



*The City of opportunity, the community of choice*

TO: **Mayor Ekberg  
Councilmembers**

FROM: **David Cline, City Administrator**

DATE: **October 10, 2023**

SUBJECT: **City Administrator's Report**

The City Administrator Report is meant to provide the Council, staff and community with an update on the activities of the City and on issues that concern Tukwila. Please let me know if you have any questions or need additional information about any of the following items.

## **I. Intergovernmental Update**

- **Meeting re Asylum Seekers at Riverton Park United Methodist Church**: On October 2 City Administration, Government Affairs, Police, and Human Services attended a meeting hosted by LIHI regarding the growing asylum seekers at Riverton Methodist Church. The meeting was attended by representatives of government agencies at all levels of government and non-profit organizations.
- **ICMA Annual Conference**: City Administrator Cline attended the ICMA Annual Conference in Austin, Texas September 29 – October 4. The City was given an award at the conference for the work done by EPIC.
- **Transit-Oriented Development Roundtable**: On October 6 Mayor Ekberg participated in a roundtable discussion with Governor Inslee and other municipal stakeholders from the region regarding transit-oriented development.

## **II. Community Events**

- **Public Arts Program Listening Sessions**: Tukwila Parks & Recreation and the Arts Commission held a Public Arts Program Listening Session on October 3 to discuss the changes the community would like to see as a result of the arts. There are three remaining visioning sessions, two with the public on October 12 and 14, and one session with city staff on October 18.

## **III. Staff Updates**

### **Public Safety**

- **Safe Place Program**: The Tukwila Police Department has officially adopted the Safe Place program created by the Seattle Police Department. Tukwila's Safe Place Program offers safe places for victims of hate crimes or if they feel unsafe. Businesses within the City of Tukwila

that have the Safe Place stickers in the window communicate to the public that they and their employees provide a safe place to wait for the police to respond. It communicates to victims that no matter their background or status, they will be heard and treated with care and respect by the business they enter and by Tukwila Police Officers who respond.

- **Meeting with SHAG:** The Community Engagement Coordinator met with the new Neighborhood Watch coordinator for SHAG. A meeting to reconnect with residents is scheduled for later this month.

### **Project Updates**

- **2023 Annual Overlay Program:** Estimated Completion: Oct 2023  
The Annual Overlay program is a maintenance program focused on keeping the City's streets in good or better condition for both vehicular and pedestrian traffic. Construction started on July 10, 2023. The following streets are in the program and have the following updates:
  - S. 139th St., 51st Ave. S, 52nd Ave S, S. 137th St. – Asphalt overlay and the new chain link fence transition at 53rd/139th have been completed.
  - 32nd Ave. S, 33rd Pl S – Asphalt overlay has been completed. We have noted a small sink hole near the north end of the 32nd scope that will need additional attention.
  - S 140th St. – Asphalt overlay has been completed. Replacement of the asphalt speed humps between 33rd Place and 35th Avenue needs to be completed.
  - 35th Ave. S – Asphalt overlay has been completed. Punch list items remain, including additional edge restoration on the east edge of the roadway.
  - S. 142nd St., 37th Ave. S – Water District 125 waterline installation on these streets is complete and final overlay has been placed. Edge restoration and casting adjustments remain.
  - S. 144th St. – Asphalt overlay has been completed in this area. Final channelization remains. There are buried valve boxes in this area that we would like raised to final grade soon.
  - 42nd/119th Pedestrian Crossing – The majority of the work at this crossing has been completed short of final channelization, installation of the flashing beacons and handrail (both due to long lead time procurement constraints). We are also tracking a failing concrete test on the eastern half of the raised crosswalk which may require removal/replacement of half of the new crosswalk section.
- **Crystal Springs Park Service-Learning Project:** Green Tukwila Partnership and Big Picture School, have collaborated on a service-learning project at Crystal Springs Park for the 2023/2024 school year for ten youth. The students will learn about the three restoration phases: local wildlife, heat maps, native plant identification, and ecosystem services. The project will have two field trips monthly, with a couple of eco-art lessons around native plant identification. Earlier this week was the introduction to Crystal Springs Park; one student had his grandfather, a Tukwila Resident, join us for the tour.

### **Boards, Commissions and Committees**

- **Arts Commission**: The next meeting is scheduled for October 25, 2023.  
VACANT: Student Representative.
- **Civil Service Commission**: The next meeting is scheduled for October 19, 2023.  
1 Resident position term expires December 31, 2023.  
No vacancies.
- **COPCAB**: The next meeting is scheduled for October 12, 2023.  
1 Resident position term expires December 31, 2023.  
1 Business Representative position term expires December 31, 2023.  
1 Student Representative position term expires June 30, 2023.  
VACANT: 1 Business Representative position, 1 School District Representative and Student Representative.
- **Equity & Social Justice Commission**: The next meeting is scheduled for November 2, 2023.  
1 City Council position term expires December 31, 2023.  
2 Education position terms expire December 31, 2023.  
1 Community position term expires December 31, 2023.  
1 City Employee position term expires December 31, 2023.  
VACANT: 1 Education/Community Representative.
- **Human Services Advisory Board**: The next meeting is scheduled for November 16, 2023.  
1 Resident position term expires December 31, 2023.  
1 Business position term expires December 31, 2023.  
VACANT: 1 Resident position and 1 Business Community Representative.
- **Library Advisory Board**: The next meeting is scheduled for November 14, 2023.  
3 Resident position terms expire December 31, 2023.  
No vacancies.
- **Lodging Tax Advisory Committee**: The next meeting is scheduled for October 13, 2023.  
All positions are 1-year terms.  
VACANT: 1 Business Collecting Tax Representative and 1 Funded by Tax Representative.
- **Park Commission**: The next meeting is scheduled for October 11, 2023.  
2 Community position terms expire December 31, 2023.  
VACANT: 1 Community Member.
- **Planning Commission**: The next meeting is scheduled for October 26, 2023.  
1 Business position term expires December 31, 2023.  
3 Resident position terms expire December 31, 2023.  
No vacancies.



Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
<b>Goal 1 - A community of inviting neighborhoods and vibrant business districts</b>								
<b>Prepare for future growth with regional and local investments</b>								
Infrastructure improvements, planning and development of community technology resources								
1	Development Code and Regulations, Permit Processes and Customer Service Review	Review codes and regulations, permit processes and customer service to ensure alignment of Tukwila's permitting processes with best practices and neighboring cities.	PCD	AS/DCD	High	Draft RFQ complete, most staff have been interviewed and next steps identified. RFQ to be published Q2.	On hold.	On hold though we continue to make process improvements such as the proposed SEPA streamlining ordinance.
2	Comprehensive Plan Update	Update Comp Plan, due end of 2024 (2022)	PCD	DCD/PW/ED/PR	High	Consultant has been chosen and contract to go to Council in April.	Contract has been signed and the update is proceeding. The Council was briefed on the Outreach Plan.	Public outreach is ongoing, departments are assisting in the rewriting/updating of the document, and the Planning Commission has started reviewing Comp Plan elements.
3	Allentown Truck Reroute EIS and Outreach	Analyze options and Identify alternate ingress/egress for BNSF facility (1997)	TIS	PW	High	An open house was conducted by the consultant, HDR, on February 28 at TCC. The comment period was open until March 15.	First round of comments has been received; they have been summarized into options. The options were shared with the public during a second open house on May 23.	The City continues to have regular Allentown update meetings. City had a meeting with BNSF, and new information was received regarding the potential options. Staff is recommending three alternatives to move forward for further consideration. Staff are working to set up ongoing meetings with BNSF.
4	42nd Avenue South Bridge Replacement	Construct replacement for existing bridge, which was built in 1949 and functionally obsolete. (2017)	TIS	PW	High	Consultant has started the detailed permitting process and developed a more precise project construction schedule.	Consultant has applied for permits at Dept of Ecology, Army Corps of Engineers, and WDFW. They have received responses that project schedule will be delayed due to the permitting review process.	The Consultant is developing a detailed schedule with updated permit review times. Staff are having conversations with the local bridge engineer regarding funding obligation deadlines.
5	Levee Certification /Green River Corridor	Reconstruct the Tukwila 205 Levee to provide 500 year level flood protection and obtain levee certification. (2013)	TIS	PW	Med	Project team is reviewing draft semi-quantitative risk assessment report (SQRA), developed by US Army Corps of Engineers.	City has provided comments to Army Corps of Engineers about SQRA report.	Staff is working with Army Corps of Engineers around next steps of levee certification.
6	Transportation Element Comp Plan	Update the Transportation Element of the Comp Plan (2021)	TIS	PW	Med	Consultant has formed a citywide team and progressing with data collection.	Project is moving forward and staff conducted community outreach meetings.	In the last quarter, the project team built on the foundation developed through outreach conducted in spring 2023. Input from the community shaped the development of the draft transportation networks for each mode (bicycle, pedestrian, vehicle, transit, and freight). In addition, the project team updated the City's traffic model, which will be used to forecast future traffic growth. Additionally, the team supported community outreach in collaboration with DCD as a follow-up to Spring 2023 efforts.
7	Surface Water, Water & Sewer Comprehensive Plans	Update the Surface Water, Water and Sewer sections of the Utilities Element of the Comp Plan (2021)	TIS	PW	Med	Sewer comp plan has been submitted to Ecology and King County; Water comp plan has been submitted to DOH. Work on the Surface Water comp plan will begin next quarter.	Sewer and Water comp plans are still sitting with respective regulatory agencies. The Consultant has begun work on the Surface Water Comp Plan.	Sewer and Water comp plans are still under review by regulatory agencies.
8	Geographic Information Systems Utilities Inventory	Complete GIS inventory of surface water, water, and sewer infrastructure to establish as-built drawings of the public systems. (2002)	TIS	PW	Med	Staff has begun hiring process for GIS Field Technician; interviews are being conducted.	GIS Field Technician has been hired and started work in late May.	Field technician is working with TIS staff to develop standard process in inputting data. DEA inventory project is nearing completion.

