



City of Tukwila
**Finance and Governance
 Committee**

- ◆ De'Sean Quinn, Chair
- ◆ Kate Kruller
- ◆ Cynthia Delostrinos Johnson

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

AGENDA

MONDAY, MAY 9, 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 DUWAMISH CONFERENCE ROOM (2ND FLOOR, 6300 SOUTHCENTER BOULEVARD)

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS: 1-253-292-9750, Access Code 118148336#

Click here to: [Join Microsoft Teams Meeting](#)

For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	
1. BUSINESS AGENDA		
a. Discussion on remote attendance at Council meetings. <i>Laurel Humphrey, Legislative Analyst</i>	a. Committee consideration/ decision.	Pg.1
b. Budget outreach overview. <i>Niesha Fort-Brooks, Community Engagement Manager; and Tony Cullerton, Deputy Finance Director</i>	b. Discussion only.	Pg.3
2. MISCELLANEOUS		

Next Scheduled Meeting: *May 23, 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) for assistance.



INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**
FROM: **Laurel Humphrey, Legislative Analyst**
DATE: **May 3, 2022**
SUBJECT: **Council Rules Update – Remote Meeting Attendance**

ISSUE

Update Council Rules allowing remote meeting attendance pursuant to Engrossed Substitute House Bill 1329.

BACKGROUND

The Washington Legislature passed Engrossed Substitute House Bill 1329 which amended the Open Public Meetings Act with minimal impact to Tukwila. Staff briefed the Committee on these changes in April, including the issue of remote attendance at City Council meetings.

Per ESHB 1329, City Council members will now be allowed to participate in meetings remotely, even in times of non-emergency, if their Rules of Procedure allow. Tukwila's current City Council Rules of Procedure only allow for remote attendance in the event of an emergency. The Finance & Governance Committee requested that staff prepare an amendment to address this.

Below is proposed language for Committee consideration:

G. Remote Attendance at Meetings

1. In the event of an emergency as declared by the City, State and/or Federal government, the City Council may arrange for electronic participation at a Regular Meeting, Committee of the Whole, Special Meeting, Executive Session, Retreat, standing committee meeting, or work session.
 - ~~2.~~ a. During a remote meeting, Councilmembers may attend by phone or other electronic means that allow all participants to hear one another.
 - ~~3.~~ b. Remote meetings are open to the public and arrangements must be conducted such that the public can hear the meeting while it is occurring, subject to the requirements of RCW 42.30.
2. In times of non-emergency, the City Council recognizes the value of in-person attendance at meetings. However, remote attendance by a Councilmember not physically able to be present whether for all or part of a meeting, is allowed subject to the following:
- a. Councilmembers may attend remotely a maximum of two Regular or Committee of the Whole meetings per calendar year; provided the Council may by majority vote allow a Councilmember to attend

additional meetings remotely in excess of two per year due to medical or other factors beyond the individual's control.

- b. The Councilmember should notify the Legislative Analyst and/or Council President no later than two hours prior to the meeting start time or 15 minutes prior to an emergency meeting.
- c. A Councilmember attending remotely will be marked present, counted toward a quorum, and can vote just as if physically present.
- d. If an attendee's virtual connection should become lost during the meeting, the meeting should continue unless quorum is no longer met.

RECOMMENDATION

Staff is seeking Committee input on the proposed language. Once the Committee decides upon preferred language, staff can prepare the Council Rules resolution for Committee of the Whole review.

BIENNIAL BUDGET OVERVIEW

2023-2024



City of Tukwila

BUDGET OVERVIEW AGENDA

- Biennial Budget 101
- American Rescue Plan Act (ARPA)
- Graphs
- Adjournment



City of Tukwila

TUKWILA'S ADOPTED STRATEGIC GOALS AND OBJECTIVES

- A community of inviting neighborhoods and vibrant business districts
- A solid foundation for all Tukwila residents
- A diverse and regionally competitive economy
- A high-performing and effective organization
- A positive community identity and image.



City of Tukwila

EQUITY POLICY, RESOLUTION 1921

The purpose of this policy is to provide guidance to City elected officials, staff, boards and commissions, partners, residents, businesses and guests on how the City of Tukwila will actively promote equitable access to opportunities and services.

1. Our City workforce reflects our community.
2. Community outreach and engagement is relevant, intentional, inclusive, consistent and ongoing.
3. All residents and visitors receive equitable delivery of City services.
4. City government is committed to equity in decision-making.
5. Equity serves as a core value for all long-term plans moving forward.
6. The City will build capacity around equity within City government and the broader community.



