions of the City of Tukwila’s advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus as a way to reach a decision. It is important for volunteer advisory group members to be aware of the type of decision-making process spelled out in their bylaws.

### **Bylaws**

Every advisory group must have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions.

Bylaws should include expectations as well as guidelines for members. Issues such as attendance, responsibilities, and removal should be addressed in the bylaws. Advisory group members are expected to become familiar with and adhere to bylaws and all relevant statutes.

### **Laws Affecting Advisory Group Activities**

Advisory group members should be aware of certain restrictions and requirements and be familiar with and operate within their group’s governing statutes, bylaws, and city, state and federal laws at all times.

These laws ensure that all levels of government operate properly. Fortunately, it is not difficult to comply with these laws. **The first step is to know what is required.** If a Board, Commission or Committee has a legal question, they may ask the staff liaison to request clarification from the City Attorney.

**Influencing Ballot Measures and Using City Facilities for Political Purposes:** Revised Code of Washington (RCW) 42.17A.555 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities that are part of the normal and regular conduct of the office or agency. Advisory group members may support or oppose a candidate or ballot measure as an individual, but not in their capacity as a Board, Commission or Committee member. For example, Jane Doe, Planning Commissioner, cannot support a candidate by signing her name as “Jane Doe, Tukwila Planning Commissioner,” but she can sign “Jane Doe.” John Doe, who is a member of an advisory group, cannot use the facilities or the forum of an advisory group meeting to publicly support a candidate or ballot measure, but as an individual he can speak to individual members of the group to express his political opinions on his own time.

### **Open Public Meetings Act (OPMA)**

The Washington Open Public Meetings Act (RCW 42.30), essentially requires three things:

- Notice must be provided for all meetings;
- Meetings must be open to the public, except as authorized by state law; and
- Minutes must be created for each meeting.

A “meeting” is defined to include not only formal gatherings of the advisory group but also any occasion where a “quorum” (usually majority) of advisory group members come together and discuss group issues or City business. Electronic or telephonic communications may constitute a meeting which is subject to the Open Public Meetings Act if a majority of members discuss information, give input or take action via e-mail or telephone.

Every member of an advisory body must complete training on the OPMA within 90 days of appointment and must complete the training within 90 days of reappointment or every four years, whichever comes first. (RCW 42.30.205)

Link to OPMA Training: <https://youtu.be/pTnr-DvUu9M>

### **Public Records Act (PRA)**

The Public Records Act (RCW 42.56) requires that agencies retain records of business conducted in accordance with the State retention schedule and produce these records upon receipt of a public records request. Board and Commission members are subject to the Public Records Act, which means that all documents used or created by members in the course of their work on the Board, Commission or Committee are subject to Washington State records retention laws and disclosure under the Public Records Act. This includes email communications sent and received via a private email account, as well as any notes taken by members in the course of their work. Board, Commission and Committee members should promptly turn over any relevant documents when requested by the City pursuant to a public records request or litigation.

The City requires every member of an advisory body to complete training on the PRA within 90 days of appointment and within 90 days of reappointment or every four years, whichever comes first.

Link to PRA Training: [https://youtu.be/\\_mTE2KNYxa4](https://youtu.be/_mTE2KNYxa4)

### **Ethics and Appearance of Fairness**

Washington's ethics laws prohibit public officials from gaining financially as a result of his or her position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation could potentially affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is being discussed and refrain from discussing or voting on the recommendation.

The City requires every member of an advisory body to complete training on Ethics within 90 days of appointment and within 90 days of reappointment or every four years, whichever comes first.

Link to Ethics Training: <https://youtu.be/PwBV-bt4P-o>

### **Forms**

Every member of an advisory board must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment. New Disclosure and Certification forms must be completed within 90 days of reappointment or every four years, whichever comes first.



*The city of opportunity, the community of choice*

### **Conflict of Interest Disclosure**

I have reviewed the City of Tukwila Boards, Commissions and Committees Handbook and understand my commitments and obligations as a member of the \_\_\_\_\_ . I agree to work with staff and other volunteers to comply with said responsibilities and abide by all relevant laws.

