



City of Tukwila  
**Community Services  
 and Safety Committee**

- ◆ Jovita McConnell, Chair
- ◆ De'Sean Quinn
- ◆ Hannah Hedrick

<u>Distribution:</u>	
J. McConnell	Mayor McLeod
D. Quinn	M. Wine
H. Hedrick	C. O'Flaherty
	A. Youn
	L. Humphrey

# AGENDA

**MONDAY MARCH 11, 2024 – 5:30 PM**

<b>ON-SITE PRESENCE:</b> TUKWILA CITY HALL HAZELNUT CONFERENCE ROOM 6200 SOUTHCENTER BOULEVARD	<b>REMOTE PARTICIPATION FOR THE PUBLIC:</b> <b>1-253-292-9750, ACCESS CODE: 936039108#</b> <b>Click here to: <a href="#">Join Microsoft Teams Meeting</a></b> <b>For Technical Support: 1-206-433-7155</b>
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Item	Recommended Action	Page
<b>1. BUSINESS AGENDA</b>		
a. Application for lodging tax funds: Experience Tukwila for \$190,000.00 <i>Brandon Miles, Business Relations Manager</i>	a. Forward to 3/18 Regular Meeting Consent Agenda.	<b>Pg.1</b>
b. Grant agreement with Washington State Department of Natural Resources <i>David Rosen, Parks and Recreation Fiscal Analyst</i>	b. Forward to 3/18 Regular Meeting Consent Agenda.	<b>Pg.15</b>
c. Grant application to Port of Seattle. <i>Derek Speck, Economic Development Administrator</i>	c. Committee Decision	<b>Pg.45</b>
d. 2023 4th Quarter Police Department Report. <i>Eric Drever, Police Chief</i>	d. Discussion only	<b>Pg.57</b>
e. 2023 4th Quarter Parks & Recreation Department Report. <i>Kris Kelly, Parks and Recreation Manager</i>	e. Discussion only	<b>Pg.63</b>
<b>2. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** April 8, 2024



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## INFORMATIONAL MEMORANDUM

TO: **Community Services and Safety Committee**

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

CC: **Mayor McLeod**

DATE: **March 4, 2024**

SUBJECT: **Lodging Tax Funding Request**

### **ISSUE**

Review of lodging tax funding requests from the City of Tukwila, Office of Economic Development for Experience Tukwila in the amount of \$190,000.

### **BACKGROUND**

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion<sup>1</sup>. There is currently just over \$2.5 million in lodging tax funds available for use.

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

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

### **Pending Applications**

At its March 1, 2023 meeting, the LTAC recommended approval of one funding request by the Office of Economic Development for the City of Tukwila.

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

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

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

**1. City of Tukwila, Experience Tukwila, (\$190,000)**

In 2020 the City of Tukwila launched the Experience Tukwila digital initiative. The initiative includes a dedicated website ExperienceTukwila.com and social media. The goal is to promote the City of Tukwila to consumers primarily within 50 miles of the City, including hotel guests who are already in the area. The City is seeking funding to continue contractor services to run the day-to-day operations of Experience Tukwila and to expand content development.

Experience Tukwila was in full operation by spring of 2021, with the website ExperienceTukwila.com going live. Experience Tukwila has provided the City and the Tukwila community a much needed marketing tool to promote the City. Through Experience Tukwila the City has been able to:

1. Promote special events, such as Juneteenth, on a website dedicated to promoting the City versus using the City's government website.
2. The ability to put positive social media stories out when people look up Tukwila.
3. Social media interactions with local media, specifically sports reporters.

The City contracts with a marketing agency to manage the day-to-day operations of Experience Tukwila, maintain the website, strategy development, project management, and content creation. The current firm is True Blue Strategies and they have provided great, timely work to build out the Experience Tukwila brand.

The 2024 funding request will provide the following:

1. Monthly operations of Experience Tukwila, including social media content creation, website maintenance, and project management.
2. One-time items, including website refresh, photo shoot, video creation, and a refresh of the email template.
3. Funding to hire an intern in the summer to assist with social media production and promotion.

LTAC Recommendation on Application: Do Fund

Staff Recommendation on Application: Do Fund.

**FINANCIAL IMPACT**

The total request for the lodging tax application will not exceed \$190,000 for the 12-month period. No general funds dollars will be used for these funding allocations. The funding allocations are consistent with the six-year financial plan for the lodging tax fund.

<b>2024 Tourism Six-Year Financial Plan Allocation</b>	
Experience Tukwila Budget:	\$190,000
Experience Tukwila (Pending):	(\$190,00)
Remaining Funds:	\$0

**RECOMMENDATION**

Staff recommends that the Committee approve pending funding requests and forward to the March 18, 2024 consent agenda.

**ATTACHMENTS**

1. Lodging Tax Application, City of Tukwila, Experience Tukwila
2. Lodging Tax Six Year Financial Plan (Draft)



## Application to the City of Tukwila for Use of 2024 Lodging Tax Funds

Event or Activity Name (if applicable):	Experience Tukwila
Amount of Lodging Tax Requested:	\$190,000
Applicant Organization:	City of Tukwila
Federal Tax ID Number:	91-600159
Mailing Address:	Office of the Mayor 6200 Southcenter Blvd Tukwila, WA 98188
Primary Contact Name:	Brandon Miles
Primary Contact Phone:	(206) 731-9071
Primary Contact Email Address:	Brandon.Miles@Tukwilawa.gov

Check all the service categories that apply to this application:

***Tourism promotion or marketing.***

***Operation of a special event or festival designed to attract tourists.***

Operation of a tourism-related facility owned or operated by a non-profit organization.

Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

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

***Municipality***

For Profit Corporation

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

- I am proposing a tourism-related service for 2023. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

Signature: /s/

Date: 2/28/24

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

In 2020 the City of Tukwila launched the Experience Tukwila digital initiative. The initiative includes a dedicated website, ExperienceTukwila.com and social media. The goal is to promote the City of Tukwila to consumers, primarily within 50 miles of the City, including hotel guests who are already in the area. The City is seeking funding to continue to contract with a third party to run the day-to-day operations of Experience Tukwila and to expand content development.

Experience Tukwila was in full operation in spring of 2021, with the website, ExperienceTukwila.com going live. Experience Tukwila has provided the City and the Tukwila community a much needed marketing tool to promote the City. Through Experience Tukwila the City has been able to:

1. Promote special events, such as the Juneteenth, on a website dedicated to promoting the City versus using the City's government website.
2. The ability to push positive social media stories out to people about Tukwila, such as the news that the OL Reign will move their training facility to Starfire Sports.
3. Social media interactions with local media, specifically sports reporters, sports teams and has started to engage with local influencers.
4. Pushing out videos by the City and third parties to promote the City.

The City contracts with a marketing agency to manage the day-to-day operations of Experience Tukwila, which includes maintaining the website, strategy development, project management, special projects and content creation. The current firm is True Blue Strategies and they have provided great, timely work to build out the Tukwila brand.

The 2024 funding request will provide the following:

1. Monthly operations of Experience Tukwila, including social media content creation, website maintenance, and project management.
2. One-time items, including a website update, video photo shoot, and other special projects.
3. Creative ways to generate content with high school students and community members through a paid partnership.

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

N/A

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



This is a pure branding and marketing initiative. The geographic focus are consumers within 50 miles of the City. This could include household, employees, and overnight guests who are already in the area. For outside the 50 miles radius the City partners with the cities of SeaTac and Des Moines through Seattle Southside RTA. Experience Tukwila provides another source of content for SSRTA, Visit Seattle, and other partners to share on their social media and digital platforms.

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

Tukwila’s central location, its transportation connections, and mass transit makes Tukwila a great and easily accessible destination to get away for a day or an overnight trip. The City is home to nearly 200 restaurants, the largest mall in the Pacific NW, Starfire Sports, and the Museum of Flight. The City has had success is bringing people to the City. The goal of Experience Tukwila is to get people to come more often, stay longer, and realize they are in Tukwila (versus other cities).

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

Primary within 50 miles of the City; however, hotel guests throughout the region are part of the target audience.

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

	<b>2021 Totals</b>	<b>2022 Actuals (Through August 31, 2022)</b>	<b>2023 Targets</b>	<b>2023 Actuals</b>
<b>Website Visitors</b>	<b>5,193</b>	<b>4,915</b>	<b>10,000</b>	<b>11,200</b>
<b>Page Views</b>	<b>9,477</b>	<b>7,154</b>	<b>30,000</b>	<b>33,900</b>
<b>Total Social Media Followers</b>	<b>2,533</b>	<b>2,946</b>	<b>10,000</b>	<b>3,400</b>
<b>Total Social Media Impressions</b>	<b>808,401</b>	<b>483,393,</b>	<b>1,000,000</b>	<b>500,000</b>

The website continues to grow in usage. This is likely a reflection of the content on the page and that we use it to set up event specific pages. One of our strongest performance has been in organic search research, which is likely a reflection of the regular updates, including a blog that we post on the page.

The City has had success in social media posts regarding specific events, such as Juneteenth, the Seattle Seawolves, and Seattle Chocolate Haunted Factory Tour.

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

In 2020 and 2021 our goal for Experience Tukwila was to get the social media and website up and running. In 2022/23 the goal was to improve the operations and get a year of operation on hopefully the downside of the pandemic. One of goals was to create more authentic content for Experience Tukwila, which we have done with blog posts about the Seawolves and Sounders and utilizing influencers to promote Experience Tukwila on third party sites.

Our goals for 2024 include:

1. Building out more authentic content.
2. Creating more reels and videos for social media use.
3. Engaging with more third parties to help promote the City.

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

Experience Tukwila promotes the City’s various lodging, restaurants, retailers, and entertainment establishments. ExperienceTukwila.com features pages for each specific category mentioned above.

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

Yes.

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

Experience Tukwila is all about Tukwila. The brand is focused on the Tukwila name.

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

<b>As a direct result of your proposed tourism-related service, provide an estimate of:</b>	
a. Overall attendance at your proposed event/activity/facility.	800,000 social media impressions.
b. Number of people who will travel fewer than 50 miles for your event/activity.	90%  However, hotel guests in the

	Greater Seattle area are also a focus of Experience Tukwila.
c. Number of people who will travel more than 50 miles for your event/activity.	10%  (see note above)
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	5%
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	5%
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	1,000
g. Number of paid lodging room nights resulting from your proposed event/ activity/facility ( <i>for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights</i> )	3,000

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

The impressions outlined above are a forecasted amount for 2024. The forecast is built on the limited historical data we currently have for 2020, 2021, 2022, and 2023.

It is important to remember that Experience Tukwila is a pure marketing and branding effort. Tracking actual hotel stays and visitors spending through such efforts can be difficult and at best can only show a caution, not causation.

For overall success of Experience Tukwila, we intend on tracking the following metrics.:

	2021 Totals	2022 Actuals (Through August 31, 2022)	2023 Targets	2023 Actuals	2024 Targets
Website Visitors	5,193	4,915	10,000	11,200	15,000
Page Views	9,477	7,154	30,000	33,900	40,000
Total Social Media Followers	2,533	2,946	10,000	3,400	5,000
Total Social Media Impressions	808,401	483,393,	1,000,000	500,000	500,000

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

No.

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

No.

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

The following outlines the draft budgeted items for Experience Tukwila for 2022. The final numbers are still subject to negotiation with the contractor.

2024 Experience Tukwila DRAFT Budget	2024 Estimated Costs (Monthly)	2024 Estimated Costs (Annually)
Project Management, Social Media Content, and Creation, Website Content Update	\$10,000	\$120,000
Email Marketing	\$1,080	\$12,960
Ad Buys	\$415	\$4,980
	Subtotal Ongoing Expenses:	\$137,940

<b>Special Projects</b>	
Video Creation	\$15,000
Photoshoot	\$15,000
Website refresh	\$0
SEO	\$5,000
Email Template Update	\$1,500
Extra Labor, Influencer, and community member social media production	\$10,000
Subtotal:	\$46,500

\*Note: Funds may be moved between categories, but the total spend will not exceed \$190,000

Annual Ongoing Costs:	\$137,940
Onetime Items:	\$46,500
Contingency and Ad Buys	\$5,560
Total Costs:	\$190,000

\*Note: Funds may be moved between categories, but the total spend will not exceed \$190,000

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

We would likely eliminate the contract with the third party to manage the day-to-day activities of Experience Tukwila. This would likely reduce our posts and updates of the pages impacting quality of the media.

