



INFORMATIONAL MEMORANDUM

TO: **Finance & Governance Committee**
BY: **Andy Youn-Barnett, City Clerk**
CC: **Mayor McLeod**
Marty Wine, City Administrator
DATE: **November 17, 2025**
SUBJECT: **Recodification of the Tukwila Municipal Code**

ISSUE

The City has been using a legacy format of the Tukwila Municipal Code (“TMC”) for several decades and recently completed a conversion to an online format. In alignment with RCW 35A.21.130, this recodification requires an ordinance and public hearing adopting the new TMC.

BACKGROUND

The City Clerk’s Office is responsible for the codification of City ordinances into the City’s Municipal Code, as authorized by RCW 35.21.510. As part of the department’s efforts to streamline resources, implement process efficiencies, and enhance end-user experience, the Clerk’s Office identified codification of the TMC as a key opportunity to improve an existing process while providing enhanced services for both staff and the public.

Codification of ordinances is the process by which laws are compiled into an orderly, formal code of all enacted laws currently in force. Staff have codified in-house for decades using a legacy system and maintain 23 individual Titles spanning over 800 pages of code at any given time, depending on the number of ordinances requiring recodification. Recodification is a labor-intensive process, and recent releases have typically occurred within 3-6 months after passage due to archaic processes and a high number of complex, large-scale ordinances needing codification. Delays result in staff, businesses, and the public relying on a code that is out of sync with recently passed ordinances.

Earlier this year, the Clerk’s Office began work on transitioning our code to an online format, with the goal of modernizing the current TMC, making it more accessible to staff and the public. Following a review of proposals from different vendors, General Code was selected as the most competitive and cost-effective provider for codification services with a comprehensive suite of code features, including:

- An online code portal
- Regularly scheduled code updates, with an option to expedite updates as needed;
- Robust search and user engagement capabilities; and
- Translation for more than 100 additional languages;
- Data analytics and metrics

Staff have worked with General Code over the past few months to transition our legacy code into the new online code portal. The recodification process included standardization of language, correction of scrivener’s errors, housekeeping on certain code conflicts and inconsistencies, and Chapter/Section renumbering. The recodification package is now complete, and pursuant to RCW 35A.21.130, staff are bringing forward an enacting ordinance to recodify and enact the new TMC and adopt the recodified version as the formal and official code moving forward.

FINANCIAL IMPACT

The costs for codification will be paid for through the Technology Fee Fund, and are outlined as follows:

One-Time Costs	
Conversion Fee	\$2,990

Recurring Costs	
Annual Maintenance Fee	\$1,195
Codification Fee	
Page	\$24 (per page)
Tables, Graphics, Charts	\$10 (Per item)

Based on an internal analysis of codification activity (average number of pages codified annually) over the past 5 years, we anticipate the financial impact to be approximately \$5,000 - 10,000 annually, although the cost may vary in years with high legislative activity.

RECOMMENDATION

In alignment with RCW 35A.21.130, City staff recommend this item be forwarded to the December 8th Committee of the Whole for a first reading and forwarded to the December 15th Regular Meeting for a public hearing and potential adoption.

ATTACHMENTS

Draft Ordinance
Exhibit A – “Recodification Package”

DRAFT

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, RECONFIGURING, RECODIFYING AND ENACTING A NEW MUNICIPAL CODE FOR THE CITY OF TUKWILA PURSUANT TO RCW 35A.21.130; REARRANGING AND RENUMBERING TITLES, CHAPTERS, AND SECTIONS; CONFORMING INTERNAL REFERENCES AND CROSS-REFERENCES ACCORDINGLY; PROVIDING TABLES AND INDICES TO FACILITATE LOCATION AND CONVERSION OF CODE REFERENCES AND MATERIAL; ESTABLISHING AN EFFECTIVE DATE OF DECEMBER 23, 2025 FOR THE NEW CITY OF TUKWILA MUNICIPAL CODE HEREIN ADOPTED; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Tukwila Municipal Code (“TMC”) has been compiled, adopted, effectuated, altered, and amended over several decades; and

WHEREAS, the City desires to modernize the TMC from its current legacy, static format to an interactive, online format to align with best practices, facilitate administrative and legislative management of the TMC, enhance accessibility of the TMC for the public and staff, and better serve the public interest; and

WHEREAS, the City desires to recodify and republish the TMC to reestablish a coherent numbering and reference system; rearrange and renumber titles, chapters and sections; and update and coordinate numbering and standard referencing of and within the TMC; and

WHEREAS, the City has completed that work, which is reflected by and composed of the new Tukwila Municipal Code Recodification Package, attached hereto and available on the City website and in hard copy at the City Clerk’s Office; and

WHEREAS, RCW 35A.21.130 requires that compilation, codification, and revision of city codes shall conform with RCW 35.21.500 through RCW 35.21.570; and

WHEREAS, a first reading was held on December 8, 2025, and a public hearing was held on December 15, 2025;

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

Section 1. Adoption of Findings of Fact. The City Council finds as follows:

The above recitals, set forth as “WHEREAS” clauses, are hereby adopted as Findings of Fact in support of the adoption of this ordinance.

Section 2. Adoption of Recodified Tukwila Municipal Code. The Tukwila Municipal Code Recodification Package, attached hereto as Exhibit A, is hereby adopted and enacted as the formal and official City of Tukwila Municipal Code and shall be in full force and effect commencing as of 12:01 a.m. on December 23, 2025. As of the effective date, it shall be known and referenced as the Tukwila Municipal Code (TMC) and may thereafter be further amended and modified pursuant to the City’s usual procedures and applicable statutes.

Section 3. Prior Tukwila Municipal Code Superseded. The prior Tukwila Municipal Code shall be deemed superseded in all respects as of the effective date specified in Section 2 of this ordinance.

Section 4. Corrections by City Clerk or Code Reviser Authorized. Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

Section 5. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 6. Effective Date. This ordinance or a summary thereof shall be published in the official newspaper of the City and shall take effect and be in full force five days after passage and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2025.

[signature page to follow]

ATTEST/AUTHENTICATED:

Andy Youn-Barnett, CMC, City Clerk

Thomas McLeod, Mayor

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the City Council: _____

Published: _____

Effective Date: _____

Ordinance Number: _____

Office of the City Attorney

[Exhibit A: Tukwila Municipal Code Recodification Package](#)