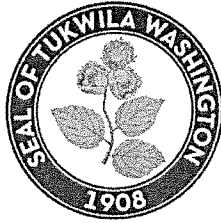
I understand that as an advisory board, commission or committee member I may be asked to make recommendations to the City Council about the investment of City of Tukwila financial resources. I agree to abide by all state and local laws regarding Ethics in Public Office and to avoid situations where personal affiliations and/or relationships could have, or give the appearance of having, an influence on the matters being considered. If and/or when such a situation occurs, I shall disclose the potential conflict to the members of the advisory group and excuse myself from discussion and voting.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





*The city of opportunity, the community of choice*

### **Certification of Training**

This will certify that as a member of the \_\_\_\_\_ I have received Ethics, Open Public Meeting Act and Public Records Act Training as outlined below.

Ethics: \_\_\_\_\_  
Training Format (Live/Webinar/Video) Date

OPMA: \_\_\_\_\_  
Training Format (Live/Webinar/Video) Date

PRA: \_\_\_\_\_  
Training Format (Live/Webinar/Video) Date

I agree to comply with the OPMA and PRA and to abide by all relevant laws.

\_\_\_\_\_  
Member Signature Date

\_\_\_\_\_  
Printed Name





The City of Tukwila is an equal opportunity organization and does not discriminate in violation of law on the basis of race, color, national origin, creed, religion, sex, age, marital status, physical or mental disability, genetic information, gender identification, status as an honorably discharged veteran or any other class protected by federal, state or local law. The City of Tukwila also promotes a productive work environment and does not tolerate discrimination, harassment or retaliation.

It is our goal to create, foster and maintain an atmosphere of non-discrimination. Discrimination in any form undermines the morale and integrity of working relationships and interferes with the productivity of the group.

Anyone who feels they have been subjected to discrimination or harassment should immediately notify your advisory group staff liaison or the Mayor's office. Any reports of discrimination or harassment will be handled impartially and resolved promptly.

The City of Tukwila is a drug free organization and expects all employees and volunteers to report to their assignment free from drug and/or alcohol impairment. Volunteers must abide by the provisions of this policy as a condition of volunteer service.





# CITY OF TUKWILA

## POLICY

Page 1 of 4

### Board, Commission and Committee Appointment Process

**Purpose:** To establish and provide consistent procedures for the review and selection of community members to serve on City boards, commissions and committees.

#### Definitions

- Board: A semi-autonomous body established pursuant to a city ordinance.
- Commission: A body established pursuant to state statute and a city ordinance to study and recommend action to the City Council with the exception of the Civil Service Commission.
- Committee: A body appointed by the City Council with a specified task or function.

**Policy and Procedures:** Advisory bodies provide guidance to decision-makers and bring public participation into government activities. The City of Tukwila's boards, commissions and committees provide invaluable service to the City.

**Authority:** The Mayor of Tukwila and the Tukwila City Council are specifically empowered by state law and the Tukwila Municipal Code to fill by appointment all boards, commissions and committees in compliance with the Revised Code of Washington and the Tukwila Municipal Code. The Mayor's Office is responsible for the oversight and administration of the process by which the advisory boards, commissions and committee program is managed.

**Appointment Criteria:** To be considered for appointment each applicant must meet at least one of the following criteria:

- Be a resident of the City of Tukwila for a resident or community position;
- Be employed in the City of Tukwila for a business representative position;
- Be a Tukwila School District Representative for a school district position; or
- Be a High School Student in the City of Tukwila for a student representative position.

Applicants must also successfully complete a background check.

Qualifications vary for each board, commission and committee and are specifically outlined in the Tukwila Municipal Code.

**Appointment Process:** Interested applicants must submit a completed Boards, Commissions and Committees application to the Mayor's Office. Applications are available on the city's website at [www.tukwilawa.gov/departments/mayors-office/boards-and-commissions](http://www.tukwilawa.gov/departments/mayors-office/boards-and-commissions).

Applications for the Arts Commission, Community-Oriented Policing Citizens Advisory Board, Equity and Social Justice Commission, Human Services Advisory Board, Library Advisory Board, Landmark Advisory Board, Park Commission, Planning Commission, SeaTac Airport Stakeholder Round Table and Special Committees appointed by the Mayor: When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for the

Board or Commission the applicant is interested in. A copy of the application is also provided to the Mayor. The Mayor may contact the applicant directly, ask the staff liaison to contact the applicant or schedule an interview with the applicant.

When the Mayor has determined the applicant to recommend for appointment the Executive Assistant will schedule the appointment recommendation to go before Council for confirmation at an upcoming Regular Council Meeting. An Informational Memorandum recommending the appointment is prepared and distributed to the City Council by email and internal mail no fewer than three weeks before the scheduled Council Meeting. A copy of the application with address, phone number and emails redacted is attached to the Informational Memorandum. After the councilmembers have had a few days to review the memo, a letter is sent to the applicant notifying them that the Mayor has recommended their appointment, pending confirmation of the City Council and inviting them to attend the upcoming Council meeting where their confirmation is on the agenda.

