



City of Tukwila  
**Planning and Community  
 Development Committee**

- ◆ Cynthia Delostrinos Johnson, Chair
- ◆ Kathy Hougardy
- ◆ De'Sean Quinn

<u>Distribution:</u>	
C. Delostrinos Johnson	Mayor Ekberg
K. Hougardy	D. Cline
D. Quinn	R. Bianchi
T. McLeod	C. O'Flaherty
	A. Youn
	L. Humphrey

# AGENDA

MONDAY, MARCH 7, 2022 – 5:30 PM

THIS MEETING WILL BE CONDUCTED **BOTH ON-SITE AT TUKWILA CITY HALL**  
 AND ALSO **VIRTUALLY**, BASED ON THE GOVERNOR'S PROCLAMATION 20-28.

**ON-SITE PRESENCE WILL BE IN THE HAZELNUT CONFERENCE ROOM  
 (6200 SOUTHCENTER BOULEVARD)**

**THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS  
 MEETING IS: 1-253-292-9750, Access Code 223807533#**

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

Item	Recommended Action	Page
<b>1. BUSINESS AGENDA</b>		
a. A contract with True Blue Strategies for Experience Tukwila. <i>Brandon Miles, Business Relations Manager</i>	a. Forward to 3/21 Consent Agenda.	<b>Pg.1</b>
b. A resolution updating land use fees. <i>Max Baker, Development Supervisor</i>	b. Forward to 3/14 C.O.W. and 3/21 Consent Agenda.	<b>Pg.11</b>
c. An update on the Rental Housing Program. <i>Nora Gierloff, Community Development Director; and Joseph Mose, Code Enforcement Officer</i>	c. Discussion only.	<b>Pg.17</b>
d. An update on the Economic Development Plan. <i>Derek Speck, Economic Development Administrator</i>	d. Discussion only.	<b>Pg.41</b>
<b>2. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *March 21, 2022*



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: Planning and Community Development Committee**

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

**CC: Mayor Ekberg**

**DATE: February 28, 2022**

**SUBJECT: Agreement with True Blue Strategies for Experience Tukwila**

### **ISSUE**

Authorize the Mayor to sign an agreement with True Blue Strategies for the management and operation of the Experience Tukwila Digital Initiative and to provide general marketing services for the City.

### **BACKGROUND**

In 2020, the City launched the Experience Tukwila Digital Initiative to aggressively promote the Tukwila community within the Seattle region. Experience Tukwila includes dedicated social media accounts and a website with original content highlighting restaurants, retailers, events, and the overall Tukwila community. The Experience Tukwila digital initiative has allowed us to do sponsorships and partnerships that we were unable to do in the past, including being a partner for Seattle Restaurant Week and partnering with the Seattle Seawolves.

For 2022 Experience Tukwila will focus on growing its reach and followers on social media with authentic posts, including video. As the region emerges from the COVID-19 pandemic Experience Tukwila will be essential in helping to bring visitors back to Tukwila and bring customers back to our hospitality businesses.

### **DISCUSSION**

True Blue Strategies (formally Mammoth) has been the City's marketing agencies for Experience Tukwila since it launched in 2020. True Blue is small, woman owned marketing firm based out of Seattle and is responsible for the day-to-day management of Experience Tukwila. The City selected True Blue in 2020 after interviewing several firms. True Blue was selected due to its small size and overall background in working with both public policy and marketing.

### **FINANCIAL IMPACT**

The City Council approved a \$130,000 lodging tax funding request for Experience Tukwila at the January 28, 2022 Special Meeting. The agreement with True Blue is not to exceed \$160,000. This additional expenditure authorization is being requested in case other funds, such as grants or additional lodging dollars, become available during the contract term.

As a reminder, lodging tax funds are collected at area lodging businesses from overnight stays. Under Washington State law, lodging tax funds can only be used for tourism promotion activities, such as Experience Tukwila.

### **RECOMMENDATION**

Staff recommends that the Committee forward the Agreement to the March 21, 2022 consent agenda for final action by the City Council.

### **ATTACHMENTS**

1. Draft Agreement between the City of Tukwila and True Blue Strategies.





**PROFESSIONAL SERVICES AGREEMENT**

*(Includes consultants, architects, engineers, accountants, and other professional services)*

**THIS AGREEMENT** is entered into between the City of Tukwila, Washington, hereinafter referred to as “the City”, and True Blue Strategies, hereinafter referred to as “the Consultant” or “Contractor”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **Project Designation.** The Consultant is retained by the City to perform marketing, advertising, and social media management services in connection with the project titled Experience Tukwila Digital Initiative.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit “A” attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing on February 1, 2022 and ending March 31, 2023, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than December 31, 2022 unless an extension of such time is granted in writing by the City (email suffices).
4. **Payment.** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
  - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit “A” attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$160,000 without express written modification of the Agreement signed by the City.
  - B. The Consultant may submit vouchers to the City once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by the City and, upon approval thereof, payment shall be made to the Consultant in the amount approved.
  - C. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this Agreement and its acceptance by the City.
  - D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.
  - E. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the City and the state of Washington for a period of three (3) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by the City on any project other than the project specified in this Agreement.

City retains ownership of all social media accounts and the ExperienceTukwila.com website, including domain name. Upon expiration of this Agreement or demand by the City, Consultant shall transfer hosting of ExperienceTukwila.com to a provider of the City's choice and provide all login credentials for ExperienceTukwila.com and all Experience Tukwila social media accounts.

City retains ownership of any photography, videography, and animation created in conjunction with this Agreement.

6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services rendered under this Agreement.
7. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:

1. **Commercial General Liability** insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

2. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  3. Professional Liability with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
- B. Public Entity Full Availability of Contractor Limits.** If the Contractor maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Contractor.
- C. Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
- D. Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- F. Notice of Cancellation.** The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- G. Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.
10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the City shall have the right to annul this contract without liability, or in its discretion

to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

11. **Discrimination Prohibited.** Contractor, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation, the presence of any disability, or any other protected class status under state or federal law, in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City (e-mail suffices).
13. **Non-Waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
  - A. The City reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
  - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the City, if the City so chooses.
15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Tukwila Municipal Code and ordinances of the City of Tukwila. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in King County Superior Court.
16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.
17. **Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk  
City of Tukwila  
6200 Southcenter Boulevard  
Tukwila, WA 98188

Notices to Consultant shall be sent to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No



amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF TUKWILA

CONSULTANT

\_\_\_\_\_

Allan Ekberg, Mayor

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

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

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

Attest/Authenticated:

Approved as to Form:

\_\_\_\_\_

City Clerk, Christy O'Flaherty

\_\_\_\_\_

Office of the City Attorney

## Exhibit "A"

### Scope of Services

Contractor shall provide marketing, advertising, and social media management services to the City with the intent of bringing more visitors to the City and improving the City's image. The focus for 2022 shall be to restore consumer confidence following (hopeful) easing of COVID-19 restrictions that limited occupancy of retailers, restaurants, and which significantly impacted overnight travel.

### **Day-to-Day Management of Experience Tukwila**

Contractor is responsible for the day-to-day management of the City of Tukwila Experience Tukwila social media accounts (Facebook, Instagram, Twitter, and LinkedIn) and the ExperienceTukwila.com website. Contractor shall provide the following services outlined in Table 1 below.

### Special Services

In addition to the work outlined in Table 1, Contractor shall provide the following additional special services to the City.

1. On dates mutually agreed by the City and Contractor, organize a two-day photo shoot within the City to capture more crowds, personal portraits, and b-roll footage. Total cost not to exceed \$15,000. Work shall not begin until authorized by the City.
2. Produce videos or animations promoting the City. Total cost shall not to exceed \$15,000. Work shall not begin until authorized by the City.
3. Search Engine Optimization services for ExperienceTukwila.com. Total cost shall not exceed \$5,000. Work shall not begin until authorized by the City.
4. Website refresh of ExperienceTukwila.com. Total cost shall not exceed \$5,000. Work shall not begin until authorized by the City.
5. Email template updated for Experience Tukwila brand. Total cost shall not exceed \$1,500. Work shall not begin until authorized by the City.
6. Provide on-call, on-demand graphic design services to the City. The specific projects shall be bid on request by the City.
7. Paid media recommendations, as needed, with the specific services added by the City upon request, with a cost estimate provided by the Contractor.
8. Earned media and community partners program. The specific work shall be negotiated by the City and the Contractor, with the Contractor providing the City an estimate for the proposed work.
9. Other marketing and advertising services deemed necessary by the City to achieve the goals of promoting the City to visitors. Specific services and costs shall be negotiated as specific projects are proposed by either City or Contractor.

