Dear Mayor and Council Members:

ITEMS OF INTEREST

1. Trump’s Executive Order Regarding Payroll Tax Holiday

On August 8, 2020, President Trump signed an executive order which included a discretionary, and temporary payroll tax deferral, or “holiday”, which could be applied to the wages of employees earning no more than $4,000 every two weeks, or a maximum of $104,000 per year. It has been proposed that this holiday begin on September 1 and run through the end of the year. Because the taxes would be deferred, and not waived, any taxes accrued over the period would be required to be repaid at a later (as yet unspecified) time.

Legal and logistical questions related to the tax deferral require further clarification and guidance from Congress and the U.S. Treasury. Further, the implementation of the order entails risks and potential penalties that have not been ascertained. Due to the unresolved issues and logistical questions surrounding the executive order, the City will be taking no action to implement the deferral until, at the least, further guidance is issued in its regard.

2. Mayor Woodards provides the attached Council Action Memo revising the appointments of Council Members to various committees, boards and commissions.

3. Deputy Mayor Keith Blocker provides the attached Council Action Memo directing the City Manager to conduct a feasibility study to determine the best methods to support a sustainable and accessible option for residents with disabilities living in Tacoma.

4. Please see the attached memo that provides information on the various COVID-related funding sources available to the City.

5. Environmental Services provides the attached update on the North East Tacoma glass drop off location.

7. Please see the attached Tacoma Public Utility Board meeting agenda, the below item will be going to Council September 15, 2020:

- **Resolution U-11189** – Authorize execution of a letter of agreement as negotiated with the Professional & Technical Employees Union, Local 17, regarding the voluntary recognition of a classification to be titled Engineering Instrumentation Technician, Senior [Dylan Carlson, Sr. Labor Relations Manager].

8. City Manager Elizabeth Pauli provides the attached Approved Purchase contracts.

9. LASA continues to administer the City’s coronavirus rental assistance program. A total of 288 payments have been made totaling $252,459.52.

Under the current program guidelines, applicants may receive a one-time payment of up to $1,000, based on this criteria:
- Awards of up to $1,000 are made based on need, directly related to current rental expense obligations, as verified by the landlord.
- City of Tacoma resident(s)
- Experienced loss of employment or reduction in wages due to COVID-19
- Income at or below 50% Area Median Income for Pierce County

The provider is partnering with Pierce County’s emergency rental assistance program to ensure all applicants maximize their access to rental assistance resources (meaning applicants may also qualify to receive Pierce County rental assistance funding). The City’s Rental Assistance Fund at the Greater Tacoma Community Foundation has received 19 gifts totaling $25,520.

10. Planning and Development Services Director Peter Huffman provides the attached memorandum regarding the public notice for LU20-0107 – SeaPort Sound Terminal Plant Modernization, Shoreline Substantial Development Permit and SEPA Environmental Review.

11. Please see the attached City of Tacoma Weekly Meeting Schedule.

**STUDY SESSION/WORK SESSION**

12. The City Council Study Session of Tuesday, August 20, 2020, will be conducted through Zoom conference. The public can watch the meeting at: tvtacoma.com. Discussion items will include: (1) County’s CARES ACT Funding Update; (2) Transit-Oriented Development Advisory Group; (3) Systems Transformation; (4) Other items of Interest; (5) Committee Reports; (6) Agenda Review and City Manager’s Weekly Report; (7) Executive Session.
At Tuesday’s Study Session, the Pierce County Executive Office will be giving an update on the CARES Act Funding, City Manager’s Office Anita Gallagher will be available to discuss City of Tacoma COVID-19 Emergency Funding.

As a second item on the agenda, the Transit-Oriented Development Advisory Group’s chair and vice-chair will present their Progress Report No. 1 that summarizes the group’s work done to date and, in particular, their current recommendations regarding Sound Transit’s Tacoma Dome Link Extension (TDLE) project. Please see attached document.

In addition, City Manager Elizabeth Pauli will be giving an update on Systems Transformation.

13. The updated Tentative City Council Forecast and Consolidated Standing Committee Calendars are attached for your information.

MARK YOUR CALENDARS

14. Please see the below Community Partners that are joining with the Pierce County Department of Emergency Management, to host Mobile Testing Units, which offer free COVID-19 testing.