Applications for Civil Service Commission: When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for the Civil Service Commission. A copy of the application is also provided to the Mayor. The Mayor may contact the applicant directly, ask the staff liaison to contact the applicant or schedule an interview with the applicant. Per RCW 41.08.030 and 41.12.030 appointments to the Civil Service Commission are made by the Mayor and do not go before City Council for confirmation.

Applications for the Lodging Tax Advisory Committee (LTAC): When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for LTAC. The staff liaison will coordinate with the Councilmember serving as LTAC Chair as LTAC appointments are made by the City Council. An Informational Memorandum recommending the appointment is prepared and distributed to the City Council by email and internal mail approximately three weeks before the scheduled Council Meeting. A copy of the application with address, phone number and emails redacted is attached to the Informational Memorandum. After the councilmembers have had a few days to review the memo, a letter is sent to the applicant notifying them that the Council President has recommended their appointment, pending confirmation of the full City Council and inviting them to attend the upcoming Council meeting where their confirmation is on the agenda.

Applications for the Public Safety Bond Financial Oversight Committee (FOC) and Special Committees appointed by Council: When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for the Committee. The staff liaison will notify the Council President and/or relevant standing Committee Chair and schedule the appointment to go through the Council's legislative process, which may include a standing Council Committee.

**Appointee Requirements:** Every member of an advisory board, commission or committee must sign a Conflict of Interest Disclosure Form and Ethics, OPMA and PRA Training Certification Form within 90 days of appointment or reappointment. Forms and links to the trainings are located in the Boards and Commissions Handbook.

**Applicants Not Appointed:** If an applicant applies for a position and is not appointed they are sent a letter thanking them for applying, notifying them they were not appointed, providing information on any vacant positions, if applicable, and letting them know that their application will be kept on file for one year.

**Resignations:** When a member resigns from their position before the end of the term, the vacancy is advertised, and a new member is appointed to serve the remainder of the term. A letter is sent to the member thanking them for their service.

**Vacant Positions:** Vacant positions are advertised in the Hazelnut newsletter, on TukTV, on the City's website, on social media and in the City Administrator's report in the City Council meeting packets.

**Reappointment Process:** Terms for positions range between two years and six years depending on the Board or Commission. All positions expire December 31 at the end of the term. In September of each year the Mayor's Office will contact all incumbent members with terms expiring at the end of the year to determine if they are interested in reappointment. If the incumbent is interested in being reappointed, they will complete the Reappointment Application and submit it to the Mayor's Office by October 15. The Mayor's Office will notify the Board, Commission and Committee staff liaisons which incumbents have applied for reappointment. The staff liaison will have until November 15 to provide any feedback about the reappointments to the appointing authority, considering factors like attendance regularity, objectivity, and effectiveness. All positions with terms ending will be advertised in the October edition of the Hazelnut newsletter and through other City venues with applications due by November 15. All applications, both reappointment and new, will be reviewed and an Informational Memorandum with appointment and reappointment recommendations will be provided to City Council no later than December 7. All appointments and reappointments for terms that expire December 31 are scheduled for the first Council meeting in January.

**Recognition:** The Mayor will send a letter of appreciation and thanks to each member of a board, commission or committee upon the completion of a term.

**Records:** The Mayor's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If a position should become vacant during that timeframe, the applicant will be considered for the position.