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9	West Valley Highway (I405 to Strander) Project	Construct non-motorized and street improvements within the right-of-way (2016)	TIS	PW	Med	Significant portion of construction is complete; signal synchronization will be complete in the near future.	Major construction is complete. Signal synchronization is being coordinated with Department of Transportation.	Third Quarter work on WWH/LAW has included completing the striping for the additional northbound through lane on West Valley Highway, installation of street lights and an RRFB on Longacres Way at the Interurban Trail, installation of the Pedestrian Hybrid Beacon on West Valley Highway, and completion of all concrete work. Outstanding work still to be done in Q4, pending WSDOT approvals and Puget Sound Energy work, include activation of the Pedestrian Hybrid Beacon, the RRFB, and street lighting.
10	S 152nd Waterline Extension	Design and construct 1,600 LF of 10" and 150 LF of 8" ductile iron waterline along S. 152nd Street. (2010)	TIS	PW	Med	90% design has been reviewed internally; consultant is working to complete 100%	Construction contract has been awarded; staff are waiting to issue Notice to Proceed.	Contractor has installed pipe and is awaiting vault delivery.
11	Boeing Access Station	Coordinate with Sound Transit and other stakeholders to ensure station continues to be included in phasing		DCD/MO/AS	Low	Staff have had preliminary conversations with Sound Transit as they begin their planning efforts on the station.	No further developments.	No further developments.
12	I-405 Bus Rapid Transit (BRT) Updates	Plan for inline BRT station connecting TIBS to the north and possibly the south (2020)	TIS	DCD/PW	Low	Property owner continues to pursue a betterment with WSDOT to allow the pedestrian bridge to extend to the south across the eastbound freeway lanes.	Staff met with Sound Transit and received update on the design of the pedestrian bridge.	The property owner is still pursuing the extension of the pedestrian bridge across the southern lanes of the freeway. A final decision should be made next spring.
13	S 140th St Intersection Improvements	Design & construct a new traffic signal at TIB/S. 140th St. (Grant dependent) (early 2000s)	TIS	PW	Low	Grant dependent; no updates.	Grant dependent; no updates.	Grant dependent; no updates.
14	Gilliam Creek Fish Barrier Removal	Construct fish passage improvements at the existing flap gate to restore salmonid habitat. (1998)	TIS	PW	Low	Design has begun for the next phase.	Design is continuing.	City met with Muckleshoot Indian Tribe in August and received comments.
15	Nelsen Side Channel	Create a salmon rearing habitat side channel by connecting a segment of historic river channel with the Green River. (2016)	TIS	PW	Low	Project is underway and staff have been applying for grants for land acquisition.	Project is underway and staff are applying for grants for land acquisition.	The City has been awarded CFT grant of \$150,000. Staff are working with Nelsen trust on land acquisition.
16	Stormwater Quality Retrofit	Provide, design, and install water quality testing and improvements at selected drainage locations.	TIS	PW	Low	Design contract has been awarded and consultant began design in early 2023	Design contract is underway.	City has entered 90% design for TIB and Interurban Ave S improvements.
<b>Nurture safe and flourishing neighborhoods</b>								
Public Safety/First responder services, park and recreation innovation and accessibility, traffic and pedestrian safety, public art implementation								
17	Annexation to the Puget Sound Regional Fire Authority	Achieve a successful annexation to the Puget Sound Regional Fire Authority.		All	High	Annexation plan has been drafted and is scheduled for adoption by PSRFA on April 5 and going before City Council for adoption on April 17.	The Annexation Plan has been adopted and placed on the August 1 Ballot. Presentations have been made to City Boards, Commissions and Committees about the annexation process. Education materials have been developed and distributed to the community.	The Annexation Plan Ballot Measure was approved by voters at 56.17%. Staff is working on completing final agreements for Annexation in January 1, 2024, including amendment to current contract for services for 2024.

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18	Police Department Staffing	Strive to achieve full staffing in the police department		PD/AS	High	The recruitment team attended multiple Public Safety Testing recruiting events, held oral boards, and the Chief's office interviewed several candidates including entry levels and laterals. Three new officers have been hired, with one resignation, netting two new officers this quarter.	Recruitment remains a priority for the PD. Entering into the 3rd quarter, we will have six open Officer positions. We have Chief's interviews 1st week of July for entry level Officers, which we hope to fill more positions with. It was a difficult 2nd quarter, as we had one officer move on to another agency and had four that did not pass the background. We continue to attend recruitment/job fairs and market both in and out of state for lateral officers. The current wait time for Entry level Officers start date in the Academy is about ten months.	Recruitment efforts continue to advance us towards being staffed. There are currently only two budgeted positions remaining to be filled. This number fluctuates as we move applicants in and out of background investigations - Currently we have five applicants in background. We are sending 4 to the Academy on October 4th, and a lateral officer begins with us in November. We also have continued Civil Service testing of Entry applicants and will have more interviews in mid October. As we enter 2024, we will be able to start back-filling the depleted specialty units, with the goal of having fully deployable staff with a full roster by the end of 2024.
19	Co-Responder Pilot Program	Adding second responder and assess pilot program to determine long term viability (2020)	CSS	PD	High	Sound Health and PD interviewed three applicants for second co-responder. One of the applicants was selected and will start in late April 2023. We also worked on contracts for the two co-responders, which will be presented to the Council in the near future.	Contracts were presented and approved by Council for the two Co-Responder positions. Our second Co-responder position was filled, but the employee resigned shortly after. We have since vetted a new Co-responder that will join the Department in July 2023. Our original Co-responder that helped evolve the program, will be leaving us in early August to relocate to be with family. We are working with Sound Health on vetting another Co-Responder.	Two new co-responders started in the second quarter. They were trained by the original co-responder before her last day and relocation to another state.
20	Fire Code Update	Review and propose updates to Fire Code with a focus on regional consistency. (2022)	CSS	MO/DCD	High	Code updates are scheduled to go before the Planning and Community Development Committee on April 17 in conjunction with Building Code updates.	New codes adopted.	Complete.
21	Police Department 5-year Strategic Plan	Create 5-year Strategic Plan including community volunteer committee	CSS	PD	High	The Strategic Plan Committee, which consists of members of the PD and two community members, met to brainstorm our potential new mission statement, vision statement and core values. We also discussed ways to reach out to the various Tukwila communities and other PD staff for their input.	The strategic planning team has brought on a contracted facilitator to help us move the project along. As we enter the third quarter, we will be surveying stakeholders to help us define our core values, mission, and vision. We will then set our future goals based on the input received. Goal is to have a draft plan by the end of 2023.	The planning team continued to meet once a month with the contracted facilitator. Internal survey went out to PD staff for input on the department core values, mission and vision statements. Survey for community stakeholders is in progress and will be deployed in the third quarter.
22	Tukwila South Development Agreement	Monitor thresholds and evaluate any development proposals for consistency in preparation for expiration 12/2024 (2009)		DCD	Med	<i>Ongoing, have met with the new COO for Segale.</i>	<i>Ongoing.</i>	<i>Ongoing</i>

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23	Emergency Management	Establish Emergency Management Plan that identifies key staff for EOC operations and training for that staff.	CSS	PD	Med	Emergency Management is prioritizing Continuity of Operations Planning (COOP) for all Departments in the City. During the quarter, EM worked with PD on first phase of planning and will work with the other departments as we move into the second quarter.	Emergency Management (EM) has been successfully working with all City Departments on their Continuity of Operations Planning (COOP). EM is on pace to complete each Departments COOP in the fourth quarter.	COOP is 95% complete and will be finalized by the end of the year.
24	Code Enforcement	Enforce community standards in all neighborhoods	PCD	DCD	Med	Ongoing	Ongoing. We are finding more rental inspection failures due to the suspension of inspections during the pandemic.	Ongoing. We have resumed sign code enforcement and will be starting business license enforcement.
25	Wadajir Development Agreement	Negotiate agreement for cooperative housing development on TIB (2020)	PCD	ED	Med	On hold pending information from Forterra.	On hold; Abu Bakr and Forterra working on new approach.	On hold pending request for assistance from Abu Bakr or Forterra.
26	Automated Cameras Implementation	Monitor, analyze, and report on program efficacy and results	CSS	PD/MC	Med	New agreement for existing school zone cameras and new park cameras has been prepared and will be presented to Council in early 2nd quarter. School zone cameras continue to show a reduction in speed compared to violations which occurred prior to implementation of automated cameras.	The additional school cameras are still pending while we work on electric grid access. The addition of the Park cameras required a revised agreement with the vendor, which has been vetted and is prepared to present to Council in July.	The amended agreement was presented and approved by Council in the third quarter for the addition of the park cameras. The next step is to look at the logistics of installation of the cameras on 42nd and at Codiga Park.
27	Park Improvement Projects	Park Master Planning & implementation of misc. park improvements	CSS	PR	Med	RFQ issued for park master planning, which closes April 10th.	Park Master Planning contract finalized with Berger Partnership for TCC & Foster Parks master plans. Contracts for on-call design, project management, etc. services coming to CSS on 7/10. Efforts to secure grants for project funding remain ongoing.	Out reach from consultants has begun at the beach bash at Foster park as well as the September Allentown community meeting. Consultants will continue outreach to get 30% and 60% plans complete by end of quarter for both Foster Park and TCC.
28	Online Portal of Historical Records	Digitization, redundancy and online access to Tukwila's paper historical records. (2019)		AS	Med	No progress due to multiple large digitization projects for DCD, Public Works and Fire Marshal's Office.	No progress this quarter due to the larger priority projects involving DCD, Public Works and the Fire Marshal's Office.	The Historical Records project will resume in 2024 after completion of the routine GET-IT digitization project.
29	Stewardship Update	Update on joint stewardship projects- PW, Parks, DCD	CSS	PW/PR/ DCD	Low	DCD/PW/Parks staff are meeting regularly on the ongoing stewardship projects, the Directors also met this quarter. Some of the projects are Chinook winds trail/path near PW shops and Levee project related pathway/trail.	DCD/PW/Parks staff are meeting regularly on the ongoing stewardship projects, the Directors also met this quarter. Progress continues on Chinook winds trail/path near PW shops and Levee project related pathway/trail. New project Giliam Creek is in initial phases.	Continued progress on Levee projects and Chinook Winds Weir. Fort Dent/ Starfire river embankment project is in final planning phases.
30	Rental housing licensing and inspections	Administer rental housing registration and inspection program (2010)	PCD	DCD	Low	Ongoing, have met with the Transit Riders Union to explain the nature of our rental licensing program.	Ongoing, planning to meet with SKHHP to give them more information on our program.	Ongoing. We have reviewed the tenant protections proposed by the Transit Riders Union and have provided information about our inspection program to other jurisdictions.
31	TCC HVAC Replacement	As needed- based upon grants obtained or capital budget direct appropriation	CSS	PR	Low	City has retained McKinstry to assist in project scoping and assisting in securing funding. PW is Project Lead.	Meetings and coordination continue with McKinstry. Grant application for King County Best Start for Kids Capital Program funds (\$500,000) was submitted in late May with McKinstry's assistance, decisions expected by August 2023.	City is entering into IAA with WA DES to enable usage of Energy Savings Performance Contracting procurement method. Best Start for Kids Capital Grant was awarded and will be presented to Council by end of October.