**Table 1 shows an estimate as to how funds will be allocated. The City may reallocate funds for specific tasks or eliminate tasks.**

<b>Task</b>	<b>Notes</b>	<b>Monthly Rate</b>	<b>11-month cost (February through December)</b>
Project Management and Reporting	Project Management, monthly analytics reporting on web and social analytics, site hosting and administration.	\$1,000	\$11,000
Social Media Content and Management	Creation and posting of original social media content for existing Facebook, Instagram, Twitter, TikTok, and LinkedIn accounts including custom graphics and sourced photography. 5-7 posts per week on Facebook, Instagram, and Twitter. Community moderation. Identify externally generated content to share, retweet, or otherwise promote. Ongoing content creating for LinkedIn one post per week. Ongoing content creating for TikTok including 1-2 custom videos per month. Expanded stories, videos, gifs, and interactive content. City retains ownership of all social media accounts. Upon request, Contractor shall provide the City sign in credentials for social media accounts.	\$4,500	\$49,500
Website Content Updates	Ongoing website support and content updates, editorial calendar management, blog content and event updates. Includes adding additional content to the site such as new restaurant and shopping listings, updating imagery including refreshing homepage content. Contractor is responsible for hosting ExperienceTukwila.com. City retains ownership of ExperienceTukwila.com website and the domain name. Upon termination of this Agreement, Contractor shall transfer hosting and the domain name ExperienceTukwila.com to the City.	\$2,000	\$22,000
Email	Deployment of one email per month to	\$1,000	\$11,000

Marketing Content and Managem ent	Experience Tukwila newsletter subscribers. Email content development and management including subscriber/engagement reporting		
Totals:		\$8,500	\$93,500



## **INFORMATIONAL MEMORANDUM**

**TO: Planning and Community Development Committee**

**FROM: Nora Gierloff, DCD Director**

**BY: Max Baker, Development Supervisor**

**CC: Mayor Ekberg**

**DATE: March 7, 2022**

**SUBJECT: Updated DCD Permit Fees**

### **ISSUE**

The City's fee schedule needs to be adjusted to: (1) ensure the City is accurately recovering permit review costs, (2) remove inaccurate permit types, and (3) reflect recent updates to the wireless code.

### **BACKGROUND**

Ordinance 2660 was adopted on October 4<sup>th</sup>, 2021 which modified TMC Chapter 18.58, "Wireless Communication Facilities" to establish new permitting and aesthetic requirements for wireless communications facilities in response to the enactment of new regulations by the FCC. As a result of this adoption a number of permit types related to wireless facilities are no longer accurate and are in need of replacement. Additionally, it was found that a number of Decision Types relating to tree and landscape permits adopted as part of fee Resolution 2012 needed revising to accurately reflect regulations set forth in the TMC.

### **DISCUSSION**

To ensure consistency with the updates to TMC Chapter 18.58, Staff proposes that the three current Wireless Communication Facilities permit types (Minor – Type 1, Administrative – Type 2, Major or Height Waiver – Type 3) be replaced with the following permit types: Eligible Facilities Modification, Substantial Change, and New Macro-Facility. These permit types would adopt the existing 2022 fees set forth for wireless communications facilities.

Staff is recommending the following four tree and landscape permits be added to the fee schedule: Shoreline Tree Permit, Critical Area Tree Permit, Residential Tree Permit, and Landscape Modification to be consistent with the corresponding TMC provisions.

An increase to the Zoning Verification Letter fee for more than two contiguous parcels is also being requested to cover the additional staff time required to complete such requests.

### **FINANCIAL IMPACT**

The proposal will predominately impact the categorization of permit decision types; fees, other than an increase to the Zoning Verification Letter fee, will not deviate from those currently set forth for 2022 as part of Resolution 2012.

**RECOMMENDATION**

The Council is being asked to approve the fee resolution and consider this item at the March 14, 2022 Committee of the Whole meeting and subsequent March 21, 2022 Regular Meeting on the consent agenda.

**ATTACHMENTS**

Draft Land Use Fee Resolution Update

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, AMENDING CERTAIN PARTS OF THE LAND USE FEE SCHEDULE IN RESOLUTION NO. 2012 (THE CITY’S CONSOLIDATED PERMIT FEE SCHEDULE), TO UPDATE FEES FOR TREE PERMITS, WIRELESS COMMUNICATION FACILITY PERMITS, AND ZONING VERIFICATION LETTERS.**

**WHEREAS**, the City's Consolidated Permit Fee Schedule needs to be updated to reflect changes adopted by Ordinance 2660 on October 4, 2021, as codified in Tukwila Municipal Code Chapter 18.58, "Wireless Communication Facilities;" and

**WHEREAS**, the City's Consolidated Permit Fee Schedule also needs to be updated to clarify fees for tree and landscape permit regulations and zoning verification letters;

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

**Section 1.** Resolution No. 2012 is hereby amended to revise Section 4, "Land Use Fee Schedule," under the heading "VARIANCES, SPECIAL PERMISSIONS AND SITE PLAN REVIEW," to read as follows:

Decision Type	2021 Fee	2022 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
<b>VARIANCES, SPECIAL PERMISSIONS AND SITE PLAN REVIEW</b>				
Variances <i>(TMC <del>Section</del> Chapter 18.72)</i>	\$3,243	\$3,291	+ HE	+ TF
Environmentally Sensitive Areas Deviation, Buffer Reduction <i>(TMC Chapter 18.45)</i>	\$1,715	\$1,741		+ TF
Reduced fee for LDR homeowners, no associated short plat	\$ 675	\$ 685		
Reasonable Use Exception <i>(TMC Section 18.45.180)</i>	\$3,431	\$3,482	+ HE	+ TF

Decision Type	2021 Fee	2022 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
Exception from Single Family Design Standard (TMC Section 18.50.055)	\$675	\$685		+ TF
Special Permission Cargo Container (TMC Section 18.50.060)	\$675	\$685		+ TF
<del>Tree Permit for single family residential properties (TMC Chapters 18.44, 18.45 and 18.54, including shoreline and critical areas tree permits)</del> <a href="#">Single Family Dwelling Residential Tree Permit</a> (TMC Chapter 18.54)	\$121	\$124		
<del>Tree Permit and Landscape Modification Permit and Exceptions for non-single family residential properties (TMC Section 18.52.100, and Chapters 18.44, 18.45 and 18.54, including shoreline and critical areas tree permits)</del> <a href="#">Landscape Modification Permit</a> (TMC Chapter 18.52)	\$675	\$685		+ TF
<a href="#">Critical Areas Tree Permit</a> (TMC Chapter 18.45)		<a href="#">\$685</a>		
<a href="#">Shoreline Tree Permit</a> (TMC Chapter 18.44)		<a href="#">\$685</a>		

**Section 2.** Resolution No. 2012 is hereby amended to revise Section 4, “Land Use Fee Schedule,” under the heading “WIRELESS COMMUNICATION FACILITY (TMC ~~Chapter~~ [Section 18.58.050](#)),” to read as follows:

Decision Type	2021 Fee	2022 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
<b>WIRELESS COMMUNICATION FACILITY (TMC <del>Chapter</del> <a href="#">Section 18.58.050</a>)</b>				
<del>Minor (Type 1)</del> <a href="#">Eligible Facilities Modification</a>	\$ 675	\$ 685		+ TF
<del>Administrative (Type 2)</del> <a href="#">Substantial Change</a>	\$1,923	\$1,952		+ TF
<del>Major or Height Waiver (Type 3)</del> <a href="#">New Macro-Facility</a>	\$3,847	\$3,905	+ HE	+ TF

**Section 3.** Resolution No. 2012 is hereby amended to revise Section 4, “Land Use Fee Schedule,” under the heading “MISCELLANEOUS SERVICES AND CHARGES” to read as follows:



Decision Type	2021 Fee	2022 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
<b>MISCELLANEOUS SERVICES AND CHARGES</b>				
Development Agreement	\$2,289	\$2,323		+ TF
Code Interpretation <i>(TMC Section 18.90.010)</i>	\$ 401	\$ 407		+ TF
Zoning Verification Letter <i>(Up to two contiguous parcels; \$50 for each additional parcel.)</i>	\$ 401	\$ 407		+ TF
Legal Lot Verification	\$ 639	\$ 649		+ TF
Preapplication Meeting	\$ 553	\$ 561		+ TF
In-lieu Tree Replacement Fee	\$ 416	\$ 422		
Mailing Fee to Generate Labels, per project	\$ 523	\$ 530		
Public Notice Mailing Fee per address for each mailing	\$1	\$1		

**Section 4. Effective Date.** This resolution shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST/AUTHENTICATED:

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

\_\_\_\_\_  
Thomas McLeod, Council President

APPROVED AS TO FORM BY:

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

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

Resolution Number: \_\_\_\_\_

\_\_\_\_\_  
Office of the City Attorney





## **INFORMATIONAL MEMORANDUM**

**TO: Planning and Community Development Committee**

**FROM: Nora Gierloff, Community Development**

**BY: Joseph Mose, Code Enforcement Officer**

**CC: Mayor Ekberg**

**DATE: March 1, 2022**

**SUBJECT: Rental Housing Program Update**

### **ISSUE**

Review the Rental Housing Program current activity to better understand ongoing issues.