**Current Boards, Commissions and Committees**

	<i>Term Length</i>	<i>Appointment Authority</i>	<i>Governing Legislation</i>
Arts Commission	4 years	Appointed by Mayor Confirmed by Council	TMC 2.30
Civil Service Commission	6 years	Appointed by Mayor	RCW 41.08 RCW 41.12 TMC 2.42
Board of Ethics	1 year	Comprised of the Chair from each of the Commissions	TMC 2.97.040
Community-Oriented Policing Citizens Advisory Board (COPCAB)	4 years	Appointed by Mayor Confirmed by Council	TMC 2.39
Equity & Social Justice Commission	2 years	Appointed by Mayor Confirmed by Council	TMC 2.29
Human Services Advisory Board	3 years	Appointed by Mayor Confirmed by Council	TMC 2.34
Public Safety Bond Financial Oversight Committee (FOC)	2 years	Appointed by Council	Ord. 2509 Ord. 2535 Res. 1892
Landmark Commission	3 years	Appointed by Mayor Confirmed by Council	TMC 16.60
Library Advisory Board	2 years	Appointed by Mayor Confirmed by Council	TMC 2.33
Lodging Tax Advisory Committee (LTAC)	1 year	Appointed by Council	TMC 2.35
Park Commission	3 years	Appointed by Mayor Confirmed by Council	TMC 2.32
Planning Commission	4 years	Appointed by Mayor Confirmed by Council	RCW 35A.63 TMC 2.36
SeaTac Airport Stakeholder Round Table (StART)	2 years	Appointed by Mayor Confirmed by Council	StART Operating Procedures
Board, Commission and Committee Appointment Process		Initiating Department: Mayor's Office	
Effective Date:	Supersedes:	Mayor's Office Approval Signature:	



## **INFORMATIONAL MEMORANDUM**

**TO:** Community Development & Neighborhoods Committee  
**FROM:** Rick Still, Parks & Recreation Director  
**By:** Craig Zellerhoff, Parks & Recreation Business Manager  
**CC:** Mayor Ekberg  
**DATE:** August 20, 2019  
**SUBJECT:** Foster Golf Links - Marketing Plan Update

### **ISSUE**

Provide an update to the Committee on the Foster Golf Links Marketing Plan

### **BACKGROUND**

#### Marketing Plan Update

The Foster Golf Links (FGL) Marketing plan has been in effect for approximately four years. There has been significant, measurable growth such as lengthening the golf season, improving course playability, and fee adjustment which is compatible and comparable to market level via dynamic pricing methods.

We continue to grow and expand with the knowledge gained from marketing insights and player feedback, which has resulted in more effective management and functionality within the golf course operations. This has ultimately increased golfer participation, engagement and retention.

Updates have recently been made in conjunction with the Marketing Plan. These include reformatting the Foster Golf Links website to simplify user experience. The development of a tournament brochure for prospective clients, as well as an increase in social media engagement via Facebook, Twitter, and Instagram.

Our efforts are to focus on the "WHY" to play golf for increase player retention and to keep customers engaged with the Foster Golf Links brand. FGL regularly broadcasts messages and discounts via email and text to our rewards members and subscribers. We have also begun a tournament series hosted by Foster Golf Links with Tukwila vendors as sponsors.

### **DISCUSSION**

The purpose of this memorandum is to inform the Committee of updates being made to the Foster Golf Links Marketing.

## INFORMATIONAL MEMO

Page 2

---

Staff has continued to seek means to increase revenue, player retention and engagement; implementing an Action Plan, improving playability, increasing the number of available programs and delivering excellent service and experiences are all examples of how past updates to the Marketing plan have successfully played a part in the overall improvement of Foster Golf Links.

### **FINANCIAL IMPACT**

None

### **RECOMMENDATION**

Discussion only.

### **ATTACHMENTS**

- A. Facebook Statistics
- B. Google Statistics



EXHIBIT A

# FOSTER GOLF LINKS MARKETING REACH

## Facebook

Page Summary Last 28 days ↕

Export Data

Results from Jun 13, 2019 - Jul 10, 2019

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

### Actions on Page *i*

June 13 - July 10

3

Total Actions on Page ▲200%



### Page Views *i*

June 13 - July 10

450

Total Page Views ▲80%



### Page Previews *i*

June 13 - July 10

37

Page Previews ▲147%



### Page Likes *i*

June 13 - July 10

23

Page Likes ▲229%



### Post Reach *i*

June 13 - July 10

8,328

People Reached ▲135%



### Story Reach *i*

June 13 - July 10

#### Get Story Insights

See stats on how your Page's story is performing.

[Learn More](#)