- 08/19/2020 0930-1530 Asian Pacific Cultural Center (APCC) 4851 S Tacoma Way
- 08/19/2020 1330-1830 Tacoma Rescue Mission 425 S Tacoma Way
- 08/22/2020 0930-1530 East Side Community Center 1721 E 56th St
- 08/25/2020 0930-1530 Center at Norpoint 4818 Nassau Ave NE
- 08/26/2020 0930-1530 Stewart Heights Park 5715 Reginald Gutierrez Ln
- 08/27/2020 0930-1530 Peck Field 1425 S State St
- 08/29/2020 0930-1530 University of Puget Sound 1500 N. Warner St

Sincerely,

Elizabeth Pauli
City Manager

EAP:ram
TO: Elizabeth Pauli, City Manager
FROM: Melanie Harding, Chief Policy Analyst to the Mayor, City Manager’s Office
COPY: City Council and City Clerk
SUBJECT: Resolution – Revising the appointments of Council Members to various committees, boards, and commissions – 8/25/2020
DATE: August 18, 2020

SUMMARY AND PURPOSE:
A resolution revising the appointments of Council Members to various committees, boards, and commissions.

COUNCIL SPONSORS:
Mayor Victoria Woodards

BACKGROUND:
In addition to incorporating feedback from the Council, Mayor Woodards strives to balance City Council committee, board, and commission assignments based on a number of criteria, including interests, expertise, and number of roles assigned.

At the July 22, 2020 meeting of the Pierce Transit Board Composition Meeting, the members present unanimously voted to change the composition of the Board in a manner that created an additional seat for a City of Tacoma representative. During City Council Study Session on July 28, 2020, Mayor Woodards announced to the City Council that she would be appointing Councilmember Kristina Walker to the newly created position. Pierce Transit has requested that the City of Tacoma appoint an additional member to this newly created seat on the Pierce Transit Board no later than September 3, 2020.

Pursuant to the Tacoma City Charter and the rules, regulations, and procedures of the City Council, Mayor Woodards brings forward for your consideration a resolution that would appoint Councilmember Walker to the new position on the Pierce Transit Board.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:
None was completed in advance of this action. Appointments to committees, boards, and commissions be revisited at any time as needed based on feedback that may emerge.

2025 STRATEGIC PRIORITIES:
Equity and Accessibility: (Mandatory)
This is a routine appointment to a board that ensures transportation alternatives to drive alone vehicles. Based on the adoption of Resolution No. 40622 on June 30, 2020, The Mayor and all Councilmembers have made a commitment to anti-racist system transformation.
**Education:** *Equity Index Score:* High Opportunity
Increase the availability and accessibility of early childhood education programs.

**Livability:** *Equity Index Score:* Moderate Opportunity
Improve access and proximity by residents to diverse income levels and race/ethnicity to community facilities, services, infrastructure, and employment.
Decrease the percentage of individuals who are spending more than 45% of income on housing and transportation costs.

**Explain how your legislation will affect the selected indicator(s).**
The Pierce Transit Board oversees affordable transit options that increase access to educational programs, community facilities, services, infrastructure, and employment.

**ALTERNATIVES:**

<table>
<thead>
<tr>
<th>Alternative(s)</th>
<th>Positive Impact(s)</th>
<th>Negative Impact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Take no action</td>
<td></td>
<td>Pierce Transit Board seat will remain vacant and Tacoma residents will be underrepresented</td>
</tr>
</tbody>
</table>

**EVALUATION AND FOLLOW UP:**
N/A

**STAFF/SPONSOR RECOMMENDATION:**
Mayor Woodards recommends approval of the resolution, appointing Councilmember Walker to the Pierce Transit Board.

**FISCAL IMPACT:**
There is no fiscal impact.

**ATTACHMENTS:**
N/A
TO: Elizabeth A. Pauli, City Manager  
FROM: Deputy Mayor Keith Blocker  
COPY: City Council and City Clerk  
SUBJECT: A Resolution directing the City Manager to conduct a feasibility study to determine the best methods for supporting accessible options for residents with disabilities  
DATE: August 14, 2020  

SUMMARY AND PURPOSE:  
A resolution directing the City Manager to conduct a feasibility study to determine the best methods to support a sustainable and accessible option for residents with disabilities living in Tacoma.

