



## Tukwila Equity and Social Justice Commission

City of Tukwila – City Hall

6200 Southcenter Boulevard, Tukwila, WA 98188

NOTICE IS HEREBY GIVEN that the Equity and Social Justice Commission meeting will be held on **February 6, 2025, at 5:30PM.**

Join the meeting video on your computer or mobile app: [Click here to join the meeting](#)  
Participate in the meeting by phone: **253-292-9750**, Phone Conference ID: 125 348 618#

For in-person, please join us at **5:30PM**  
Tukwila City Hall, 6200 Southcenter Blvd, Tukwila, WA 98188

For assistance during the meeting, please call Jo Anderson, Equity and Social Justice Staff Liaison, at **206-658-7849**

### MEETING AGENDA

**Thursday, February 6, 2025 – 5:30PM**

**I Call to Order**

**II Introduction (2 minutes)**

**III Approval of Agenda (2 minutes)**

**IV Approval of Minutes, January 9, 2025 (2 minutes)**

**V Written Public Comments**

**VI Business Items**

- Ice Breaker Activity to Continue to Get to Know One Another

**COMMISSION ACTION ITEM:** Learn more about the Commissioners.

- Resolution 1970 – City’s Commitment to Being Diverse, Tolerant and Inclusive

**COMMISSION ACTION ITEM:** Commissioners to review the resolution adopted in 2019.

- 2025 Work Plan



## **Tukwila Equity and Social Justice Commission**

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*6200 Southcenter Boulevard, Tukwila, WA 98188*

**COMMISSION ACTION ITEM:** Commissioners will provide an update on assigned tasks and next steps.

### **Relationship building in the community:**

Councilmember listening sessions – CM McConnell and Kathy Hougardy

Pride Month – CM McConnell and Lina Stinson-Ali

Juneteenth – Jo Anderson and Joe Duffie

World Refugee Day – Jo Anderson

Veteran’s Day – Tabled until closer to the date

### **Awareness, Forums, Trainings:**

Racial Restrictive Covenants – Aaron Draganov and Kristen Schwabe-Fry

Know Your Rights – [NW Immigrant Rights Project Resource Page](#)

### **Equity policy and accountability**

Support Human Resources Recruitment – No update

Equitable Board & Commission Recruitment and Selection – Current Appointment Process

## **VII Miscellaneous**

- Boards and Commission Recruitment Policy
- EPIC Report

## **VIII Adjournment**



# City of Tukwila

Washington

Resolution No. 1970

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, RESTATING THE CITY'S COMMITMENT TO BEING DIVERSE, TOLERANT AND INCLUSIVE, AND REPEALING RESOLUTION NO. 1900.**

**WHEREAS**, the City of Tukwila is a beautifully diverse community of neighborhoods, residents, businesses and visitors; and

**WHEREAS**, the City of Tukwila considers this diversity to be one of its greatest assets and prioritizes the value of inclusiveness; and

**WHEREAS**, the City Council adopted Resolution No. 1614 in 2006 reaffirming its commitment to being an inclusive community as a fundamental value; and

**WHEREAS**, the City Council adopted Resolution No. 1900 in 2016 reaffirming its commitment to being a diverse, tolerant and inclusive community; and

**WHEREAS**, we, as elected representatives of the people, have a responsibility to not stay silent in the face of violence and discrimination against any person; and

**WHEREAS**, the people of Tukwila recognize that people of all cultures, ethnicities, abilities, and backgrounds all do better when we work together; and

**WHEREAS**, the City of Tukwila promotes civility and strives for a culture where tolerance and solidarity overcome fear and division; and

**WHEREAS**, the City of Tukwila does not tolerate bias, harassment, or discrimination based on race, religion, ancestry, national origin, immigration status, gender, gender identity, sexual orientation, disability, age, housing status or status with regard to public assistance; and

**WHEREAS**, we advance the principles of non-violence, tolerance, religious freedom, trust and safety, and recognize that these principles are valued by all communities in our City; and

**WHEREAS**, all of Tukwila’s residents deserve to live in a safe environment free of hate, discrimination and fear; and

**WHEREAS**, we believe in the public sector for the public good, and advancing equity and inclusion is critical to the success of our communities and our nation; and

**WHEREAS**, because hate crimes and incidences of intimidation are on the rise locally, regionally, and nationally, the City Council desires to reiterate their position that all elected officials, whether local, state, or federal, should be leaders in opposing hate speech and especially careful to never use such language in spoken, written, or social media;

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

**Section 1.** Tukwila has historically been, and remains to this day, a welcoming community to people from all over the world, and therefore the City Council reaffirms its commitment to equality and inclusiveness for all residents and visitors to our City. We reject the politics and language of division, bigotry, violence, hate and discrimination. We will fight for the rights, freedoms and interests of all the members of our community no matter what the color of our skin, our gender, the way we worship, where we were born, our sexual orientation, our abilities, or any other identity. Furthermore, we resolve to:

1. Prioritize and promote a welcoming environment for all in our community and recognize the rights of individuals to live their lives with dignity and free of discrimination.