### Recommendations *i*

June 13 - July 10

35

Recommendations ▲21%



### Post Engagements *i*

June 13 - July 10

3,342

Post Engagement ▲75%



### Videos *i*

June 13 - July 10

4,047

3-Second Video Views ▲1366%





## FOSTER GOLF LINKS MARKETING REACH

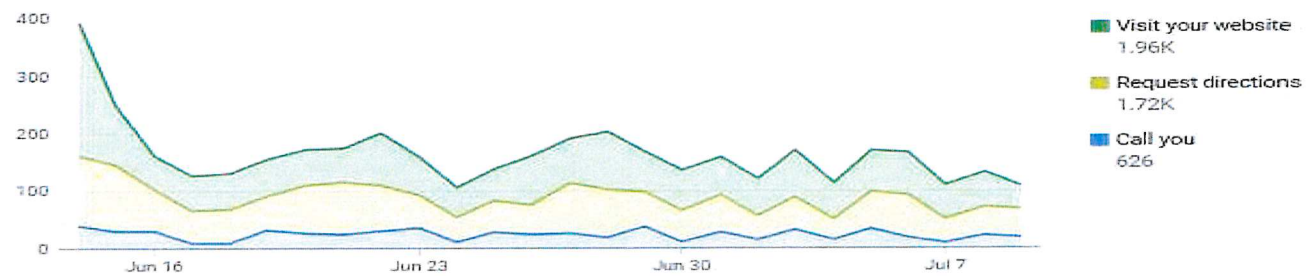
### Google

#### Customer actions

The most common actions that customers take on your listing

1 month

Total actions 4.3K

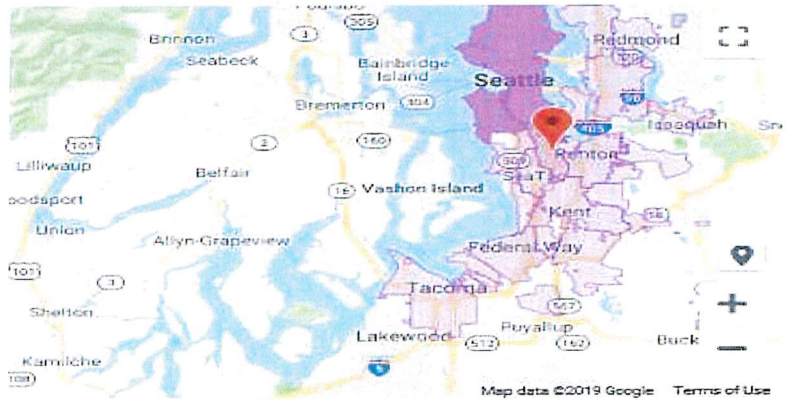


#### Directions requests

The areas where customers request directions to your business from

1 month

Seattle	505
Tukwila	168
Renton	94
Bellevue	67
Kent	64
Federal Way	63
SeaTac	53
Burien	48
Bryn Mawr-Skyway	28
Kirkland	27
Auburn	23
Cascade-Fairwood	20
Tacoma	20
Issaquah	16
Edgewood	15
Enumclaw	15



#### TESTIMONIALS

★★★★★ a month ago

"Great little golf course. Shorter than most with only 1 par five, but fun to play. Our Golf League plays there each week during the dry season:-)"

- Chet C

★★★★★ 2 months ago

"Very nicely groomed course. Not to challenging (for a duffer like me), lots of straight fairways. Kinda fun watching the trains go by while playing. The staff was friendly and accommodating. Did not eat at the restaurant this time but have in the past and found the food to be very good. This was my first time out this year and it was a great course to open on. Will certainly go back again."

- Ted G

★★★★★ a month ago

"This is my favorite golf course in the region, which can be busy on League days - but what course isn't? Well-maintained and always has a tee time for you and a couple friends. Not an elaborate course, but also not as easy as some would say. A bit shorter off the tee, but a good early season confidence builder for people just setting out. I like walking it due to the exercise, but they have carts to rent (for a sizeable charge). I would recommend this place to anyone who is looking to play golf in the region. The food inside the clubhouse is also very good."



## **INFORMATIONAL MEMORANDUM**

**TO:** Community Development & Neighborhoods Committee  
**FROM:** Rick Still, Parks and Recreation Director  
**BY:** Craig Zellerhoff, Parks and Recreation Business Manager  
**CC:** Mayor Ekberg  
**DATE:** August 20, 2019  
**SUBJECT:** Foster Golf Links – Golf Cart Update and Purchase

### **ISSUE**

Provide an update to the Committee on the Foster Golf Cart replacement program.

### **BACKGROUND**

The 2019-2020 budget includes \$25,000 for each year to continue the Golf Cart replacement program. Foster Golf Links (FGL) currently has 64 carts. Due to age and usage, the current fleet is requiring repairs on a regular basis leaving 50-54 carts available to customers on any given day.

FGL is in the process of replacing most of the older golf carts to reduce annual maintenance costs, to provide a better golf experience and to reduce the number of golf carts FGL rents annually to meet the golfer needs.