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32	Municipal Arts Plan - Strategic Plan Update	Update 2017 Municipal Arts Plan (2022)	CSS	PR	Low	Planning underway. Draft Plan anticipated Q2 2023.	Strategic Planning will begin in Fall 2023.	Strategic Planning Listening Sessions scheduled. Public sessions will be Oct 3, Oct 12 and Oct 14. A staff listening session will be held on Oct 18. An arts leadership team will be developed from listening session stakeholders to develop a multi-year plan based on information gathered during the listening sessions.
33	Park User Plan	Address user/park rule enforcement concerns (2021)	CSS	PR/PD	Low	Parks and PD to jointly develop a plan in Q2.	Expectations have been passed on to Officers about Park use and the noise ordinance associated with the parks. Officers will work diplomatically with park users and neighboring community members to resolve complaints at the parks. Warnings will be given initially, but repeated failure to comply with direction from officers will result in infractions being written.	Continued efforts with PD and PW to keep park users within the park rules. Transitioning to Dawn to Dusk as the primary area of concern for the 4th quarter. Overnight stays and parking enforced with signage and contact from officers.
34	Update TMC Title 12- Park Rules	Update references and revise park rules	CSS	PR	Low	Q4 2023-Q2 2024	Q4 2023 - Q2 2024	Q4 2023 - Q2 2024
35	Flock Safety contract	License plate reading cameras that provide 24/7 monitoring and detecting reported stolen vehicles	CSS	PD	Low	Test-period for Flock is complete and has proven to be a great success. In both February and March, since Flock's installation, the PD reported more stolen vehicle recoveries than stolen vehicle reports taken. Additionally, on many occasions we have gotten evidence from the cameras that have helped with both our investigations and the investigations of neighboring agencies, including a homicide.	Flock camera contract approved by Council. Flock cameras have continued to assist with investigations and continue to increase our stolen vehicle recoveries. Currently working with some private businesses that may have Flock cameras installed on their properties, increasing our network of cameras, as they provide access to the Police Department. Additionally, more cities in the region are installing Flock cameras, as they see the benefit.	Flock continued to be a useful tool for the Police Department. The numbers in the third quarter were: 1,396 hits in July, 1,441 hits in August and 1,252 hits in September. There were 52 apprehensions, 27 attempted stops but vehicles filed, four firearms recovered and two apprehensions where fentanyl was recovered.
36	Overlay & Repair	Preserve and maintain the street structure in a safe and usable state by resurfacing.	TIS	PW	Low	Design contract has been awarded and design has started.	Construction contract will be awarded in late Q2.	Construction began in July; contractor has completed majority of the sites
37	Bridge Inspections	Ongoing program of bi-annual inspections to identify safety or repair needs of 23 bridges in Tukwila.	TIS	PW	Low	Work order has been approved and sent to King County Inspection Group. Inspections are scheduled to begin in Q2.	Staff discovered that Boeing Access Rd Bridge over BNSF needs deck work. The leftover money from the bridge inspection is currently being diverted to fund this. Construction contract has been awarded for Foster Point Bridge Repairs.	Foster Point Repairs completed at the end of August. All inspections have been conducted. Report will be conducted in early Q4.
38	S 131st Drainage Improvements	Design and replace a culvert, construct other improvements to prevent flooding of Southgate Creek (2016)	TIS	PW	Low	Design contract has been awarded and design has started.	Design work is underway.	Consultant is working on wetland delineation.
39	S 144th Street Bridge Sidewalks	Design of pedestrian improvements to the S 144th St. bridge. (Grant dependent) (2012)	TIS	PW	Low	Design contract to be awarded in Q2 or Q3 to take project to 30% design for grant application process for construction dollars.	Design contract RFP required to select consultant for project. Process starting this quarter. Goal is to have 30% design plans for submittal to PSRC for construction funding.	Staff are working on Design contract RFP in order to qualify for additional construction funding.