2. Commit to pursuing a policy agenda that affirms civil and human rights and ensures that those targeted on the basis of culture, religion or immigration status can turn to government without fear of recrimination.

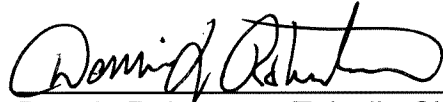
3. Engage with individuals and community groups to promote education and dialogue among all community members.

4. Denounce the use of language expressing hate with the intent to strike fear in the hearts of people because of their racial, cultural, gender, religion, sexual orientation, or national origin differences.

**Section 2.** Resolution No. 1900 is hereby repealed in its entirety.


PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this 21<sup>st</sup> day of October, 2019.

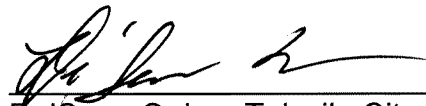
  
Kathy Hougardy, Council President

  
Dennis Robertson, Tukwila City Council

ATTEST/AUTHENTICATED:


  
Christy O'Flaherty, MMC, City Clerk

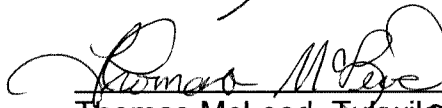
  
Verna Seal, Tukwila City Council

  
De'Sean Quinn, Tukwila City Council

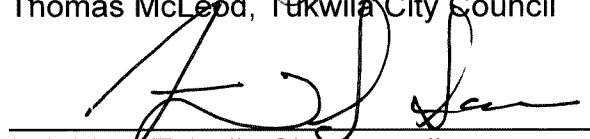
APPROVED AS TO FORM BY:

  
Rachel B. Turpin, City Attorney

  
Kate Kruller, Tukwila City Council

  
Thomas McLeod, Tukwila City Council

Filed with the City Clerk: 10-16-19  
Passed by the City Council: 10-21-19  
Resolution Number: 1978

  
Zak Idan, Tukwila City Council



## Board, Commission and Committee Appointment Process

**Purpose:** To establish and provide consistent procedures for the review and selection of community members to serve on City boards, commissions and committees.

### Definitions

- Board: A semi-autonomous body established pursuant to a city ordinance.
- Commission: A body established pursuant to state statute and a city ordinance to study and recommend action to the City Council with the exception of the Civil Service Commission.
- Committee: A body appointed by the City Council with a specified task or function.

**Policy and Procedures:** Advisory bodies provide guidance to decision-makers and bring public participation into government activities. The City of Tukwila's boards, commissions and committees provide invaluable service to the City.

**Authority:** The Mayor of Tukwila and the Tukwila City Council are specifically empowered by state law (RCW 35A.12.090) and the Tukwila Municipal Code to fill by appointment all boards, commissions and committees in compliance with the Revised Code of Washington and the Tukwila Municipal Code. The Mayor's Office is responsible for the oversight and administration of the process by which the advisory boards, commissions and committee program is managed.

**Appointment Criteria:** To be considered for appointment each applicant must meet at least one of the following criteria:

- Be a resident of the City of Tukwila for a resident or community position;
- Be an owner of a Tukwila business or employed in the City of Tukwila for a business representative position;
- Be a Tukwila School District Representative or work in the education field in the City of Tukwila for a school district or education position; or
- Be a High School Student in the City of Tukwila for a student representative position.

Other selection criteria considered includes: time availability; contributive potential including the ability to express ideas, concepts or philosophies, experience in the community and special knowledge important to a particular advisory body; and advisory body composition with the goal of representing the Tukwila community's significant diversity including but not limited to individuals of different ages, physical and/or cognitive ability, economic status, gender, gender identity, national origin, native language, race, ethnicity, religion and sexual orientation.

Applicants must successfully complete a background check.

Qualifications vary for each board, commission and committee and are specifically outlined in the Tukwila Municipal Code.



