



Tukwila Equity and Social Justice Commission
City of Tukwila – City Hall
6200 Southcenter Boulevard, Tukwila, WA 98188

**CANCELLED
DUE TO
NO QUORUM**

NOTICE IS HEREBY GIVEN that the Equity and Social Justice Commission meeting will be held on **Thursday, July 7, 2022, at 5:30PM.**

Join the meeting video on your computer or mobile app: [Click here to join the meeting](#)
Participate in the meeting by phone: **253-292-9750**, Conference No. 835 184 352#

For in-person, please join us at **5:30PM**
Tukwila Justice Center, 15005 Tukwila International Blvd, Tukwila, WA 98188

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

MEETING AGENDA

Thursday, July 7, 2022 – 5:30PM

- I Call to Order**
- II Introduction** (2 minutes)
- III Approval of Agenda** (2 minutes)
- IV Approval of Minutes, June 2, 2022** (2 minutes)
- V Business Items**
 - Welcome and check-ins (5 minutes)
 - Derek Speck, Economic Development Administrator, will brief the Commission on the 2022 Economic Development Plan and engagement efforts. (20 minutes)
Action Item: Commission to discuss and provide input on the Economic Development Plan and engagement efforts.
 - Co-Chairs would like to have a thoughtful discussion with the Commission on the City of Tukwila's Community Engagement efforts, and un-packing what this means for Tukwila's diverse residents and guest. (25 minutes)
Action Item: Commissioners are tasked to provide their individual input.
 - Co-Chairs would like to hear from Commission members on what type of support do they need from City staff to support their role as a commissioner. (15 minutes)



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Action Item: Commissioners are being tasked to provide their input to City staff on what they need to be successful on the Equity and Social Justice Commission.

- City staff will debrief Commissioners on the Juneteenth Commemoration event. (5 minutes)
- Staff to brief the Commission on the City's policy to accept written public comments at all City Boards, Commissions and meetings per House Bill 1329, Section 13. (5 minutes)

VI Miscellaneous

VII Adjournment



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JUNE AGENDA MINUTES

June 2, 2022 – 5:30 p.m.

I Call to Order

II Introductions

Gabriela Quintana, Co-Chair

Kathy Hougardy

Johnathan Joseph

Joe Duffie

Dr. Eileen English

Niesha Fort-Brooks, Staff Liaison

Will Ragin

Perri Doll

Bao Nguyen

Tony Cullerton

Rachel Bianchi

III Approval of Agenda

IV Approval of Minutes: June 2, 2022

V Business Items

- Niesha Fort-Brooks, staff liaison to the Commission, and Tony Cullerton, Deputy Finance Director present the 2023-2024 Biennial Budget and online tool Balancing Act.

VI Miscellaneous

VII Adjournment



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CITY COUNCIL POTENTIAL AGENDA ITEMS

IMPORTANT NOTE: Items often shift meeting dates; please review published agendas to ensure that items are scheduled. This is not a comprehensive or final list as items may be added at the last minute.

July 11	COMMUNITY SERVICES & SAFETY COMMITTEE	Starts at 5:30 pm
<i>Item Type</i>		
Discussion	Recreation Updates: Youth, Teens, Preschool, Wellness & Enrichment	N/A
Discussion	Police Department Annual Report	N/A
Discussion	Records Digitization	N/A
July 11	COMMITTEE OF THE WHOLE	Committee & Date
	<i>Topic (Staff)</i>	
Special Issues	Briefing on 2024-044 Comp Plan Update	PCD 6/6
Special Issues	Resolution updating City Council Rules of Procedure	N/A
July 18	TRANSPORTATION & INFRASTRUCTURE SERVICES COMMITTEE	Starts at 5:30 pm
Committee Decision	WaterSMART Grant Application – Digitization of Water Meters	N/A
Action Item	Boeing Access Road over Airport Way Seismic Retrofit Closeout	Regular Consent 8/1
July 18	REGULAR	Committee & Date
<i>Item Type</i>	<i>Topic (Staff)</i>	
Consent Agenda	Foster Golf Links Cart Purchase	7/11 CSS
Unfinished Business	Resolution updating City Council Rules of Procedure	N/A
Unfinished Business	4 th of July After Action Report	N/A
New Business	Two Year lease agreement with Sound Cities Association	6/27
July 25	COMMUNITY SERVICES & SAFETY COMMITTEE	Starts at 5:30 pm
Discussion	Recreation Program Updates: Senior and Rentals	N/A
Discussion	Police Department 2 nd Qtr. Update	N/A
July 25	COMMITTEE OF THE WHOLE	
<i>Item Type</i>	<i>Topic (Staff)</i>	
Presentations	Tukwila Summer High School Internship Program Introduction	N/A`
Special Issues	Emergency Preparedness Tabletop Exercise	N/A
Special Issues	NRPA Parks as Community Nutrition Hub	CSS 7/11

COUNCIL AND SUBCOMMITTEE MEETING SCHEDULE

<i>FIN</i>	Finance & Governance Committee	2 nd and 4 th Mondays	5:30 PM
<i>PED</i>	Planning & Community Development Committee	1 st and 3 rd Mondays	5:30 PM



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TIC	Transportation & Infrastructure Services Committee	1 st and 3 rd Mondays	5:30 PM
CSS	Community Services & Safety Committee	2 nd and 4 th Mondays	5:30 PM
REG	Regular Council Meeting	1 st and 3 rd Mondays	7:00 PM
C.O.W.	Committee of the Whole	2 nd and 4 th Mondays	7:00 PM

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

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, . . .”