Completed applications should be submitted to:

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

Or,

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

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

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

Updated: January 5, 2021

# Tourism Funding, Six Year Financial Plan

DRAFT - Updated March 3, 2021

Working Draft Update	2023 Budgeted	2023 Actuals (Unaudited)	% Difference	2024	2025	2026	2027	Totals, '23-'27
<b>Tourism Revenue</b>								
Lodging Tax	\$ 720,000	\$ 856,555	18.97%	\$ 850,000	\$ 850,000	\$ 1,000,000	\$ 850,000	\$ 4,406,555
Federal Indirect Grants:	\$ -	\$ -	0.00%					
Local Grants & Other Payments:	\$ -	\$ 44,000	0.00%	\$ 20,000				\$ 64,000
Interest and Other Earnings:	\$ 6,000	\$ 122,651	1944.18%	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 202,651
Total Revenues:	\$ 726,000	\$ 1,023,206	40.94%	\$ 890,000	\$ 870,000	\$ 1,020,000	\$ 870,000	\$ 4,673,206
<b>Tourism Expenses</b>								
<b>Marketing, Sales, and Sponsorships</b>								
Sponsorships	\$ 130,000		-100.00%	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 520,000
Small Events	\$ 15,000		-100.00%	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000
erience Tukwila, Branding and Marketing, Visitors	\$ 175,000		-100.00%	\$ 190,000	\$ 190,000	\$ 200,000	\$ 200,000	\$ 780,000
World Cup Planning and Activation	\$ 50,000		-100.00%	\$ 50,000	\$ 50,000	\$ 200,000	\$ -	\$ 300,000
Business Attraction and Promotion	\$ 30,000		-100.00%	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
Sub Total:	\$ 400,000	\$ 280,002	-30.00%	\$ 415,000	\$ 415,000	\$ 575,000	\$ 375,000	\$ 2,060,002
<b>COVID-19 Response</b>								
SavingLocalKC.com	\$ -	\$ -						\$ -
SSRTA-Emergency-Funding	\$ -	\$ -						\$ -
Showare Sponsorship	\$ 15,000		-100.00%	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000
Seattle-Southside-Chamber-of-Commerce	\$ -							\$ -
Sub Total:	\$ 15,000	\$ -	-100.00%	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 60,000
<b>Destination Development</b>								
Wayfinding Plan Development and Installation	\$ 100,000		-100.00%	\$ 100,000	\$ -	\$ 200,000	\$ 100,000	\$ 400,000
Art Investments	\$ 75,000		-100.00%	\$ 75,000	\$ 75,000	\$ 40,000	\$ 40,000	\$ 230,000
Tukwila Pond	\$ 200,000		-100.00%	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000
Sub Total:	\$ 375,000	\$ -	-100.00%	\$ 175,000	\$ 75,000	\$ 240,000	\$ 740,000	\$ 1,230,000
<b>General Administration</b>								
Salary and Benefits	\$ 97,397	\$ 93,001	-4.51%	\$ 101,850	\$ 104,906	\$ 108,053	\$ 111,294	\$ 519,103
City Overhead Charge	\$ 26,493	\$ 26,493		\$ 27,818	\$ 28,653	\$ 29,512	\$ 30,397	\$ 142,873
Administrative	\$ 30,000	\$ 11,203	-62.66%	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 131,203
Sub Total:	\$ 153,890	\$ 130,697	-15.07%	\$ 159,668	\$ 163,558	\$ 167,565	\$ 171,692	\$ 793,180
Total Expenditures:	\$ 943,890	\$ 410,699	-56.49%	\$ 764,668	\$ 668,558	\$ 997,565	\$ 1,301,692	\$ 4,143,182
Beginning Fund Balance:	\$ 2,342,419	\$ 2,342,419		\$ 2,954,926	\$ 3,080,258	\$ 3,281,700	\$ 3,304,135	
Ending Fund Balance:	\$ 2,129,529	\$ 2,954,926		\$ 3,080,258	\$ 3,281,700	\$ 3,304,135	\$ 2,872,443	

**Notes**

This document does not bind the City to provide funds nor does it authorize any funding. All use of lodging tax funds must be approved by LTAC and the City Council through an application process.

The blue shaded cells indicate updates to what was initially approved.

Salary/Benefits for Business Relations Manager is split 50/50 between general fund and lodging tax and is estimated to increase 3% annually after 2024.

The City overhead charge is charged to all special funds. It recoups the cost to the general fund to support the lodging tax fund. It includes facilities, technology, legal, accounting, and record keeping services and is estimated to increase 3% annually after 2024.

Updated:







## INFORMATIONAL MEMORANDUM

TO: **Community Services & Safety Committee**

FROM: **David Rosen, Parks & Recreation Analyst**

DATE: **March 4, 2024**

SUBJECT: **Acceptance of \$125,000 in Grant Funding & Approval of Related Contracts**

### **ISSUE**

The Tukwila Parks & Recreation Department is seeking to sign an agreement for \$125,000 in non-competitive funding from the Washington State Department of Natural Resources (DNR) and execute two contracts at \$40,000 or above that will utilize said funding. City financial policies require the department to acquire approval from the city council before the mayor may sign the agreement or its resultant contracts.

### **BACKGROUND**

In 2023, DNR received funds from state sources that were to be utilized for their Urban & Community Forestry Program (UCF). In the interest of quickly utilizing this funding, DNR identified several cities, including Tukwila, based upon their Prioritization Tool ranking census tracts within Washington State needing the greatest community forestry assistance. Some of the higher-ranking census tracts include:

- 53033027200 (3<sup>rd</sup>) – Riverton & Foster neighborhoods
- 53033026300 (4<sup>th</sup>) – Allentown and the East Marginal Way corridor
- 53033028300 (53<sup>rd</sup>) – McMicken neighborhood

The Green Tukwila program identified projects within these census tracts and provided a funding proposal to DNR in service of several parks throughout the city’s system that has now been tentatively approved for funding.

### **DISCUSSION**

This funding will support two projects (“Activity” per the DNR agreement) addressing community forestry needs and concerns:

#### **Activity 1 – Southgate Park Restoration (\$85,000)**

Southgate Park, located in Census Tract 53033027200 on 42<sup>nd</sup> Ave S due south of Riverton Park, is a 9-acre naturally forested park that has been within Tukwila’s park system since being transferred to our ownership by King County in the 1990s. A condition of this transfer requires the land to remain open to the public for recreational use. Unfortunately, in recent years, due to continued overgrowth of invasive species such as English Ivy and Himalayan Blackberry, the park is growing increasingly inaccessible and is now losing tree canopy at an increasing rate. This activity would provide for EarthCorps to bring in professional crews to remove invasive species from the ground cover, install tree survival rings to save tree canopy, and utilize herbicides to prevent invasive re-growth via ground application and/or direct injection into current invasive growth. We estimate this activity will generate approximately 1,100 man-hours of restoration work in Southgate Park across 31 days that EarthCorps will deploy their work crews.

**Activity 2 – Site Assessment & Restoration Plans for Four Parks (\$40,000)**

While planning for parks, usually a Master Plan is created, which details how our department will utilize the park’s built and managed assets such as play structures, fields, art installations, and walkways. However, Master Plans usually do not include the “disturbed” natural areas of a park, those that are not actively maintained by our parks staff that continue to grow naturally as they did before our built assets existed on the site. Activity 2 would provide for the creation of four Restoration Plans (Provided by EarthCorps) across our parks system, specifically for Southgate, Codiga, Riverton, and Crestview Parks. These plans provide for mapping each parks natural areas, assessment of current conditions of the areas, recommendation and prioritization of work servicing the areas, recommended plant palettes for each park, and more. The plans will allow for our Green Tukwila program to more efficiently utilize already invested General Fund resources and volunteer steward time in maintaining the parks’ natural environments. Several of these parks are also currently having Master Plans created so when combined, we will have parks fully planned for future investment.

In sum, this \$125,000 investment of DNR funds will save tree canopy in Southgate Park and move it towards a condition usable by our community and will provide for 5-10 year planning of natural resources in multiple parks across our system in areas furthest from necessary community forestry needs.

**FY25/26 BUDGET CONSIDERATIONS**

Community forestry work for the city’s parks is funded in part by the Green Tukwila program within the Parks & Recreation Department. At this time, professional services, such as those provided by EarthCorps through the proposed restoration contract, are budgeted at about \$8.3K for FY24, providing for three professional crew days across the entire urban forest system within our parks. This level of funding is inadequate to support goals set by the 20-Year Green Tukwila Stewardship Plan and risks loss of Tukwila’s natural environment to climate change impacts and invasive species proliferation. Parks & Recreation staff continue to seek grants and other funding sources/methods of service delivery that can provide for Tukwila’s natural resources and environment.

**FINANCIAL IMPACT**

The DNR funding will be provided on a reimbursement basis. Therefore, no net inflows or outflows will be created within the General Fund by executing this agreement and its resultant contracts.

**RECOMMENDATION**

Staff recommends the committee forward the DNR agreement and related contracts for approval on the City Council Consent Agenda at the March 18<sup>th</sup>, 2024 Regular Meeting.

**ATTACHMENTS**

- Proposed Agreement (93-106600) – WA DNR and City of Tukwila
- Proposed Scope of Work – \$85,000 EarthCorps Restoration Work at Southgate Park
- Proposed Scope of Work – \$40,000 EarthCorps Restoration Plans at multiple parks
- Map of Proposed Work Locations



**INTERAGENCY AGREEMENT**  
**DEPARTMENT OF NATURAL RESOURCES (DNR)**

CONTRACT NO. 93-106600

PI: 248, NZH

Funding Source: State

Grant Funded:  Yes  No

OMWBE:  Small Business  Veteran Owned  Not Applicable

Procurement method:  Exempt DES Policy DES-140-00 Section 5., Item 2. Exceptions to the competitive solicitation requirement, listed under RCW 39.26.125(10), Intergovernmental agreements awarded to any governmental entity, whether federal, state, or local and any department, division, or subdivision thereof.

This Agreement is made and entered into between the Washington State Department of Natural Resources, hereinafter referred to as “**DNR/AGENCY**”, and the below named firm, hereinafter referred to as “**CONTRACTOR**”.

DNR and CONTRACTOR enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

City of Tukwila Parks and Recreation

6200 Southcenter Boulevard

Tukwila, WA 98188

**Phone:** 206-433-1800

**Fax:** 206-433-1833

**Email:** [mayor@tukwilawa.gov](mailto:mayor@tukwilawa.gov)

**WA State UBI Number:** 179-000-208

**Federal Taxpayer Identification Number:** 91-6001519

**Statewide Vendor # (SWV):** SWV0018023

**IT IS MUTUALLY AGREED THAT:**

**1.0 Purpose.** The purpose of this Agreement is to invest in urban forestry for the City of Tukwila. Funds will be used to hire a subcontractor to conduct site assessments and compose an Assessment and Restoration Plan for four (4) parks in the City of Tukwila and to perform forestry restoration activities in Southgate Park.

**2.0 Scope of Work.** CONTRACTOR shall furnish the necessary personnel, equipment, material, and/or services and otherwise do all things necessary for or incidental to performing work set forth in the Exhibit A – Scope of Work/Deliverables.

**3.0 Period of Performance.** The period of performance under this contract will be from date of execution through June 1, 2025.

**4.0 Payment.** Total compensation under this agreement shall not exceed One Hundred Twenty-Five Thousand Dollars (\$125,000) and shall be based on the rates and terms described in Exhibit B – Budget.

Unless otherwise determined by DNR, funding for this contract is provided by the Washington State 2023-2025 Urban and Community Forestry Budget, DNR Program Index: 248, Project Code: NZH

Continued performance under this agreement is subject to funding availability; should funding be repealed, unappropriated, unobligated, or otherwise removed from spending authority, all billable work will cease immediately upon notification and termination of the agreement will take effect immediately.

**Expenses**

No expenses are allowed under this contract.

**5.0 Billing Procedures.** CONTRACTOR shall submit invoices twice during the period of performance with Mid-term Report and Final Report; Mid-term Report by October 1, 2024, and Final Report by June 1, 2025. CONTRACTOR shall only submit invoices for completed activities, tasks, and/or deliverables clearly identified in Exhibit A – Scope of Work/Deliverables. Invoices containing partially completed work will be rejected.