COUNCIL SPONSORS:  
Deputy Mayor Keith Blocker, and Council Members Beale and Ushka.

BACKGROUND:  
The City of Tacoma collects a 0.10 cent surcharge for each taxi, Uber, and Lyft fare received in the city, and these funds have been specifically dedicated to creating a sustainable and accessible ridership service for people with disabilities.

Since the passage of ordinance 28251 in September of 2014, establishing this fee, the City has collected over $350,000. The Tacoma Area Commission on Disabilities (TACOD) has devoted a portion of the past three years exploring the most viable means to support a sustainable service and engage the most effective partner(s) to deliver this service. It has become clear that the City’s commitment to providing accessible taxi services that are Wheel Chair Accessible (WAT) requires an ongoing partnering approach, potentially with county, state and federal sources. TACOD is recommending that the City commission a feasibility study to explore the best methods to support accessible taxi services for people with disabilities in the City of Tacoma.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:  
Drawing from current data from United States Census, TACOD estimates that a minimum of 9.8% of all Tacoma residents have a disability and that over 53,000 Pierce County residents have an ambulatory disability which includes the need for a wheelchair, walker or cane or other form of movement assistance. When this percentage of the County is applied to the City of Tacoma, approximately 12,000 Tacoma residents live with an ambulatory disability. Current shuttle services offer narrow eligibility requirements that disqualify applicants who may encounter significant difficulties taking existing modes of public transportation.

In April, TACOD met to address immediate transportation concerns. Commissioners received input from several community members who participated on the remote Zoom platform and
reaffirmed the need for accessible taxi services for many residents who remain isolated, and, at times, are unable to reach essential services including access to healthy food and medical services.

2025 STRATEGIC PRIORITIES:
Equity and Accessibility:
The implementation of a comprehensive feasibility study builds a path forward to meet the essential needs of a significant community of Tacoma residents who have remained functionally isolated for many years because the impact of disabilities has a disproportionate impact on BIPOC communities (Black, Indigenous, and People of Color).

Economy/Workforce: Moderate Opportunity.
An accessible taxi alternative provides a subset of the communities with disabilities an opportunity to engage in sustained employment as contributing members of the workforce.

Livability: High Opportunity
Improve access to essential services such as medical care, access to fresh and healthy food, to people with ambulatory and other disabilities.

Explain how your legislation will affect the selected indicator(s).
The request to conduct an accessible transportation feasibility study will offer a deep analysis around how to best partner with regional and national partners to create a sustainable model. The nature of subsequent actions will be informed by this initial research which will likely lead to specific steps to build a durable model of funding and support.

ALTERNATIVES:

<table>
<thead>
<tr>
<th>Alternative(s)</th>
<th>Positive Impact(s)</th>
<th>Negative Impact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do not conduct feasibility study</td>
<td>1. The City would not have a plan for providing a sustainable and accessible option for residents with disabilities.</td>
<td>Many residents with ambulatory disabilities will continue to lack a viable option for transport for essential needs including groceries and medical care.</td>
</tr>
</tbody>
</table>
EVALUATION AND FOLLOW UP:
The feasibility study findings will be reviewed by the Mayor and City Council in partnership with OEHR and TACOD in order to determine a way forward to build an accessible option for people with disabilities in Tacoma.

COUNCIL MEMBER RECOMMENDATION:
In support of Tacoma Area Commission on Disabilities, I recommend commissioning a feasibility study that explores accessible taxi models, potential sources of partnering and offers an accessible taxi option for people with disabilities, including but not limited to those with ambulatory and sight disabilities.

FISCAL IMPACT:

<table>
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<td>620400- Accessible Services</td>
<td>5310100 - Professional Services</td>
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<td><strong>TOTAL</strong></td>
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</table>

What Funding is being used to support the expense?
The funding would come from the Accessible Services Fund and associated fee.

Are the expenditures and revenues planned and budgeted in this biennium’s current budget?
The expenditure is not currently in this biennium’s budget, however, the Accessible Services Fund was established as a funding source to create more accessible services in Tacoma, and a feasibility study to learn the best methods for creating accessible taxi services meets the intent of the fund.

Are there financial costs or other impacts of not implementing the legislation?
No.

Will the legislation have an ongoing/recurring fiscal impact?
No.