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40	S 152nd Safe Routes to School	Install curbs, gutters, and sidewalks on both sides of S. 152nd St. (Grant dependent) (2012)	TIS	PW	Low	Project underway.	Project design is underway.	Design is moving forward; 60% plans expected soon.
41	ADA Improvements	Construct ADA compliant upgrades to City infrastructure in conjunction with the City's developed plan.	TIS	PW	Low	ADA work is currently incorporated into Allentown traffic calming measures.	ADA work is being incorporated into the Overlay project.	ADA improvements are embedded into the current Overlay construction.
42	S. 119 <sup>th</sup> St Bridge/42 <sup>nd</sup> Ave S Raised Crosswalk	Install raised crosswalk, curb bulbs, and RRFB	TIS	PW	Low	Consultant contract was awarded in early 2023; council accepted a grant from state transportation improvement board in Q1.	Construction contract will be awarded in late Q2.	Construction completed in early September; RRFBs are on backorder.
43	Neighborhood Traffic Calming	Programmatic approach to neighborhood concerns	TIS	PW	Low	On 46th Ave South, speed cushions were installed between 144th and 146th between Showalter and Foster.	Construction will occur in tandem with Annual Overlay Project. Staff met with two schools to understand operations and begin design of traffic calming treatments (part of top 10)	PW and Consultant have met with School District to provide Level One traffic improvements in school zones. Traffic calming is embedded into Overlay construction.
44	Green River Trail Improvements	Construct widened section with lights and CCTV	TIS	PW	Low	Design contract was awarded in late 2022 and design in ongoing; partial grant funded has been secured.	100% Design Plans complete. Awaiting WSDOT approval to take project to bid.	WSDOT has approved project for bid; project is scheduled to go to bid in October.
45	Annual Small Drainage Program	Provide drainage corrections for existing issues	TIS	PW	Low	Staff is working on procuring a design consultant in Q2.	Design contract awarded in Q2.	Consultant is submitting permit application to allow for 2024 work in-water window.
46	NPDES Program	Implementation of NPDES requirements	TIS	PW	Low	Successfully hired two new inspectors in order to remain in compliance with new state laws.	New inspectors have obtained vehicles	Developing SWPPP and trainings to operational staff for full NPDES refresher
47	Green the Green	Revegetation efforts along waterways	TIS	PW	Low	In March, the City applied for a \$40,000 Re-green the Green Grant to help support vegetation management of the NC Machinery and Southcenter Office Park restoration sites. 30 trees, 250 shrubs and 100 live stakes were planted at the NC Machinery site as part the site adaptive management program in an area of lower survival.	The City is awaiting grant results.	At Work Construction Enterprises continues to maintain native plants and manage invasive vegetation at both the NC Machinery and Southcenter Office Park sites. Both sites are being actively managed towards meeting performance goals.
48	Chinook Wind Public Access/Extension	Develop public access and maintenance trail	TIS	PW	Low	The design remained on hold during the first quarter, while the City awaited water quality testing results of the stormwater BMP at the adjacent Fleet & Facilities site.	The City is in continued negotiations with the County on stormwater conveyance.	King County had a grant opening in August; staff went to consultant to reconfigure design. City was awarded \$280,000 in grant money for Chinook Wind Extension design.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
<b>Goal 2 – A solid foundation for all Tukwila residents</b>								
<b>Engage community and identify unmet needs</b>								
Engaging hard-to-reach communities, predicting and adapting social service needs as growth continues, city internships and job shadow program, apprenticeship promotion, homelessness prevention, school district engagement								
1	Connect residents to social services	Ongoing provision of human services funds and leveraging of partnerships on behalf of residents (non-COVID related).	CSS	AS	Med	In Q1 Human Services provided \$10,687 in non-COVID rental assistance and \$3,632 in non-COVID utility assistance.	In Q2 Human Services provided \$23,078 in non-COVID rental assistance and \$4,042 in non-COVID utility assistance.	In Q3 Human Services provided \$22,457 in non-COVID rental assistance and \$2479 in non-COVID utility assistance
2	Tukwila Technology Digital Equity Initiatives	Plan WiFi build out and implement innovative solutions (2017)	F&G	AS	Med	Grants funds received for Proof of Concept of a Private LTE network to meet student connectivity needs.	Private LTE infrastructure has been installed.	Working with school district on deployment model.
3	Ongoing Monitoring of Tiny House Village Operations	Enforce the conditions in the MOA	PCD	DCD/ PW/AS	Med	Community meetings are ongoing.	Human Services staff attending monthly community meetings.	Miracle Village is running smoothly. Riverton Village has been affected by the growing number of asylum seekers at that site. LIHI has proposed to expand the number of tiny houses there.
4	City of Tukwila Leadership Initiative Program (formerly Community Connectors)	Program to elevate and support community leaders from groups historically underrepresented in civic process. (2021)	CSS	AS	Med	On hold until new Inclusion & Engagement Manager starts mid-April.	Inclusion & Engagement Manager researching options.	20 stakeholders have submitted applications to the Leadership Initiative
5	Future of School Resource Officers	Dialogue with District, Foster and Showalter Students around future of program. (2020)	CSS	PD	Med	Proposed agreement is pending presentation to the Tukwila School Board. Upon finalizing of the agreement, the PD will look into a hybrid approach for re-engaging SRO's with the schools, as staffing shortages will prohibit assigning them full-time.	The PD presented an SRO agreement between the City and the School District at the June 13th School Board. It was well received by most Board members, but the Board asked for more data before signing. PD will go back to the School Board in August in hopes of finalizing.	PD continues to work closely with the new School Superintendent to bring the SRO program back to the schools. We are facilitating forums with the students to finalize what implementation of the SRO program will look like. The partnered goal is to have SRO's back in the schools as we enter the new year.
6	Summer Engagement & Enrichment for Kids (SEEK grant)	Provide expanded recreation program opportunities and scholarship funding for youth and teens. (2021)	CSS	PR	Med	Planning underway for Summer 2023 programming. CSS received briefing on 3/27/23.	Expanded sports camps offered this summer. Scholarships provided from a King County grant received and additional free camps provided. Also offering teen hiking program for summer. (SEEK Grant was only for 2021 & 2022)	Sports camps saw over 1600 registrations over 26 different camps held over 10 weeks of summer.
7	Review allocation of HB 1406 Funds	Review allocation of HB 1406 funds with the Council - currently split 90% for rental assistance and 10% for SKHHP capital projects - to determine whether updates should be made.	CSS	AS	Low	Council agreed to change the allocation of HB 1406 funds to 70% for SKHHP and 30% for Tukwila rental assistance.	Complete.	Complete.
8	Internship/Job Shadow & Apprenticeships Program	Summer high school internship and job shadow program. (2018)		AS	Low	Work will initiate Q2.	87 applications received. 24 offered interviews, 5 interns hired in the City.	Complete.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
9	RASKC (Regional Animal Control Services of King County)	Engagement and collaboration with the agency that provides animal control and pet licensing for the City. (2010)		AS	Low	On-going collaboration with RASKC to promote and encourage pet licensing in Tukwila. Kick-off of the new "License for Love 2023" pet licensing campaign. This promotion offers to waive pet owner late fees for expired licenses to allow anyone who has fallen behind or forgotten to renew to be forgiven the additional fees.	Informed RASKC about the closure of the Petco store in Tukwila and requested to have their "Pet Licensing Locations" page updated to reflect this change. Posters of RASKC's new licensing campaign "Protect your Pet before Firework Season" were posted at the City Clerk's front counter and bulletin board in the lobby of City Hall.	On-going collaboration with RASKC to promote pet licensing in Tukwila. RASKC had a resource booth at the "Bark in the Park" event hosted by the Tukwila Parks and Recreation Department. Kickoff of the new "Collar ID" pet licensing campaign runs from September 1 through November 17 and illustrates the value of pet licensing.
10	Community Business Connectors	Monitor and assess partnership opportunity, which is sponsored by the Port of Seattle and the Seattle Metropolitan Chamber of Commerce and intended to provide navigators to help small businesses with recovery.	PCD	ED	Low	Seattle Chamber hired the Connectors and anticipates contracting with City in Q2.	Seattle Chamber has not been able to provide a proposed contract for 2023. Due to time, we will not be contracting with them this year but will continue discussions for 2024.	Seattle Chamber still developing program. Tukwila will consider participating in 2024.
11	Utility Discounts	Provide discounts to qualifying low income/senior customers; additional support provided through Human Services after review.		FIN/AS	Low	In Q1 Human Services provided \$471 in non-COVID utility assistance.	In Q2 Human Services provided \$1,757 in non-COVID utility assistance.	In Q3 Human Services provided \$22,457 in non-COVID rental assistance and \$2,459 in non-COVID utility assistance.
12	Court Programs	Develop and/or expand programs including DV MRT, DV MRT -Spanish, Teen Court, Evening Courses, MRT)		MC	Low	In Process.	We offer a Spanish DV MRT session. The response has been great from the public. We currently have a waiting list for the DV MRT Spanish class. Hopeful we can offer an evening class virtually for those who need this option.	On hold as Court Support Services just recently filled an unexpected vacancy. Hope to implement the evening program in 2024.
13	Community Court	Joint collaboration with SeaTac Municipal Court.		MC	Low	SeaTac and Des Moines have decided not to move forward with a joint community court. Tukwila will continue to move forward with forward thinking program that will address restorative justice. Concept will be presented during Judge Walden's State of the Court Address to the Council.	The court is the process of developing a program that has a community court concept.	Still being developed.
14	Unified Payment (UP) Program	Expand program to include participation of the municipal courts in Pierce County		MC	Low	On hold. Pierce County CLJs are in the first phase of implementing the new CLJ Case Management System, so new programs are not being considered at this time.	There is now a state committee working on a statewide LFO program. Tukwila has provided the information on the Unified Payment (UP) Program as requested by the state committee. We will monitor the process to see if UP becomes a statewide program.	Dr. Alexes Harris and her team at the UW recently concluded their analysis of the program and have submitted a white paper about the UP Program. Her Summary will be included in the Judge's State of the Court Address on October 9. We are still participating in the discussions regarding a statewide LFO program.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
15	Distribute COVID response funds per Council's amended 2022 budget	Provide rent and utility assistance to residents impacted by COVID. (2021)		AS	Low	No COVID-specific funds were utilized in Q1 due to King County having a final round of Eviction Prevention Rental Assistance available and ineligibility due to previous receipt of significant rental assistance.	No COVID-specific funds were utilized in Q2 due to King County having a final round of Eviction Prevention Rental Assistance available and ineligibility due to previous receipt of significant rental assistance.	No Covid-specific funds were utilized in Q3.
16	Senior & Veteran levy funding implementation	Provide expanded recreation and engagement opportunities to Tukwila seniors with 2023 funding allocation (2019)	CSS	PR	Low	Underway. Council approved KC grant funding agreement on 3/20/23.	Multiple social engagements, trips, and activities have been scheduled and are full. Many have wait lists.	Senior and Veteran activities held included; Mariners Game, Lake Union lunch and cruise, Crystal Mountain Gondola Ride and many more. In addition, a survey was administered by the county for 3 weeks to gather feedback on programming satisfaction. Staff are waiting for the results to review and make adjustments to programming.
17	Renter Protection Policy Proposals	Respond to Transit Riders Union request for renter protection legislation	PCD	CNCL	Low		Summary of proposals delivered to Council 4/3/23. Referred to PCD 5/1.	PCD made recommendations 8/7; staff drafted an ordinance that is going through the review process.
<b>Leverage housing partnerships and collaboration</b>								
Housing Comprehensive Plan, Regional Affordable Housing Task Force, South King County Housing & Homelessness Partnership, affordable housing incentives								
18	Multi-family Tax Exemption	Update MFTE program to consider other neighborhoods (2021)	PCD	ED	High	Scheduled for discussion at PCD in Q2.	Scheduled for discussion at PCD on 7/17/23.	Council approved updates to MFTE on 8/21/23.
19	Middle Housing	Middle housing recommendations and new regulations.	PCD	DCD	Med	Have contracted with Makers for this work, outreach and policy analysis has started.	Consultant is preparing to present recommendations.	Public outreach is ongoing and proposed code language is being drafted.
20	Minor Home Repair Program	Continue to provide minor home repair assistance to qualified residents.	CSS	AS	Med	Staff provided 26 hours of assistance for Minor Home Repair.	Staff provided 17 hours of assistance for Minor Home Repair.	Staff provided 21 hours of assistance for Minor Home Repair
21	Regional partnerships and meetings	See regional partnerships list - attached		ALL	Med	Ongoing.	Ongoing.	Ongoing.
22	SKHHP	Continue work with SKHHP.	PCD		Low	Staff attending monthly SKHHP staff meetings.	Staff attending monthly SKHHP staff meetings. The SKHHP Workplan and budget was recently approved by Council.	Staff attended monthly SKHHP staff meetings and Executive Board meetings.
23	Tukwila Village Community Development Association (TVCDA)	Position TVCDA for self sufficiency (2022) and finish parking management plan.	PCD	ED	Low	On hold. Will continue as time permits.	On hold. Will continue as time permits.	On hold. Will continue as time permits.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
<b>Goal 3 – A Diverse and Regionally Competitive Economy</b>								
<b>Advance Tukwila's economic vitality</b>								
Economic Development Plan, regional infrastructure projects, business relationships								
1	Economic Development Strategy	Create an economic development strategy for the City (2022)	PCD	ED	High	On hold during Q1. Will restart and complete in Q2.	Restarted in June. Scheduled completion October 2023.	PCD approved draft vision, goals, strategies. Same discussed at Planning Commission 9/28. Scheduled completion November 2023.
2	Transportation Demand Management	Perform outreach to increase use of alternate travel modes, assist employers with commute trip reduction programs.	T&I	DCD	Med	Ongoing, have contracted with Port Jobs to support TDM outreach at the airport. It will be funded by our WSDOT Regional Mobility Grant.	Ongoing outreach. We are coordinating with Metro on a Community Van program.	Ongoing
3	Business Contacts Database	Create a database of business contacts for economic development and emergency management purposes.	PCD	ED	Med	Scheduled to start in Q3.	Scheduled to start in Q3.	Rescheduled to start in 2024 Q1, pending funding.
4	Wayfinding Plan	Develop wayfinding plan for the city to attract visitors (2022)	PCD	ED	Med	On hold until time permits.	On hold until time permits.	On hold until time permits.
5	Business Recovery from COVID-19	Monitor opportunities to support business recovery from the pandemic, including use of ARPA funds. (2020)	PCD	ED	Low	Monitoring opportunities. Scheduled to start small business support program in Q4 or as time permits.	Monitoring opportunities. Scheduled to start small business support program in Q4 or as time permits.	Monitoring opportunities. ARPA funds reallocated.
6	Tourism Marketing	Lead and manage the City's tourism marketing program including staffing the Lodging Tax Advisory Committee, coordinating funding applications, and monitoring the tourism promotion area.	PCD	ED	Low	Approved funding request for Starfire Sports.	Fulfilled marketing contract with the Seawolves for the 2023 season.	Experience Tukwila efforts are ongoing.
7	Port of Seattle Grant	Coordinate Port of Seattle economic development grant (2022)	PCD	ED	Low	Will fund the Seattle Chamber's Community Business Connector program.	Amending grant agreement to focus on marketing.	Amendment processed. Working on deliverables through November.
8	Smart City Initiatives	Coordinate on Grant Funding for Smart City Initiatives. Partner w/ Internet Service Providers to increase diversity. Complete Broadband Study.	PCD	TIS	Low	Grants funds received for Proof of Concept of a private LTE network to meet student connectivity needs. Working with an ISP to increase diversity. Broadband study is on hold.	Infrastructure for Proof of Concept of a private LTE network to meet student connectivity needs has been deployed. Working with an ISP to increase diversity. Broadband study is on hold.	Finalizing network configuration. Chromebooks will be deployed to students to in Q4.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
<b>Goal 4 – A High Performing and Effective Organization</b>								
<b>Ongoing innovation of organizational systems</b>								
Phase 1 of Public Safety Plan implementation, technology-based efficiencies, internal workforce diversity, employee development and professional growth process								
Public Safety Plan								
1	Public Works Shops Phase 1 and Phase 2	Develop new facilities for public works shops, finish improvement of Fleet & Facilities building, planning for phase 2. (2016)	TIS	PW	High	Roofing update near completion on Fleet and Facilities building; Design contract for Phase II will be presented to Council in Q2.	Phase 1: painting and roofing are complete. Phase 2: Council authorized \$5.9 M of design contract expenditures.	Phase 1: Garage Floor re-surfaced. Phase 2: Design contract has begun.
2	Facility Master Planning	Develop a capital facilities plan and processes that includes a review and plan for city facilities; including maintenance, repairs, replacement and real estate strategies.	F&G	MO	High	Ongoing. Staff has a draft RFQ that is being reviewed internally.	RFQ is being prepared for publication.	RFQ issued in October.
Technology Based Efficiencies								
3	ERP implementation	Phase 2 of project implementation includes payroll, ACH payments to vendors, purchasing improvements, grants and contracts modules, and continued building of reports (2021)		FIN	High	Payroll and HR implementation is well under way. Grant module has been implemented and in process of adding current grant information to the module.	Payroll and HR implementation continues. Targeting a go live date in 3rd quarter but a lot of work remains to meet this goal. Contract module has been configured and staff is currently testing. Go live with contracts and purchase orders is targeted for July.	Payroll go live has been pushed out to Q1 2024. Finance staff is working with Contracts and PO modules and has brought Fixed Assets module online.
4	Public Records Request Reporting	Required reporting of Public Records Request metrics to JLARC (Washington State Joint Legislative Audit and Review Committee). (2018)		AS	Med	2022 data and logs have been submitted by Citywide staff; Data cleaning and standardization for calculating metrics will begin in Q2.	Data cleaning and standardization was accomplished to meet the target July 1 reporting deadline. The 2022 JLARC Reporting has been reported to the State	2022 JLARC Reporting has been completed. City-wide staff are preparing for the 2023 reporting cycle.
5	Maintenance of TRAKIT software and permit status reporting	Ongoing process improvements for online permit application and electronic plan review system (2020)	PCD	DCD	Med	Update of all 2023 fees including an entire new schedule for Fire permits and new fees and codes for Public Works permits. Working closely with Deputy City Administrator on the Permitting/Customer Service Initiative.	Status quo for Q2. Hoping to test the latest upgrade of Community Development in Q3 for upgrade to current version in Q4.	Test has been upgraded. Staff will be testing for improvements prior to a production upgrade.
6	PC Refresh	Refresh City Laptop and Rugged Tablets.	F&G	AS	Med	Laptop / Tablet refresh is planned for Q3.	Laptop Refresh Quote has been received. Working on Council Approval Process.	Laptops has been received. Images for laptops have been developed. Refresh is scheduled for October/November.
7	Information Security / Continuity	Enhance the risk posture to align to current environment with best practices deploying: City Wide Multi-factor Authentication, Automated insider threat assessments and training, Security Event and Incident Management (SEIM) monitoring, Email Security Gateway, Managed Endpoint Security Service. Conduct Annual Risk Assessment. Complete Disaster Recovery Planning exercise.		AS	Med	Security and Incident Management monitoring tool have been deployed. An email Security Gateway has been deployed to reduce the phishing and malware threat vectors. Automated Insider Threat assessment and training has been deployed.	Ongoing.	New endpoint security platform will be deployed with laptop refresh. Grant funds of \$82,000 has been awarded for the development of a DR plan and Runbook.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
8	Tukwila Works	Reestablish Tukwila Works, an app and web based way for community members to report non-emergency issues. Implement a internal portal for staff to report problems w/ city facilities or assets. (2017)	CSS	AS	Med	Ongoing.	Ongoing.	Ongoing. Working on integrating Tukwila works data into ArcGIS online for common data for city-wide analysis
9	NeoGov Implementation	Develop and agree to an implementation plan that includes the following modules: CORE, Time&Attendance, Benefits, eForms, as a part of the overall ERP implementation. (2021)		AS	Med	In process. Completing data discovery for CORE, Time & Attendance and Benefits, and firming up timeline to align with the ERP Payroll implementation.	CORE and Time & Attendance have been configured and turned on. Training of Admins and HR Users to happen in July. Communication and training plan for users is being developed.	Time & Attendance go live have pushed out to Q1 2024 based on FE Payroll timeline. Benefits module is being configured for Open Enrollment. Eform module is online.
10	GET-IT - Government Electronic Technology Initiative for Tukwila	Digitization and online access to (1) High-retrieval DCD permit and land use records; (2) Public Works As-Built drawings; (3) Fire Marshal's Office records for transparency and fulfillment of public records requests. (2015)		AS	Med	DCD Permits – Digitized and reviewed 30,037 images (or 558 records) for inclusion to the Digital Records Center for public access. Public Works As-Built – Digitized and reviewed 1,002 images (or 119 records) for integration with the GIS mapping interface. Fire Marshal's Office records – Digitized and reviewed 45,324 images (or 1,918 records) for inclusion to the Digital Records Center.	DCD Permits – Digitized and reviewed 15,292 images (or 1,265 records) for inclusion to the Digital Records Center for public access and public records requests. Fire Marshals Records – Reviewed 2,034 images (or 131 records) of Storage Tanks records for inclusion to the Digital Records Center for public access.	DCD Permits – Digitized and reviewed 15,488 images (or 1,267 records) for inclusion to the Digital Records Center for public access. Public Works As-Built – Digitized and reviewed 604 images (or 53 records) for integration with the GIS mapping interface. Fire Marshal records have been full digitized.
11	GIS	Continue to build out Online GIS environment to support self service, provide mentoring and training opportunities for staff to utilize GIS tools, and continue to enhance Enterprise GIS services. (2017)	F&G	AS	Low	Tukwila internal imap (with utilities) has been transitioned to portal. Users are being introduced to web apps and dashboards, and field apps are available. Quarterly cross departmental meetings are held to collaborate and encourage peer to peer learning and sharing of information.	Onboarding more GIS focused individuals in both PW (GIS technician) and DCD. Working on multiple field apps for data collection around the city. 2nd Quarter cross departmental GIS meeting was held and well attended.	Supported preparation to move Spillman GIS process onto newly upgraded servers. Supported PW with DEA inventory project, and new GIS technician. Will be moving focus to publishing a City - hub for self service/ records requests, and planning for an overall upgrade of Portal/Enterprise GIS. Ongoing cross-departmental Quarterly GIS meetings are well attended.
12	Personnel records digitization	Develop and implement a process to digitize personnel records currently in paper format.	F&G	AS	Low	Scheduled to initiate Q3.	Scheduled to initiate Q3/4.	Scheduled to initiate Q3/4
13	Court Appearance Text Reminders	Improve access to justice by sending reminders about upcoming court appearances via text		MC	Low	In development process. Goal is to make this operational by May 1st.	Ran into a few glitches. Working with the vendors to rectify. Hope to have this up and operational before the end of this summer.	Implemented in September 2023
14	Improve Interpreter, Witness & Juror Payment Process	Create a more efficient payment process for paying jurors, witnesses and interpreters for their services using the Zelle platform.		MC/FIN	Low	Process has been identified and configured in ERP system. Waiting for bank to finish process on their end so we can begin using this process.	The Municipal Court defers to Finance.	Still in process with Finance.



Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
15	Safe City contract	Scheduling software for all PD divisions, especially for Patrol Division when it comes to shift bidding, vacation requests, work schedules, etc.	CSS	PD	Low	Resolution to approve an interlocal agreement with NPPgov drafted and scheduled for presentation with CSS. This interlocal agreement is a prerequisite for a partnership with SafeCities. Once the resolution is adopted, the pre-negotiated agreement with SafeCities will be routed for review and execution.	Agreement approved by Council and SafeCities is now implemented.	Implemented.
16	Police Department Records Digitization	Digitization of case reports, homicide files, and ID files in hard copy format	CSS	PD	Low	No digitizing of records in 1st quarter, due to staffing shortage. New staff are in training and should be able to resume digitizing of records by the end of 2nd quarter.	No digitizing of records in 2nd quarter, due to continued staff in training. We are on pace to resume in the third quarter.	We have completed our quality review of the 1968-1982 documents that were rescanned with the new settings. There are a few documents the vendor will need to correct. Once this process is complete, we can start sending the case files that need rescanned back to the vendor.
Long Term Financial Health								
17	Long-term financial sustainability plan	Develop long-term financial sustainability plan, with stakeholder input, in preparation for the next biennial budget.	F&G	FIN	High	RFP in process of being drafted.	RFP was published in May and closed on June 2. Interviews were held in June. A contract will be coming to Council in July.	BERK Consulting was hired, partnering with FCS for the financial sustainability plan and utility rate study. Call has gone out for committee members and both BERK and FCS have been gathering data to begin the study.
18	Implementation of the B&O	Perform outreach to businesses, coordinate stakeholder engagement, and implement staffing and procedures to administer the new tax.	F&G	FIN	High	Staff position number 1 has been scoped and is expected to be posted early April.	Position has been filled. New employee started with the City in mid-June.	Initial businesses to participate in the stakeholder engagement are being identified through the long-term financial sustainability plan. City website has been updated to include B&O Tax information. B&O Tax informational flyers have been finalized and ready for mailing to City of Tukwila businesses.
19	Implement new minimum wage provisions	Develop and finalize rules, implement and enforce minimum wage and other provisions.	F&G	FIN, MO, AS	High	Draft rules published, outreach to employers and worker organization complete, Q&A opportunities held for all stakeholders.	Final rules published, information provided to employers. New wage in effect July 1.	Responded to questions.
20	Labor contract negotiations	Four Teamster bargaining units' Collective Bargaining Agreements expire December of 2022. (2022)		AS	High	Ongoing.	Ongoing.	Ongoing.
21	Property Sale - George Long	Coordinate sale.		ED	High	Continued negotiations to sell to County.	Continued negotiations with County. Updating appraisal.	Still working with King County. Have hired consultant to do additional ground water testing.
22	Property Sale - Longacres	Coordinate sale or lease.	F&G	ED	High	Explored deal terms with potential purchaser.	Continued negotiations with potential buyer.	City Council selected Unico as the buyer. Working on PSA to execute.
23	Non-Rep Comp Survey	Update non-rep compensation; previously frozen due to COVID. (2019)	F&G	AS	High	In Process.	In Process.	Independent Consultant study completed. Final non-rep study will be shared with staff and fully implemented in Q4. 2023-2024 Budget Amendment will be necessary to implement retroactive portion per council budget proviso - Ordinance 2688, section 3.
24	TCC Business Plan	Update on TCC operations		P&R	Med	Q3-Q4 2023	Q4 2023	RFPs have been submitted and are in the review process. final selection and project start will be in Q4.
25	Self-insured healthcare plan	Monitor and update self insured health care plan as needed; ongoing administration.		AS	Med	Ongoing.	Ongoing.	Ongoing.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
26	Foster Golf Links - Business Plan	Update on FGL operations	CSS	PR	Med	RFQs reviewed. National Golf Foundation selected. Contract execution underway.	National Golf Foundation contract executed in April. Site visit done in May. Draft report expected Q4.	Waiting for final draft for the consultant, expected to be delivered in Q4
27	Solid Waste Contract Implementation	Implement new contract. (2022)	TIS	PW	Med	Staff is currently recruiting for a new solid waste contract manager.	New staff person will begin in early Q3.	<i>New Solid Waste Analyst began mid-July. Several mailers have been sent to residents and we on track for successful Nov 1 transition.</i>
28	Compost Procurement Ordinance	Implement new ordinance per state law (2022)	TIS	PW	Med	Approved by the council in Q1.	Approved by the council in Q1.	Approved by Council in Q1.
29	Update impact fee rates	Annual update to fire and park impact fee rates	F&G	FIN	Med	Scheduled for 4th quarter.	Scheduled for F&G 8/14.	Completed.
30	Budget amendment ordinance	Annual process to adjust the adopted 2023-2024 biennial budget.	F&G	FIN/ALL	Med	Scheduled for 3rd and 4th quarter.	Scheduled for 3rd and 4th quarter.	Budget amendments are being drafted and will be presented to F&G committee in late October.
31	Property Sale - Newporter	Coordinate sale as time permits	F&G	ED	Med	Coordinate when time permits	Showed site to developers.	Showed site to developers.
32	Property Sale - HealthPoint	Monitor sale process through closing in June 2023	F&G	ED	Low	Monitor sale process through closing in June 2023.	Escrow closed in June.	Sale was completed in 6/2023.
33	Property Disposition - Old 52	Determine disposition of former Fire Station 52. (2021)	F&G	AS	Low	On hold.	Public Works reviewing site for feasibility of underground water reservoir, which would result in the demolition of the former station and overall improvement of the site and park.	Public works has a consultant under contract as of September to assess potential uses of Old Fire Station 52.
34	Benefits Update	Update benefits as needed; ongoing administration.		AS	Low	Ongoing.	Ongoing.	Ongoing.
35	Teamsters Salary Survey	Salary survey for two bargaining units from previously-agreed contracts. (2018)	F&G	AS	Low	Scheduled to finish Q2.	Scheduled to finish to Q3.	Completed and will be part of the 2023-2024 Budget Amendment process
36	Property Sale - Old Allentown FS	Coordinate sale after 2023	F&G	ED	Low	Coordinate sale after 2023	Coordinate sale after 2023	Coordinate sale after 2023
37	Property Sale - Old FS 51	Coordinate sale after 2023	F&G	ED	Low	Coordinate sale after 2023	Coordinate sale after 2023	Coordinate sale after 2023
38	Property Sale - Minkler	Coordinate sale after 2023	F&G	ED	Low	Coordinate sale after 2023	Coordinate sale after 2023	Coordinate sale after 2023
39	ARPA Reporting and Analysis	Data review, analysis, and reporting for ARPA related transactions.		FIN	Low	Scheduled for 2nd quarter	This will occur in early 3rd quarter.	2nd Quarter report has been completed and went to the full Council on September 23.
40	Purchasing Policy	Review and update policy if needed.	F&G	FIN	Low	Staff researching policy proposals for consideration.	Staff researching policy proposals for consideration.	Staff researching policy proposals for consideration.
41	Debt Policy	Review and update policy if needed.	F&G	FIN	Low	On hold.	On hold.	On hold.
42	Tax levy legislation	Annual process to set the tax levy rate for the following fiscal year.	F&G	FIN	Low	Scheduled for 4th quarter.	Scheduled for 4th quarter.	Scheduled for 4th quarter.
43	False Alarm Billing	Contract for false alarm billing administration (2022)	CSS	PD	Low	Daily data transfer process completed, waiting for partner to conduct QA and suggest any required refinements. Final steps include approving public-facing correspondence, public marketing campaign, and review of admin portal.	"Cry Wolf" false alarm reporting service has been finalized. Notice about new false alarm billing went out to community in early June. We will be putting out more communication through the City's resources and hanging door fliers at locations that Officers respond to for false alarms. Goal of going live in July.	Tukwila PD's False Alarm Reduction Program went live with partner CryWolf on July 1st. Leading up to that date, TIS/PD/CryWolf conducted a multitude of tests and dry runs while Patrol Officers and the PD's PIO ran public awareness campaigns to ensure a smooth launch. With the program being live for almost three months now, it is generating good data that the PD will use to gauge the effectiveness of the False Alarm Reduction Program.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
Equity and Diversity								
44	Equity Policy Implementation	Ongoing implementation of City Equity Policy. 2023 priorities include operationalizing the racial equity toolkit and equitable outreach guide, providing enhanced language access for the community and developing a GIS-based Tukwila Equity Index. (2017)	CSS	AS/ALL	High	2023 priorities have been identified, presentation given to Council and Equity and Social Justice Commission on the four priorities. Subcommittees have been formed around each priority and planning and implementation has begun.	Ongoing.	City received the national program excellence award for "Community Equity & Inclusion" for cities between 10,000 and 49,999 population from the International City Management Association at their national conference in Austin, Texas.
Other								
45	Update HR policies	Update HR policies, many of which are quite out of date.		AS	Med	Policies being updated as staffing allows.	Policies being updated as staffing allows.	Re-planning a more comprehensive approach to updated employee policies
46	Government Relations	Monitor Federal, State and Local legislation and policies to include annual legislative agenda adopted by Council. Execute strategies to achieve the City's government relations goals.	F&G	AS	Med	Ongoing.	Ongoing.	Ongoing.
47	Board & Commissions	Staff support of community advisory bodies		All	Med	Ongoing.	Ongoing.	Ongoing.
48	Strategic Plan Update	Begin planning for update to City Strategic Plan in 2024		MO	Low	Q3-Q4 2023/2024	Q3-Q4 2023/2024	Q4 2023/2024
49	State of the Court Address	Presiding Judge's annual update to City Council on the operations and programs of the Tukwila Municipal Court.		MC	Low	Scheduled for May 15.	Rescheduled.	Rescheduled for October 9.
50	Obsolescence Planning	Present technical obsolescence plan for future budget planning	F&G	TIS	Low	Not started.	Not started.	Not started
51	City Council Biennial Rules Update	Review and update City Council Rules to align with current/best practices	F&G	CNCL	Low	City Council held workshop on 3/13 to discuss potential updates; staff working on draft to present in Q2 following legal review.	Scheduled for adoption by Council on July 10.	City Council adopted updated Rules of Procedure on July 10.
52	Board & Commission Process Review	Present current procedures to Finance & Governance Committee for input	F&G	MO	Low	Current process and policy was presented to committee on March 13. Staff is scheduled to present proposed updates to the Equity and Social Justice Commission for review in Q2.	Staff presented updates to the Equity and Social Justice Commission for feedback. The process and policy has been revised effective May 10.	Proposed changes to Term End Dates going before Council in Q4.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
<b>Goal 5 – A Positive Community Identity and Image</b>								
<b>Promote and celebrate City identity</b>								
Effective multi-channel communication, Community Connectors, Police Department Community Policing Team, Night Out Against Crime, community image investments								
1	Juneteenth event	Plan and implement event to celebrate Juneteenth. (2021)		AS/PR	High	Event planning has begun. Event to take place on June 17, 2023.	Event held.	Completed.
2	See You in the Park	Events used to gather and engage with the community in Tukwila Parks		PR	High	Proposed Special Events Plan under review by staff. Preparations underway. Finalized by April 21.	Completed.	Completed.
3	Night Out Against Crime	August - designed to heighten crime prevention awareness, increase neighborhood support in anti-crime efforts, and unite our communities.		PD	High	Registration has been posted for neighborhoods to sign up on social media with several interest. Starbucks and Lowe's have reached out with interest. We ordered some "cool stuff" to hand out to the public.	We are ready for Night Out Against Crime on August 1st. Several partners, including City Departments, Businesses, and Community members, are registered to participate.	Night Out event turned out to be a successful one this year. There were about 40 PD and City staff that participated, and we had 20 registered parties, including businesses and residential throughout the City.
4	Communicating with our community	Review and consider changes to communications vehicles, including Channel 21 and potential options. (2022)	F&G	AS	Med	Ongoing.	Ongoing.	Ongoing.
5	Experience Tukwila	Lead and manage the tourism marketing program to boost the City's image	PCD	ED	Med	Ongoing. The City has been doing promotion on social media and with the Seawolves to promote the City.	Ongoing.	Ongoing.
6	Police Dept. Community Liaison Team	Homeless outreach and community engagement efforts.		PD	Med	PD, Parks, and Public Works continue to work together with homeless outreach, engagement, and clean-up. Our Co-Responder program continues to be a valuable asset when working with our homeless population and partnering with the Salvation Army.	Although we continue to monitor and address homeless outreach efforts, in the second quarter we had to re-focus our Community liaison team to assist staffing in Patrol. About half their time was spent on back-filling Patrol shifts that were under-staffed.	Our Community Liaison and Community Police Team returned to their original assignments at the end of the quarter on the 1st of September. They were able to provide more focus to our homeless population, which primarily consisted of working with individuals associated with the light-rail station, as well as efforts providing assistance to Riverton United Methodist Church. They have also been able to provide resources to individuals that were living in cars and a camper along 115th in Allentown. Most of which have since moved on. This will be an ongoing effort as we address similar issues for the city as a whole.
7	Shopping Cart Ordinance	Develop and implement an ordinance relating to shopping carts to reduce derelict carts in the community.	CSS	PD	Med	Ordinance is paused as we discuss pending outreach with stakeholder businesses.	Ordinance continues to be paused.	Ordinance continues to be paused.