**Fiscal Year/Biennial Closure:** Under fiscal year/biennial closing procedures, CONTRACTOR must submit all invoices and/or billings for services or material supplied under this contract through **June 30 to DNR no later than July 10 of that same calendar year.**

Each invoice submitted to the DNR Project Manager shall include information needed by DNR to determine the exact nature of all expenditures and completed work. At a minimum, each invoice shall specify the following:

1. Contract number 93-106600
2. Invoice date
3. Organization and primary contact name

4. Primary contact phone number and email address
5. Narrative description of the work performed to complete the activity(s) and/or task(s)
  1. The order in which the completed activity(s) and task(s) are listed on the invoice shall reflect the order in which they listed in the Scope of Work/Deliverables.
  2. Language used to describe completed activity(s) and task(s) shall reflect the language in Exhibit A, Scope of Work/Deliverables.
6. Detail of the expenses being billed
  1. Expenses for each activity and/or task shall be broken down by cost type using the format in Exhibit B, Budget, Table 1. Cost by Activity.
  2. DNR reserves the right to request an additional expense detail by line item using the format in Exhibit B, Budget, Table 2. Cost by Line Item.
7. Supporting documentation for all expenses being billed
  1. The specific activity or task completed must be accompanied by the respective invoice(s), receipt(s), and any other appropriate supporting documentation (unless noted otherwise above) in order to receive reimbursement.
8. Total invoice amount

**Special Budget Provisions:** Transfer of funds between tasks is allowed with advance written permission of the DNR Project Manager and shall not exceed 10% of the total budget. If the cumulative amount of these transfers exceeds or is expected to exceed 10% of the total budget, this is subject to a justification and a contract amendment.

**6.0 Outreach and Printed Materials.** All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

*“Funds for this project were provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.”*

Appropriate agency logos may be used in addition to the above statement and will be supplied to CONTRACTOR. Use of agency logos must be reviewed and approved by the funding agencies prior to publishing.

**7.0 Records Maintenance.** CONTRACTOR shall maintain books, records, documents, and other evidence to sufficiently document all direct and indirect costs incurred by CONTRACTOR in providing the services. These records shall be available for inspection, review, or audit by personnel of DNR, other personnel authorized by DNR, the Office of the State Auditor, and federal officials as authorized by law. CONTRACTOR shall keep all books, records, documents, and other material relevant to this Agreement for six (6) years after agreement expiration. The Office of the State Auditor, federal auditors, and any persons authorized by the parties shall have full access to and the right to examine any of these materials during this period.

Records and other documents in any medium furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose this material to any third parties without first notifying the furnishing party and giving it a reasonable opportunity to respond. Each party will use

reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**8.0 Rights to Data.** Unless otherwise agreed, data originating from this Agreement shall be ‘works for hire’ as defined by as defined by Title 17 U.S.C., Section 101 and shall be owned by DNR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to use, copyright, patent, register and the ability to transfer these rights.

**9.0 Independent Capacity.** The employees or agents of each party who are engaged in performing this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**10.0 Amendments.** This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

**11.0 Termination for Convenience.** Either party may terminate this Agreement upon 30 calendar days’ prior written notice to the other party. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**12.0 Termination for Cause.** If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of the terms and conditions, the aggrieved party will give the other party written notice of the failure or violation. The aggrieved party will give the other party 15 working days to correct the violation or failure. If the failure or violation is not corrected within 15 days, the aggrieved party may immediately terminate this Agreement by notifying the other party in writing.

**13.0 Disputes.** If a dispute arises, each party will make a good faith effort to resolve issues at the lowest possible level in their respective agencies. If they cannot resolve an issue, they will elevate the issue within their respective chains of command to resolve it.

In the event that a dispute arises under this Agreement that cannot be resolved under the preceding paragraph, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties. The cost of resolution will be borne as allocated by the Dispute Board. Alternatively, the parties may pursue a third-party dispute resolution as the Parties mutually agree to in writing.

**14.0 Governance.** This contract is entered into the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this agreement shall be construed to conform to those laws.

If there is an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- (1) Applicable federal statutes and rules
- (2) State of Washington statutes and regulations
- (3) Special terms and conditions as contained in this basic contract instrument
- (4) Scope of Work/Deliverables, attached as Exhibit A
- (5) Budget, attached as Exhibit B
- (6) Any other provisions of the agreement, including materials incorporated by reference.

**15.0 Assignment.** The work to be provided under this Agreement and any claim arising from this Agreement cannot be assigned or delegated in whole or in part by either party, without the express prior written consent of the other party. Neither party shall unreasonably withhold consent.

**16.0 Waiver.** A party that fails to exercise its rights under this agreement is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this agreement.

**17.0 Harassment.** Per [RCW 43.01.135](#), Sexual harassment in the workplace, Agency contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: [https://www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy.pdf](https://www.dnr.wa.gov/publications/em_harassment_prevention_policy.pdf).

DNR's Policy PO01-051 Safe and Respectful Workplace, linked below, outlines DNR's commitment and the expectations for contractors: [www.dnr.wa.gov/publications/em\\_safe\\_respectful\\_workplace\\_policy.pdf](http://www.dnr.wa.gov/publications/em_safe_respectful_workplace_policy.pdf).

DNR's Policy PO01-037 Harassment Prevention outlines DNR's commitment and the expectations for contractors: [www.dnr.wa.gov/publications/em\\_harassment\\_prevention\\_policy\\_037.pdf](http://www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf).

## **18.0 Nondiscrimination.**

- a) Nondiscrimination Requirement: During the term of this Contract, CONTRACTOR, including any subcontractor, shall not discriminate on the bases enumerated at [RCW 49.60.530\(3\)](#). In addition, CONTRACTOR, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or subcontractor, has a collective bargaining or other agreement.
- b) Obligation to Cooperate: CONTRACTOR, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to [RCW 49.60.530\(3\)](#).
- c) Default: Notwithstanding any provision to the contrary, DNR may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and

cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to [RCW 49.60.530\(3\)](#). Any such suspension will remain in place until DNR receives notification that CONTRACTOR, including any subcontractor, is cooperating with the investigating state agency. In the event CONTRACTOR, or subcontractor, is determined to have engaged in discrimination identified at [RCW 49.60.530\(3\)](#), DNR may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in [RCW 39.26.200](#). CONTRACTOR or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

- d) **Remedies for Breach:** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under [Chapter 49.60 RCW](#). DNR shall have the right to deduct from any monies due to CONTRACTOR or subcontractor, or that thereafter become due, an amount for damages CONTRACTOR or subcontractor will owe DNR for default under this provision.

**19.0 Severability.** The provisions of this agreement are severable. If any provision of this Agreement or any provision of any document incorporated by reference should be held invalid, the other provisions of this Agreement without the invalid provision remain valid.

**20.0 Responsibilities of the Parties/Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend (with counsel acceptable to DNR), and hold harmless DNR, its officials, agents, and employees, from and against all claims arising out of or resulting from the performance of the Agreement. "Claim" as used in this Agreement means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorneys' fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. CONTRACTOR's obligation to indemnify, defend, and hold harmless includes any claim by CONTRACTOR's employees, representatives, any subcontractor or its employees, or any third party.

However, CONTRACTOR shall not indemnify, defend, or hold harmless DNR, its officials, agents, and employees for claims caused by or resulting from the sole negligence of DNR, its officials, agents, and employees and in the event of concurrent negligence by (1) CONTRACTOR, its agents, employees, representatives, any subcontractor or its employees, or any third party and (2) DNR, its officials, agents, and employees, then CONTRACTOR's obligation to indemnify, defend, and hold harmless DNR, its officials, agents, and employees shall be valid and enforceable only to the extent of CONTRACTOR, its agents, employees, representatives, any subcontractor or its employees, or any third party's share of any concurrent negligence.

CONTRACTOR waives its immunity under [Title 51 RCW](#) to the extent it is required to indemnify, defend and hold harmless DNR and its officials, agents or employees.



**21.0 Insurance.** Before using any of said rights granted herein and its own expense, CONTRACTOR shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this Agreement. Failure to purchase and maintain the required insurance may result in the termination of the Agreement at DNR's option.

All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

CONTRACTOR shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this Agreement before using any of said rights granted herein. The description section of the certificate shall contain the Contract Number and the name of the DNR Project Manager. CONTRACTOR shall also provide renewal certificates as appropriate during the term of this Agreement.

CONTRACTOR shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of CONTRACTOR to have its subcontractors and agents comply with the insurance requirements contained herein does not limit CONTRACTOR's liability or responsibility.

**INSURANCE TYPES & LIMITS:** The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: CONTRACTOR shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent contractors, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: CONTRACTOR shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: CONTRACTOR shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." CONTRACTOR waives all rights of subrogation against State for

the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

Industrial Insurance (Workers Compensation): CONTRACTOR shall comply with or provide Federal Workers Compensation insurance or coverage under Title 51 RCW by maintaining workers compensation insurance for its employees. CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's liability, general liability, excess, or umbrella insurance. CONTRACTOR waives its Title 51 RCW immunity to the extent it is required by its indemnity obligation under this Agreement.

#### **ADDITIONAL PROVISIONS:**

Additional Insured: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

Cancellation: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

1. Insurers subject to [Chapter 48.18 RCW](#) (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
2. Insurers subject to [Chapter 48.15 RCW](#) (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

Insurance Carrier Rating: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with [Chapters 48.15 RCW](#) and [284-15 WAC](#).

Self-Insurance: If CONTRACTOR is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that CONTRACTOR's self-insurance meets all of the required insurance coverage of this Agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of CONTRACTOR is inadequate, then State may require the purchase of additional commercial insurance to comply with this Agreement.

Waiver: CONTRACTOR waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this Agreement.

#### **22.0 Limited Waiver of Sovereign Immunity.**

Agreement No. 93-106600

8 of 13

Form update date: 2023.04.20

Not applicable for this contract.

**23.0 Complete Agreement in Writing.** This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

**24.0 Contract Management.**

<b>CONTRACTOR Contract Manager Information</b>	<b>DNR Contract Manager Information</b>
David Rosen City of Tukwila Parks and Recreation 12424 42 <sup>nd</sup> Ave S Tukwila, WA 98168 <i>Phone:</i> 206-767-2310 <i>Email address:</i> <a href="mailto:David.rosen@tukwilawa.gov">David.rosen@tukwilawa.gov</a>	Sajjad Alokozai Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7013 <i>Phone:</i> 360-915-3944 <i>Email address:</i> <a href="mailto:sajjudallah.alokozai@dnr.wa.gov">sajjudallah.alokozai@dnr.wa.gov</a>
<b>CONTRACTOR Project Manager Information</b>	<b>DNR Project Manager Information</b>
Olena Perry City of Tukwila Parks and Recreation 12424 42 <sup>nd</sup> Ave S Tukwila, WA 98168 <i>Phone:</i> 206-767-2315 <i>Email address:</i> <a href="mailto:Olena.perry@tukwilawa.gov">Olena.perry@tukwilawa.gov</a>	Ben Thompson Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7013 <i>Phone:</i> 360-485-8651 <i>Email address:</i> <a href="mailto:ben.thompson@dnr.wa.gov">ben.thompson@dnr.wa.gov</a>

**25.0 Treatment of Assets.**

Not applicable for this contract.