### **BACKGROUND**

The Tukwila Code Enforcement team works to support a safe, inviting, and healthy environment for residents, businesses, and visitors by enforcing the parts of the Tukwila Municipal Code that relate to conditions on private property. Compliance is typically reached through promoting public awareness, communication, and collaboration. In difficult cases monetary penalties and or legal action may be required. In addition to general code enforcement, the team is also responsible for managing and administering the Residential Rental Business License and Inspection Program.

The City established the Program in 2010 to protect the public health, safety, and welfare by ensuring the proper maintenance of rental housing. It does this by identifying and requiring correction of substandard housing conditions and by preventing conditions of deterioration and blight that could adversely impact the quality of life in the City of Tukwila.

In 2020 the Council adopted a resolution waiving rental license and inspection late fees due to the covid pandemic.

### **DISCUSSION**

#### **Briefing on current Code Enforcement activity:**

Tukwila Municipal Code Chapter 8.45 establishes a system to enforce the development, land use, and public health regulations of the City. The Code Enforcement team utilizes established standard operating procedures to identify, track, and resolve violations. Attachment A illustrates these procedures.

As of February 28, 2022, code enforcement has 31 open enforcement cases related to rental housing, most of the cases are for overdue rental licenses and/or inspections.

#### **Briefing on the Rental Housing Business Licensing and Inspection Program:**

Tukwila Municipal Code Chapter 5.06 establishes regulations pertaining to rental housing licensing and inspection. Residential rental properties are required to obtain an annual rental business license. As of February 28, 2022, the Rental Housing Program has 4,256 registered rental units and 556 active rental licenses (one license per property). All program late fees for 2020 and for 2021 (through September 30, 2021) were waived in response to the ongoing COVID-19 pandemic. As of February 28, 2022, 266 properties have yet to renew their 2022 rental licenses. Late fees begin March 1 at a rate of \$10 per month until the license is renewed.

Some of the most common maintenance items that we find during inspections are mechanical equipment improperly installed and maintained (water heater), plumbing system hazards found (water leaks) and missing or inoperable carbon monoxide or smoke detector(s). Examples of improvements from the Rental Inspection Program can be found in Attachment C.

### **Rental Inspections and Deadline Extension**

In addition to annual licensing, all rental housing units in the city must pass an inspection every 4 years. Properties with up to 4 units may use a city inspector while all larger properties must use a private inspector who meets specific qualifications. The city may also inspect units in response to complaints and audit inspections submitted by private inspectors when inspection reports are in question.

During the first inspection cycle in 2010-2014 we had many more units fail than we do now after several rounds of inspections. In 2019, the city conducted 133 inspections, 52% passed; In 2020, we've conducted 29 inspections, 72% passed; in 2021, the city conducted 15 inspections, 53% passed. This shows that the program has been effective in improving housing quality in the City. With the pandemic hopefully ending we look forward to bringing many rentals into compliance.

Rental inspections performed by a city inspector were paused due to the pandemic. In March, with the reopening of city services to the public, the Rental Housing Program will begin scheduling rental inspections again. In response to the ongoing pandemic and social distancing requirements, staff has also developed a virtual rental inspection beta program to address inspection needs. (See Attachment B). 381 rental units are due for their next inspection this year and 937 units are due in 2023.

Due to the pandemic nearly all property owners postponed their inspections. In response to the large backlog of inspections that was created, staff proposed, and the Council granted a 2-year extension to all inspection deadlines. Extending all inspection deadlines eliminated the backlog and has allowed staff to focus on the properties that were the most overdue without an extension.

### **FINANCIAL IMPACT**

The Residential Rental License and Inspection Program YTD revenue for 2022 is \$17,577; 2021 was \$51,805; 2020 revenue was \$55,123; and 2019 revenue was \$52,313.

With a return of inspections, hopefully in March, revenue should increase in 2022.

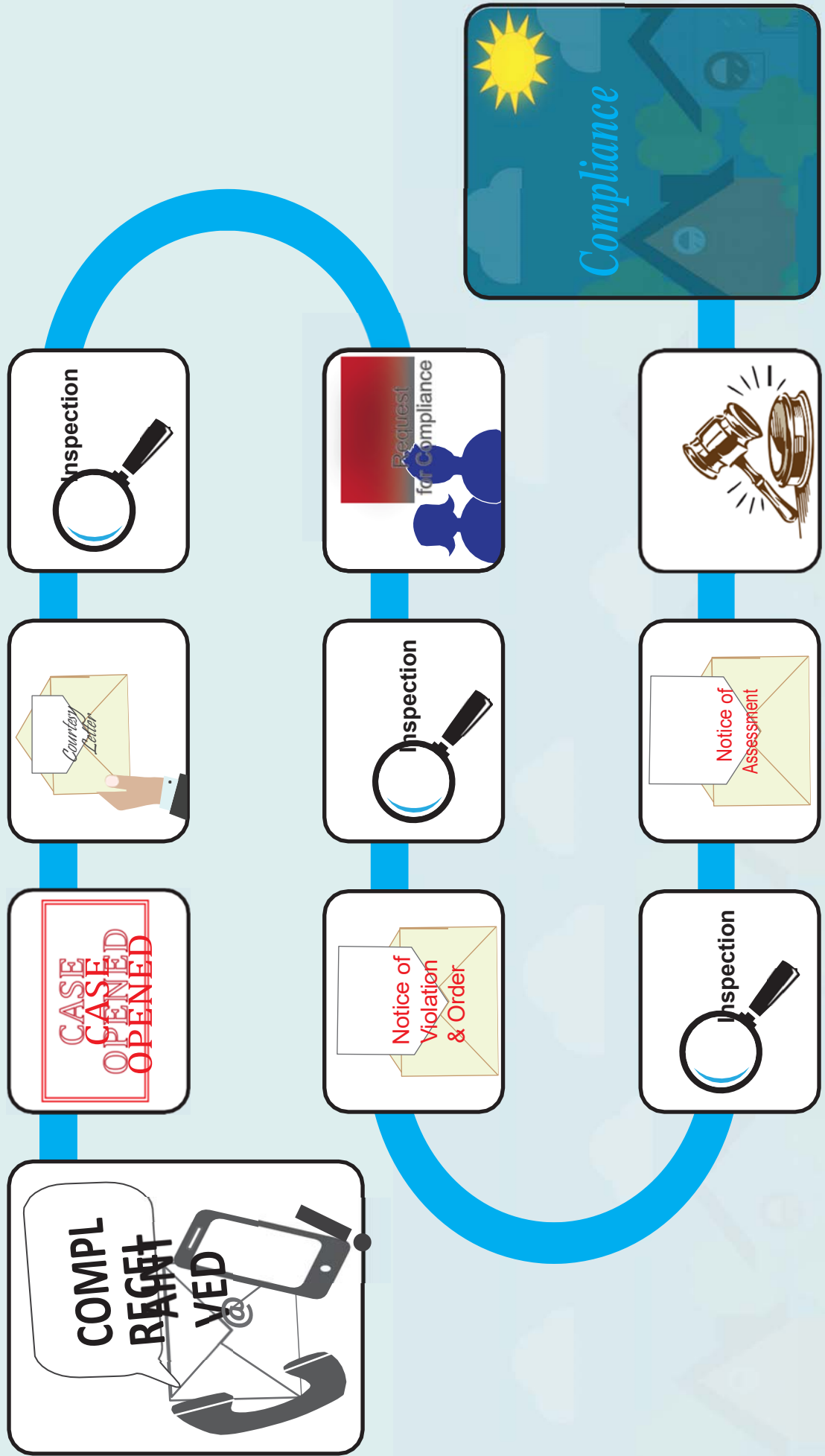
### **RECOMMENDATION**

Information and discussion only.

### **ATTACHMENTS**

- Attachment A. Code Enforcement Flowchart
- Attachment B. Virtual Rental Inspection Instructions
- Attachment C. Before and After Inspection Photos

### CODE ENFORCEMENT - FLOWCHART







CITY OF  
**TUKWILA**

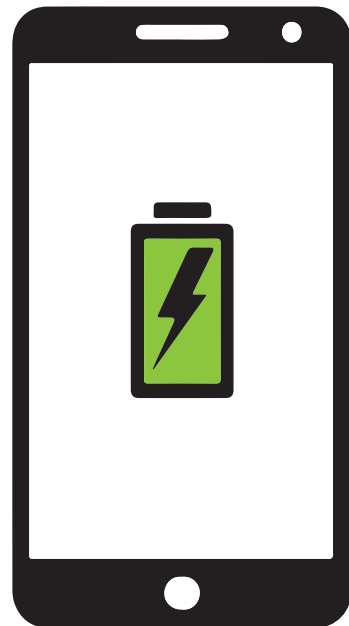
**Residential Rental Business  
Licensing Program**

# **A Basic Guide to Virtual Rental Inspections**

Virtual inspections require a handheld device such as a smart phone or tablet and a reliable internet connection.