Task #	Task Name	Task Description	Comm	Dept	Staff Resources	Q1 Update	Q2 Update	Q3 Update
8	Recreation Program Planning and Implementation	Develop and implement programs and activities in City park facilities.	CSS	PR	Med	Program planning underway. CSS to be updated at Q2 P&R Briefing	Mobile Recreation has been developed and implemented. Staff are going to 10 different locations throughout the city bringing activities for youth, teens and families to drop in and participate. Staff visit 2 locations a day Wednesday through Sunday 6/26 - 9/1. In addition, the traditional Playground Program is back at Cascade View Park (Now branded as Unplug & Play) Monday - Friday 7/10 - 8/25. Summer special events have been expanded and include 3 Movie & concert nights at Foster Golf Links, 3 Lunch Time concerts at Sullivan Center, 2 Concerts in the Parks at Riverton and Joseph Foster Parks, End of School Year Bash at Foster High School Field, Juneteenth at Sullivan Center, Bark in the Park at Crestview Park, Touch a Truck at Westfield Mall, and the Back to School Bash at Joseph Foster Park to wrap up Summer!	RFP's for a recreation programming plan has been submitted. Selection and project will begin Q4.
9	Green Tukwila	Report on restoration activities involving residents and community organizations	CSS	PR	Med	CSS Updated on 3/27/23. Next Q2 P&R Update anticipated June 2023.	CSS will be updated on 7/24/23.	CSS updated on July 24. Next Q3 P&R Update anticipated on October 9.
10	1% Art Implementation	Update on public art installations and events for 2023	CSS	PR	Med	CSS will be briefed at Q2 P&R Update	Strategic Planning will begin in Fall 2023.	4 listening sessions (3 public / 1 internal) will be held in October. Information gathered will inform strategic plan.
11	Ongoing support of block watches	Providing mentoring and resources for neighborhood blockwatch communities.		PD	Low	A variety of informational handouts for future meetings have been created. The Community Engagement Coordinator (CEC) presented Watch Groups to multiple apartment complexes and gave a presentation to organize a Community Watch Group. The CEC tagged along with Renton to see how they operate.	Our CEC successfully put on the PD's Community Police Academy with 9 graduates, concluding on June 20th. Lots of outreach with Tukwila youth through the Tukwila Elementary School Resource Fair, Chick-Fil-A Hero's Night, and meeting with youth from Grace Point Community Church. Provided security assessments for Starfire and South Seattle Business Park following a meeting with businesses and the Chief. Attended meetings with current Community Watch groups for two apartment complexes and presented on Community Watch Groups to a third. Facilitated Active Shooter training for The Walsh Group. The CEC also attended CPTED (Crime Prevention through Environmental Design) training and received certification.	Our CEC worked on reviving the Shag Block Watch because the original block watch captain left. A new captain is willing to take on the position. A meeting with them has been set for October 18th. The CEC also continued to check in with other Block Watches every few months to attend meetings.
12	Website content refresh	Update and refresh website content. (2021)		AS	Low	Departmental webpages being updated as time allows.	Departmental webpages being updated as time allows.	Department webpages being updated as time allows.