**26.0 Approval.** By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

**IN WITNESS WHEREOF, the Parties have executed this Agreement.**

**CITY OF TUKWILA PARKS AND RECREATION**

**STATE OF WASHINGTON  
DEPARTMENT OF NATURAL  
RESOURCES**

<hr/> <i>Signature</i>	<hr/> <i>Date</i>	<hr/> <i>Signature</i>	<hr/> <i>Date</i>
Tom Mcleod		Jennifer Watkins	
<hr/> <i>Name</i>		<hr/> <i>Name</i>	
Mayor		Forest Resilience Division Manager	
<hr/> <i>Title</i>		<hr/> <i>Title</i>	
6200 Southcenter Boulevard		1111 Washington Street SE	
Tukwila, WA 98188		MS 47013	
<hr/> <i>Address</i>		<hr/> <i>Address</i>	
206-433-1850		Olympia, WA 98504-7013	
<hr/> <i>Telephone</i>		<hr/> <i>Telephone</i>	
		360-338-1688	

**EXHIBIT A – SCOPE OF WORK/DELIVERABLES**

<b>Activity 1: Site Assessment &amp; Restoration Plans Creation</b>			
Riverton, Codiga, Southgate, and Crestview parks, all local neighborhood parks except for Southgate, which is a naturally forested park, will have site assessments and restoration plans written through completion of this Activity. Said restoration plans will inform current city investment, allow for more thorough stewardship of the planned areas, and allow for volunteer deployment for future work. Prospective subcontractor has confirmed capacity to finish work by June 2025.			
<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
<b>1A. Draft Site Assessment &amp; Restoration Plan for Codiga Park</b>	<ul style="list-style-type: none"> <li>• PDF Copy of Assessment &amp; Plan including the following sections at a minimum: 1) Background and Introduction, 2) Map of Management Units, 3) Existing Site Conditions, and 4) Management Recommendations and Priorities</li> <li>• Documentation of paid invoice from Contractor to Subcontractor.</li> </ul>	June 1, 2025	\$10,000
<b>1B. Draft Site Assessment &amp; Restoration Plan for Riverton Park</b>	<ul style="list-style-type: none"> <li>• PDF Copy of Assessment &amp; Plan including the following sections at a minimum: 1) Background and Introduction, 2) Map of Management Units, 3) Existing Site Conditions, and 4) Management Recommendations and Priorities</li> <li>• Documentation of paid invoice from Contractor to Subcontractor.</li> </ul>	June 1, 2025	\$10,000
<b>1C. Draft Site Assessment &amp; Restoration Plan for Crestview Park</b>	<ul style="list-style-type: none"> <li>• PDF Copy of Assessment &amp; Plan including the following sections at a minimum: 1) Background and Introduction, 2) Map of Management Units, 3) Existing Site Conditions, and 4) Management Recommendations and Priorities</li> <li>• Documentation of paid invoice from Contractor to Subcontractor.</li> </ul>	June 1, 2025	\$10,000
<b>1D. Draft Site Assessment &amp; Restoration Plan for Southgate Park</b>	<ul style="list-style-type: none"> <li>• PDF Copy of Assessment &amp; Plan including the following sections at a minimum: 1) Background and Introduction, 2) Map of Management Units, 3) Existing Site Conditions, and</li> </ul>	June 1, 2025	\$10,000

	<p>4) Management Recommendations and Priorities</p> <ul style="list-style-type: none"> <li>• Documentation of paid invoice from Contractor to Subcontractor.</li> </ul>		
<b>Activity 2 Total</b>			<b>\$40,000</b>

**Activity 1: Southgate Park – Phase 1 Restoration**  
 Southgate Park, an approximately 9.2 acre naturally forested park, is currently inaccessible and losing tree canopy due to invasive English Ivy, creating an urgent need for professional crew work to protect and save said canopy and restore access to the natural area for community members. Completion of this work will enable further activation of the site by volunteers to continue restoration and stewardship and prepare the site for future plantings. Prospective subcontractor has confirmed capacity to finish work by June 2025.

<b>Task</b>	<b>Deliverable</b>	<b>Completion Date</b>	<b>Estimated Cost</b>
<p><b>2A. Restoration activities across more than 3 acres of land within park to include a mix of the following:</b></p> <p>1. At least 140 Tree Survival Rings</p> <p>2. At least 100,000 Square Feet of Herbicide Application</p> <p>3. At least 20,000 Square Feet Ground Ivy Removal</p> <p>4. At least 500 Trees/Shrubs treated with herbicidal injections.</p>	<p>Report of activities to include:</p> <ul style="list-style-type: none"> <li>• After-Action Report from Subcontractor</li> <li>• At least 5 before and after photos documenting completed work.</li> <li>• Provided records of:               <ul style="list-style-type: none"> <li>○ Sq. footage of Ground Ivy cleared.</li> <li>○ # of tree survival rings installed</li> <li>○ Sq. footage of herbicide application performed.</li> <li>○ # of trees/shrubs treated with herbicidal injection</li> </ul> </li> <li>• Documentation of paid invoice from Contractor to Subcontractor.</li> </ul>	June 1, 2025	\$85,000
<b>Activity 1 Total</b>			<b>\$85,000</b>
<b>Total for Activities 1-2</b>			<b>\$125,000</b>

**EXHIBIT B – BUDGET**

The total budget is \$125,000. See the Scope of Work/Deliverables for activity and task descriptions.

**Table 1. Cost by Activity**

<b>Activities</b>	<b>Personnel and Benefits</b>	<b>Travel</b>	<b>Supplies</b>	<b>Contractual</b>	<b>Total</b>
Activity 1	\$0	\$0	\$0	\$40,000	\$40,000
Activity 2	\$0	\$0	\$0	\$85,000	\$85,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$125,000</b>

**Table 2. Cost by Line Item**

<b>Contractual</b>	
Subcontractor with Extensive Restoration & Stewardship Planning Experience Multiple Park assessments and restoration plans (Activity 1) covering all Tasks necessary for completion/fulfillment of activity.	\$40,000
Subcontractor with Extensive Restoration & Stewardship Planning Experience Completion of restoration activities as described in Activity 2.	\$85,000
<b>Total</b>	<b>\$125,000</b>





**Exhibit A**  
**City of Tukwila – Southgate Park Restoration Work Estimate**



***December 2023***

***Prepared for:***

Olena Perry  
Volunteers & Stewardship  
Tukwila Parks & Recreation  
Olena.Perry@TukwilaWa.Gov

**Prepared by:**

Whitney Bowman  
EarthCorps  
Field Director  
6310 NE 74th St, Suite 201E  
Seattle, WA 98115  
www.earthcorps.org

EarthCorps  
© 2023

# Proposed Approach and Budget

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## Project Overview

EarthCorps and the City of Tukwila will partner to restore Southgate Park. Funding for this opportunity will be through a WA DNR Forestry Grant which the City of Tukwila will hold and manage. Southgate park has not received ecological restoration in many years and EarthCorps will be one of the first organizations to assist in ecological restoration.

## Detailed Approach

Southgate park is approximately an 11 acre park that has mature deciduous and conifer canopy but is overrun with aggressive species such as Ivy (*Hedera helix*), blackberry (*Rubus armeniacus*), and invasive trees such as laurel (*prunus spp.*) and holly (*Ilex aquifolium*). The primary goal for the project is to preserve tree canopy and restore the successional trajectory of this dry-mesic conifer deciduous mixed forest. To do so EarthCorps will conduct initial restoration services using current industry standard best management practices in vegetation management.

### Objective 1:

#### Tree Canopy Preservation

- Ivy tree survival rings using manual, mechanical and chemical control techniques
- Target deliverable: Ivy rings across 11 acres

### Objective 2:

#### Understory preservation (should objective 1 be completed)

- Blackberry and invasive tree control using manual, mechanical and chemical control techniques

EarthCorps will provide for the following EarthCorps Crews and Staff:

- An assigned project manager to coordinate with the City of SeaTac to schedule events and crew crews to ensure project goals/objectives are met
- Basic hand tools along with access to power tools (such as brush cutters) and herbicide equipment
- Water trucks and equipment
- Personal Protective Equipment and procedures for the use of tools, equipment, and herbicide
- Washington state licensed herbicide application onsite as needed
- Workers' compensation, and health insurance
- Administrative payroll and human resources

The City of Tukwila will provide the following

- Access to the site
- Any necessary permits to conduct work

### Estimated Timeline

Year	Activity	# of crew days	Notes
2024-2025	Objective 1: Tree Canopy Preservation	31	Target spring/fall wet seasons for higher removal efficacy

# Budget Break Down:

<b>Narrative Scope of Work:</b>						
Southgate Park: 11 acre park 0-50% slope with depression in center. Dry-mesic conifer deciduous forest. Creek runs through east corner of property. Dominant invasive species: Ivy & blackberry. Target Ivy trees						
		Dates and Crew Name	# Crew Days or PM Hours	Daily or Hourly Rate	Materials Cost	Subtotals
<b>Task 1:</b>						
Days in field:			31	\$ 2,125.00		\$ 65,875.00
Project Management			62	\$ 135.00		\$ 8,370.00
Field Specialist	Materials coordination		6	\$ 80.00		\$ 480.00
Materials	Herbicide				\$ 200.00	\$ 200.00
	Erosion control				\$ 2,000.00	\$ 2,000.00
						<b>\$ 76,925.00</b>
Crew Labor						<b>\$ 65,875.00</b>
Project Management						<b>\$ 8,370.00</b>
Field Specialist						<b>\$ 480.00</b>
Materials						<b>\$ 2,200.00</b>
<b>Subtotal</b>						<b>\$ 76,925.00</b>
Materials & Handling Fee (10% of Total Materials)						\$ 220.00
<b>TOTAL FEE</b>						<b>\$ 77,145.00</b>
Sales Tax:	10.1%	Location Code:	1729			\$ 7,791.65
<b>TOTAL PAYABLE</b>						<b>\$ 84,936.65</b>



# Organizational Profile

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## **EarthCorps Background**

EarthCorps is a non-profit organization founded in 1993 with a mission to develop leaders to strengthen community and restore the health of our environment. EarthCorps provides a year-long intensive program for young adults from the US and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise 10,000 volunteers each year.

## Local Restoration

EarthCorps' core expertise is community-based environmental restoration. We regard restoration as a process of reestablishing healthy habitat: returning a polluted or degraded environment as closely as possible to a thriving, self-sustaining ecosystem. As restoration practitioners, our goal is to expedite natural processes in rebuilding a functioning natural ecosystem.

Environmental service is a uniquely effective way to build community. When people put their hands into the dirt together and see their efforts transform a threatened area into a more vibrant landscape, they forge a special bond, empowering themselves and their community.

# City of Tukwila – Assessment and Restoration Plans



***February 2024***

***Prepared for:***

Olena Perry  
Volunteers & Stewardship  
Tukwila Parks & Recreation  
Olena.Perry@TukwilaWa.Gov

**Prepared by:**

Whitney Bowman  
EarthCorps  
Field Director  
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Seattle, WA 98115  
[www.earthcorps.org](http://www.earthcorps.org)

EarthCorps  
© 2023

# Proposed Approach and Budget

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## Project Overview

EarthCorps and the City of Tukwila will partner to improve the health of Tukwilas Community Parks. Funding for this opportunity will be through a WA DNR Forestry Grant which the City of Tukwila will hold and manage. The city has identified a need to create management plans for several community parks. EarthCorps will assess and create restoration management plans for, Codiga, Riverton, Southgate and Crestview Parks

## Detailed Approach

Below are tasks for the restoration assessment and management plans for Codiga Park, Riverton Park, Southgate and Crestview Park

1. Vegetation assessments
  - a. Survey and inventory each parks current conditions
2. GIS Analysis and Mapping: The geographic information collected in Task 1 will be used to inform the GIS analysis and mapping. Each Park will have attribute information including (but not limited to):
  - a. A unique Management Unit ID number
  - b. Habitat type
  - c. Dominant species association
  - d. Relative abundance of invasive species
  - e. Area in square feet and acres
  - f. An additional polygon layer will show and quantify the locations of contiguous invasive species (if appropriate), and a point layer will identify more minor infestations or individuals of priority species.
3. Restoration plan writing and assembly
  - a. The final document for each park will be compiled into a restoration plan. This document will use the previous tasks and provide specific suggestions for restoration activities and best management practices for each park.

