



Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 9818

IS HEREBY GIVEN that the Equity and Social Justice Commission will be held on, January 6, 2021,
at 5:30 p.m. THE MEETNG WILL NOT BE CONDUCTED IN PERSON.

The phone number to participate in the call is: 253-292-9750, Conference 750 743 517#

Join on your computer or mobile app: [Click here to join the meeting](#)

For assistance during the meeting, please call the Equity and Social Justice Staff Liaison,
Niesha Fort-Brooks at **206-406-6692**

MEETING AGENDA

January 6, 2022 – 5:30 p.m.

- I Call to Order
- II Introduction (2 min)
- III Approval of Agenda (2 min)
- IV Approval of Minutes, Thursday, December 2, 2021 (2 min)
- V Business Items
 - Welcome and check ins (5 min)
 - Introduce Will Regan new Equity and Social Justice Commissioner
 - Overview of the establishment of the Equity and Social Justice Commission
Tukwila Municipal Code (TMC) (10 min)
 - Re-evaluate and discuss the qualifying questions for the Tukwila Police
Department Hiring Process- Interview Panel Member Tukwila Community
Representative and determine a selection process for perspective
community candidates. (25 min)

- Remind new and re-appointed commissioners to revisit the [Open Public Act](#), [Public Records Act](#) and [Ethics Training](#); Sign and return the Certification of Training and Conflict of Interest forms. (10 min)

VI Miscellaneous

VII Adjournment

**CHAPTER 2.29
EQUITY AND SOCIAL JUSTICE
COMMISSION**

Sections:

- 2.29.010 Establishment of Commission – Purpose
- 2.29.020 Membership
- 2.29.030 Commission Organization
- 2.29.040 Meetings
- 2.29.050 Reporting Requirements and Biennial Review
- 2.29.060 Sister Cities Committee

2.29.010 Establishment of Commission – Purpose

The Equity and Social Justice Commission (“Commission”) is hereby established to serve in an advisory capacity to the Mayor and City Council for the City of Tukwila. The objectives of the Commission shall be:

1. To promote understanding that accepts, celebrates, and appreciates diversity within the community.
2. To serve 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.
3. To provide recommendations to the Mayor and City Council regarding opportunities to increase equity and social justice awareness and promote social justice programs.

(Ord. 2530 §4, 2017)

2.29.020 Membership

A. **Qualifications.** Members must meet at least one of the following requirements:

1. Be a resident of the City of Tukwila;
2. Own or work at a business within the city limits of the City of Tukwila; or
3. Work in the education field in the City of Tukwila.

B. **Number of Members.** The Commission shall be comprised of nine members. To the extent possible, membership shall be representative of the diversity of the community and should include:

1. Two City employees and one Tukwila City Councilmember (Positions 1, 4 and 7). If the City is unable to fill one of its two positions, a community member may fill one City position.
2. Three community members that meet the resident or business criteria as stated in TMC Section 2.29.020.A (Positions 3, 6 and 9).
3. Three members representing the education field in Tukwila (Positions 2, 5 and 8). If needed, a community member may fill one education field position.

C. **Appointment Process.** Community members that meet the requirements stated in TMC Section 2.29.020.A shall submit a completed Boards and Commissions Application to the Mayor’s Office. The Mayor’s Office will forward the application

to the Commission for review. The Mayor recommends appointments of applicants to the City Council and all appointments are confirmed by the City Council.

D. **Term of Appointment.** The term of appointment for the members of the Equity and Social Justice Commission shall be two years provided, however, that in order for the fewest terms to expire in any one year all current terms of existing appointed Commission members shall expire on December 31 of the year set forth below for each respective position number:

Term for Positions 1, 2, 3, 7 and 8 shall expire December 31, 2017

Term for Positions 4, 5, 6 and 9 shall expire December 31, 2018

After the expiration of the current terms for the existing Commission positions listed above, each term thereafter shall be for a period of two years.