**Appointment Process:** Interested applicants must submit a completed Boards, Commissions and Committees application to the Mayor's Office. The application is available on the city's website at [www.tukwilawa.gov/departments/mayors-office/boards-and-commissions](http://www.tukwilawa.gov/departments/mayors-office/boards-and-commissions)

Applications for the Arts Commission, Community-Oriented Policing Citizens Advisory Board, Equity and Social Justice Commission, Human Services Advisory Board, Library Advisory Board, Landmark Advisory Board, Park Commission, Planning Commission, SeaTac Airport Stakeholder Round Table and Special Committees appointed by the Mayor: When an application is received, an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the Mayor and the staff liaison for the Board or Commission the applicant is interested in. The staff liaison will contact the applicant to discuss the Board or Commission, determine if the appointment would be a good fit for the applicant and provide an appointment recommendation to the Mayor. The Mayor may opt to add a formal interview to the selection process. The interview panel will include the Mayor, the Council President or designee and the staff liaison. In the event an interview is added to the selection process, the selected finalists will be invited to interview for the position.

When the Mayor has determined the applicant to recommend for appointment the Executive Assistant will schedule the appointment recommendation to go before Council for confirmation at an upcoming Regular Council Meeting. An Informational Memorandum recommending the appointment is prepared and distributed to the City Council by email and internal mail no fewer than three weeks before the scheduled Council Meeting. A copy of the application with address, phone number and emails redacted is attached to the Informational Memorandum. After the councilmembers have had a few days to review the memo, a letter is sent to the applicant notifying them that the Mayor has recommended their appointment, pending confirmation of the City Council, and inviting them to attend the upcoming Council meeting where their confirmation is on the agenda.

Applications for Civil Service Commission: When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the Mayor and the staff liaison for the Civil Service Commission. The staff liaison will contact the applicant to discuss the Civil Service Commission, determine if the appointment would be a good fit for the applicant and provide an appointment recommendation to the Mayor. The Mayor may opt to add a formal interview to the selection process. The interview panel will include the Mayor and the staff liaison. In the event an interview is added to the selection process, all qualified applicants who applied for the current position will be invited to interview for the position. Per RCW 41.08.030 and 41.12.030 appointments to the Civil Service Commission are made by the Mayor and do not go before City Council for confirmation.

Applications for the Lodging Tax Advisory Committee (LTAC): When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for LTAC. The staff liaison will coordinate with the Councilmember serving as LTAC Chair as LTAC appointments are made by the City Council. An Informational Memorandum recommending the appointment is prepared and distributed to the City Council by email and internal mail approximately



three weeks before the scheduled Council Meeting. A copy of the application with address, phone number and emails redacted is attached to the Informational Memorandum. After the councilmembers have had a few days to review the memo, a letter is sent to the applicant notifying them that the Council President has recommended their appointment, pending confirmation of the full City Council and inviting them to attend the upcoming Council meeting where their confirmation is on the agenda.

Applications for Special Committees appointed by Council: When an application is received an email is sent to the applicant acknowledging receipt of the application and letting them know the application is under review. A background check is conducted and once complete the application is sent to the staff liaison for the Committee. The staff liaison will notify the Council President and/or relevant standing Committee Chair and schedule the appointment to go through the Council's legislative process, which may include a standing Council Committee.

**Appointee Requirements:** Every member of an advisory board, commission or committee must sign a Conflict-of-Interest Disclosure Form and Ethics, OPMA, PRA and Equity Training Certification Form within 90 days of appointment or reappointment. Forms and links to the trainings are located in the Boards and Commissions Handbook.

**Applicants Not Appointed:** If an applicant applies for a position and is not appointed, they are sent a letter thanking them for applying, notifying them they were not appointed, providing information on any vacant positions, if applicable, and letting them know that their application will be kept on file for one year.

**Resignations:** When a member resigns from their position before the end of the term, the vacancy is advertised, and a new member is appointed to serve the remainder of the term. A letter is sent to the member thanking them for their service.

**Vacant Positions:** Vacant positions are advertised in the Hazelnut newsletter, on the City's website, on social media and in the City Administrator's report in the City Council meeting packets.

**Reappointment Process:** Terms for positions range between two years and six years depending on the Board or Commission. All positions expire March 31 at the end of the term. In December of each year the Mayor's Office will contact all incumbent members with terms expiring March 31 of the upcoming year to determine if they are interested in reappointment. If the incumbent is interested in being reappointed, they will complete the Reappointment Application and submit it to the Mayor's Office by January 15. The Mayor's Office will notify the Board, Commission and Committee staff liaisons which incumbents have applied for reappointment. The staff liaison will have until February 15 to provide any feedback about the reappointments to the appointing authority, considering factors like attendance regularity, objectivity, and effectiveness. All positions with terms ending will be advertised in the December edition of the Hazelnut newsletter and through other City venues with applications due by February 15. All applications, both reappointment and new, will be reviewed and an Informational Memorandum with appointment and reappointment recommendations will be provided to City Council no later than March 7. All appointments and reappointments for terms that expire March 31 are scheduled for the first Council meeting in April.