City of Tukwila

BIENNIAL BUDGET 101

- The budget is a reflection of the City's values as it prioritizes and funds services for the Tukwila community.
- The City prepares a balanced biennial (two-year) budget, a method permitted for Washington cities since 1985 that allows cities to adopt a two-year appropriation.
- The City is required to produce a balanced budget per State law.
- The most common reason for using a two-year budget is the time saved in the development, review and approval process.
- The City Council authorizes transfers within funds and, by ordinance, approves amendments that increase the fund total.



City of Tukwila

FUND DESCRIPTIONS

GENERAL FUND – The General Fund supports the general operations of the City government. These include administration, the legislative function, legal services, public safety, planning and community development, enforcement of local codes, parks, recreation, and cultural activities.

SPECIAL REVENUE FUNDS – Specific revenue sources restricted for a specific purpose. In Tukwila, these are lodging tax and drug seizure funds.

DEBT SERVICE FUNDS –Restricted to the principal and interest of governmental debt issues.

CAPITAL PROJECT FUNDS –Reserved for capital projects, including infrastructure, acquisition or construction of capital facilities.

INTERNAL SERVICE FUNDS – Provides services City-wide that support both General and Enterprise Funds: fleet, employees healthcare, and LEOFF I (legacy public safety retirement plan).

ENTERPRISE FUNDS – Activities for which user fees and charges for services apply: Water, Sewer, Surface Water, and Golf Course funds.



City of Tukwila

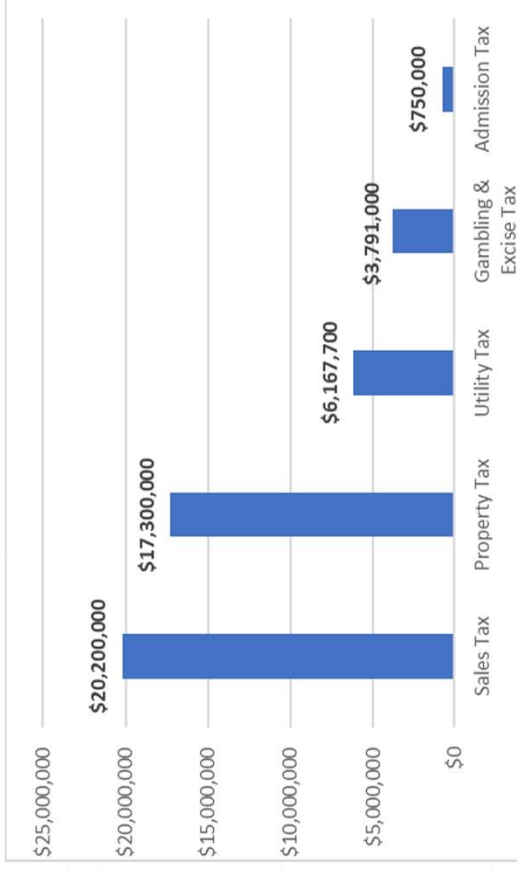
DRAFT SLIDE – WILL BE UPDATED WITH 2023 ESTIMATES

GENERAL FUND 2022 REVENUES

City's Major Revenues

2022 Revenues	Amount	% of Total Revenue
Taxes	\$48,208,700	74.0%
State Shared Revenues	\$6,582,604	10.1%
Licenses & Permits	\$6,902,100	10.6%
Charges for Services	\$2,981,450	4.6%
Other Income	\$504,366	0.8%
Total Rev	\$65,179,220	100.0%

City's Major Tax Revenues



City of Tukwila

DRAFT

AMERICAN RESCUE PLAN ACT (ARPA)

WHAT IS THE AMERICAN RESCUE PLAN ACT?

The American Rescue Plan Act was signed into law in March 2021, and provides funding to eligible, state, local, territorial and tribal governments, to help reverse the negative impacts of the pandemic and address the economic fallout, and lay the foundation for a strong and equitable recovery. Funds must be used for costs incurred on or after March 3, 2021, and must be obligated by December 31, 2024, and expended by December 31, 2026.

City of Tukwila ARPA allocation: \$5,700,000



City of Tukwila

2021 TUKWILA ARPA SPENDING

- Community rent and utility assistance
- Restoration of Neighborhood Traffic Calming program
- Fire staffing
- Support for permit processing
- Restoration of before/after-school programs and summer camp
- Support for parks maintenance
- Support for streets maintenance
- Small business assistance
- Restoration of Tukwila Works
- Enhanced access to Council meetings



City of Tukwila

CITY DEPARTMENTS RESPONSIBLE FOR SPECIFIC AREAS OF SERVICE

MAYOR'S OFFICE
General supervision and implementation of day-to-day operations and City interests; includes Administration, City Attorney and Economic Development.