E. **Student Representation.** In addition to the appointed positions, the Commission shall seek to recruit one student representative to participate on the Commission. The student representative shall be a high school student who resides in the City of Tukwila. The term of this position will be a minimum of one year and may not exceed four years or when the student graduates from high school, whichever comes first.

F. **Resignations.** If a Commission member is unable to complete their term of service, a letter of resignation shall be sent to the Mayor indicating the effective date of the resignation.

G. **Vacancies.** Any appointment to a position vacated other than by the expiration of the term of the appointment shall be to fill only the unexpired portion of said term.

H. **Revocation of Appointment.** A Commission member may be removed from the position if absent without being excused for three consecutive meetings or six meetings in a calendar year.

(Ord. 2530 §5, 2017)

2.29.030 Commission Organization

Members of the Commission shall meet and organize by electing from the members of the Commission a Chair and a Vice-Chair to serve for one year. The Vice-chair shall promote to the Chair the following year and a new Vice-Chair shall be elected by the members. It shall be the duty of the Chair to preside at all meetings. The Vice-chair shall perform this duty in the absence of the Chair. If neither the Chair nor the Vice-Chair is present, a member chosen by agreement of the attending members shall act as Chair.

(Ord. 2530 §6, 2017)

2.29.040 Meetings

A. **Conduct.** The Commission shall hold at least one regular meeting per quarter. Commission meetings shall be conducted in public session and noticed in accordance with the Open Public Meetings Act (OPMA).

B. **By-Laws.** The Commission shall adopt bylaws to provide guidelines for the conduct of business.

C. **Quorum.** A majority of the seated members shall constitute a quorum for the transaction of business.

D. **Staff Assistance.** The City shall provide assigned staff to support the Commission. The primary role of staff is to represent the City and facilitate communication between the Commission, City Administration, the City Council and other City departments. Staff responsibilities include:

1. Ensuring that meeting notifications and recordkeeping are consistent with applicable state laws;
2. Ensuring compliance with applicable laws, such as the Open Public Meetings Act (OPMA) and Public Records Act (PRA);
3. Providing professional guidance, issue analysis and recommendations;
4. Assisting with research, report preparation and correspondence; and
5. Compiling agendas, maintaining minutes, forwarding recommendations and/or implementing actions.

(Ord. 2530 §7, 2017)

2.29.050 Reporting Requirements and Biennial Review

A. **Reporting Requirements.** The Commission shall keep the City of Tukwila apprised of its activities and recommendations by submitting an annual written report by January 31 each year summarizing the activities for the previous year.

B. **Biennial Review.** The City Council shall review the ongoing relevance of all Boards and Commissions in conjunction with review of requested funding allocations during the biennial budget process.

(Ord. 2530 §8, 2017)

2.29.060 Sister Cities and Civic Awareness Committee

A. **Establishment.** The Tukwila Sister Cities and Civic Awareness Committee is hereby established as a sub-committee of the Equity and Social Justice Commission. It shall be made up of members of the Equity and Social Justice Commission chosen by the Commission Chair and shall operate under the procedures set forth for the Equity and Social Justice Commission.

B. **Purpose.** The purpose of the Sister Cities and Civic Awareness Committee shall be to advise 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.

C. **Responsibilities.** The Committee shall be responsible for the planning, development and coordination of programs that enhance goodwill and understanding between the residents of the Tukwila community and peoples of other nations and promote civic awareness.