2023 Workplan - Definition Key

Departments	
AS	Administrative Services
DCD	Department of Community Development
ED	Economic Development
FIN	Finance
MC	Municipal Court
MO	Mayor's Office
PD	Police Department
PR	Parks & Recreation
PW	Public Works

Staff Resources	
High	Significant effort of several staff, cross department, especially director level involvement
Med	Moderate effort of several staff, may involve director
Low	Ongoing work, not cross department

Communication	Recipients	Frequency
Hazelnut newsletter	All physical addresses in Tukwila; access for all at TukwilaWA.com	Every other month
Annual Report eHazelnut	All physical addresses in Tukwila Email subscriber list	February edition of Hazelnut Last Monday of the month
Twitter	Tukwila Twitter followers; access for all on Tukwila's Twitter page online; PD, City, Parks	Same day for breaking info; Earlier if notification of upcoming event
Facebook	Tukwila Facebook "likes"; access for all on Tukwila's Facebook page online	Same day for breaking info; Earlier if notification of upcoming event
City Website	Access for all at TukwilaWA.com	Generally items from Twitter/Facebook posted on website the same day
Channel 21	Comcast customers	Updated after council meetings
Video On Demand	On City website - all committee and council meetings	Updated after council meetings
Parks & Recreation enewsletter	Newsletter geared towards Park & Recreation programming; Email subscriber list	First week of the month
Tukwila Tracker	Social media content shared on PD website and by email	Updated with social media content



2023 Workplan - Regional Partnerships List

Organization	Purpose	Frequency of Mtgs	Dept
4Culture	Cultural Services agency for King County committed to preserving shared heritage and creating arts and cultural opportunities for residents and visitors.	Monthly	Parks & Recreation
American Payroll Association	Stay apprised of new legislation, practices and policies	Annual	Finance
American Public Works Association (APWA)	APWA is an international educational and professional association serving Public Works professionals where they can exchange ideas, improve professional competency, increase the performance of their agencies and companies, and bring important public works-related topics to public attention in local, state and federal arenas. Each year there is a Spring Conference & a Fall Conference. Develop and update General Special Provisions (GSPs) to meet Local Agency needs and input that complement materials specifications of the WSDOT/APWA Standard Specifications. Obtain pre-approval of Materials GSPs for FHWA-funded projects, aided by WSDOT Highways & Local Programs staff.	Twice a year	Public Works
American Water Works Association (AWWA)	Established in 1881, AWWA is the largest nonprofit, scientific and educational association dedicated to managing and treating water, the world's most important resource. AWWA provides solutions to improve public health, protect the environment, strengthen the economy and enhance our quality of life.	Monthly	Public Works
Association of City & County Informations	Best Practice and Information sharing among municipalities	Monthly	Administrative Services
Association of City/County Information Systems (ACCIS)	Networking and training opportunity with peers from other government agencies	Ongoing as needed	Administrative Services
Association of Records Managers and Administrators (ARMA)	To broaden the profession of records management and information governance	Ongoing as needed	Administrative Services
Association of Washington Cities (AWC)	Represent cities at the state level; Councilmember Hougardy currently serves on the AWC Board.	Annual conferences; Various meetings	Mayor's Office Council
Association of Washington Cities (AWC) Drugs & Alcohol Consortium	City's CDL Random Drug Screen Program - AWC Drug & Alcohol Consortium helps members stay in compliance with federal drug and alcohol testing requirements. Our pool of more than 1,500 drivers and safety sensitive employees makes the D&A Consortium the right choice for employers large and small.	Monthly to Quarterly	Administrative Services
Association of Washington Cities (AWC) Retro Program	AWC Workers' Comp Retro Program provides training and tools that empower employers to lower risks for on-the-job injuries. Our focus on injury prevention and safety reduces your overall workers' compensation costs. Members participate in our Retro Pool or the Safety Alliance.	Bi-weekly	Administrative Services
Bicycle Pedestrian Advisory Committee	Group focused on regional non-motorized transportation		DCD

Organization	Purpose	Frequency of Mtgs	Dept
Cascade Water Alliance (CWA)	CWA's mission is to provide water supply to meet current and future needs of our members in a cost-effective and environmentally responsible manner through partnerships, water efficiency programs, acquiring, constructing and managing water supply infrastructure and fostering regional water planning. Cascade is a municipal corporation comprised of seven municipalities (five cities and two water and sewer districts) in the Puget Sound region that joined together to provide safe, clean, reliable water supply to its 350,000 residences and more than 20,000 businesses. The Mayor sits on the Administrative Board and the Resource Management Committee.	Monthly Board & Committee Meetings	Mayor's Office Council Public Works
Central Puget Sound GIS Usergroup	Share best practices related to GIS	Quarterly	Administrative Services
Community Connectivity Consortium (Fiber)	Share detail related fiber assets w/ Puget Sound Municipalities	Quarterly	Administrative Services
Duwamish Alive! Coalition	Supports various restoration and educational activities throughout the watershed		DCD
Duwamish Alive! Coalition	Duwamish Alive collaborates with the community, municipalities, non-profits, and businesses within the Duwamish River Watershed to preserve and enhance habitat for people and wildlife, towards improving health of the Puget Sound.	Monthly	Parks & Recreation
Duwamish Shoreline Restoration Challenge	The City has partnered with Forterra, BECU, City, CBRE to improve the shoreline environment		DCD
Emergency Management Advisory Council (EMAC) for King County	EMAC advises, assists, reviews, and comments on emergency management and homeland security issues, regional planning, and policies. They measure and prioritize core capabilities, and recommend homeland security allocations and work products to sustain and enhance preparedness and operational levels. Members, as set forth in code, provide regional and multi-discipline perspective, and represent cities, fire service, law enforcement, hospitals, the Port of Seattle, government, special purpose districts, tribes, utilities, non-profit agencies, and the private sector.	Monthly	Police
Firemen's Pension Board	Review claims and provide support to retired firefighters who qualified for a pension prior to 1971	Quarterly	Mayor's Office Council Administrative Services
GARE – Government Alliance on Race and Equity	National network of government working to achieve racial equity and advance opportunities for all	Annual conference; ongoing opportunities to engage	Administrative Services All Departments
Government Finance Officers Association (GFOA) Washington Finance Officer Association (WFOA) Puget Sound Finance Officer Association (PSFOA)	National Organization to enhance finance knowledge and networking State affiliate of GFOA Regional affiliate of WSFOA	GFOA & WFOA annual, PSFOA monthly. In addition, both GFOA and WFOA offer classes throughout the year	Finance

2023 Workplan - Regional Partnerships List

Organization	Purpose	Frequency of Mtgs	Dept
Greater Seattle Partners	Public-private economic development partnership encompassing King and Snohomish counties.	Quarterly	Mayor's Office Council
Green Cities Partnership	Forterra works in partnership with local municipalities to develop achievable goals, shared visions, long-term plans, and community-based stewardship programs to care for the valuable forests and natural areas in our urban environments.	Monthly	Parks & Recreation
Green the Green Partnership Project	Partnership with Forterra, King County Noxious Weeds, and other local jurisdictions to identify and fund weed control and revegetation efforts along the Green River		DCD
Green Tukwila Partnership	Partnership with Forterra to develop 20-year plan for stewardship and conservation of Tukwila urban forests		DCD
GREI - Governing for Racial Equity and Inclusion	Regional group of public agencies working on diversity, equity and inclusion	Every Other Month	Administrative Services
Haz Waste Q1 City & Tribal Staff Meeting	Regional coalition working to protect public health and the environment by serving as a clearinghouse for recycling and waste-related issues	Quarterly	DCD
Highline Forum	Focused on airport-related issues; Port of Seattle coordinates meetings	Every Other Month	Council
HRCI (Human Resource Certification Institute)	Provides credentialing for HR Professional who have mastered the HR body of knowledge and competencies.	Quarterly	Administrative Services
Human Services Funding Consortium	S, N, E King County cities cohesive 17 city funding application, quarterly bills	Quarterly	Administrative Services
I-405/SR 167 Executive Advisory Group	A WSDOT committee focusing on I405/SR 167 transportation issues	Quarterly	Mayor's Office
ICMA (International City/County Management Association) WCMA (Washington City/County Management Association) King County City Managers/City Administrators	International City Manager/Administrator professional organization State affiliate of ICMA County Affiliate of WCMA	Annual conferences; Local affiliate meets monthly	Mayor's Office
International Association of Property and Evidence (IAPE)	Provides education in property and evidence handling and storage. Serves as a forum for evidence technicians to gain and share information	Twice a year	Police
International Council of Shopping Centers	Focused on issues regarding large retail properties	Annual conferences; local affiliate meets quarterly	Mayor's Office
International Institute of Municipal Clerks (IIMC)	To promote continuing education and certification through university and college based institutes to its members worldwide.	Ongoing as needed	Administrative Services
International Public Management Association for Human Resources (IPMA – HR)	This program is a non profit, educational organization to establish for fostering and developing sound policies and practices in public human resource management. Currently, Juan is the VP and developing the Washington State Chapter.	Monthly to Quarterly	Administrative Services

2023 Workplan - Regional Partnerships List

Organization	Purpose	Frequency of Mtgs	Dept
Jewish Family Services of Seattle - Job Referral and CLEVER Program	Partner with Economic Intergration Manager to help refugees, immigrants and asylees to become economically, socially and civically integrated in South King County community. Collaborate employment workshops and job referral resources.	Monthly	Administrative Services
Joint Tukwila/Burien/SeaTac Human Services Providers	Coordination, networking of contracted providers	Quarterly	Administrative Services
King County Cities Climate Collaboration (K4C)	Collaborate to support projects and programs in areas such as green building, using and producing renewable energy, sustainability outreach and education, and alternative transportation	Periodic Attendance	DCD
King County Economic and Revenue Forecasting Group	Organized by Dave Reich, King County Economist, to share economic information among Puget Sound area cities	Monthly	Finance
King County Emergency Managers	Members coordinate planning efforts related to EM.	Monthly	Police
King County Flood Control District Advisory Committee	Advise and provides policy and budget recommendations to the District Flood Control Board	Quarterly	Mayor's Office
King County Growth Management Planning Council	Collaboration on framework policies to guide development of comprehensive plans	Every Other Month	Council
King County Housing and Community Development Consortium	Make funding recommendations on state, county federal funds	Bi-Annually	Administrative Services
King County Joint Recommendations Committee	Inter-jurisdictional body provides recommendations on funding/policy for KC partner cities	Quarterly/as requested	Council Administrative Services
King County Park & Rec Directors Group	A networking group of P&R Directors/Managers in K.C. that meet quarterly to discuss issues.		Parks & Recreation
King County Planning Directors	A networking group that shares information on Countywide issues	Monthly	DCD
King County Play Coalition	A partnership dedicated to ensuring that all children in King County enjoy the proven health benefits of physical activity.	Monthly	Parks & Recreation
King County Police Chiefs and Sheriffs Association	Collaboration between all law enforcement agencies within King County. Exchange information and discuss policies as well as provide training.	Monthly	Police
King County Regional Transit Committee	Makes recommendations to King County Council on County-operated public transportation policies and plans		
King County Veterans, Seniors and Human Services	Staff participates in a group that works to provide equitable services for seniors.	Monthly	Parks & Recreation
King County Work Source - Veteran's Job Referral Program	Partner with Work Source employment specialist to increase awareness and employment resources for military veterans, disabled veterans, and military transitions. Attend Career Fair events and assist with job referrals as needed for South King County community.	Quarterly	Administrative Services
Laserfiche and Cities Digital	Ongoing training, upgrades, and solutions associated with the City's Electronic Content Management System (Laserfiche/Digital Records Center).	Monthly to Quarterly	Administrative Services