**Recognition:** The Mayor will send a letter of appreciation and thanks to each member of a board, commission or committee upon the completion of a term.

**Records:** The Mayor's Office shall maintain records of persons who have applied for a vacancy on a given board, commission or committee for one (1) year after each filing period. If a position should become vacant during that timeframe, the applicant will be considered for the position.

### Current Boards, Commissions and Committees

	<i>Term Length</i>	<i>Appointment Authority</i>	<i>Governing Legislation</i>
Arts Commission	4 years	Appointed by Mayor Confirmed by Council	TMC 2.30
Civil Service Commission	6 years	Appointed by Mayor	RCW 41.08 RCW 41.12 TMC 2.42
Board of Ethics	1 year	Comprised of the Chair from each of the Commissions	TMC 2.97.040
Community-Oriented Policing Citizens Advisory Board (COPCAB)	4 years	Appointed by Mayor Confirmed by Council	TMC 2.39
Equity & Social Justice Commission	2 years	Appointed by Mayor Confirmed by Council	TMC 2.29
Human Services Advisory Board	3 years	Appointed by Mayor Confirmed by Council	TMC 2.34
Landmark Commission	3 years	Appointed by Mayor Confirmed by Council	TMC 16.60
Library Advisory Board	2 years	Appointed by Mayor Confirmed by Council	TMC 2.33
Lodging Tax Advisory Committee (LTAC)	1 year	Appointed by Council	TMC 2.35
Park Commission	3 years	Appointed by Mayor Confirmed by Council	TMC 2.32
Planning Commission	4 years	Appointed by Mayor Confirmed by Council	RCW 35A.63 TMC 2.36
SeaTac Airport Stakeholder Round Table (StART)	2 years	Appointed by Mayor Confirmed by Council	StART Operating Procedures

Board, Commission and Committee Appointment Process

Initiating Department: Mayor's Office

Effective Date:

Supersedes:

Mayor's Office Approval Signature:

11/07/2023

5/10/2023





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### MEETING MINUTES

Thursday, January 9, 2025 – 5:30PM

#### ATTENDEES:

Maryan Abdow  
Hamdi Diriye  
Aaron Draganov  
Joe Duffie  
Kathy Hougardy  
CM Jovita McConnell

Kristen Schwabe-Fry  
Jo Anderson  
Brandon Miles

#### I Call to Order

#### II Introduction (2 minutes)

#### III Approval of Agenda (2 minutes)

#### IV Approval of Minutes, December 5, 2024 (2 minutes)

#### V Business Items

- Introduce the New Youth Commissioner and Icebreaker Activity for Commissioners to Continue to Get to Know One Another

Commissioners learned more about each other. Jo provided copies of the Boards & Commissions Handbook and the ESJ Commission by-laws to new members.

- 2025 Work Plan

Commissioners continued discussing strategies and opportunities in 2025 including next steps:

#### Relationship building in the community:

- **Councilmember listening sessions** – find opportunities to engage Councilmembers and Community members. Seek new or existing opportunities in the community. Seeing the City seal and an official at a table is a draw for community members to stop by. This election year is a motivating factor for Councilmember outreach and opportunity for voter education/registration. If it takes place in April, it is also an opportunity to



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encourage community members to run for office. CM Jovita and Kathy to bring ideas to the February meeting.

- **Pride Month (June)** – Help develop and implement activities and have a presence. Start small this year and seek partnership opportunities. The activity could be celebratory, educational, or both. CM Jovita and Lina to brainstorm and bring ideas.
- **Juneteenth (June 19)** – Help plan/Volunteer/Have a presence. The planning committee led by Jo to convene soon. Joe would like to help plan and volunteer and Maryan is available the day of.
- **World Refugee Day (June 21)** – Help plan/Volunteer/Have a presence. Planning is underway and the next meeting will be Friday, January 17 at 2pm. Partners include the International Rescue Committee, King County Library System, and Wide World for Refugees. Maryan is interested in volunteering. Kristin inquired about connecting the event to the 2025 World Cup Club games and is interested in attending the next planning meeting.
- **Veteran's Day (November 11)** – Help develop and implement activities and have a presence. Joe would like to help plan this.