### Deliverables

1. Restoration Management Plan
  - Background and Introduction
  - Map of Management Units
  - Existing Site Conditions
  - Management Recommendations and Priorities



EarthCorps will provide for the following EarthCorps Crews and Staff:

- An assigned project manager to coordinate with the City of Tukwila to schedule events and crew crews to ensure project goals/objectives are met
- Basic hand tools along with access to power tools (such as brush cutters) and herbicide equipment
- Water trucks and equipment
- Personal Protective Equipment and procedures for the use of tools, equipment, and herbicide
- Washington state licensed herbicide application onsite as needed
- Workers' compensation, and health insurance
- Administrative payroll and human resources

The City of Tukwila will provide the following

- Access to the site
- Any necessary permits to conduct work

## Estimated Timeline

Year	Activity	Notes
<b>Winter 2024-2025</b>	Task 1: Vegetation Assessments	
<b>Spring –2025</b>	Task 1 & 2: Vegetation Assessments and GIS Analysis and Mapping	Task 1 and 2 may overlap to capture different growing seasons
<b>June 1 2025</b>	Task 3: Restoration plan assembly	

# Budget Break Down:

<b>Narrative Scope of Work:</b>						
Restoration Management plans						
		Dates and Crew Name	Days or PM Hours	Daily or Hourly Rate	Materials Cost	Subtotals
<b>Task 1: Codiga Park</b>						
Ecologist		Dates TBD	30	\$ 150.00		\$ 4,500.00
Specialist			20	\$ 80.00		\$ 1,600.00
Materials						\$ -
						<b>\$ 6,100.00</b>
<b>Task 2: Riverton Park</b>						
Ecologist			50	\$ 150.00		\$ 7,500.00
Specialist			20	\$ 80.00		\$ 1,600.00
Materials	Equipment				\$ 100.00	\$ 100.00
						<b>\$ 9,200.00</b>
<b>Task 3: Crewstview Park</b>						
Ecologist			50	\$ 150.00		\$ 7,500.00
Specialist			20	\$ 80.00		\$ 1,600.00
Materials	Equipment				\$ 100.00	\$ 100.00
						<b>\$ 9,200.00</b>
<b>Task 4: Southgate Park</b>						
Days in field:			50	\$ 150.00		\$ 7,500.00
Days in field:			20	\$ 80.00		\$ 1,600.00
Materials					\$ 100.00	\$ 100.00
						<b>\$ 9,200.00</b>
Ecologist						<b>\$ 27,000.00</b>
Specialist						<b>\$ 6,400.00</b>
Materials						<b>\$ 300.00</b>
<b>Subtotal</b>						<b>\$ 33,700.00</b>
Materials & Handling Fee (10% of Total Materials)						\$ 30.00
<b>TOTAL FEE</b>						<b>\$ 33,730.00</b>
<b>Sales Tax:</b>	10.1%	<b>cation Code:</b>				\$ 3,406.73
<b>TOTAL PAYABLE</b>						<b>\$ 37,136.73</b>

Fee Schedule:

- EarthCorps Ecologist: \$150.00/hrs
- EarthCorps Field Specialist: \$80.00/hr
- Materials & equipment billed upon receipt

Payment: invoiced monthly until completion, 30 day payment requested. Please note A late fee of 2% of the original balance will be applied for each subsequent month the invoice remains unpaid. Accrued late fees shall not exceed 20% of the original balance. The late fee policy becomes effective once the due date on the invoice has passed.

# Organizational Profile

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## **EarthCorps Background**

EarthCorps is a non-profit organization founded in 1993 with a mission to develop leaders to strengthen community and restore the health of our environment. EarthCorps provides a year-long intensive program for young adults from the US and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise 10,000 volunteers each year.

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# Tukwila DNR Funding Sites

Parks



Codiga Park



Riverton Park

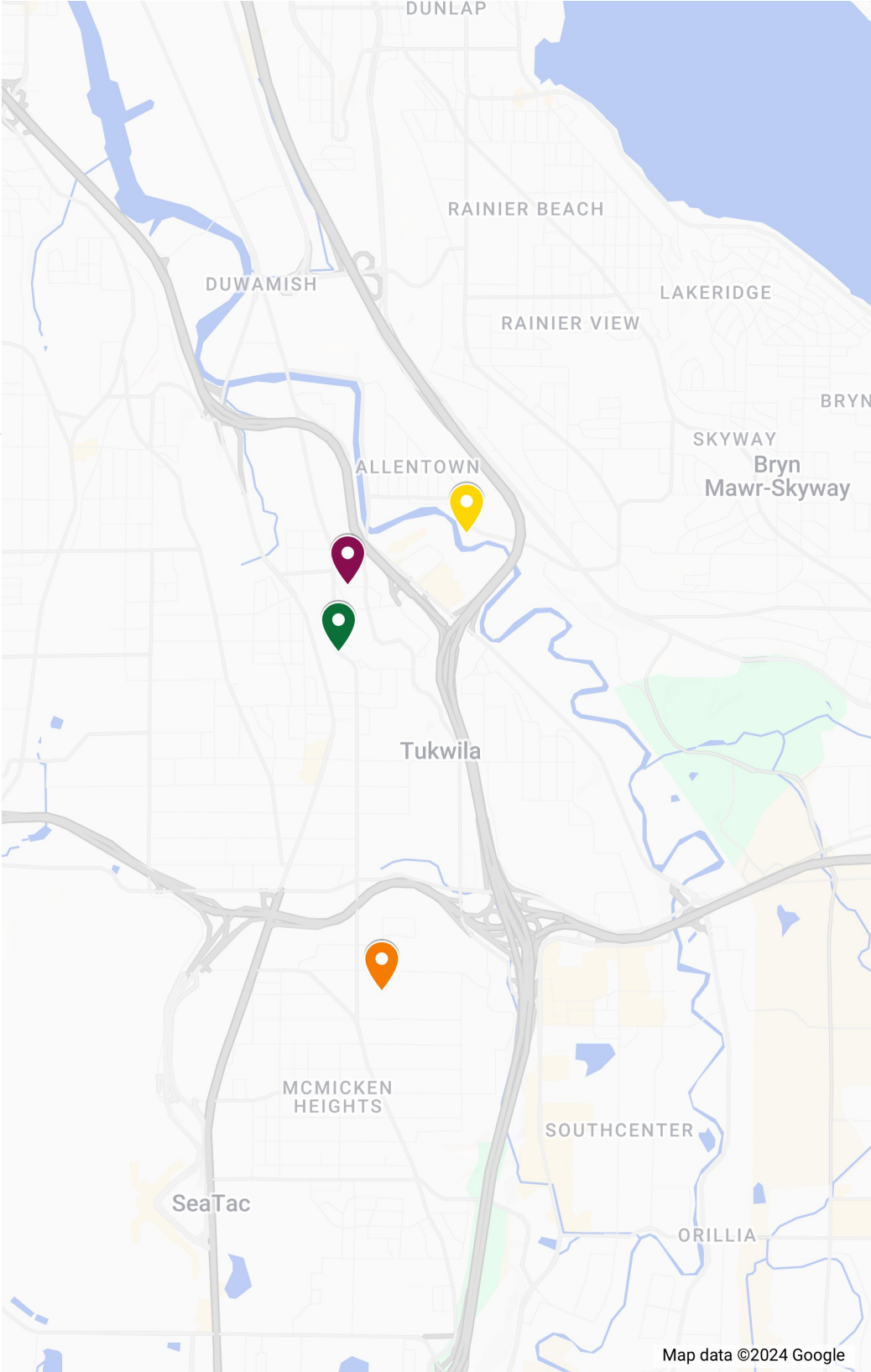


Crestview Park



Southgate Park

Sites receiving services via DNR's \$125,000 Non-Competitive Funding.







## **INFORMATIONAL MEMORANDUM**

**TO: Community Services & Safety Committee**

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

**CC: Thomas McLeod**

**DATE: March 5, 2024**

**SUBJECT: 2024 Port of Seattle Economic Development Grant**

### **ISSUE**

Staff requests approval to apply for the Port of Seattle's 2024 economic development grant.

### **BACKGROUND**

The Port of Seattle is accepting applications for its 2024 Economic Development City Partnership Grant Program. Applications are due April 12. Funds are based on each city's population and the City of Tukwila is eligible to receive \$22,780. The Port requires the applicant to provide matching funds of at least 50 percent of the grant. Of the required match, at least half needs to be met by direct city expenditures such as contracts for services. The balance of matching funds may be met through in-kind resources such as staff time. The City would have to expend the Port funds by the end of October 2024.

In the past the Economic Development division used the funds for a variety of purposes such as a business recruitment website, economic development data, grants to support childcare businesses during the pandemic, to help small businesses develop their digital resources, to update the City's business recruitment marketing collateral, and to support Experience Tukwila digital marketing.

### **DISCUSSION**

For 2024, staff would like to use the grant for Experience Tukwila social media campaigns and website search engine optimization, promoting Tukwila to businesses in aerospace and advanced manufacturing, and technical assistance to small businesses through community-based organizations. We would provide a final report to the Port of Seattle in November.

### **FINANCIAL IMPACT**

There would be no net effect on the City's financial position because the Port grant would be additional revenue that would cover the additional costs. The City's matching funds are already included in the 2024 lodging tax budget. The grant revenue was not included in the 2024 budget and so a budget adjustment for \$22,780 of revenue and expenses may be necessary.

### **RECOMMENDATION**

Staff requests the Committee's permission to apply for the grant.

### **ATTACHMENTS**

Port of Seattle economic development grant application (blank)







## 2024 Economic Development City Partnership Grant Application Instructions

### Overview

The Port of Seattle Economic Development Partnership Program is a cooperative economic development grant program to help support local and regional economic development initiatives across King County. The Port is offering participating King County cities awards to fund projects and initiatives that address economic growth, encourage the use of the Port’s facilities, and diversify the business ecosystem by increasing access and support for disadvantaged businesses, women-owned, and/or minority-owned business enterprises (WMBE).

### Funding Eligibility

Grants are made to King County cities on a per-capita calculation based on [Washington State Office of Financial Management](#) annual population estimates. Cities with populations less than 10,000 people are eligible to receive \$10,000 in grant funds and cities with populations more than 60,000 people are eligible to receive \$60,000 annually.

### 2024 Maximum Grant Award Amounts by City\*

City	Grant Award	City	Grant Award
<b>Algona</b>	\$10,000	<b>Lake Forest Park</b>	\$13,630
<b>Auburn (part)</b>	\$60,000	<b>Maple Valley</b>	\$28,640
<b>Beaux Arts Village</b>	\$10,000	<b>Medina</b>	\$10,000
<b>Bellevue</b>	\$60,000	<b>Mercer Island</b>	\$25,790
<b>Black Diamond</b>	\$10,000	<b>Milton (part)</b>	\$10,000
<b>Bothell (part)</b>	\$29,280	<b>Newcastle</b>	\$13,610
<b>Burien</b>	\$52,560	<b>Normandy Park</b>	\$10,000
<b>Carnation</b>	\$10,000	<b>North Bend</b>	\$10,000
<b>Clyde Hill</b>	\$10,000	<b>Pacific (part)</b>	\$10,000
<b>Covington</b>	\$21,600	<b>Redmond</b>	\$60,000
<b>Des Moines</b>	\$33,260	<b>Renton</b>	\$60,000
<b>Duvall</b>	\$10,000	<b>Sammamish</b>	\$60,000
<b>Enumclaw (part)</b>	\$13,090	<b>SeaTac</b>	\$31,740
<b>Federal Way</b>	\$60,000	<b>Shoreline</b>	\$60,000
<b>Hunts Point</b>	\$10,000	<b>Skykomish</b>	\$10,000
<b>Issaquah</b>	\$41,290	<b>Snoqualmie</b>	\$14,500
<b>Kenmore</b>	\$24,230	<b>Tukwila</b>	\$22,780
<b>Kent</b>	\$60,000	<b>Woodinville</b>	\$13,830
<b>Kirkland</b>	\$60,000	<b>Yarrow Point</b>	\$10,000

\*Based on 2023 OFM Population estimate



## Match Requirement

Grant funds require a 50 percent match of dollars or in-kind resources. In-kind resources can only be used for up to 25 percent of the grant award amount. For example, a grant request for \$50,000 in Port funds would require the city to commit \$25,000 in matching dollars and/or in-kind resources. Of that \$25,000, up to \$12,500 of in-kind resources could be applied toward the match requirement.

**New this year** - For smaller cities receiving Port grants of \$10,000, cities may use *in-kind resources* to supplement up to the 50 percent of the match requirement. For example, if a grant request is for \$10,000 in Port funds, 50 percent of the grant could be matched by up to \$5,000 by in-kind resources.

## Who can apply and how may the funds be used?

### Eligible Applicants

City governments in King County with populations less than 200,000.

### Eligible Projects

Port of Seattle funds must be used on projects that tie to the Port of Seattle's business interests.