The carts have been purchased under the National Intergovernmental Purchasing Alliance (NIPA), which is similar to a state-bid purchasing process. The golf cart replacement plan was initially started in 2011 and was placed on hold due to budget reductions in 2016. Through the 2019-20 budget process, City Council approved leaving the Admission Tax in the FGL budget to enable the reinstatement of the cart replacement program.

Foster Golf Links (FGL) averages nearly 15,000 power cart rentals per year. Cart rentals are the 2<sup>nd</sup> largest revenue producer at FGL.

### **DISCUSSION**

The replacement program for 2019-2020 budget, is to purchase 12 new EZ-GO TXT EFI carts, and trading in 15 of our oldest carts. By doing so, we will reduce the “down time” with carts taken out of service due to mechanical problems. It will also provide consistency within our fleet for ease of maintenance and transferability of parts. The new carts are equipped with a new engine which achieves 20 mpg more than the previous carts. The carts will be outfitted with hour meters, Club Pro bag covers, canopy top, USB ports and Foster Golf Links logo in accordance with the specs attached.

The carts will be purchased under the National Intergovernmental Purchasing Alliance (NIPA). EZ-GO and the City are members of NIPA which is similar to a state bid purchasing process. Additionally, since the carts will be rented back to the public, our resale certificate waives the sales tax charge on the purchase.

### **FINANCIAL IMPACT**

The cost for the cart replacement plan has been included in the 2019-2020 operational budget for Foster Golf Links. We are utilizing the biennial of \$50,000 for a one-time purchase to for better pricing. The cost for 2019 will be \$49,980.

**RECOMMENDATION**

Council is being asked to forward this item to the Consent Agenda at the September 3, 2019 Regular Meeting

**ATTACHMENTS**

- A. EZ-GO Cart Information and Pricing

# PACIFIC

GOLF & TURF

## FLEET GOLF CAR PROPOSAL PRESENTED TO

*Foster Golf Links*

[WWW.PACIFICGOLFTURF.COM](http://WWW.PACIFICGOLFTURF.COM)

<p>PORTLAND, OREGON 14625 SE STARK ST PORTLAND, OR 97233 (503) 282-6022 (800) 368-9158</p>	<p>SNOHOMISH WASHINGTON 1818 BICKFORD, AVE SNOHOMISH, WA 98290 (360) 568-7798 (800) 368-9158</p>	<p>SPOKANE WASHINGTON 6206 E TRENT AVE BLSG 2 SUITE A SPOKANE VALLEY, WA 99212 (509) 879-5117 (800) 368-9158</p>
--	--	--





A Textron Company



JOHN DEERE GOLF

**Presented To:**

**Warren Orr**

Foster Golf Links  
13500 Interurban Ave South  
Tukwila, WA 98168

**Prepared By**

Peter Trudeau

Sales Manager

(503) 313-3793

[ptrudeau@pacificgolfturf.com](mailto:p Trudeau@pacificgolfturf.com)

QTY	MODEL	VEHICLE COLOR	SEAT TYPE / COLOR
12	TXT GAS EFI	Ivory	Standard Factory Seat Tan

**INCLUDED ACCESSORIES**

QTY	ACCESSORY	ACCESSORY DETAILS / COLOR
12	Top Assembly	Tan
12	Wheel Covers	Gold
12	Standard Tire and Wheel	8" Standard Factory 4 Ply Tire and Wheel
12	Windshield	E-Z-GO Factory Split Windshield
12	Message Holder	
12	Club Pro Bag Covers	Tan
12	Hour Meter	Standard Factory Install
12	Premium Steering Wheel	Standard Factory Install
12	USB Ports	Standard Factory Install
2	Casual Tow Bar	
1	Manual Kit	
12	Factory Freight	
12	Fleet Installation / Local Delivery	

*Any change to the accessory list must be obtained in writing at least 45 days prior to production date.*

Location of Logo		
11	Course Logo	Center Front Cowl
Location of Numbers		Number Sequence
22	Die Cut Numbers	One Per Side to be determined

*\*Club is Responsible for logo artwork 45 days prior to fleet delivery*

**SPECIAL CONSIDERATIONS**

---



---



---



---

**Acceptance of the above listed accessories and vehicle information**

Accepted By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Pacific Golf & Turf**