POLICE DEPARTMENT
Supports safety and livability through law enforcement and community engagement.

FIRE DEPARTMENT
All hazards response and community risk reduction and safety.

MUNICIPAL COURT
Third local branch of government responsible for the timely disposition of misdemeanor cases.

PARKS AND RECREATION
Recreation and enrichment programs for the Tukwila Community; maintenance and enhancement of City parks and trails.



City of Tukwila

CITY DEPARTMENTS RESPONSIBLE FOR SPECIFIC AREAS OF SERVICE *(continued)*

PUBLIC WORKS DEPARTMENT
Maintains and enhances City infrastructure, utilities and neighborhoods.

ADMINISTRATIVE SERVICES
Human Services, Communications, Human Resources, City Clerk and Technology.

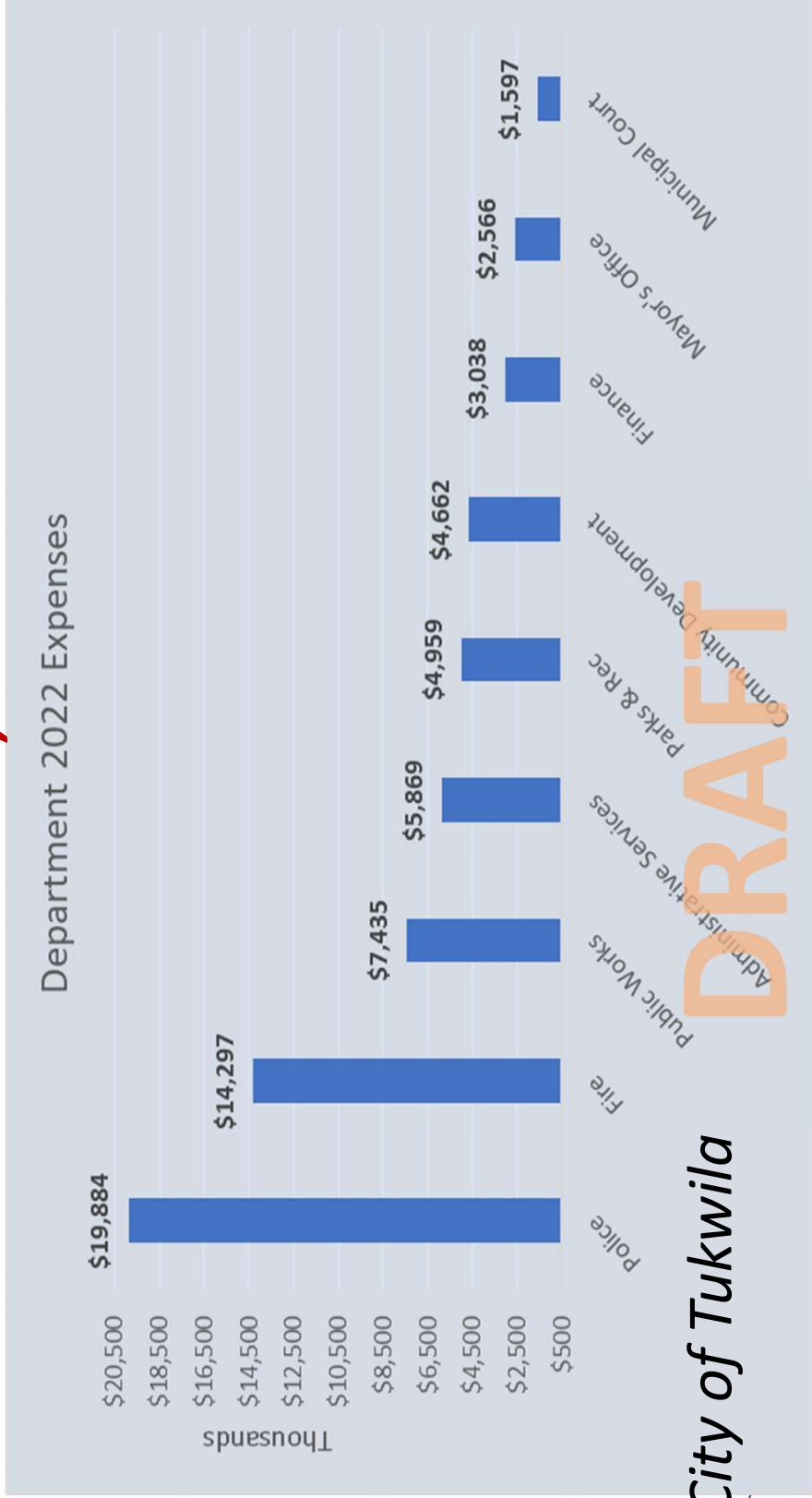
COMMUNITY DEVELOPMENT
Responsible for all matters affecting the physical development of the city, including buildings, permit coordination and planning.