Will the legislation change the City’s FTE/personnel counts?
No.
Since the City of Tacoma declared a state of emergency related to the COVID-19 public health crisis on March 12, 2020, the City has implemented programs and services to help mitigate the negative impacts of the pandemic on our community. We have also incurred expenses related to our first responder operations and other organizational measures necessary to respond to the public health emergency. The City has federal and state funding sources made available by legislation enacted at the federal level to recover some of our pandemic response costs.

In determining how to effectively deploy the resources available, City staff considered several factors, including the parameters for each funding source on how the dollars can be used and the time horizon by which we have to spend down those dollars. Careful consideration of the immediate needs of the community were driving factors behind these choices, including equity concerns and prioritization of the most vulnerable in our community. Basic needs for community resiliency such as shelter and housing stability, food security, small business assistance, child care, and supporting human services providers in a telework environment were prioritized for funding. The City continues to pursue additional funding opportunities to aid in our coronavirus response efforts. The following is a summary of the COVID-19-related funding sources available and how the City has allocated the funding to date.

**CARES Act Coronavirus Relief Funds**

While the City of Tacoma did not meet the population threshold of 500,000 to receive a direct disbursement of Coronavirus Relief Funds from the U.S. Department of the Treasury, Washington State has implemented a plan to share about $298 million of their approximately $2 billion disbursement from the Treasury. Based on the per capita formula determined by the State for sharing of these dollars with cities and towns, the City of Tacoma is eligible to claim up to $6.342 million in eligible COVID-19 response expense reimbursements from the Washington State Department of Commerce. Eligible expenses are restricted to pandemic response activities that are necessary and unbudgeted. This funding can be used to cover the local cost share of 25% for expenses reimbursable by the Federal Emergency Management Agency. The deadline to incur eligible expenses is October 31, 2020. Of the $6.342 million available, $1.3 million has not yet been allocated. We anticipate an announcement from the Department of Commerce that will revise the deadline for incurring eligible expenses to December 1. We have identified additional qualifying expenses for the remaining available dollars and await that decision from the Department of Commerce to help inform next steps.
Coronavirus Relief Fund Allocations to Date

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<tr>
<th>Category</th>
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<td>First responder &amp; City staff overtime costs</td>
<td>$1,497,195</td>
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<tr>
<td>Food assistance</td>
<td>$890,000</td>
</tr>
<tr>
<td>Child care assistance (both providers and families)</td>
<td>$800,000</td>
</tr>
<tr>
<td>Public safety response (Tacoma Fire Department personnel costs substantially dedicated to responding to COVID-19 positive or suspected persons)</td>
<td>$730,000</td>
</tr>
<tr>
<td>Technological infrastructure for human services providers to support telehealth services</td>
<td>$500,000</td>
</tr>
<tr>
<td>Non-congregate sheltering</td>
<td>$349,222</td>
</tr>
<tr>
<td>Organizational costs incurred for continuity of operations (personal protective equipment, facility sanitization, telework, recovery planning)</td>
<td>$265,951</td>
</tr>
</tbody>
</table>

Federal Emergency Management Agency (FEMA) Public Assistance
The Federal Emergency Management Agency helps state, local, and tribal governments respond to and recover from major disasters or emergencies. A disaster was declared for Washington State as of March 22, 2020. FEMA covers work categorized as either “emergency” or “permanent” that is required as a result of the declared incident, located within the designated disaster area, and is the legal responsibility of the applicant. The agency covers 75% of eligible expenses and requires a cost share of the remaining 25%. Funds must be expended within six months of receipt by the grantee. This funding reimburses the City for our expenditures and is not a new funding mechanism.
- The City is seeking $142,847 for costs incurred for personal protective equipment and cleaning and sanitization measures.
- The City is also seeking $1.047 million for costs incurred to expand non-congregate homeless sheltering that allows for physical distancing during the pandemic. This includes our expanded contracts for 24/7 services at Beacon young adult shelter and Bethlehem Baptist and Alzheimer Memorial churches.

