

Tukwila City Council

Position Description

Term of Office From date of appointment to the certification date of the November 2025 General Election.

Compensation \$1,250 per month, plus certain medical benefits.

General Purpose City Councilmembers serve at large, representing the residents of Tukwila in decision-making about City policy and budget.

Requirements The applicant must be a registered voter and a resident of Tukwila for at least one year.

Duties As the legislative body, the City Council enacts City ordinances, appropriates funds to conduct City business, and provides policy direction for City staff. Statutory duties of the Council are performed as a whole, and include the power to tax, borrow money, operate and supply utilities, set employee compensation, acquire, improve, maintain or vacate public property, and render local social, cultural or recreational services as they see fit.

Council duties in Tukwila include reviewing, studying, discussing and deciding on policy and budget questions. Interaction with members of the community involves public and personal meetings, email or other written correspondence, and phone conversations. Councilmembers should have a working knowledge of the laws that regulate City government and the Council's own Rules of Procedure.

Time All Councilmembers attend Regular Council meetings on the first and third Monday of each month and Committee of the Whole meetings on the second and fourth Monday of each month. Both types of meetings begin at 7:00 p.m. and last between 1 and 4 hours.

All Councilmembers attend Work Sessions on the first and third Monday of each month beginning at 5:30 p.m. Every Councilmember (except the annual Council President) serves on two standing committees, each of which meets twice monthly. Committee meetings begin at 5:30 p.m. and average one hour in length, although the duration can vary from 15 minutes to over two hours. Preparation for Council and Committee meetings involves weekly independent study of agenda materials.

Special meetings such as retreats, work sessions, ad-hoc committees, and joint meetings with other organizations such as the School Board are scheduled throughout the year. Service on the City Council includes opportunities for travel at various trainings and events both inside and outside the state.