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Organization	Purpose	Frequency of Mtgs	Dept
Legislative Youth Advisory Council (LYAC)	The Legislative Youth Advisory Council (LYAC) is a nonpartisan youth-led committee empowered by state law to represent the official voice of Washington youth to the Legislature. Each year, a select group of 14-18 year old students from a diverse range of political, geographic, and socioeconomic backgrounds are appointed to the council by the Lt. Governor's Office.		Parks & Recreation
Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC)	MWPAAC is a consortium of local jurisdictions delivering wastewater to KCDNR Waste Treatment Division (WTD) for the treatment of raw sewage. Representatives meet monthly to cover issues relevant to the waste disposal contracts and other regional issues such as reclaimed water, infiltration/inflow, and regional conveyance.	Regularly	Public Works
National League of Cities	Represent cities at the national level	Annual conferences; Various committees	Mayor's Office Council
National Public Employers Labor Relations Association (NPELRA)	National organization with goals and objectives similar to the local association.	Quarterly	Administrative Services
National Recreation and Parks Association (NRPA)	National association of parks and recreation professionals and advocates dedicated to advancement of public parks, recreation and conservation.		Parks & Recreation
NTIA National Telecommunications and Information Administration	NTIA is the Executive Branch agency that is principally responsible for advising the President on telecommunications and information policy issues	Ongoing as needed	Administrative Services
Professional Golf Association (PGA) of America	PGA of America is the world's largest sports organization, comprised of 27,000 men and women golf Professionals who are the recognized experts in teaching and growing the game.		Parks & Recreation
Puget Sound Partnership	Accelerating science-based effort to protect and restore Puget Sound	Quarterly	Council DCD
Puget Sound Regional Council (PSRC)	Partnership of cities, counties, ports, federal, state and regional transportation agencies, railroads and trucking interests, intent on solving freight mobility problems with coordinated solutions. Grant program that supports transportation projects in smaller towns and cities in rural areas of the region. The KCPEC reviews local agency prioritized projects and recommends the top competing projects to the King County members of the PSRC's Transportation Policy Board (TPB) for review and approval. Mayor Ekberg serves on the Executive Board.	Monthly Board Meetings; various subcommittee schedules	Mayor's Office Council
Rave Foundation	The RAVE Foundation is the community based Foundation that represents the Seattle Sounders. (From website) RAVE Foundation envisions a region abundant with opportunities for free play, where we all work together to use soccer as a vehicle to foster wellness, inspire learning, and strengthen connections to community.	Regularly	Parks & Recreation

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Organization	Purpose	Frequency of Mtgs	Dept
Refugee Forum	Education, networking on refugee issues	Monthly	Administrative Services
Regional Affordable Housing Task Force	Advise on housing affordability issues		DCD
Regional Animal Services of King County (RASKC)	To improve pet licensing and other marketing efforts.	Monthly to Quarterly	Administrative Services
Regional Housing Repair Group	Education, networking	Annually	Administrative Services
SCL Rate Review Panel	Provide input to SCL's six year strategic plan.	Annually	Public Works
SCORE Jail Executive Board	A regionally owned jail in of which Tukwila is an owner City. The Mayor serves on the Administrative Board. Finance Director serves on Finance Committee. TIS Deputy Director serves on the CIO Forum.	Monthly	Mayor's Office Finance
Finance Committee			
CIO Forum	Focused on airport-related issues	Monthly	Mayor's Office Council
SeaTac Airport Stakeholder Advisory Roundtable (StART)			
Seattle City Light Habitat Enhancement Creston-Duwamish Stakeholders Committee	Study by SCL to test different vegetation management methods on sites in Tukwila and Seattle under the power corridor; data will be collected over the next several years with plan to implement findings throughout SCL corridors		DCD
Seattle Southside Chamber of Commerce	Local chamber of commerce	As needed	Mayor's Office Council
Seattle Southside Regional Tourism Agency	Focused on increased overnight stays at SeaTac, Tukwila, and Des Moines	Monthly	Mayor's Office
Society for Human Resource Management (SHRM)	A national organization that provides resources for HR Professionals nationwide.	Quarterly	Administrative Services
Sound Cities Association (SCA)	Represent King County cities in regional issues		
SCA Public Issues Committee (PIC)	Recommend policy positions and regional appointments to the SCA Board. Councilmember Quinn currently serves on the the Board.	Monthly PIC meetings; Monthly Board meetings;	Mayor's Office Council
Sound Transit	Build and manage high capacity transit in the Puget Sound region	As needed	Mayor's Office Administrative Services
Soundside Alliance for Economic Development	Broad economic development focus in the south King County region	Monthly	Mayor's Office Council
South King Council of Human Services	Education, advocacy, networking	Annually	Administrative Services
South King County Area Transportation Board	Area elected receive information on South KC transportation meetings		DCD Council
South King County Cultural Association	SoCo provides advocacy, collaborative marketing, networking opportunities and professional development for our members.	Bi-Monthly Meetings	Parks & Recreation
South King County Human Services Planners (regional)	Coordination of services, joint planning and delivery	Monthly	Administrative Services
South King County Joint Planners and Developers	Collaborative group of planners and developers to talk about housing issues in South King County	~ Quarterly	DCD
South King County planners monthly meeting (SokiHo)	Regional group to discuss the unique planning issues of South King County	Monthly	DCD
South King County Senior Center Directors	A networking group that discusses issues affecting seniors living in South K.C.	Monthly	Parks & Recreation
South King Housing and Homelessness Partners	Work collaboratively with other South King County jurisdictions to address affordable housing and homelessness.	Monthly	Council

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Organization	Purpose	Frequency of Mtgs	Dept
Technical Advisory Committee	Provide direction on Metro's Long Range Transportation Plan Opportunity to establish a list of employment and training programs to increase awareness, resources, and workforce services in the South King County community. Partner with Work Source employment specialist to help higher skilled refugees find jobs that fit their skills and training through Washington's CLEVER (Career Ladders for Educated and Vocationally Experienced Refugees) program. This program is to develop a career path plan for their short and long term goals in order to get back into their chosen career.	Monthly	Administrative Services
Tukwila King County Work Source - CLEVER Program		Monthly	Administrative Services
Tukwila School District Continuing Technical Education Board	Ensure CTE programs align to student and industry needs.	Monthly	Administrative Services
Tukwila School District Providers Meeting	Collaboration and coordination on services to kids and families	Every Other Month	Administrative Services
United States Conference of Mayors	The United States Conference of Mayors is the official non-partisan organization of cities represented by the elected Mayor. Mayors contribute to the development of national urban policy by serving on one or more of the conference's standing committees. Conference policies and programs are developed and guided by an Executive Committee and Advisory Board, as well as the standing committees and task forces which are formed to meet changing needs.	Annual Meeting & Annual Conference	Mayor's Office
Urban Forestry Forum	County group to discuss the shared vision for forest cover and forest health, and associated implement strategies.	Quarterly	DCD
Urban Land Institute	Nonprofit research and education organization that facilitates information and experience on land use practices and policy	Annual conferences	Mayor's Office
US Bank Procurement Group	Stay apprised of new policies, practices; share information	Annual	Finance
Utility Finance Officers (UFO)	Enhance knowledge, exchange information with utility districts and other utility providers	Quarterly	Finance
Valley Cities Technology Group	Department Directors meet to discuss common issues, network and share data. Line staff are invited for specific topics		Administrative Services
Valley Civil Disturbance Unit	Valley Agencies (Kent, Renton, Tukwila, Auburn, Federal Way, and Port of Seattle) each have a team of 15-20 personnel of all ranks. The teams deploy and train together to handle large scale disturbances, crowd, and riot control.	Twice a year	Police
Valley Communications Valley Communications Operations Board Valley Communications Finance Committee Valley Communications Advisory Committee for Technology (ACT)	Regional 911 center for South King County. Mayor serves as the Chair of the Administrative Board. Police serves on the Operations Board that creates policy and provides operations oversight. Finance Director serves on the Finance Committee that oversees financial policies and operations. Administrative Services serves on the Committee for Technology that provides oversight and coordination on technology issues.	Monthly	Mayor's Office Police Finance

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Organization	Purpose	Frequency of Mtgs	Dept
Valley Investigations Team	Valley Agencies each have a team of 3-4 investigations personnel of all ranks. The teams deploy and train together to handle large scale investigations and officer involved shootings in those jurisdictions	Monthly	Police
Valley SWAT	Valley Agencies each assign seven team members. The team is responsible for conducting operations that are outside the normal capabilities of patrol such as hostage rescue or high-risk arrest warrants	Quarterly	Police
Vulnerable Populations Task Force (Public Health)	Address needs of vulnerable pops related to emergency management		Administrative Services
WA Association of Public Records Officers (WAPRO)	Provides education in support of the Public Records Act and a forum for public records officers and those involved in responding to public records requests	Monthly	Police
WA Association of Telecommunications Officers and Advisors	Share the latest developments in wired and wireless telecommunications, FCC activities, federal and state telecommunication policy issues, managing cable/telecommunication franchises, enhancing PEG production techniques, effective PEG channel management, new technology demonstrations and more. Suggested attendees include your cable and telecommunication franchise managers, right-of-way managers, television producers, content creators, communications managers, municipal attorneys, city managers and PEG access coordinators.	Annually / As Needed	Administrative Services
WACE – Washington Association of Code Enforcement	Statewide group providing annual education/training and networking opportunities	Spring and Fall conferences	DCD
Washington Association of Sheriffs and Police Chiefs (WASPC)	Membership for all police chiefs and sheriffs. Provides training and support for all law enforcement agencies throughout Washington.	Yearly	Police
Washington Bond Issuers	Enhance knowledge of changes in municipal bond rules and trends	As needed	Finance
Washington Economic Development Association (WEDA)	Information sharing and advocacy on economic development	Bi-weekly (during covid)	Mayor's Office
Washington Festivals & Events Association (WFEA)	Organization for people working in the festivals and events industry aimed at providing professional education, and leadership development opportunities.		Parks & Recreation
Washington Municipal Clerks Association (WMCA)	Promoting professional and educational standards for Municipal Clerks in the State of Washington and providing improved local governmental services.	Ongoing as needed	Administrative Services
Washington Public Employers Labor Relations Association (WAPELRA)	To promote the profession of HR Management and labor relations in local government through education, mutual support, professional recognition and legislative advocacy.	Quarterly	Administrative Services
Washington Recreation and Parks Association (WRPA)	State association of parks and recreation professionals that promotes excellence through advocacy, education, networking, and training.	Several staff involved in sub-committees that meet monthly	Parks & Recreation



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Organization	Purpose	Frequency of Mtgs	Dept
Washington State Association of Permit Technicians	Statewide group providing education/training and networking opportunities		DCD
Washington State Association of Senior Centers	Organization aided at enhancing, educating and supporting professionals working with the aging population.		Parks & Recreation
Washington State Planning Directors	Advise on statewide policy issues		DCD
Washington State Recycling Coordinators	Recycling coordinators from western Washington cities and counties share information and set priorities for funding and programs		DCD
Washington Treasurer's Association (WTA)	Enhance knowledge of treasury functions; statewide networking	Annual	Finance
Water Resource Inventory Area 9 Forum and WRIA 9 ITC Implementation Technical Committee	Working groups that provide guidance, technical information, and planning for the WRIA 9 Habitat Plan		DCD
WSDOT Transportation Professionals Forum	Washington Transportation Professionals Forum is a group of local agency traffic, transportation, and PW engineers, technicians, directors, managers, supervisors, planners, mayors, clerks, council members, etc. Members share information and discuss ideas about traffic-and transportation-related issues.		Public Works
Zone 3 Emergency Managers	Members coordinate planning efforts related to EM.	Quarterly	Police