CARES Act Community Development Block Grant (CDBG)
The U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) program was bolstered by the CARES Act to provide additional support for CDBG grantees. CDBG funds are generally allocated by formula, with about 70% of program funds granted to units of local government. As a CDBG grantee, the City of Tacoma received $1.295 million. The funds can be used to prevent, prepare for, and respond to the coronavirus pandemic. The CARES Act contained a special provision that eliminated the program’s 15% cap on the amount of a jurisdiction’s grant that can be used for “public services.” This provides flexibility to utilize grant funds to help individuals experiencing homelessness or the elderly, business and rental assistance, and other such measures necessary for community resilience.
$650,000 was allocated for small business assistance with an emphasis on underrepresented businesses in areas of the city with lower economic opportunity, as indicated by the Equity Index. These funds will be marketed and distributed to eligible businesses beginning in mid-September with approvals in late October.

$645,000 was allocated for rental assistance.

**CARES Act Emergency Solutions Grants (ESG)**

The Emergency Solutions Grant COVID-19 funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless. The funds can be used to support various homeless assistance efforts and homelessness prevention activities to mitigate the impacts of the coronavirus on the community. The City received an initial grant of $759,366, but we are now expecting an additional award of $2.8 million. The funds are available until September 20, 2022.

- $759,366 was allocated to support non-congregate sheltering efforts and used to support the operations of Low Income Housing Institute for the micro-shelter site at E. 60th and McKinley, as approved by the City Council on July 21, 2020.
- The additional $2.8 million will be utilized to establish and operate non-congregate sheltering. In order to expedite service delivery, the City plans to deploy the funding directly to community partners already contracted to provide homeless services and who are supporting our emergency response efforts.

**CARES Act United States Department of Commerce Grants**

The U.S. Department of Commerce was authorized to provide grants under the CARES Act to address economic needs in response to the coronavirus pandemic. The City was awarded $1.1 million of Economic Development Administration (EDA) COVID-19 funds due to our successful administration of our current EDA Revolving Loan Fund. Additionally, the Minority Business Development Agency (MBDA) based at the City of Tacoma received $518,521 to assist minority-owned businesses in Washington State.

- $1.1 million in Economic Development Administration dollars will be utilized to provide a second round of COVID-19 Small Business Stabilization Loans with an emphasis on underrepresented businesses in areas of the city with lower economic opportunity as indicated by the Equity Index.
- $518,521 in MBDA funds will be utilized to partner with community-based organizations within the MBDA service area to provide business training and technical assistance to identify funding opportunities, compliance with Paycheck Protection Program rules, strategies to rebound from the COVID-19 pandemic, and health and safety measures. The MBDA funds will be expended by June 1, 2021.

Note: Prior to these funds becoming available, the City deployed the first round of our COVID-19 Small Business Stabilization Loan program utilizing $500,000 in Urban Development Action Grants (UDAG) and $500,000 from the EDA Revolving Loan Fund to offer $1 million in loans to small businesses in the city.
Department of Justice Coronavirus Emergency Supplemental Funding Program
This program was available to state and local governments that were eligible for the Edward Byrne Memorial Justice Assistance Grant (JAG) in the federal government’s 2019 fiscal year. As a previous JAG recipient, the City of Tacoma was eligible to apply for up to $565,270. The funding must be used to prevent, prepare for, and respond to the novel coronavirus, such as personal protective equipment and other supplies needed by public safety agencies. Funds must be used by December 31, 2021.
- Tacoma Police Department will utilize $96,683 to purchase personal protective equipment, conduct employee health checks, and pay for COVID-19 testing services by an area medical provider.
- Tacoma Fire Department will utilize $115,626 for personal protective equipment, including reusable items as well as disposable items, like nitrile gloves.
- Neighborhood and Community Services Department will utilize $352,959 to fund crime and violence prevention to build community resiliency as our community seeks to recover from the COVID-19 pandemic. This includes expanded service delivery to provide more culturally relevant approaches to decreasing youth and young adult violence and address the impacts of isolation.

Pierce County Funding Support from CARES Act Coronavirus Relief Funds
Pierce County and the City of Tacoma have entered into an agreement for the County to share $500,000 of its CARES Act Coronavirus Relief Fund apportionment to support the City’s Temporary Emergency Micro Shelter (TEMS) site at East 60th and McKinley.
City of Tacoma Memorandum

TO: Elizabeth A. Pauli, City Manager
FROM: Michael P. Slevin, III, P.E., Environmental Services Director
COPY: City Council
SUBJECT: Update on NE Tacoma Glass Drop-Off Location
DATE: August 19, 2020

Background on site selection:

When the Tacoma City Council passed Ordinance 28623 and Resolution 40461 establishing the Recycle Reset Project that included the establishment of glass recycling drop-off locations, staff from Solid Waste Management (SWM) recognized that all residential customers needed to have equitable access to glass recycling drop-off locations. To achieve this, SWM examined many site options distributed across the City, including in the West Tacoma, Central Tacoma/Downtown, East Tacoma, and Northeast Tacoma areas. This memo is to provide an update on the sites in consideration in the Northeast Tacoma area.