FINANCE DEPARTMENT
Safeguards the City's resources, and oversees financial record-keeping and reporting for the City.



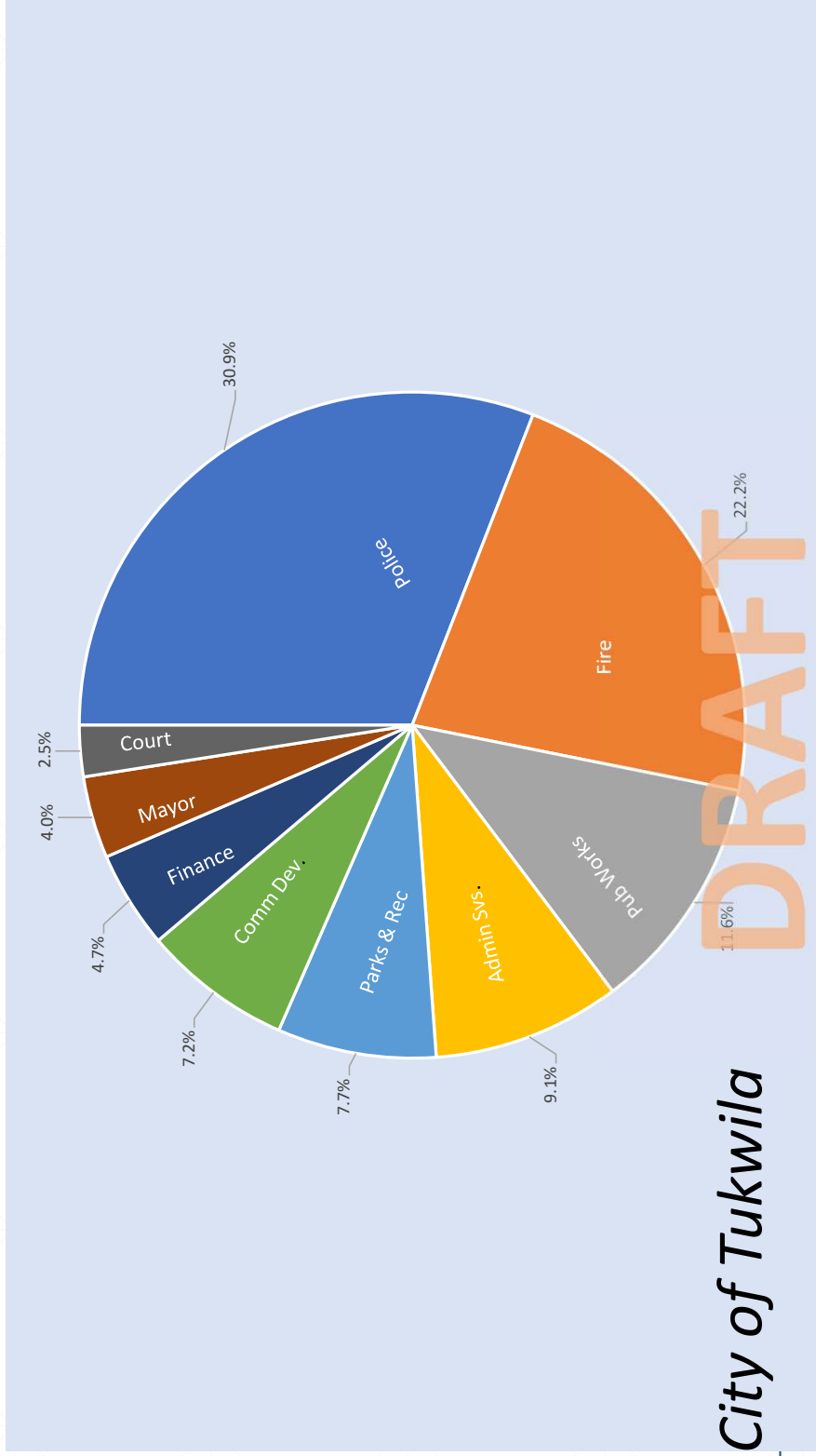
City of Tukwila

DRAFT SLIDE – WILL BE UPDATED WITH 2023 ESTIMATES GENERAL FUND DEPARTMENTS, 2022 BUDGETED EXPENSES



City of Tukwila

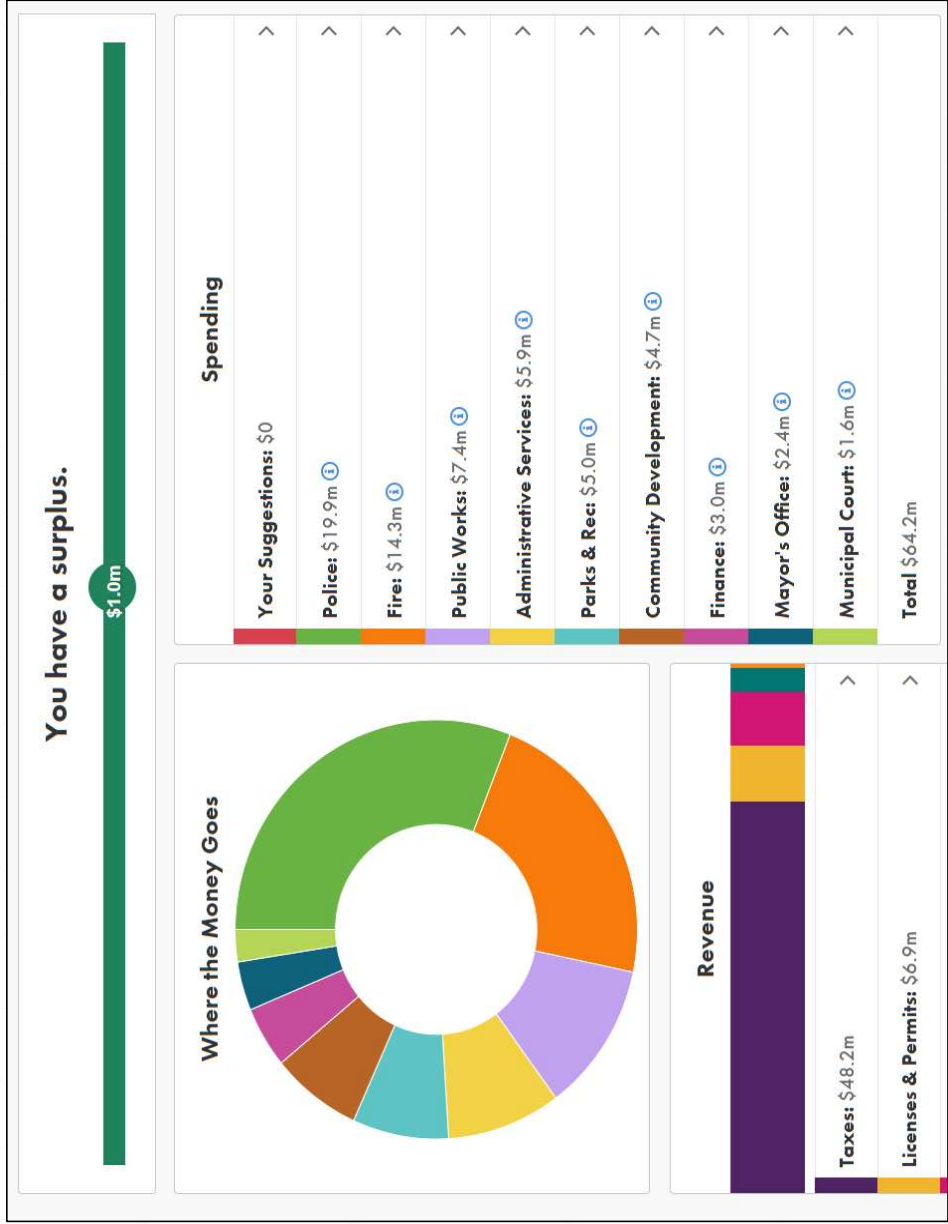
**DRAFT SLIDE – WILL BE UPDATED WITH 2023 ESTIMATES
GENERAL FUND DEPARTMENTS, BUDGET BY PERCENTAGE**



City of Tukwila



BALANCING ACT TOOL



City of Tukwila

CITY OF TUKWILA BUDGET OUTREACH RESOURCES

Budget Information TukwilaWA.gov/Budget
Balance Your Budget TukwilaWA.gov/BYB
Contact us Budget@TukwilaWA.gov