Accepted By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_



A Textron Company



**Presented To:**  
**Warren Orr**  
 Foster Golf Links  
 13500 Interurban Ave South  
 Tukwila, WA 98168

**Prepared By**  
**Peter Trudeau**  
 Sales Manager  
 (503) 313-3793  
 ptrudeau@pacificgolfturf.com

**FINANCIAL DETAILS**

QTY	MODEL	Terms	UNIT PRICE	TOTAL MONTHLY PRICE
12	TXT GAS EFI	Cash Purchase	\$ 5,990.00	\$ 71,880.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
NET TOTAL			\$	49,980.00

**TRADE / LEASE TERMINATION**

QTY	YEAR MODEL	CONDITION	VALUE PER CAR	TOTAL
15	2011 TXT Gas	Good	\$1,460.00	\$21,900.00
				\$0.00
				\$0.00
				\$0.00

**FLEET INSPECTION REPORT**

- 1- Customer acknowledges they have received a full inspection report (attached) detailing the current condition of the trade in / Lease return Vehicles
- 2- Customer understands that excess damages to Lease Termination vehicles will be added to the cost of the replacement fleet as specified in this agreement.
- 3- Customer understands that trade in values are based on the condition of the vehicles on the date of the fleet inspection.
- 4- Customer understands that this agreement is based on the condition of the vehicles at the time of inspection. Any damages or loss of vehicle accessories / chargers that occur between inspection and acceptance of new vehicles by Pacific Golf & Turf is the responsibility of the customer.

--	--	--

--

Payment Schedule: Cash Purchase  
 Expected Delivery: September 2019

Payment Months: Due Upon Delivery  
 First Pay: Sep-2019

Additional Information:

---



---



---

PROPOSAL EXPIRATION DATE:

This Proposal is valid through 5/31/2019 delivery date is subject to change based on product availability.

**TIMELINE REQUIREMENTS**

Proposal Acceptance	
Updated Credit information (PGT or Lease Co.)	
Signed Lease Documents / Credit Approval	
Final Review Order Specifications, Delivery Timing	
Order New Vehicles	

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Pacific Golf & Turf**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

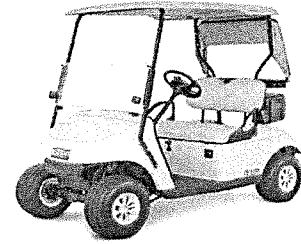
Title: \_\_\_\_\_





A Textron Company

MODEL: TXT FLEET GOLF CAR  
TYPE: GASOLINE POWERED FLEET GOLF CAR  
MODEL YEAR: 2019  
Part No: 657061



### PRODUCT SPECIFICATION

#### CONFIGURATION HIGHLIGHTS

- Engine: 13.5 hp (10.1 kW) per SAE J1940 standard, 4 cycle, 24.5 ci (401 cc) single cylinder, air-cooled
- **Valve Train:** Overhead valve
  - **Lubrication:** Pressurized oil system, spin-on oil filter
  - **Balancer:** Internal counter rotating balance shaft
  - **Fuel System:** Closed-loop electronic fuel injection
  - **Ignition:** Electronic inductive spark
  - **Air Cleaner:** Replaceable dry cartridge
- Electrical:** Starter/Generator, solid-state regulator, 12 Volt maintenance free battery (525 CCA, 85 minute reserve)
- Drive Train:** Automatic, continuously variable transmission (CVT)
- Brakes:** Dual rear wheel mechanical self-adjusting drum brakes. Single point park brake release with self-compensating system.
- Transaxle:** Differential with helical gears, ground speed governor, forward/reverse
- Capacity:** Seating for 2 persons

### PRODUCT OVERVIEW

#### Dimensions

Overall Length	93.0 in (236 cm)
Overall Width	47.0 in (119 cm)
Overall Height (No Canopy)	46.5 in (118 cm) (Top of Steering Wheel)
Overall Height (With Canopy)	67.5 in (171 cm) (Top of Sun Canopy)
Wheel Base	66 in (168 cm)
Front Wheel Track	34 in (86 cm)
Rear Wheel Track	38.5 in (98 cm)
Gnd Clearance @ Differential	4.3 in (11 cm)

#### Vehicle Power

Power Source	4 Cycle 24.5 cu in (401 cc).
Valve Train	Single Cylinder OHV
Horsepower (kW)	13.5 hp (10.1 kW) Exceeds SAE J1940 Std.
Electrical System	Starter/Generator. Solid State Regulator
Battery (Qty, Type)	One, 12 Volt Maintenance Free
Key or Pedal Start	Pedal
Air Cleaner	Industrial Rated Dry Filter
Lubrication	Pressurized Oil System
Oil Filter	Spin On
Cooling System	Air Cooled
Fuel Capacity	5.96 Gallon (22.6L) Tank
Drive Train	Continuously variable transmission (CVT)
Transaxle	Differential with helical gears
Gear Selection	Forward-Reverse
Rear Axle Ratio	11.47:1 (Forward) 14.35:1 (Reverse)