### Awareness, Forums, Trainings:

- **Racial Restrictive Covenants** – Provide information about how to remove covenants and potentially pay the associated fee. Awaiting response from legal regarding the ability to use commission funds to pay the \$20 recording fee for those who wish to strike the language from their home deeds. Kristen and Aaron will contact the UW project managers about timeline for the map of impacted areas.
- **Know Your Rights** – Identify strategies for supporting vulnerable populations. The Tukwila School District has strengthened their resolution. Jo will bring the City's 2019 resolution for review. It was recommended that the resolution be reintroduced and amplified by the Council.

### Equity policy and accountability:

- **Support Human Resources Recruitment** – Jo will check in with HR about upcoming job fairs and other activities that could be supported. Jo will forward job opening to the council for dissemination.
- **Equitable Board & Commission Recruitment and Selection** – Jo will bring the current policy (last updated 2023) to the February meeting for review. It was noted that community members may have fear or feel intimidated to join; especially if they have no previous experience or know of others who have been involved. Another barrier is the inability to participate due to other priorities (work, family, etc.). Compensation and creating welcoming and inclusive spaces, free of bias for diverse membership was discussed.



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### **VI Miscellaneous**

- **State of the City** – Brandon provided information about the upcoming State of the City on March 26. It was noted that the event is during the last 10 days of Ramadan and unlikely to draw Muslim community members; suggesting an alternate date in April. Also, given the current sociopolitical climate, it was suggested that
- **TCLI** – Due to time constraints, Jo will send the Tukwila Community Leadership Initiative slides in a follow-up email.

### **VII Adjournment**





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### COUNCIL AND SUBCOMMITTEE MEETING SCHEDULE

<i>FIN</i>	Finance & Governance Committee	<u>2<sup>nd</sup> and 4<sup>th</sup> Mondays</u>	<u>5:30 PM</u>
<i>PCD</i>	Planning & Community Development Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Mondays	5:30 PM
<i>TIS</i>	Transportation & Infrastructure Services Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Mondays	5:30 PM
<i>CSS</i>	Community Services & Safety Committee	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays	5:30 PM
<i>REG</i>	Regular Council Meeting	1 <sup>st</sup> and 3 <sup>rd</sup> Mondays	7:00 PM
<i>C.O.W.</i>	Committee of the Whole	<u>2<sup>nd</sup> and 4<sup>th</sup> Mondays</u>	<u>7:00 PM</u>

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

The City of Tukwila offers hybrid format for its Council and Committee meetings. Those wishing to join the meetings electronically may access them with the information below. Those wishing to attend in person should visit:

- **Regular Council and Committee of the Whole** Meetings: Tukwila City Hall Council Chambers – 6200 Southcenter Boulevard
- **Planning & Community Development and Community Services & Safety** committee meetings: Hazelnut Conference Room – 6200 Southcenter Boulevard (knock on door to the east)
- **Finance & Safety and Transportation and Infrastructure Services** committee meetings: Duwamish Conference Room – 6300 Southcenter Boulevard (second floor, down the hall on the right)



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### CITY COUNCIL REGULAR & COMMITTEE OF THE WHOLE MEETINGS

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 670077847#

To view the meeting, [Join Microsoft Teams Meeting](#)

Those wishing to provide public comments may verbally address the City Council both onsite at Tukwila City Hall or via phone or Microsoft Teams for up to 5 minutes for items both on and not on the meeting agenda. To provide comment via phone or Microsoft Teams, please email [citycouncil@tukwilawa.gov](mailto:citycouncil@tukwilawa.gov) with your name and topic by 5:00 p.m. on the meeting date. Please clearly indicate that your message is for public comment during the meeting, and you will receive further instructions.



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### PLANNING & COMMUNITY DEVELOPMENT COMMITTEE

1<sup>st</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 225 526 605#

To view the meeting, [Click here to join the meeting](#)

3<sup>rd</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 604 773 150#

To view the meeting: [Click here to join the meeting](#)

### TRANSPORTATION & INFRASTRUCTURE SERVICES COMMITTEE

1<sup>st</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 439 818 817#

To view the meeting: [Click here to join the meeting](#)

3<sup>rd</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 478 777 930#



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To view the meeting: [Click here to join the meeting](#)

### FINANCE & GOVERNANCE COMMITTEE

2<sup>nd</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 965  
223 169#

To view the meeting, [Click here to join the meeting](#)

4<sup>th</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 313  
004 383#

To view the meeting: [Click here to join the meeting](#)

### COMMUNITY SERVICES & SAFETY COMMITTEE

2<sup>nd</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 912  
764 861#

To view the meeting, [Click here to join the meeting](#)

4<sup>th</sup> Monday of the month:

To listen to the meeting, dial: 1-253-292-9750, ACCESS CODE 944  
274 640#

To view the meeting: [Click here to join the meeting](#)