### Eligible projects include:

#### **Small Business Technical Assistance**

- Accelerator/Incubator support
- Business planning/counseling
- Marketing/market development, etc.
- Government procurement technical assistance
- Financing assistance

#### **Business Recruitment**

- Marketing/Attraction campaigns
- Prospecting missions
- Trade show marketing
- Other marketing and sales initiatives

#### **Industry/Small Business Retention/Expansion**

- Business outreach and referrals to technical assistance (including surveys\*)
- Industry roundtables
- Industry seminars

#### **Tourism**

- Traditional/Digital marketing campaigns
- Video/Photo/Collateral production and deployment
- Event development to attract non-local visitors



### **Buy Local/Placemaking**

- Farmers Markets/Local Marketplaces/Pop-ups/Other Events benefiting local businesses
- Buy Local campaigns
- Arts/Culture Events
- Leakage Prevention

### **Workforce Development**

- Industry Training
- Occupational Training (ex. welders)
- Preapprentice/Apprenticeship programs

### **Planning/Feasibility Studies\*\***

- Economic development comprehensive plans
- Feasibility studies supporting business and/or government investment in facilities (ex. Marina)

**\*Surveys** – If you are conducting business surveys, the Port will want city partners to ask a common (core) set of questions to aggregate survey results across the region. Port staff will set up a meeting with cities conducting surveys to develop these common questions. Cities can add questions beyond these basic core questions.

**\*\*Cities may only use Port funding for planning/feasibility studies once every three years, starting this year.**

### **Ineligible Projects**

- Signage and wayfinding projects (cities can instead use investments in signage/wayfinding towards their matching fund requirements)
- Direct cash grants or loans made to businesses or organizations
- Capital projects including projects to construct either new facilities or make significant, long-term improvements to existing facilities
- Underwriting general or capital expenses associated with an event or program already in progress

## **Metrics and Outcomes**

The Port of Seattle is interested in partnering with cities on programs and partnerships that advance economic growth. Cities should use Port grant funding to provide businesses with assistance, create jobs, promote tourism, and encourage economic growth.

**New this year** – In an effort to capture project results and impacts, the Port is asking Cities to select from the list of defined metrics below and base their reporting requirements for their programs using these metrics.

Please use the list of metrics below and include at a minimum one of the standardized metrics per project when planning programs or initiatives. Specific metrics around number of women-owned and minority-businesses (WMBE) supported should also be included and considered.

Page 3 of 9

Program Application – 2024 Port of Seattle Economic Development Partnership Program

Modified 02/16/2024

## Table of Metrics

<p><b><u>Small Business Assistance</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses assisted             <ul style="list-style-type: none"> <li>○ # of WMBE served</li> </ul> </li> <li>• \$ of funding secured for businesses             <ul style="list-style-type: none"> <li>○ \$ funding secured for WMBE</li> </ul> </li> <li>• # Jobs created/retained             <ul style="list-style-type: none"> <li>• # of jobs created/retained for WMBE</li> </ul> </li> <li>• # of Attendees to events</li> <li>• # of Trainings offered</li> <li>• # of Individuals trained             <ul style="list-style-type: none"> <li>○ # of WMBE trained</li> </ul> </li> </ul>	<p><b><u>Business Recruitment</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses recruited             <ul style="list-style-type: none"> <li>• # of WMBE recruited</li> </ul> </li> <li>• # of Impressions, website visits, etc. for business recruitment marketing campaigns</li> <li>• # of Tradeshows/missions participated in</li> </ul>
<p><b><u>Industry/Small Business Retention/Expansion</u></b></p> <ul style="list-style-type: none"> <li>• # Businesses reached             <ul style="list-style-type: none"> <li>○ # of WMBE reached</li> </ul> </li> <li>• # of businesses referred to technical assistance resources</li> <li>• # Industry roundtables/seminars hosted</li> <li>• # of Attendees to Industry roundtables/seminars             <ul style="list-style-type: none"> <li>• # of WMBE Attendees</li> </ul> </li> <li>• # of Surveys collected             <ul style="list-style-type: none"> <li>○ Businessowner demographics</li> <li>○ Surveys completed in different languages</li> <li>○ Surveys completed by WMBE</li> </ul> </li> </ul>	<p><b><u>Tourism</u></b></p> <ul style="list-style-type: none"> <li>• # of Non-local visitors</li> <li>• # of Hotel room nights</li> <li>• # of Businesses participating             <ul style="list-style-type: none"> <li>○ # of WMBE participating</li> </ul> </li> <li>• \$ of Increased ticket sales</li> <li>• # of Website visits, impressions, page visits, links clicked, etc.</li> </ul>
<p><b><u>Workforce Development</u></b></p> <ul style="list-style-type: none"> <li>• # of Trainings offered</li> <li>• # of Individuals trained             <ul style="list-style-type: none"> <li>○ # of WMBE individuals trained</li> </ul> </li> <li>• # of Certificates, degrees or credits earned</li> <li>• \$ Wages paid to training graduates</li> <li>• Placement % of training graduates</li> <li>• % and # of WMBE participants</li> </ul>	<p><b><u>Buy Local/Placemaking</u></b></p> <ul style="list-style-type: none"> <li>• # of Attendees/participants in events or campaigns</li> <li>• # of Businesses engaged in farmer's markets, Buy Local campaigns, and similar initiatives             <ul style="list-style-type: none"> <li>○ # of WMBE participating</li> </ul> </li> <li>• \$ of Revenue generated (per business or in total)</li> </ul>



### Contract Deadline and Final Reporting

Projects must be completed by December 31, 2024 and grant funds must be spent and invoiced before then.

Final reports will be due Friday, November 15, 2024. The Port will provide a final report template to city partners to complete as part of their final reporting requirements.



Port of Seattle  
2024 Economic Development Partnership Program  
City Application

City: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

Alternate Email: \_\_\_\_\_

**Declaration:** I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE PORT OF SEATTLE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Responsible Official: \_\_\_\_\_

Print or Category Name and Title: \_\_\_\_\_

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

**Deadline:** The program application must be submitted electronically to the Port of Seattle by Friday, April 12, 2024 by 3:00 pm. Submit the application to: [e-submittals-purch@portseattle.org](mailto:e-submittals-purch@portseattle.org) and copy Annie Tran at [tran.a@portseattle.org](mailto:tran.a@portseattle.org).

Project Description, Goals, Timeline, and Metrics



Please describe each initiative you plan to implement using Port of Seattle funds.

**Project categories may include:**

- Small Business Assistance
- Business Recruitment
- Industry/Small Business Retention/Expansion
- Tourism
- Workforce Development
- Buy local/Placemaking
- Plans/Special Projects (please consult with Port staff)

See Port Metrics table and be sure to include any WMBE specific metrics.

**Project One:**

Project Category: Choose an item.

Project Overview/Description:

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

Timelines:

Project Metrics:

**Project Two:**

Project Category: Choose an item.

Project Overview/Description:

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

Timelines:

Project Metrics:

**Project Three:**

Project Category: Choose an item.

Project Overview/Description:

Smart Goal (Specific, Measurable, Achievable, Relevant, Time-bound):

Timelines:

Project Metrics:



## Project Budget

Identify each project budget category, total funds (including the monetary value of in-kind resources), Port of Seattle funds and City monetary and in-kind matching funds. Include the total funds from each column in the second to last row. Include the percentage contributions to the Port of Seattle’s contribution in the last row.

\*\*This table will be used in the contract agreement between the Port of Seattle and each city.

Project Name:	Project Category (Please select one of the categories provided)	Port of Seattle Funds Awarded:	City Monetary Matching Funds:	City In-kind Matching Funds:	Total Funds (Including In-Kind):
Project 1	Choose an item.				
Project 2	Choose an item.				
Project 3	Choose an item.				
<b><u>Total Funds:</u></b>					
<b><u>Percentage contribution to Port Funds*:</u></b>					

\*City monetary and in-kind matching funds must add up to at least 50% of the Port of Seattle funds awarded. In-kind resources can only be used for up to 25 percent of the grant award amount.

**New this year** - For smaller cities receiving Port grants up to \$10,000, cities may use *in-kind resources* to supplement up to the 50 percent match requirement. For example, if a grant request is for \$10,000 in Port funds, 50 percent of the grant could be matched by up to \$5,000 by in-kind resources.







# Tukwila Police Department

## Community Services and Safety Committee

### Quarterly Information Brief

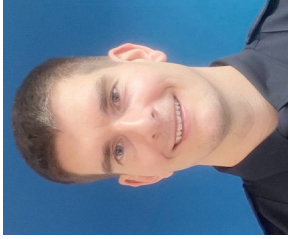
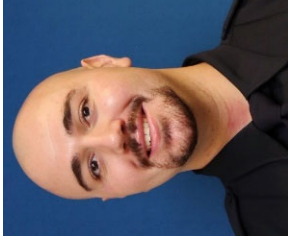
### Fourth Quarter, 2023



# FOURTH QUARTER HIGHLIGHTS

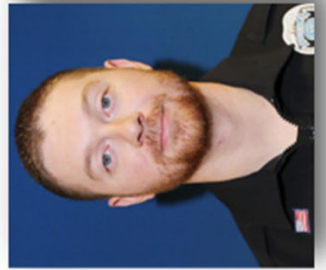
## Staffing

- Several oral boards and interviews conducted
- Four officers started police academy
- Five new officers started



## Recognition

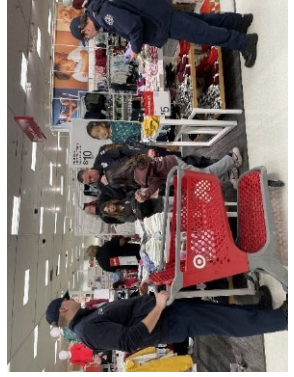
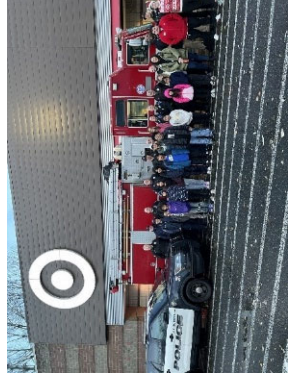
- Employees Of The Quarter
  - 3<sup>rd</sup> quarter: Dakota Hodgson, Justin Wilson
  - 4<sup>th</sup> quarter: Elias Hiatt, Teresa Hinson



# FOURTH QUARTER HIGHLIGHTS

## Community Engagement

- Homeless Camps Response
  - Continued Outreach
- Community Engagement
  - Community Watch Group Meetings
  - Community Involvement With Interviews, PD Strategic Plan, Use Of Force Review
  - Meeting with Sound Health representatives
  - Monthly COPCAB Meetings
  - Weekly Office of Independent Investigation Committee meetings
  - Meetings With Interim Superintendent of Tukwila School District
  - Mall Management Meetings
  - Safe Place program
- Community Events
  - Trunk Or Treat
  - Shop With A Cop
  - Battle Of The Badges



## FOURTH QUARTER HIGHLIGHTS

### □ Significant Operations & Events

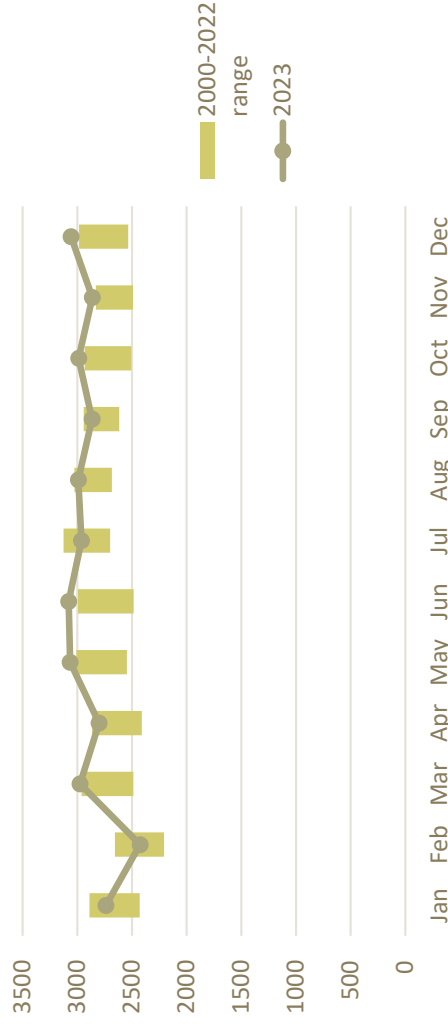
- Regional Partnership
  - Valley Chiefs
  - King County Police Chiefs and Sheriff Assoc.
  - Valley Communication
- Department Meetings
  - PD Town Hall
  - PD Leadership Meeting
  - PD Strategic Plan Meetings
- Emphasis
  - Black Friday
  - Day after Christmas
  - Hot Spots
  - Shoplifting
- Investigations
  - VIIT Investigation
- Flock Automated License Plate Reader Cameras
- Emergency Management