In late 2019, staff began initial conversations with Metro Parks to discuss the Center at Norpoint as a potential drop-off location, among other Metro Parks facilities. After Metro Parks' executive leadership reviewed the site plan and proposal, they determined that a satellite recycling center (collecting cardboard, glass, and scrap metal) would have too large of a footprint for their busy center, impacting their parking lot capacity, potentially leading to illegal dumping, and negatively impacting vulnerable populations who use the facility. At that point, SWM began to explore other properties.

The property off of Brown's Point Boulevard that is currently under review for a Conditional Use Permit (CUP) was identified as a potential site due to it being in the Right of Way (City owned), in close proximity to residential customers (single family homes and duplexes) that would use the facility, and being a large enough parcel for the operational footprint.

In addition to the Center at Norpoint and the proposed site off of Brown's Point Boulevard, staff is working with Real Property Services to identify and contact other potential properties that may be a good fit for a recycling drop-off station.

Public Comments on proposed site:

As part of the CUP process, all residents that live within 400 feet of the proposed site received a postcard in the mail in mid-July, which initiated a 30-day comment period. To date, staff has received over a dozen comments from residents who reside in the neighborhood across Brown's Point Boulevard from the proposed site. Many of the concerns about the proposed site on Brown's Point Boulevard are similar, in that, they are concerned that the area is currently zoned for single-family residential properties (R2), the site is not somewhere were people would normally congregate, concerns about noise and odor, and increased traffic.

To address these concerns, and in alignment with public meeting request requirements, the Northeast Neighborhood Council requested a public meeting on the subject, which is currently set for 6:00PM on Thursday, September 3, 2020, via Zoom. This meeting will include City representatives from SWM, Science and Engineering, Planning and Development Services, and Public Works to field any questions from community members regarding the proposed site.
Site plans and containers:

Two site plans are attached to show the sites under consideration. Figure 1 shows the site plan for a three-container satellite recycling center at the Brown’s Point Boulevard site that is currently under review for a CUP, and Figure 2 shows the site plan for a glass-only site at the Center at Norpoint currently under review by their executive leadership.

The containers are fully enclosed metal drop-off boxes that are approximately 16 feet long by 8 feet wide and 6 feet tall. The design for the boxes includes structural modifications to the container to reduce noise/odor/contamination including solid lids and rubber flaps that cover the openings.

These containers have also been wrapped with Tacoma-centric artwork created by Tacoma artists to be attractive for the surrounding community, give the communities a sense of ownership and pride, as well as promote Tacoma. Images of the artwork on the boxes is shown in figure 3.
Figure 3: Glass drop-off boxes with local artist designed wraps.
Citywide Weekly Briefing for 10 August 2020 to 16 August 2020

The data is not National Incident Based Reporting System (NIBRS) compliant. Do not compare the results with any report using that standard. The data is dynamic and is subject to change and/or revision. The number of distinct offenses listed on a report are counted. This does not represent reports or individuals. All data is compared to last year for the same number of days. Small numbers may cause large percent increases and decreases.

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Offense Breakdown:
- There were 2 Homicide offenses during the last 7 days.
- 70.2% (40/57) of the Assaults were coded Simple Assault.
- There were 40 DV-related offenses.
- 72.5% (29/40) of the DV-related offenses were Persons.
- 50.9% (29/57) of the Assaults were DV-related.
- DV-related Offenses: 52 ▲ 40
- There were 6 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 87 ▲ 46

Top 5 Locations - Compared to last year:
- 1500 Commerce St: 0 ▲ 7
- 8820 S Hosmer St: 0 ▲ 5
- 1965 S Union Ave: 6 ▲ 5
- 4315 6th Ave: 0 ▲ 4
- 4502 S Steele St: 6 ▲ 4
- 2102 S 96th St: 0 ▲ 4

Top 5 Offense Locations - Compared to last year:
- Parking Lot: 104 ▲ 70
- Single Family Residence: 59 ▲ 52
- Street/Right Of Way: 94 ▲ 46
- Apartment: 29 ▲ 29
- Sporting Goods Store: 20 ▲ 20

Notes:
- Please note that 2020 is a leap year.
**Sector 1 Weekly Briefing for 10 August 2020 to 16 August 2020**

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The number of distinct offenses listed on a report are counted. This does not represent reports or individuals. All data is compared to last year for the same number of days. Small numbers may cause large percent increases and decreases.