(Ord. 2530 §9, 2017)

CHAPTER 2.30

TUKWILA ARTS COMMISSION

Sections:

- 2.30.010 Establishment of Commission - Purpose
- 2.30.020 Membership
- 2.30.030 Commission Organization
- 2.30.040 Meetings
- 2.30.050 Reporting Requirements and Biennial Review
- 2.30.060 Creation of Municipal Arts Fund for Capital Arts Projects

2.30.010 Establishment of Commission - Purpose

The Tukwila Arts Commission (the "Commission") is hereby established to serve in an advisory capacity to the Mayor, City Council or other commission or board of the City on matters including, but not limited to, those set forth hereinafter. The activities of the Commission shall include the following:

1. To represent the City's interest in art matters, to be a spokes-group for art matters in the City, and to keep the Mayor and City Council informed on all such related matters.
2. To be a central body to whom art organizations, artists and anyone interested in cultural advancement of the community may come for information or assistance.
3. To encourage and aid programs for cultural enrichment of Tukwila citizens.
4. To coordinate and strengthen existing organizations in the field of art, and to develop cooperation with schools and regional and national art organizations.
5. To explore ways and methods of obtaining private, local, State, and federal funds to promote art projects within the community.
6. To review and make recommendations on all works of art acquired by the City, inclusive of all art incorporated into capital improvement projects.
7. To render any other advice and assistance in the field of art, aesthetics and beautification as requested.
8. To render any other assistance to the City in any other artistic activities as may be referred to by the City.

(Ord. 2527 §3, 2017)

2.30.020 Membership

A. **Qualifications.** Members must be residents of the City of Tukwila or own/work at a business within the city limits of the City of Tukwila.

B. **Number of Members.** The Commission shall be comprised of not less than five and not more than seven members. At least three members of said Commission shall be involved in the instruction of or otherwise professionally engaged in the visual and/or performing arts whenever possible.

C. **Appointment Process.** Community members that meet the requirements stated in TMC Section 2.30.020.A shall submit a completed Boards and Commissions Application to the Mayor's Office. The Mayor's Office will forward the application



Tukwila Equity and Social Justice Commission
City of Tukwila – City Hall
6200 Southcenter Boulevard, Tukwila, WA 9818

MEETING MINUTES

December 2, 2021 – 5:30 p.m.

I Call to Order

II Introductions

Aaron Draganov, Co-Chair
Gabriela Quintana, Co-Chair
Kraig Boyd
Joe Duffie
Dr. Eileen English
Jonathan Joseph
Councilmember Kathy Hougardy
Tracie Friedman
Laurel Humphrey
Trish Kinlow
Rachel Bianchi
Niesha Fort-Brooks, Staff Liaison

III Approval of Agenda (3 Minutes)

IV Approval of Minutes, December 2, 2021

V Business Items

- Commissioners checked in and provided individual updates.
- Commissioners reviewed and discussed the qualifying questions for the Tukwila Police Department Hiring Process- Interview Panel Member Tukwila Community Representative. Additional time is needed to identify qualifying questions and determine a selection process for perspective community candidates.

- Co-chairs will convene in early December to convene a sub-committee before the January 2022 meeting.
- Jonathon Joseph briefed the commission on ideas how the commission could move forward in 2022 on-going Equity conversations as a commission and community participation.
- Commission agreed to convene the January 2022 meeting virtually until further notice.
- Commission has agreed to discuss the workplan and budget for 2022.
- Rachel Bianchi, Deputy City Administrator briefed the commission on the Legislation Target Overview.
- ESJC Staff Liaison briefed the commission on the City of Tukwila's Boards and Commissions Overview.
- Community feedback and Knowledge

VI **Miscellaneous**

VII **Adjournment**

Equity and Social Justice Commission

Tukwila Police Department Hiring Process – Interview Panel Tukwila Community Representative

Draft Roster Questions

1. Why are you interested in volunteering as a community member?
2. What is your lived experience and relationship with policing in Tukwila?
3. What are the qualities you would like to see in new police officers working in Tukwila?
4. How do you respond under pressure during an interview process?
5. How would you ensure that your participation as a community member will be fair and transparent in the hiring process for the Tukwila Police Department?



Tukwila Equity and Social Justice Commission

* Note – the Council traditionally does not hold meetings in the last half of December.

Council subcommittee meets 5:30 p.m.