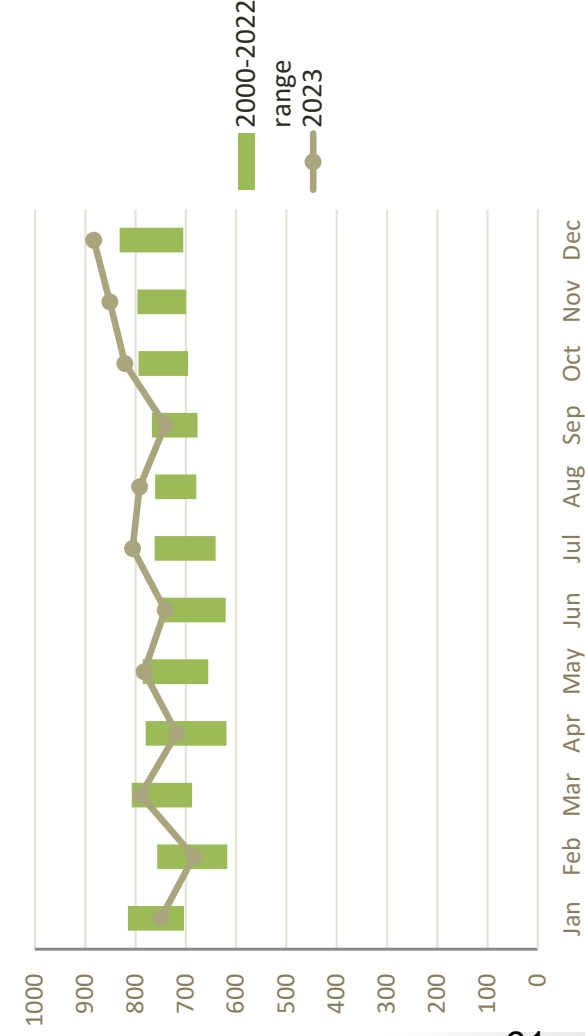
# FOURTH QUARTER CRIME STATISTICS

Calls for Service by Month  
Comparison of 2023 to 2000-2022



Calls for service for 2023 were only slightly higher than the total from 2022. While numbers from 2020 and 2021 were affected by the pandemic, three of the five highest months in the last ten years occurred in 2023 (May, June, December). Based on this trend, 2024 will likely have calls for service that continue to increase.

Case Reports by Month  
Comparison of 2023 to 2000-2022



Case reports (online and officer-created) in the fourth quarter totaled higher than the expected range from historical years, but were lower than the total of 2022. November and December were both higher, primarily due to increases in Commercial Burglary, Malicious Mischief, Auto Theft, and Shoplifting reports. Based on the expected trend in calls for service and the case report numbers in the fourth quarter, 2024 is likely to see higher than usual case reports as well.

[These charts show the current year (line) as compared to previous years (rectangles). This gives perspective as to a normal range as calculated over the past years.]



# Questions?





## **INFORMATIONAL MEMORANDUM**

**TO:** Community Services & Safety Committee  
**CC:** Tom McLeod, City of Tukwila Mayor  
**FROM:** Pete Mayer, Parks & Recreation Director  
**BY:** David Rosen, Parks & Recreation Fiscal Analyst  
**DATE:** March 4, 2024  
**SUBJECT:** Parks & Recreation Department Q4 Update

### **BACKGROUND**

The Tukwila Parks & Recreation Department intends to update the Community Services and Safety Committee on its current operations, work planning, upcoming events and programming, as well as highlights of work done in Quarter 4 of Fiscal Year 2023.

### **DISCUSSION**

Third-quarter highlights will be shared from across Parks & Recreation’s operations. We continue to be extremely proud of our staff’s continuous and dedicated efforts in serving our community. Work continues throughout the organization to optimize work processes, expand efficient use of technology for internal and external stakeholder benefit, and explore new partnerships with organizations throughout the area to provide the Tukwila community with Good, Healthy, Fun throughout our parks and trails system.

Staff welcomes questions and discussion.

### **FINANCIAL ANALYSIS**

N/A

### **RECOMMENDATION**

Briefing only.

### **ATTACHMENTS**

A --- Slide Deck



# Parks & Recreation

FY23 Q4 Update



**TUKWILA**  
**PARKS & RECREATION**  
GOOD HEALTHY FUN

# Parks Operations

## Fall Leaf Season

- Staff did a great job staying ahead of the leaf accumulation, overall, staff performed 31 days of leaf blowing and haul outs
- Fun Fact: We turn leaf accumulation into composting for our beds and community garden



## Park Clean Ups

- Parks continued to be used as dumping sites and homeless shelters, specifically within the Southcenter District
- Staff performed several clean ups under the 180<sup>th</sup> trail
- Staff performed several dozen graffiti removals along the trail



## Trail Maintenance

- Staff acquired a new Brush mower attachment for their tractor and have been able to independently mow the Green River Trail and Interurban trails, with an anticipated frequency of quarterly
- Previously, staff had depended on PW to flail mow the trails, as they had the specialized equipment to do so



# Parks Capital

## Local Parks Maintenance Grant

- Parks was granted a Local Parks Maintenance Grant for deferred maintenance through Recreation Conservation Office to restore/replace failing lights at Crystal Springs Park.
- Staff are currently in the process of procuring archeological services and will be moving forward with the project in Q2/Q3/24.



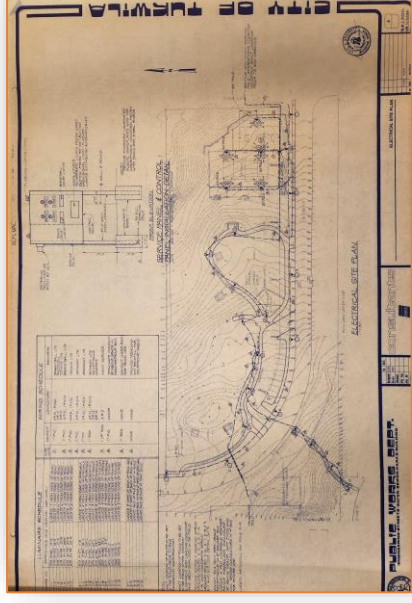
## Repairs

- Late Q4 Capital was approved for repairs on the Green River Trail, due to weather however the repairs were not completed until January 2024
- Repairs were identified in the annual 'Trail Assessment' with more identified for repairs in the Q2/Q3/24 timeframes.



## Beautification

- With the success of the city's beautification projects on Tukwila International Boulevard, staff procured self watering pots to be used instead of the regular pots that were used the previous year.
- The new pots have a reservoir that waters the plant over time. It will allow staff to water at a 1-2 days per week, vs the previous 3-4 days per week. This should result in better blooms and more staff time for maintenance activities.



## Goodman Real Estate's Contribution

- Donated \$5,000 to Green Tukwila
- Pledged fall work parties at Crystal Springs for the next three years
- Allocation of funds for professional crews at Crystal Springs Park

## EarthCorps Global Summit Participation

- Olena Perry in attendance
- Key topics covered:
  - Trail building techniques
  - Biodiversity in urban environments
  - Role of BIPOC communities in environmental restoration
  - Habitat conservation strategies
  - Other relevant environmental issues

## Washington Conservation Corps Achievements

- Four weeks of dedicated work in Tukwila Park
- Cleared 100,000 square feet of invasive plants
- Planted 865 new plants in the park
- Mulched 30,000 square feet

## Green Tukwila Day

Successful volunteer event with extensive city staff participation

- Three hours of collaborative work and enjoyment
- Live entertainment provided by the BusKings
- 161 native shrubs and trees planted





# Q4 Highlights

## Rec Results Q4

### Program Participation

Stat	2022	2023
Participants	9893	16016
% Change	N/A	61.9%



### Rentals

Stat	2022	2023
Guests	5069	7560
% Change	N/A	49.1%
Events	103	153
% Change	N/A	48.5%



# Q4 Highlights

## Rec Special Events Q4

### 34th Annual Senior Thanksgiving Luncheon

- Hosted at the Double Tree Inn and Suites located in Tukwila
- 158 senior adults in attendance
- Entertainment was provided by the Jewel Tones
- Supported through VSHSL Grant

### Veteran's Day Event

- Hosted at Tukwila Community Center
- Celebrating 100 Tukwila Veterans with lunch and entertainment
- Supported through VSHSL Grant

### Twelve Days of Goodness Luncheon

- Hosted at Tukwila Community Center
- Partnership with Seattle Seahawks Alumni
- 92 seniors were treated to a visit by the Seahawks Legends
- Supported through VSHSL Grant

### Return of the Fall Harvest Festival

- Hosted at Tukwila Community Center
- 500 kids and parents participated

### 14<sup>th</sup> Annual Spirit of Giving

- Raised over \$38,000 in goods and monetary gifts
- Supported over 430 McKinney Vento youth and families.





# Tukwila Public Art Program

The Tukwila Arts Commission has concluded its nearly year-and-a-half effort to create a Strategic Arts Plan that included 3 public listening sessions

## Strategic Plan Highlights (2024 Workplan)

### Pilot New Programs & Events

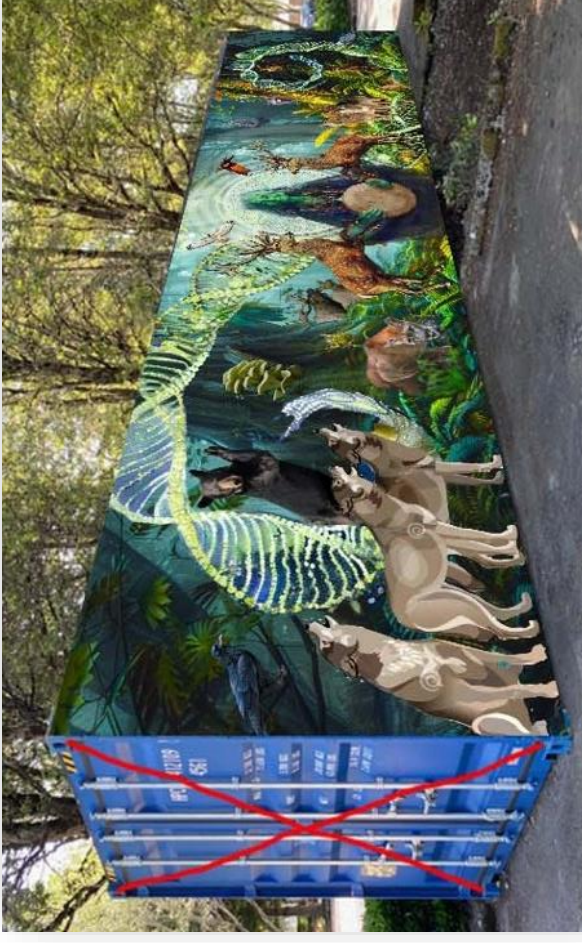
- Create a scope for Thermoplastics Street Art that reflects the surrounding
- Establish Arts Programming in Schools
- Begin work on creating a regional Arts Festival

### Engage & Connect with Our Community

- Meet and establish relationships with Indigenous Leaders (Muckleshoot and Duwamish) for Duwamish River Legacy Trail development
- Create an internal cross-departmental arts working group
- Host two Community Cafés to engage the community on what they would like to see in a Public Art Program

### Establish Systems & Procedures

- Create an inventory of cultural groups in the community with each commissioner attending a group's meeting
- Create a grants program with an application process
- Work with Westfield Mall to create a formal agreement on creating an ongoing arts space within the mall (gallery space, artist and public art-making opportunities)



*Conceptual design for cargo storage container at the Tukwila Community Center: courtesy Gabrielle Abbott*