### Offense Breakdown

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### Last 7 Days

**Notes:**
- There was no Homicide offense during the last 7 days.
- 78.9% (15/19) of the Assaults were coded Simple Assault.
- There were 14 DV-related offenses.
- 57.1% (8/14) of the DV-related offenses were persons.
- 42.1% (8/19) of the Assaults were DV-related.
- DV-related Offenses: 9 ▸ 14
- There were 3 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 20 ▸ 11

**Top 5 Locations - Compared to last year**
- 1500 Commerce St: 0 ▸ 7
- 2315 Yakima Ave: 0 ▸ 3
- 1007 S J St: 0 ▸ 3
- 1128 St Paul Ave: 0 ▸ 3
- 565 Broadway: 2 ▸ 3

**Top 5 Offense Locations - Compared to last year**
- Parking Lot: 22 ▸ 18
- Street/Right Of Way: 24 ▸ 10
- Single Family Residence: 9 ▸ 9
- Apartment: 3 ▸ 8
- Alley: 6 ▸ 6

Please note that 2020 is a leap year.
Sector 2 Weekly Briefing for 10 August 2020 to 16 August 2020

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<thead>
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**Last 7 Days**

<table>
<thead>
<tr>
<th>Top 5Locations - Compared to last year</th>
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<tbody>
<tr>
<td>1965 S Union Ave: 6 ≥ 5</td>
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<tr>
<td>4315 6th Ave: 6 ≥ 4</td>
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<tr>
<td>1901 S Union Ave: 2 ≥ 3</td>
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<td>13 Locations with 2</td>
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<td>Top 5 Offense Locations - Compared to last year</td>
</tr>
<tr>
<td>Single Family Residence: 16 ≥ 18</td>
</tr>
<tr>
<td>Apartment: 6 ≥ 12</td>
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<td>Parking Lot: 36 ≥ 12</td>
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<tr>
<td>Street/Right Of Way: 18 ≥ 11</td>
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<tr>
<td>Drug Store: 13 ≥ 6</td>
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<tr>
<td>Sporting Goods Store: 7 ≥ 6</td>
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</table>

Notes:
- There was no Homicide offense during the last 7 days.
- 70.0% (7/10) of the Assaults were coded Simple Assault.
- There were 8 DV-related offenses.
- 100.0% (8/8) of the DV-related offenses were Persons.
- 80.0% (8/10) of the Assaults were DV-related.
- DV-related Offenses: 7 ≥ 8
- There were no Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 34 ≥ 11

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Sector 3 Weekly Briefing for 10 August 2020 to 16 August 2020

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### Offense Breakdown

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<thead>
<tr>
<th></th>
<th>7 Days</th>
<th>28 Days</th>
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<th>7 Days</th>
<th>28 Days</th>
<th>YTD</th>
</tr>
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<td>456</td>
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</table>

### Last 7 Days

- There was 1 Homicide offense during the last 7 days.
- 70.0% (7/10) of the Assaults were coded Simple Assault.
- There were 7 DV-related offenses.
- 71.4% (5/7) of the DV-related offenses were Persons.
- 50.0% (5/10) of the Assaults were DV-related.
- DV-related Offenses: 21
- There was no Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 20

### Top 5 Locations - Compared to last year

- 4502 S Steele St: 6
- 4802 S Pine St: 3
- 18 Locations with 2

### Top 5 Offense Locations - Compared to last year

- Parking Lot: 33
- Apartment: 11
- Drug Store: 3
- Single Family Residence: 15
- Driveway: 1
- Street/Right Of Way: 15

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Sector 4 Weekly Briefing for 10 August 2020 to 16 August 2020