#### Performance

Seating Capacity	2 Persons
Dry Weight	760 lb (344 kg)
Curb Weight	780 lb (354 kg)
Vehicle Load Capacity	800 lb (363 kg)
Outside Clearance Circle	19.0 ft (5.8 m)
Speed (Level Ground)	12 mph ± 0.5 mph (19 kph ± 0.8 kph)
Towing Capacity	3 Golf Cars with Approved Permanent Tow Bar

#### Steering & Suspension

Steering	Self-compensating rack and pinion
Front Suspension	Leaf springs with hydraulic shock absorbers
Rear Suspension	Leaf springs with hydraulic shock absorbers
Service Brake	Rear wheel mechanical self-adjusting drum
Parking Brake	Self-compensating, single point engagement
Front Tires	18 x 8.50 - 8 (4 Ply Rated) Tires
Rear Tires	18 x 8.50 - 8 (4 Ply Rated) Tires

#### Body & Chassis

Frame	Welded Steel. DuraShield™ powder coat
Front Body & Finish	Injection molded TPO
Standard Color	Ivory or Forest Green

*Some items listed may be optional equipment*





**OPTIONS & FIELD INSTALLED ACCESSORIES (Installation not included)\***

**Item** **Std Opt Fld**

**TIRES & WHEELS:**

**Front:**

Hole-in-One 18 x 8.50 - 8 (4 Ply Rated)	X		
Tour Max 18 x 8.50 - 10" Alloy Wheels		X	
USA Trail 18 x 8.50 - 8 (Load Range C)		X	

**Rear:**

Hole-in-One 18 x 8.50 - 8 (4 Ply Rated)	X		
Tour Max 18 x 8.50 - 10" Alloy Wheels		X	
USA Trail 18 x 8.50 - 8 (Load Range C)		X	

**Wheel Covers:**

Spoke, Silver		X	
Spoke, Gold		X	

**COLORS:**

Ivory or Forest Green	X		
Almond		X	
Black		X	
Flame Red		X	
Inferno Red		X	
Patriot Blue		X	
Metallic Charcoal		X	
Oasis Green		X	
Platinum		X	
Burgundy		X	
Electric Blue		X	
Sunburst Orange		X	
Bright White		X	

**SEATING:**

Seat Color (Oyster)	X		
Seat Color (Tan)		X	
Seat Color (Grey)		X	
Premium Seat(Mushroom)		X	
Premium Seat(Lt Beige)		X	

**PIN STRIPES:**

Pewter		X	
Black		X	
Gold		X	

**Item** **Std Opt Fld**

**ELECTRICAL OPTIONS:**

Fuel/Oil Gauge		X	
Unique Group Key Switch		X	
Unique Individual Key Switch		X	
USB Port		X	
Heavy Duty Battery		X	

**OTHER OPTIONS:**

Sweater Basket	X		
Fender Scuff Guard		X	
Heavy Duty Rear Suspension		X	
Front Bumper		X	
Cooler & Bracket			X
Sand Bottle			X
Sand Bucket			X
Side Basket (Single or Double)		X	
Tow Bar (Permanent)		X	
CE Kit, Gas			X
Tow Bar (Casual Use)			X
Sand Rake			X
Sand Rake Holder		X	
Club and Ball Washer			X
4 Bag Attachment			X
Premium Steering Wheel		X	

**WEATHER PROTECTION:**

Bag Cover Kit (Oyster)			X
Bag Cover Kit (Tan)			X
Bag Cover Kit (Green)			X
Bag Cover Kit (Black)			X
Sun Canopy (Top) Oyster			X
Sun Canopy (Top) Tan			X
Sun Canopy (Top) Black			X
Weather Enclosure (3 Side, Sun Canopy & Wdshld Req'd)			X
Windshield Flat (Clear) (Requires Sun Canopy)			X
Windshield Fold Down (Clear) (Requires Sun Canopy)			X
Message Holder (1 Piece, Requires Sun Canopy)			X
Double Message Holder (Requires Sun Canopy)			X
Rear View Mirror (Requires Sun Canopy)			X