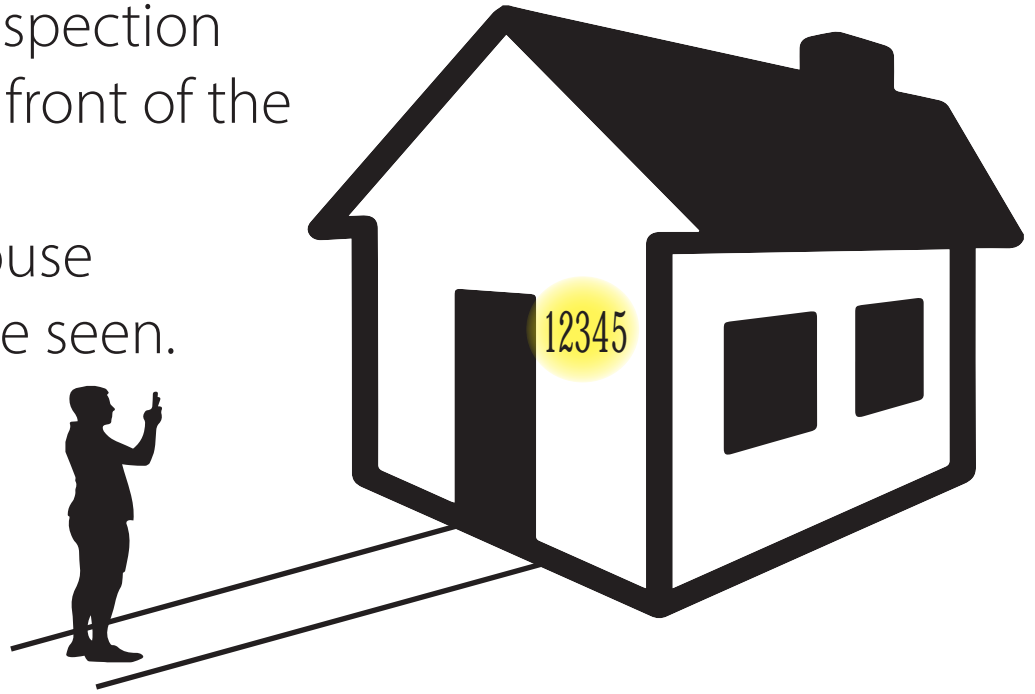


Ensure device is fully charged





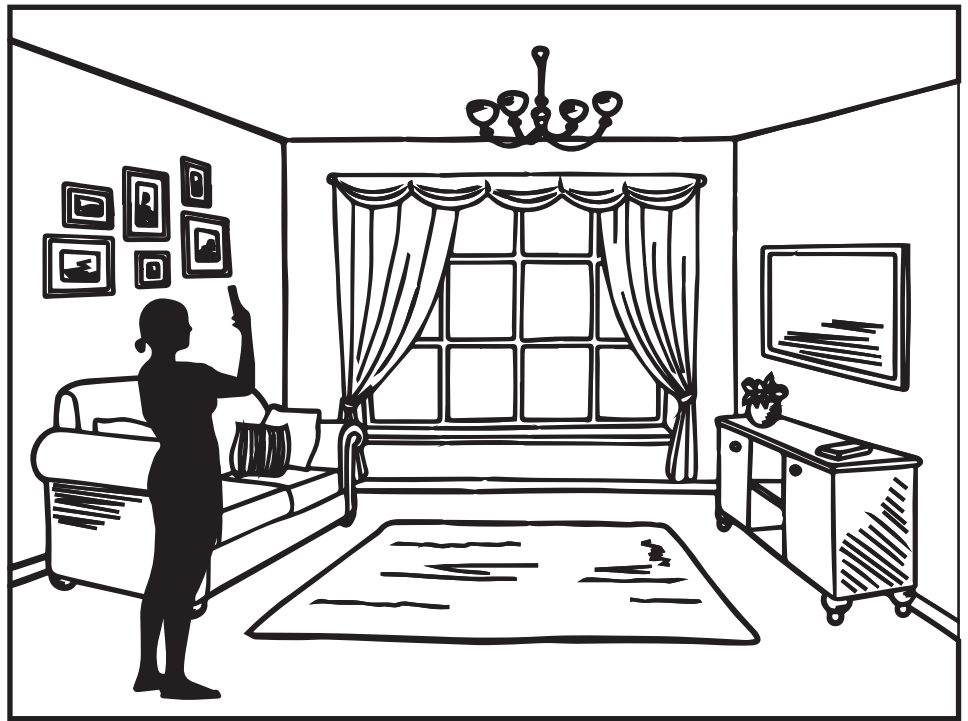
Begin video inspection outside at the front of the rental unit. Be sure the house number can be seen.



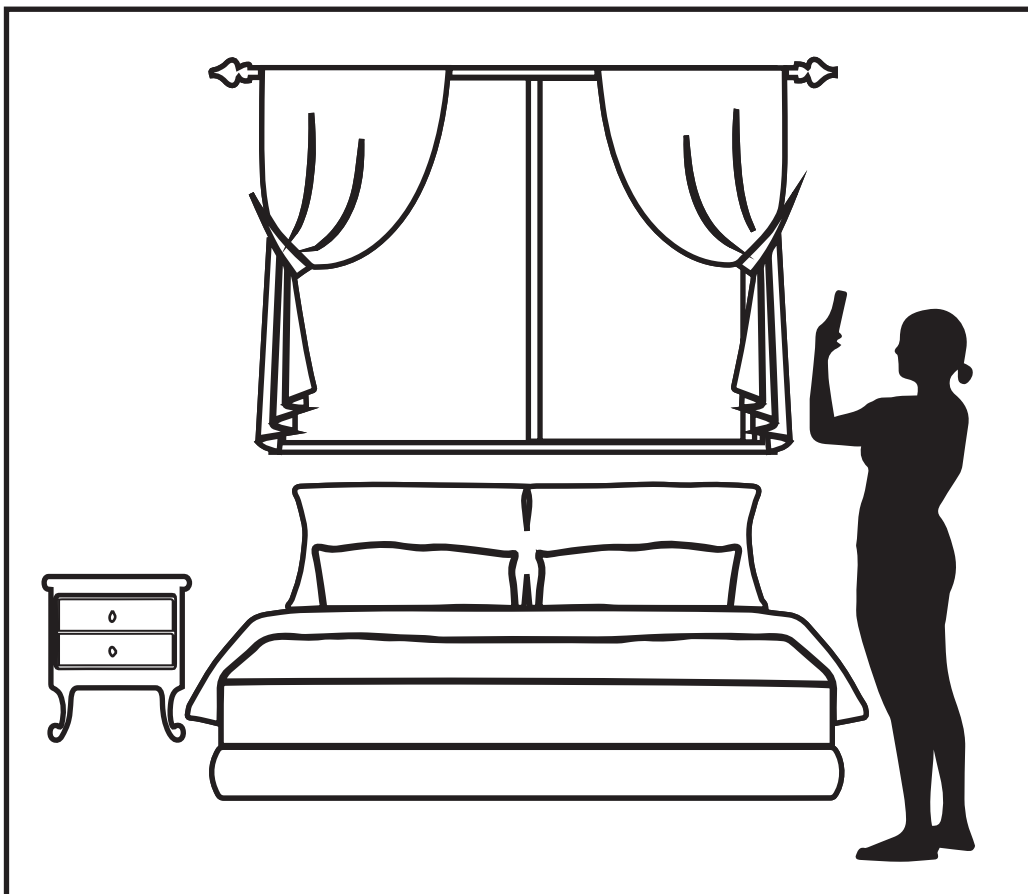
Walk around the outside of the rental unit. The inspector needs to see the yards and the exterior of the whole structure.

Once completed go inside the rental unit

Once inside, the inspector will need to see each room. Move around each room showing the inspector the walls, windows, window sills, ceiling, electrical outlets, and the floor.



The inspector is looking for signs of mold, water damage, and other hazards.



The inspector will also need to see all smoke detectors and carbon monoxide detectors.