## Foster Golf Links

### Q4 Statistics

- 7,578 rounds played
- 515 resident rounds
- \$292,246 in sales

### Foster Golf Business Plan

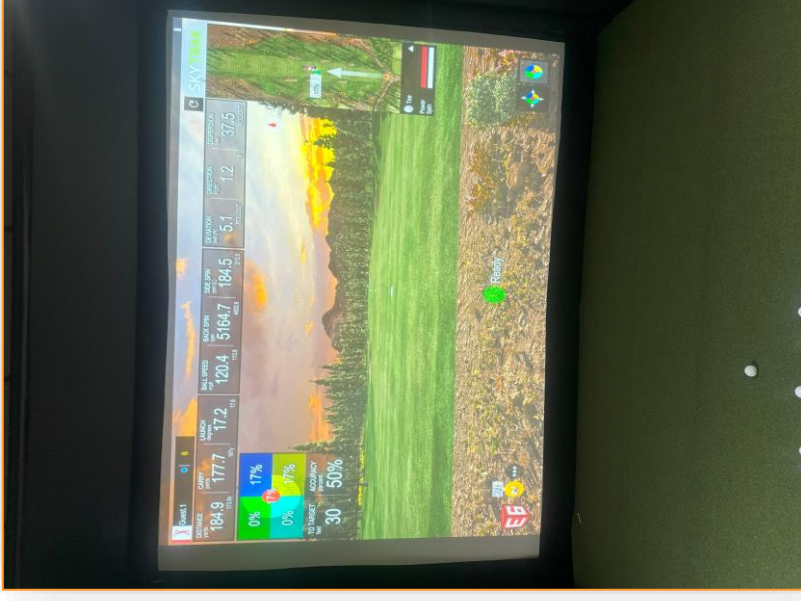
- Foster Golf Course Business Plan was completed and finalized.
- Staff are using presented strategies to update policies and practices

### Began Golf Simulator Installation

- The Golf Simulator will allow for year-round revenue creation regardless of weather or course conditions
- The space will allow groups of 2-3 individuals to rent the simulator for indoor use

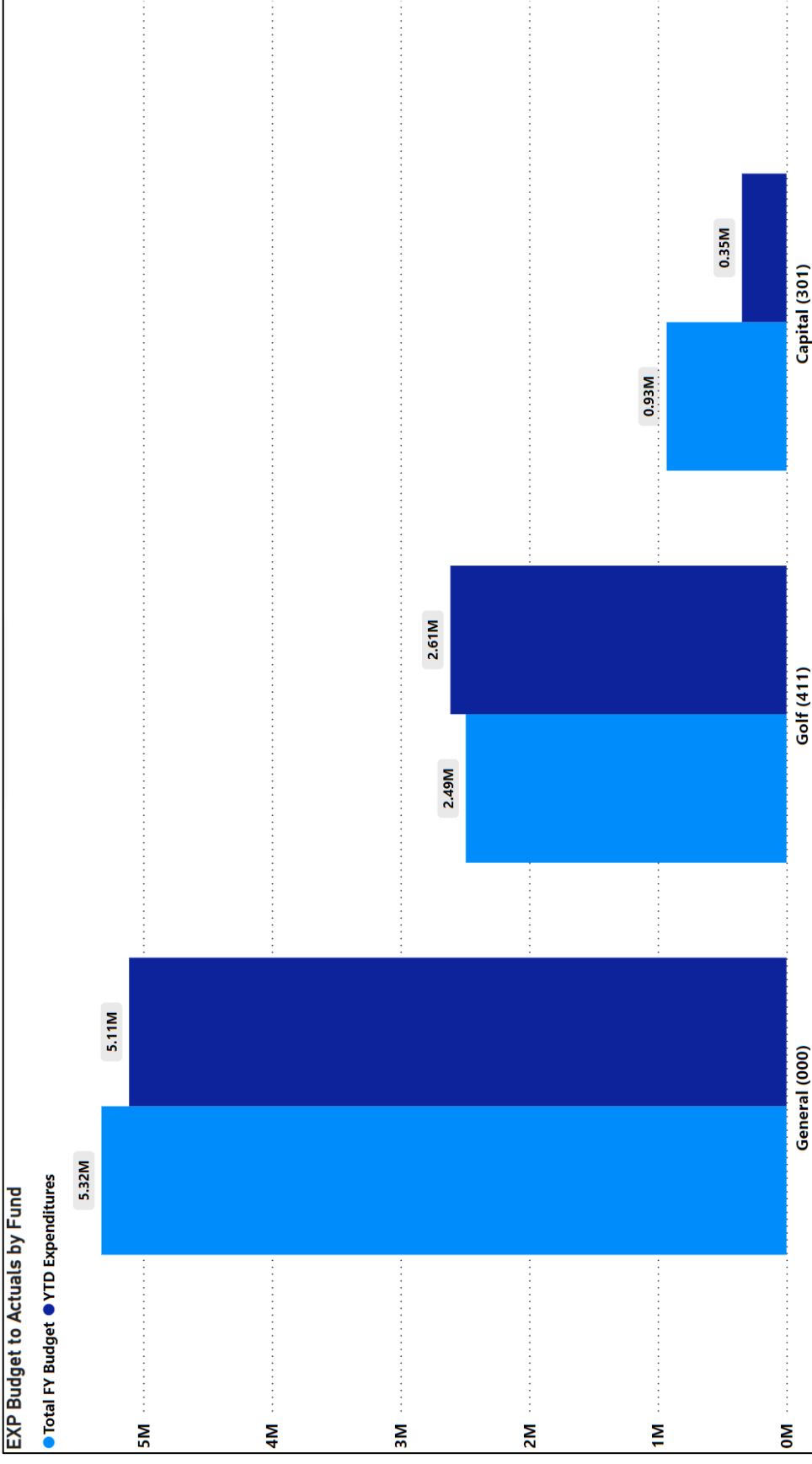
### Q4 2022/2023 Comparison

- 2137 more rounds played in FY23
- ~\$89K sales increase in FY23
- Retail revenue sales increased by 60% in FY23



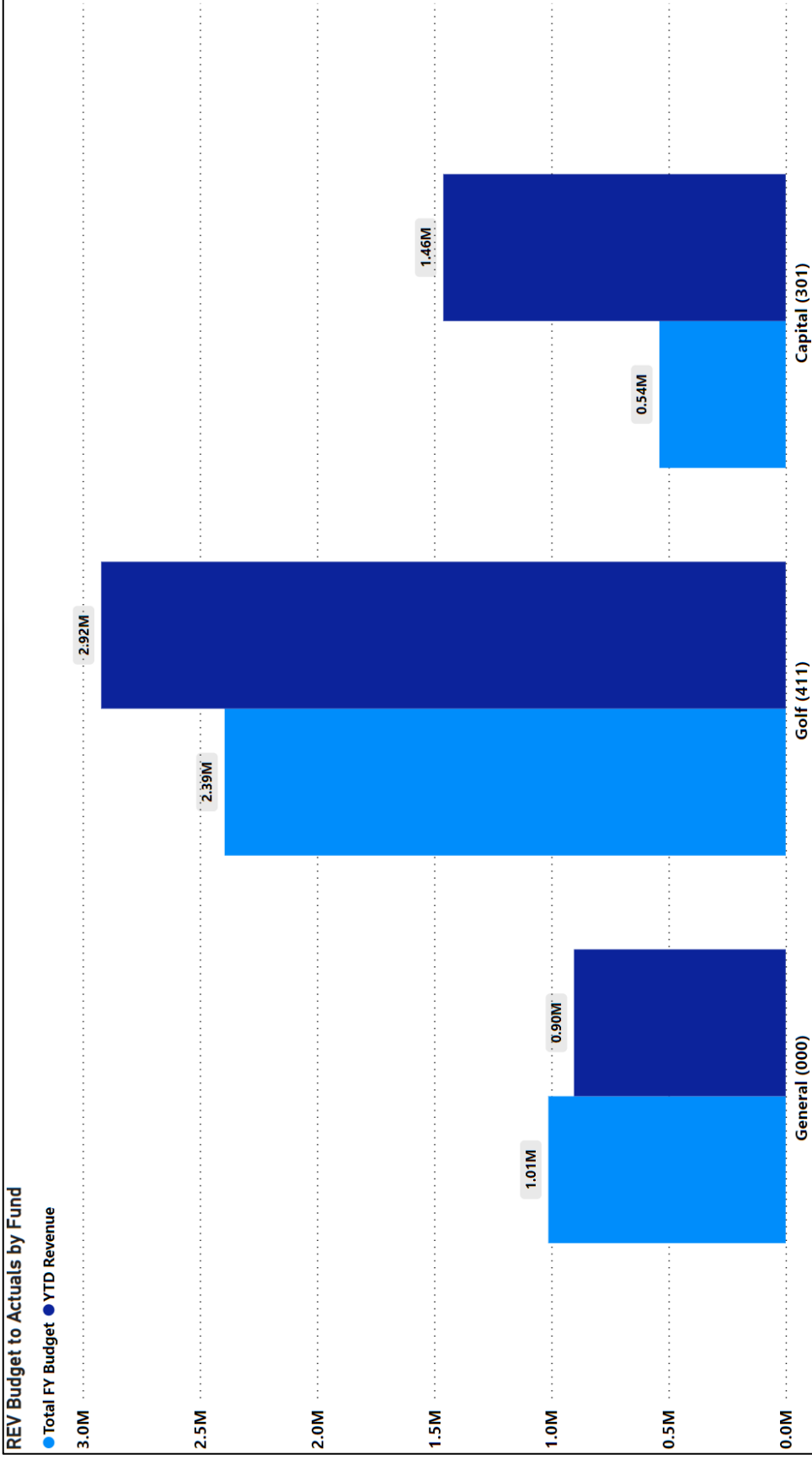
# Fund EXP Budget to Actual

- Fund 000 has approximately \$2,300 left for processing
- Funds 301 & 411 are believed to be fully processed at this time
- Fund 411 over budget in expenditures due to capital purchases delivered ahead of schedule and are balanced out by revenues coming in over budget



# Fund REV Budget to Actual

- All Funds are believed to be fully processed at this time
- Fund 000 under budget due to grant revenue timing and slight underspend in ARPA-related programs
- Fund 301 above budget due to several large permits being issued for construction within city (Park Impact Fees)
- Strongest Fiscal Year for Fund 411 in terms of revenue on record



# Q1 - Q4 EXP by Fund

- Fund 000 spending peaks in Q3 when summer programming occurs
- Fund 411 Q4 spending includes large capital equipment purchases
- Current Fund 301 expenditures are planning for eventual larger development projects



# Q1 - Q4 REV by Fund

- Revenues across Fund 000 and Fund 411 are seasonal
  - Golf = Q2 & Q3
  - General = Q3 & Q4
- Revenues in Fund 301 are sporadic
- Development of new programming aims to smooth these seasonal shifts. An example is installation of a golf simulator at Foster Golf Links





# TUKWILA PARKS & RECREATION

GOOD HEALTHY FUN

# Q1 Rec Preview

## 1<sup>st</sup> Annual Health & Wellness Open House- Jan 6<sup>th</sup>

- Facility tours, Fitness Room orientations, audit live classes, meet instructors and refreshments
- Paired with Winter Mossa Launch Event

## New "PickleWall" Drilling Space

- Set up in a TCC Racquetball Court
- Ability for individuals to maneuver solo pickleball drills

## Intramural Youth Basketball League

- In partnership with Tukwila Public Schools
- 80 Tukwila youth registered and participating

## Seasonal Job Fair at Tukwila Community Center- Feb 21<sup>st</sup>

- City of SeaTac, Urban League of Metropolitan Seattle, Friends of Youth, Jose Marti Child Development Center, Fred Meyer, and Partner in Employment all onsite providing employment opportunities

## Storypalooza March 9<sup>th</sup>

- Spring Signature Literacy Event supporting Read Across America
- Hosted at Sullivan Center
- Partnership with King County Library System



## Next Update

- Annual Report to CSS - April 8<sup>th</sup>
- Q1 2024 Report to CSS - May 13<sup>th</sup>
- Master Plan Updates:
  - TCC Campus
  - Foster Park
  - Riverton Park
  - Duwamish Park
  - Crestview Park
  - 116<sup>th</sup> Parcel
- Crystal Springs Park Lighting Project Update
- Grant Funding & Applications Update





# Questions?



**TUKWILA**  
PARKS & RECREATION  
GOOD HEALTHY FUN