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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 PM 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:

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BOARD AND COMMISSION AGENDA ITEMS OF INTEREST TO TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

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

BOARD/COMMISSION	TOPIC
Arts Commission	June 22, 2022: City staff presented the 2023-2024 Biennial Budget; Liliana Cardenas, Director of Maintenance of the Tukwila School District, presented about the renovation of the Performing Arts Center at Foster High School. Staff provided an update on the Arts Strategic Plan. Commission is in the process of recruiting for the two vacant commissioner positions.
Community-Oriented Policing Citizens Advisory Board (COPCAB)	June 9, 2022: Advisory Board approved May minutes; Chief provided Police Department updates that included gun violence and current word on the street.
Human Services Advisory Board	June 16, 2022: City staff presented the 2023-2024 Biennial Budget; Advisory Board reviewed the RFP schedule, went over meeting norms, and reviewed RFP applications.
Tukwila Library Advisory Board	June 7, 2022: Advisory Board was briefed from City staff on open seats updates, the little libraries, the 2022 Budget, and the summer <i>See You in The Park</i> schedule.
Parks Commission	June 8, 2022: City staff presented the 2023-2024 Biennial Budget; Commission planned for the <i>See You in the Park</i> events.
Planning Commission	June 23, 2022: Commission was briefed on the City’s policy to accept written public comments at the Board, Commissions and meetings per House Bill 1329, Section 13; City staff presented the 2023-2024 Biennial Budget; Commission was briefed on the 2024-2044 Comprehensive Plan Update and directors report.



INFORMATIONAL MEMORANDUM

TO: Equity and Social Justice Committee

FROM: Derek Speck, Economic Development Administrator

DATE: June 28, 2022

SUBJECT: Economic Development Plan

ISSUE

As part of our task to create an Economic Development (ED) plan for the City, ED staff is preparing for the process of community engagement. We want to hear ideas from the Equity and Social Justice Committee for our plan and related community engagement.

BACKGROUND

The City's Comprehensive Plan, Strategic Plan, Zoning, Capital Improvement Plan (CIP), other infrastructure plans, budget, and the Parks, Recreation and Open Space (PROS) Plan all provide visions and strategies related to economic development. The Comprehensive Plan even contains a chapter on economic development. It sets forth an implementation strategy of creating an Economic Development Plan, with a goal of ensuring a strong economy and tax base for the City.

Even with the many existing programs that relate to the City's economy, the creation of an Economic Development Plan provides an opportunity to review the aggregate strategies, updating the City's vision for its economy to provide additional context, options and guidance for staff and policy makers.

PROJECT SCOPE

Staff anticipates the scope of the project to create the Economic Development Plan will be:

1. **BASIC PLAN:** This work includes hiring a consultant to conduct research, analysis, writing, graphic design, and production of a document. It would also include standard community engagement such as an online survey, a limited phone survey, and in-person surveys at public meetings, community meetings and events, and gathering places.
2. **EXPANDED ENGAGEMENT:** This work may include multiple community-based organizations or firms to help engage with various groups based on culture, language, age, etc. It would include tailoring those contracts to work with those groups on methods appropriate for each group. These methods may include surveys, conversations, interviews, focus groups, or other ways. We are hoping to find fun and easy ways for the public to engage. As appropriate, methods would include interpretation, translation, childcare, and participation incentives.

It is important to note that the City plans to engage with the Tukwila community regarding many projects this year. We need to be sensitive to possible "survey fatigue" or confusion.

3. **Improved Business Contacts Database:** We anticipate an improved database of our business contacts, including the preferred language for each of our businesses. This would not only

relate to the economic development plan, but could also enhance future engagement efforts for multiple city purposes, such as emergency preparedness.

IDEAS FOR ENGAGEMENT

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

One of the key concepts of our approach is to have an Economic Development Plan page available through the City's website. The page would be a central place for the public to learn about Tukwila's economy, understand the process, and provide input via an online survey. The information would also be optimized for mobile users.

In terms of gathering input, we intend to ask questions that are fairly simple and open-ended, making it easier for people to provide input. Staff would then summarize those results for public review. At a minimum, we will include surveys in the top four languages spoken by Tukwila residents (English, Spanish, Somali and Vietnamese). As we partner and/or contract with community-based organizations, we may provide additional translation and interpretation depending on the capacity of those organizations.

Potential Engagement Opportunities

1. City-hosted
 - a. City Boards and Commissions
 - b. City groups (e.g., Teens for Tukwila)
 - c. City Facilities (Tukwila Community Center, Permit Counter, etc.)
 - d. Parks and Recreation events (e.g., "See You in the Park")
 - e. Direct door-to-door business visits
 - f. National Night Out event
2. Community Meetings and Events
3. Community Gathering Places
 - a. Saar's Supersaver grocery store
 - b. SpiceBridge
 - c. Tukwila Library
4. Community-based Organizations
 - a. Access to Our Community
 - b. African Community Housing and Development
 - c. Chamber of Commerce
 - d. East African Community Services
 - e. Partners in Employment
 - f. Refugee Womens' Alliance (REWA)
 - g. Small Business Development Center at Highline College
 - h. Tukwila Metropolitan Park District Board
 - i. Tukwila School District (e.g. Foster High School classes)

We would appreciate the Committee's suggestions on these or other potential engagement opportunities.

INPUT ON THE ECONOMIC DEVELOPMENT PLAN

We are interested in the Committee's thoughts, and seek your input on the plan:

1. What types of businesses would you like to see *more* of in Tukwila?
2. What types of businesses would you like to see *less* of in Tukwila?
3. What are the strengths of Tukwila's economy and businesses?
4. What are the weaknesses of Tukwila's economy and businesses?
5. What are the challenges facing Tukwila's businesses?
6. What are the opportunities facing Tukwila's businesses?

If you have additional thoughts after the meeting, please contact me at Derek.Speck@TukwilaWA.gov or 206-433-1832.