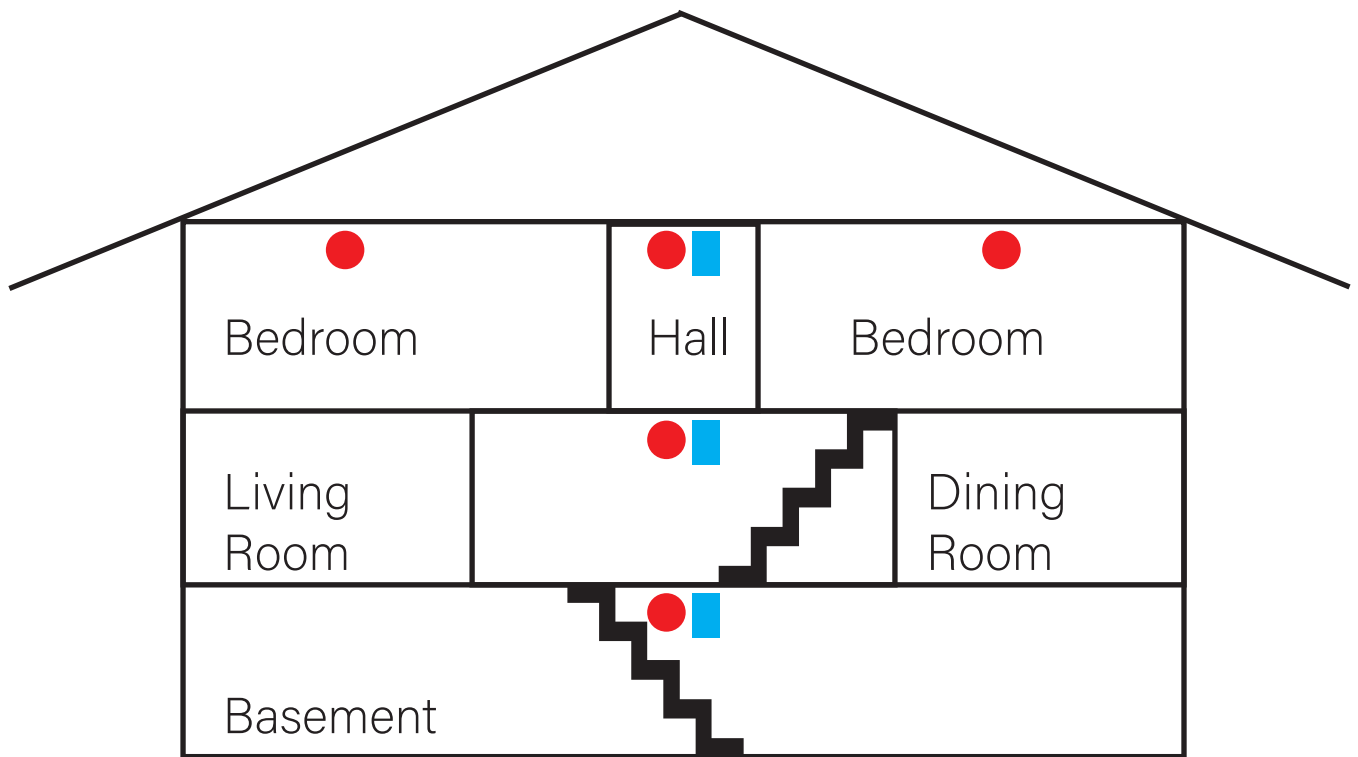
Be prepared to test each of the detectors as well.

Press the test button on each smoke detector and each carbon monoxide detector.



Please note that a functional smoke detector is required in each bedroom and on each story, immediately outside each sleeping area.

Carbon monoxide detectors are required on each story, immediately outside each sleeping area.



● = smoke detector

■ = carbon monoxide detector



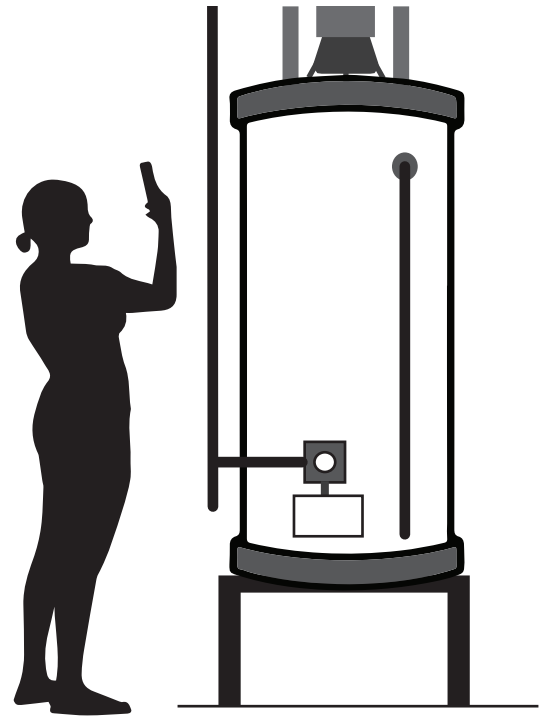
During the inspection of the kitchen and bathrooms turn each faucet on so that the inspector can see there is running water.



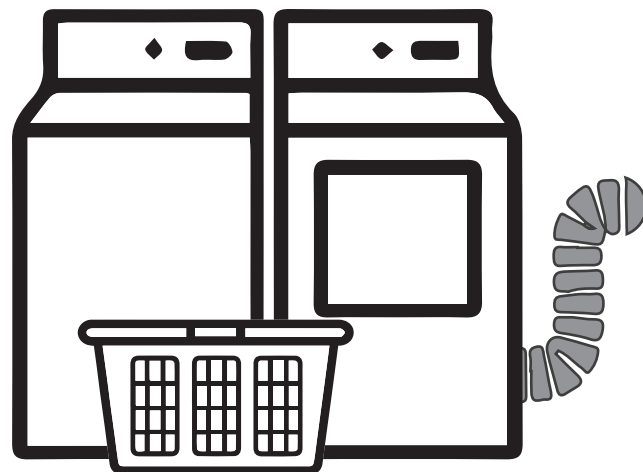
The inspector will also need to see under the sinks to ensure there are no leaks in the pipes



The inspector will also need to see the water heater, the circuit breaker box,



and the washer and dryer.



The inspector is checking for proper installation and potential safety hazards.



At the end of the inspection the inspector will let you know if the inspection passed or failed and you will be informed of any corrections that may be required.

Within a week or two you will get a copy of the inspection report

If you have questions, comments, or concerns regarding your virtual rental inspection please contact the Rental Housing Program by email at [RentalHousing@Tukwilawa.gov](mailto:RentalHousing@Tukwilawa.gov) or by phone at 206-431-2164.

Thank you for being a meaningful part of our community and for doing your part to maintain safe healthy housing in Tukwila.

File: RENT21-0024

Address: 1#### 35th Ave S 2PX

Violation/ Deficiency: Missing or inoperable smoke alarm

Date Inspected: November 12, 2021

History of Inspection:

1. On November 12, 2021, the listed property was inspected by the City and found an inoperable smoke alarm, in which is an immediate failed inspection.
2. On November 15, 2021, the tenant was able fix the smoke alarm with new batteries and sending a video clip testing the smoke alarm being functional.
3. After all deficiencies have been corrected, on November 15, 2021, an issued Certificate of Compliance and copy of the Rental Inspection Sheet is sent to the Owner of the property.



November 12, 2021,



November 15, 2021,

\*Note: A video clip has been sent by the tenant, showing proof of the smoke alarm being functional and installed correctly.







Department of Community Development

# Rental Housing Program





## Presentation Overview

- Background
- Rental Housing Team
- Rental Housing Inspection Procedures
- Tukwila Rental Highlights
- Questions





## Background

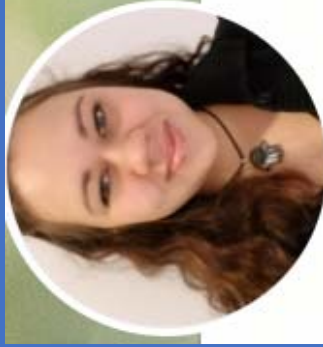
- The City established the Residential Rental Business License and Inspection Program in 2010.
- Protect the public health, safety and welfare by ensuring the proper maintenance of such housing, by identifying and requiring correction of substandard housing conditions, and by preventing conditions of deterioration and blight that could adversely impact the quality of life in the City of Tukwila.
- Tukwila Municipal Code Chapter 5.06 establishes regulations pertaining to rental housing license and inspection.



# Rental Housing Team



Rental Housing Program Admin  
Department of Community Development  
Work Phone: 206-431-3674  
Work Email: [Lori.Solberg@TukwilaWA.gov](mailto:Lori.Solberg@TukwilaWA.gov)



Code Enforcement Officer/Rental House Inspector  
Department of Community Development  
Work Phone: 206-431-2164  
Work Email: [Kia.Velarde@TukwilaWA.gov](mailto:Kia.Velarde@TukwilaWA.gov)



Code Enforcement Officer/Rental House Inspector  
Department of Community Development  
Work Phone: 206-698-2575  
Work Email: [Joseph.Mose@TukwilaWA.gov](mailto:Joseph.Mose@TukwilaWA.gov)





## Rental Housing Inspection Procedures

- Residential rental properties are required to obtain an annual rental business license.
- All rental housing units in the City must pass an inspection every 4 years.
- Properties with up to 4 units may use a City inspector while all larger properties must use a private inspector who meets specific qualifications.



# Rental Housing Inspection Procedures

Step 1.

City of Tukwila > Government > Community Development

**GOVERNMENT**

- Administrative Services
- City Attorney's Office
- City Clerk's Office
- City Council
- Community Development**
- City Construction Projects
- Community Planning
- City Maps
- Code Enforcement
- Comprehensive Plan
- Permit Center
- Private Development Projects
- Property Research
- Rental Housing
- Transit and Urban Management Program
- Economic Development

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

The Department of Community Development (DCD) is responsible for all matters affecting the physical development of the City. DCD assists residents and businesses in understanding the City's Comprehensive Plan, and the various programs and policies that impact the City, and code enforcement. It also oversees the City's Recycling and Commute Trip Reduction programs.