<i>FIN</i> - Finance Committee	2 nd and 4 th Mondays
<i>PED</i> - Planning & Economic Development	1 st and 3 rd Mondays
<i>TIC</i> - Transportation & Infrastructure Committee	1 st and 3 rd Mondays
<i>CSS</i> - Community Services & Safety Committee	2 nd and 4 th Mondays
Reg - Regular Council Meeting – 1 st and 3 rd Mondays	7:00 p.m.
<i>C.O.W.</i> - Committee of the Whole – 2 nd and fourth Mondays	7:00 p.m.

THE MEETINGS WILL NOT BE CONDUCTED AT TUKWILA CITY HALL, BASED ON THE GOVERNOR’S PROCLAMATION 20-28 ADOPTED MARCH 24, 2020, WHICH SAYS IN PART:

ANY PUBLIC AGENCY, SUBJECT TO RCW 42.30, IS PROHIBITED FROM CONDUCTING ANY MEETING, SUBJECT TO RCW 42.30 UNLESS (A) THE MEETING IS NOT CONDUCTED IN-PERSON AND INSTEAD PROVIDES AN OPTION(S) FOR THE PUBLIC TO ATTEND THE PROCEEDINGS THROUGH, AT MINIMUM, TELEPHONIC ACCESS, . . .”

CITY COUNCIL REGULAR MEETING

**THE PHONE NUMBER FOR PUBLIC LISTEN IN THIS MEETING IS:
1-253-292-9750, ACCESS CODE 670077847#. For Technical Support during the meeting call: 1-206-431-2179**

Those wishing to provide public comments at the above meeting will have the opportunity to deliver public comments via email. All written comments received by email to citycouncil@tukwilawa.gov prior to 5:00 p.m. on the date of the meeting, will be read aloud during the meeting by City staff within the normal five-minute time limit.

FINANCE COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:
1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:
1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

TRANSPORTATION AND INFRASTRUCTURE COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

COMMUNITY SERVICES AND SAFETY COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)

LODGING TAX ADVISORY COMMITTEE

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS:

1-253-292-9750, Access Code – PLEASE VISIT [TUKWILA CITY COUNCIL: UPCOMING EVENTS TO OBTAIN CURRENT ACCESS CODE](#)



Tukwila Equity and Social Justice Commission

Boards and Commission Agenda Items

IMPORTANT NOTE: Items often shift meeting dates; please review published agendas to ensure items are scheduled. This is not a comprehensive or final list as items may be added at the last minute. For up-to-date information, visit: [TukwilaWA.gov/departments/mayors-office/boards-and-commissions](https://www.tukwila.wa.gov/departments/mayors-office/boards-and-commissions)

Boards and Commissions	
Arts Commission	The Art Commission received the Equity Policy training on December 1, 2021. Commissioners received an update on Commissioner and staff reports. Next meeting: January 26, 2022.
Community Oriented Policing Citizens Advisory Board (COPCAB)	Advisory Board convened on December 9, 2021; Board approved the 10/14/21 minutes (November meeting cancelled); Discussion of elections of officers, officer of the month program, update on Shop with a Cop, School Resource Officer (SRO) update on where the Tukwila Police Department stands with the Tukwila School District in the high and middle schools since there has been no SROs in this school at this time. Advisory Board were briefed on the status on the school zone cameras, recent shootings at Westfield Mall and in Des Moines, WA. Mall update coverage during the holiday season, crime prevention and what to do when short staffed.
Lodging Tax Advisory Committee (LTAC)	Advisory Board convened on December 10, 2021. Discussion on pending funding requests. Advisory Board received a presentation from the Seattle Sports Commission; Business agenda items discussion on 2022 re-appointments.
Planning Commission	Planning Commission held a Public Hearing: Board of Architectural Review (BAR). Public Hearing on a design review for a new three-story mixed-used building. The proposal includes one commercial tenant space, indoor recreation space, and a parking garage on the first story. A total of nine dwelling units are proposed on the second and third stories.