DCD is guided by the City's **Strategic Plan**, as well as the long-range community blueprint set forth in the Comprehensive Plan. Using goals and policies from these community documents, DCD strives to ensure that the type, scale, character and location of development - both private and public - reflects the community's vision and values.

The **Comprehensive Plan** shows how the City will meet the community needs for land, public facilities and infrastructure based upon a 20-year forecast of housing and job growth.

**POPULAR LINKS**

- Legal Notices
- Shoreline and Stream Habitat Resources
- Zoning Code
- Zoning Map

**UPCOMING EVENTS**

02/19/2022

Step 2.

City of Tukwila > Government > Community Development > Rental Housing

**WELCOME TO THE RENTAL HOUSING PROGRAM**

**RENEW TODAY!**

Visit: <https://tukwila.gov.aspx?nav=81/index.html>  
See our [Quick Tip panel for instructions.](#)

**RENTERS:**  
All rental units in Tukwila are required to be licensed and inspected. To check the status of your rental unit or unit that you are interested in renting, please contact the Rental Housing Program at RentalHousing@TukwilaWA.gov or 206-431-3674.

**OWNERS AND PROPERTY MANAGERS:**  
Licensing Your Rental Property

**QUICK TIPS!**

**NEED HELP RENEWING YOUR RENTAL LICENSE ONLINE?**  
CLICK HERE

Help Video Coming soon!  
In the meantime, please call 206-431-3674 for assistance or email RentalHousing@TukwilaWA.gov


**NEED HELP WITH OUR ONLINE SERVICES?**  
Help videos coming soon!

**ADDITIONAL RESOURCES**  
Volunteer Legal Services  
Helpful Tips for Renters  
Tenants Union





# Rental Housing Inspection Sheet



**CITY OF TUKWILA**

**Rental Housing Program - Inspection Report and Checklist**

UNIT DOES NOT PASS IF INSPECTION RESULTS EQUAL 25 POINTS OR MORE

Property Owner: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Property Name: SUNWOOD CONDOMINIUM

Dwelling Type: \_\_\_\_\_

Zone: 4

Bathrooms: 1

Bedrooms: 2

Unit #: 0011

Inspection Date: 11/09/2021

Inspector Name: JOSEPH MOSE

File #: \_\_\_\_\_

Inspection Results: **FAIL**

Final Inspection Score: **25**

**CITY OF TUKWILA OFFICIAL RENTAL INSPECTION REPORT**

DATE OF INSPECTION: 11/09/2021 INSPECTOR NAME (PRINT): JOSEPH MOSE INSPECTOR SIGNATURE: Joseph Mose

RESPONSE REQUIRED? **YES** REPORT SUBMITTED DATE: 12/04/2021

**POST INSPECTION COMMENTS / REQUIRED CORRECTIVE ACTIONS**

**RENTAL INSPECTION FAILED. MAKE CORRECTIONS AND SCHEDULE REINSPECTION WITHIN 30 DAYS.**

**REQUIRED CORRECTIONS:**

**MISSING 2 SMOKE DETECTORS IN BOTH BEDROOMS AND 1 INOPERABLE SMOKE DETECTOR IN THE HALLWAY.**

SEE OTHER PAGES FOR ADDITIONAL INSPECTION NOTES

HAZARDS - Check all hazards that apply.	✓	POINTS	COMMENTS
Plumbing system hazards found -mccs24	<input type="checkbox"/>	25	
Mechanical equipment improperly installed and maintained -mccs21	<input type="checkbox"/>	25	
Combustion air supply is inadequate for fuel burning equipment -mccs23	<input type="checkbox"/>	25	
Unit does NOT have electrical service provided by utility -mccs21	<input type="checkbox"/>	25	
Electrical system hazards found -mccs24	<input type="checkbox"/>	25	
Other hazards found -mccs28	<input type="checkbox"/>	25	
Describe hazard:			
Fire doors are blocked, obstructed, or inoperable -mccs22	<input type="checkbox"/>	25	
Inadequate emergency egress from one or more habitable spaces -mccs24	<input type="checkbox"/>	25	
Doors, bars, grilles, grates over emergency escape openings are NOT readily operable from inside, without keys or special knowledge -mccs23 & 2024	<input type="checkbox"/>	25	
Missing/inoperable Smoke detector(s) - Detectors required for each story, each bedroom, immediately outside each sleeping area -mccs24	<input checked="" type="checkbox"/>	25	MISSING 2 SMOKE DETECTORS, 1 INOPERABLE
Missing or inoperable Carbon monoxide detector(s) - Detectors required for each story, immediately outside each sleeping area -mccs26	<input type="checkbox"/>	25	
One or more bedroom under 70 sq. ft. -mccs24.1	<input type="checkbox"/>	25	

For each hazard (penalty), add 25 points to Final Inspection Score







# Tukwila Rental Highlights

RENTAL HOUSING PROGRAM OVERVIEW LAST UPDATED: 2/28/2022

<b>556 RENTAL LICENSES</b> <small>4,260 Rental Units</small>	<b>266 LICENSES</b> <small>W/BALANCE DUE</small>	<b>2022 (YTD)</b> <b>\$17,577</b> <small>FEEES PAID</small>	<b>2021</b> <b>\$51,805</b> <small>FEEES PAID</small>	<b>2020</b> <b>\$55,123</b> <small>FEEES PAID</small>	<b>2019</b> <b>\$52,313</b> <small>FEEES PAID</small>
<b>381 UNITS</b> <small>PENDING INSPECTION</small>	Rental Fees Owed <b>\$30,449</b>				

### RENTAL UNITS BY DWELLING TYPE

Dwelling Type	# of Rental Units
4-PLEX	~100
5+ UNITS	~3,500
ADU	~100
CONDO	~100
DUPLEX	~100
SINGLE FAMILY	~100
TRIPLEX	~100

### RENTAL LICENSES BY STATUS

License Status	Count
1ST RENEWAL NOTICE	~200
FAILED	~10
ISSUED	~250
PAYMENT REQUIRED	~10
PENDING - ADU REG REQ	~10
PENDING - CE CASE	~10
PENDING - INSP REQ	~10
RENEWAL	~10

### PROGRAM REVENUE BY YEAR

Year	Inspection Fees	Late Inspection Fee	License Fees	Penalty	Renewal/Late Fees	Total
2019	~\$10k	~\$5k	~\$35k	~\$5k	~\$7k	\$52,313
2020	~\$10k	~\$5k	~\$35k	~\$5k	~\$7k	\$55,123
2021	~\$10k	~\$5k	~\$35k	~\$5k	~\$7k	\$51,805
2022 (YTD)	~\$10k	~\$5k	~\$10k	~\$5k	~\$7k	\$17,577



Rental Housing Programs

*Questions?*





## **INFORMATIONAL MEMORANDUM**

**TO: Planning and Community Development Committee**

**FROM: Derek Speck, Economic Development Administrator**

**CC: Mayor Ekberg**

**DATE: March 1, 2022**

**SUBJECT: Economic Development Plan**

### **ISSUE**

Staff plans to issue a Request for Qualifications (RFQ) to select a consultant to help the City create an economic development plan and welcomes input from the Committee on the project scope and outreach.

### **BACKGROUND**

One of the strategies in the Economic Development chapter (“Element”) of the City’s Comprehensive Plan is to create an economic development plan to further achieve the City’s vision for its economy. In late 2021 the Council amended the 2022 budget to include \$150,000 to create that plan.

### **DISCUSSION**

The City’s Comprehensive Plan, Strategic Plan, Zoning, Capital Improvement Plan, other infrastructure plans, and the Parks, Recreation and Open Space (PROS) Plan provide significant vision and strategy related to economic development. The Comprehensive Plan even includes a chapter on economic development and a copy is attached with this memo to provide examples of the types of issues that may be related.

Even with the many existing plans that relate to the City’s economy, creating an economic development plan would provide an opportunity to review and update the City’s vision for its economy and provide additional context, options, and guidance for staff and policy makers. Due to the close relationship between the Comprehensive Plan and a new economic development plan, the City’s Economic Development staff would coordinate closely with the City’s Community Development staff.

Staff anticipates the scope of the project would be:

1. **Basic Plan:** This work includes hiring a consultant to conduct research, analysis, writing, graphic design, and producing a document. It would also include standard community outreach such as an online survey, a limited phone survey, and some public meetings.
2. **Expanded Outreach:** This work may include multiple community-based organizations or firms to assist with outreach to various groups based on culture, language, age, etc. It would include tailoring those contracts to work with those groups on outreach methods appropriate for each group. These methods may include surveys, conversations, interviews, focus groups, or other ways. As appropriate, methods would include interpretation, translation, childcare, and participation incentives.

It is important to note that the City plans to engage with our community on many projects this year and we need to be sensitive to “survey fatigue” or confusion. Economic Development staff adjust the outreach to coordinate with these other efforts.

Staff would determine the specific outreach process in coordination with the consultant, once they are selected.

3. Improved Business Contacts Database: This purpose of this component is to improve our business contacts database which would improve outreach needed to develop the Plan but would also improve ongoing outreach. The component would include a combination of purchasing a software tool and contacting our businesses to update and/or collect their contact information, including the language their local management prefers. This database could help other departments with their business outreach (for example, in emergencies) and staff would coordinate with those other departments. There would be an ongoing maintenance cost but we do not yet have an estimate for that.

Staff anticipates issuing the RFQ in March and completing the project this year. It is likely the consultant contract will exceed the \$40,000 threshold and will return to Council for approval.

#### **FINANCIAL IMPACT**

The City Council included \$150,000 in the 2022 budget for creating the economic development plan and creating the contacts database. Staff anticipates this will be sufficient funding to complete the project.

#### **RECOMMENDATION**

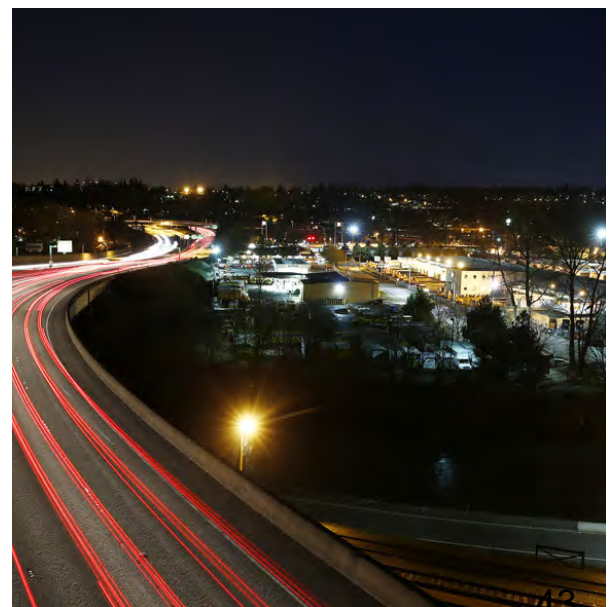
Information Only. Staff welcomes input from the Committee.

#### **ATTACHMENTS**

Economic Development Element from the Comprehensive Plan

# CHAPTER TWO ECONOMIC DEVELOPMENT

## TUKWILA COMPREHENSIVE PLAN



# ECONOMIC DEVELOPMENT

## WHAT YOU WILL FIND IN THIS CHAPTER:

- A description of Tukwila's economic setting,
- A discussion of issues that affect economic development in the City, and
- Goals and policies for enhancing the community's economic well-being.

---

## PURPOSE

The overriding goal of this element is enhancing the community's economic well-being. Through policy recommendations, the Economic Development element identifies a means of stimulating economic improvement for business and the community as a whole. It lays out a direction and strategies for dealing with economic variables and adjusting to economic forces that cannot be predicted or controlled. It is a key component integrating all elements of the Comprehensive Plan, suggesting ways in which the City and its partners can use effective economic strategies in order to achieve the goals of the Plan.

There are three primary ways in which local economic activity can be affected:

- ❖ Land use and utility planning that determine, within the local infrastructure capacity, the space available for residential and nonresidential development;
- ❖ Directly or indirectly influencing private-sector decisions as to location, operation and development of business real estate; and
- ❖ Helping coordinate public and private sector efforts to enhance the employability and job progression of the residential population.

The Economic Development element presents a focused approach to enhancing our City's economic well-being. This approach can be summarized as follows:

- ❖ Sustain moderate growth
- ❖ Target high salary industries
- ❖ Improve and support the opportunities for education, skills training and job acquisition for Tukwila residents
- ❖ Provide capacity to meet Tukwila's employment targets as set by the Countywide Planning Policies
- ❖ Encourage growth into certain areas through the use of zoning and developmental regulations
- ❖ Encourage the retention and growth of existing local firms
- ❖ Encourage entrepreneurs, local startups and businesses to establish in Tukwila
- ❖ Provide efficient and timely administration of City services

The City of Tukwila emphasizes the following activities in order to accomplish its economic development goals:

- ❖ Responding to specific requests for assistance from local firms
- ❖ Supporting the development of new businesses and expansion of current businesses that are minority-, veteran- and women-owned.
- ❖ Expanding efforts to engage with and understand the economic development needs and priorities of traditionally under-represented groups in Tukwila neighborhoods
- ❖ Emphasizing business development to encourage existing businesses to expand
- ❖ Maintaining public works and utilities so the City's infrastructure can meet both existing and future needs of the economic sector
- ❖ Supporting job enhancement programs to increase residents' employability through coordination of private and public sector activities

The following are potential tools available to the City to enhance economic development in the City:

- ❖ Industrial revenue bonds for certain areas
- ❖ Multi-family property tax exemption
- ❖ Targeted government and private resources
- ❖ Targeted local, State and federal funds
- ❖ Use of infrastructure investment to attract new firms and development to designated areas
- ❖ Funded, staffed and administered economic development work group
- ❖ Timely, predictable customer -oriented permitting and City services
- ❖ Lodging tax for tourism promotion

In this way, local government can play an important role in the economic vitality of the community. The policies developed in this element are aimed at implementing that role.

## ECONOMIC SETTING

The following statistics help set the background for economic development policies. The Economic Development Background Memo contains additional supporting information, including employment and housing growth targets per the Countywide Planning Policies.

### POPULATION, INCOME AND REVENUE

In 2003, the population of Tukwila was 17,270; estimated 2011 population was 19,210. The City's daytime population is estimated between 150,000 to 170,000. Taxes collected in 2003 were estimated to be \$28.2 million, which increased to \$42.4 in 2013.

During the same period the assessed valuation of the City grew from \$3.34 billion to \$4.47 billion. In 2002, there were 7,628 housing units; by 2013, this number had increased to 8,039 units.

In 2010, the median age of Tukwila residents was 33.6 years; nearly 8% of all citizens were older than 65; and 24% of the residents were under 18. In 2010, residents of color were 50.1% of the population. Foreign-born residents account for 36.2% of the population, and over 70 languages are spoken in the Tukwila School District.



The median household income in the City in 2010 was \$44,271, below King County's median income of \$66,174. Adjusting for inflation, Tukwila's median income fell between 2000 and 2010. Tukwila's 2000 adjusted median income (in 2010 dollars) was \$53,127. Thus, real median income in the City fell 16.67% from 2000 to 2010.

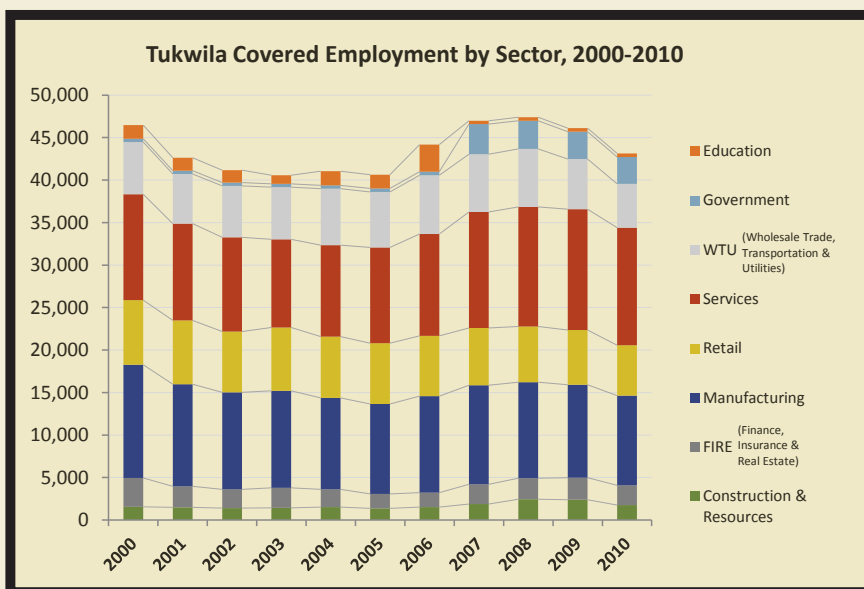
## EMPLOYMENT

In 2000, Tukwila had nearly three times as many jobs as it had residents, but that number fell to 2.27 in 2010. There were over 2,575 licensed businesses of all types in Tukwila in 2013. The total number of jobs in Tukwila has declined since 2000. In 2000, the City had approximately 48,000 jobs. By 2013, the total number of jobs in the City had fallen 17% to just over 40,000.

Employment within Tukwila is distributed among a number of different sectors. Service composes the largest percentage of jobs with 32% of all jobs.

Manufacturing is next with 25% of jobs in the City. In 1991, 56% of all jobs in the City were related to manufacturing. In 2002, the number of jobs in manufacturing dropped to 28%. Manufacturing continues to decrease in the City. This trend likely reflects the diminished presence of jobs with Boeing and other manufacturing firms in the City's industrial areas.

In 2010, retail accounted for 14% of jobs in Tukwila. Warehousing, transportation, and utilities made up 12%.



Employment within Tukwila is distributed among a number of different sectors. Services composed the largest percentage of jobs in 2010, with 32% of all jobs. Manufacturing (25%); Retail (14%); and Warehousing, Transportation and Utilities (12%) also make up sizable shares of Tukwila's employment.

The share of each sector relative to each other did not change significantly between 2000 and 2010. All sectors, with the exception of Construction, showed slight decreases. The finance, Insurance and Real Estate (FIRE) sector decreased the most with a 3.7% decrease. Retail and Manufacturing also saw decreases of 2.3% and 2.4%, respectively.

## SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

The SBDC at Highline specializes in providing business and training services to entrepreneurs and existing businesses, in order to be successful in today's economy. The center provides:

- Knowledgeable, trusted and confidential one-on-one advice on all aspects of your business.
- A link to 23 other SBDC centers in the Statewide network for additional advice.
- Guidance on the purchase of an existing business or a franchise.
- Assistance in finding the best sources of capital to grow your business.
- A proven pathway to breakout growth for established businesses ready to take their business to the next level.
- Benchmarking your company's performance with others in your industry to uncover improvement opportunities.
- Matching you with resources that can best accelerate the success trajectory of your business.
- Developing prospect lists through targeted database searches.
- Information about little-known training and funding to grow your business.
- A "can-do" attitude about anything you need to successfully grow your business

## RETAIL SALES

While Tukwila remains a strong attractor of consumer spending, the City has experienced a significant reduction in taxable retail sales, once adjustments are made for inflation. When adjusted for inflation, taxable retail sales in 2013 were lower than they were in 2003. The City's sales tax decline began to occur roughly around the late 1990s. Competition for retail sales among regional retail centers has grown stronger over the last ten years.

## ISSUES

Current and existing economic trends suggest a variety of issues and needs for economic development in the City of Tukwila:

- ❖ Provide access to the regional highway, transit and air transportation system in a way that does not handicap local property development and redevelopment efforts.
- ❖ Explore possible City actions to increase the median income of Tukwila's residents, including support for entrepreneurship, small business startups, and vocational training, particularly among low income or low English proficiency communities.
- ❖ Establish coordinated transit hubs throughout the City including, but not limited to, the Southcenter area, Tukwila South, Tukwila International Boulevard, Interurban Avenue South, and the Manufacturing Industrial Center that efficiently mix modes of travel and stimulate development of real estate associated with transportation facilities.



- ❖ Study and understand the factors causing the inflation-adjusted reduction in the City's overall taxable retail sales.
- ❖ Support further enhancement of commercial and residential areas in the City's neighborhoods.
- ❖ Foster environmental remediation (brownfield cleanup), land conversion and redevelopment in the Manufacturing Industrial Center (MIC) and Interurban Avenue areas.
- ❖ Increase the development, intensity and diversity of uses in the Southcenter area, including the development of housing and entertainment .
- ❖ Develop policies, programs, projects and plans that include input from diverse groups within the residential and business community, using innovative engagement models such as the Community Connector Program.
- ❖ Seek opportunities to join other organizational entities to accomplish effective public-private partnerships to promote economic development in the City
- ❖ Enhance regional recognition of Tukwila as an economic hub, promoting the success and diversity of its businesses and focusing on its positive business climate.
- ❖ Explore strategies to maintain a favorable and diverse tax base, to support the needs of our daytime and nighttime populations.
- ❖ Meet the needs of our residential neighborhoods while maintaining the economic health of our business community.
- ❖ Ensure that adequate public services are in place to support existing and proposed commercial, mixed-use and industrial developments.
- ❖ Fund infrastructure and services by maintaining a solvent and diversified revenue stream.

# GOALS, POLICIES AND STRATEGIES

## Community Well-Being

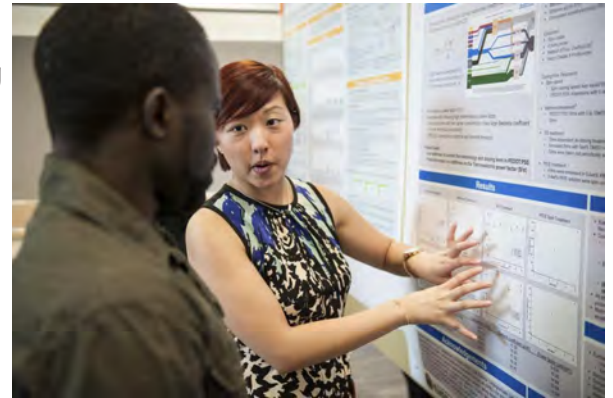
### GOAL 2.1

*Tukwila has a strong role as a regional business and employment center which allows it to enhance and promote the community's well-being.*

### POLICIES

- 2.1.1** Develop the tools needed to improve the economic development climate.
- 2.1.2** Strengthen Tukwila's engagement and partnership with other jurisdictions, educational institutions, agencies, economic development organizations, and local business associations to encourage business creation, retention and growth, and to implement interlocal and regional strategies.
- 2.1.3** Expand access to quality, healthy, affordable and culturally-appropriate food and groceries for Tukwila residents.
- 2.1.4** Monitor City actions and impacts on the local economy and review economic development incentives for all sizes of businesses.
- 2.1.5** Continue to fund economic development staff to serve as a single contact point and information source for the business community.
- 2.1.6** Leverage capital improvement funds to encourage in-fill, land assembly, redevelopment, and land conversion for family-wage jobs, but only if concurrent with substantial private actions.
- 2.1.7** Partner with the private sector to fund infrastructure as part of a sub-area plan, in order to encourage redevelopment and as an inducement to convert outdated and underutilized land and buildings to high-valued and/or appropriate land uses.
- 2.1.8** Consider non-financial ways (such as brokering and interlocal agreements) to assist industrial land owners to comply with State and federal government environmental remediation requirements.
- 2.1.9** Consider a public-private partnership to examine creating a small business incubator space in the City.

- 2.1.10** Improve Tukwila's image, participation and influence in regional forums, especially those that influence Tukwila's future and interests.
- 2.1.11** Promote understanding of the interdependencies and mutual interests among Tukwila businesses, residents and the City of Tukwila.
- 2.1.12** Promote an economic climate that supports business formation, expansion and retention, emphasizing the importance of the City's entrepreneurs and small businesses in creating jobs.
- 2.1.13** Seek funds from non-City sources for use by the City to directly encourage economic development.
- 2.1.14** Design and support human service programs, such as partnerships for interns and job training in higher wage industries, to enhance the economic well-being of the City's residents.
- 2.1.15** Promote Tukwila as a regional confluence of commerce, housing and entertainment.
- 2.1.16** Promote and preserve economic use of industrial lands outside the Manufacturing Industrial Center (MIC) through appropriate buffering requirements and use restrictions.
- 2.1.17** Include standards in the development regulations for industrial uses that adequately mitigate potential adverse impacts on surrounding properties and public facilities and services.
- 2.1.18** Actively promote development in the Southcenter area by supporting existing uses, proactively developing programs and incentives to attract new businesses, investing in infrastructure and public amenities, and encouraging business owners and developers to invest in the quality of both the built and natural environment.



### *Implementation Strategies*

- Develop an Economic Development Plan.
- Consider preparing overall area environmental impact statements for the Interurban/West Valley Highway corridor and Tukwila International Boulevard area.
- Develop a freight mobility plan that addresses the efficient and safe movement of freight in the City, while also ensuring that impacts to adjacent land uses are reduced and, where possible, eliminated.
- Zoning regulations that facilitate commercial in-fill development and redevelopment consistent with the Comprehensive Plan vision.
- Take joint owner-City-regulatory agency environmental remediation actions to facilitate brownfield redevelopment and in-fill.
- Focus public infrastructure investment to provide capacity in areas targeted for growth.
- Create Local Improvement Districts to finance specific transportation and utility in-fill improvements.
- Identify and eliminate confusing or outdated regulations.
- Encourage redevelopment through an informed business and real estate community.
- Support collaborative marketing initiatives with businesses.
- Partner with a broad range of non-profits, businesses and public sector agencies to develop a facility for food-related workforce development and entrepreneurship training.
- Support environmentally sustainable practices by offering energy and resource conservation and solid waste and energy reduction assistance programs for businesses, property owners and managers.
- Encourage businesses to incorporate environmental and social responsibilities into their practices.
- Increase communication between the City of Tukwila and Tukwila businesses using innovative community engagement models.



- Support business skills training for entrepreneurs and small businesses through partnerships with universities, colleges, community colleges, community-based organizations and other third parties.
- Support the food economy, including production, processing, wholesaling and distribution, as a means to provide job training, employment opportunities and increased access to healthy food for the diverse community.
- Support public/private partnerships to enhance existing and future business activity in the Urban Center.
- Work with local chambers of commerce on business retention, business development, outreach and joint efforts to promote the City.
- Collaborate with local school districts to improve the educational opportunities for Tukwila school children.
- Consider providing information about City hiring processes and job openings at City-sponsored events and in City communications.



**RELATED INFORMATION**

[Comprehensive Annual Financial Report](#)

[King County Countywide Planning Policies \(2012\)](#)

[Economic Development Element Background Memo](#)