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<table>
<thead>
<tr>
<th>Offense Breakdown</th>
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<th>Year to Date</th>
<th>7 Days</th>
<th>14 Days</th>
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<td>3</td>
<td>2</td>
<td>13</td>
<td>9</td>
</tr>
<tr>
<td>Arson</td>
<td>2</td>
<td>1</td>
<td>5</td>
<td>8</td>
<td>70</td>
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<tr>
<td>Property</td>
<td>90</td>
<td>69</td>
<td>419</td>
<td>367</td>
<td>3468</td>
<td>3106</td>
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<tr>
<td>Burglary/Breaking and Entering</td>
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<td>0</td>
<td>3</td>
<td>5</td>
<td>18</td>
<td>31</td>
</tr>
<tr>
<td>Counterfeiting/Forgery</td>
<td>10</td>
<td>9</td>
<td>33</td>
<td>36</td>
<td>273</td>
<td>295</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>21</td>
<td>14</td>
<td>111</td>
<td>111</td>
<td>997</td>
<td>900</td>
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<tr>
<td>Fraud</td>
<td>5</td>
<td>0</td>
<td>33</td>
<td>12</td>
<td>40</td>
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<tr>
<td>Larceny/Theft</td>
<td>27</td>
<td>22</td>
<td>150</td>
<td>130</td>
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<tr>
<td>Motor Vehicle Theft</td>
<td>18</td>
<td>17</td>
<td>54</td>
<td>52</td>
<td>325</td>
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<tr>
<td>Robbery</td>
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<td>4</td>
<td>14</td>
<td>13</td>
<td>107</td>
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<tr>
<td>Stolen Property</td>
<td>5</td>
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<td>15</td>
<td>5</td>
<td>82</td>
<td>76</td>
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<tr>
<td>Drug/Narcotic</td>
<td>17</td>
<td>6</td>
<td>58</td>
<td>13</td>
<td>305</td>
<td>172</td>
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<tr>
<td>Pornography/Obscene Material</td>
<td>6</td>
<td>4</td>
<td>34</td>
<td>5</td>
<td>201</td>
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<tr>
<td>Prostitution</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapon Law Violations</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>13</td>
<td>2</td>
</tr>
<tr>
<td>Sector Totals</td>
<td>135</td>
<td>95</td>
<td>590</td>
<td>475</td>
<td>4596</td>
<td>3944</td>
</tr>
</tbody>
</table>

Last 7 Days

Notes:
- There was 1 Homicide offense during the last 7 days.
- 61.1% (11/18) of the Assaults were coded Simple Assault.
- There were 11 DV-related offenses.
- 72.7% (8/11) of the DV-related offenses were Persons.
- 44.4% (8/18) of the Assaults were DV-related.
- DV-related Offenses: 15 \( \geq \) 11
- There were 3 Gang-Related offense(s) during the last 7 days.
- Theft from Motor Vehicle: 13 \( \geq \) 8

Top 5 Locations - Compared to last year
- 8820 S Hosmer St: 0 \( \geq \) 5
- 2102 S 96th St: 0 \( \geq \) 4
- 9 Locations with 2

Top 5 Offense Locations - Compared to last year
- Street/Right Of Way: 37 \( \geq \) 21
- Single Family Residence: 19 \( \geq \) 20
- Parking Lot: 13 \( \geq \) 14
- Sporting Goods Store: 5 \( \geq \) 9
- Driveway: 9 \( \geq \) 6

Please note that 2020 is a leap year.
Notice is hereby given that a special meeting of the Tacoma Public Utility Board will be held on
Wednesday, August 26, 2020 at 3:00 p.m.

*To comply with Governor Inslee’s Proclamation 20-28, this meeting will not be conducted in-
person and will have telephonic and virtual access for the public to attend.

Attendance and public comment for this meeting will be done virtually through Zoom at
www.zoom.us/j/91309700411 or telephonically by dialing (253) 215-8782 and entering the
meeting ID 913 0970 0411. This meeting will be broadcast on TV Tacoma and also live
streamed.

Written comments submitted to the Public Utility Board at utilityboard@cityoftacoma.org will be
provided to the Board before the meeting if the comments are received by 2:00 p.m.

Call to Order

Roll Call

A. Approve Minutes of Previous Meetings

B. Comments by the Public

D. Regular Agenda

D-1 Resolution U-11187—Award contracts and approve purchases:
1. Award three-year contract to Stella-Jones Corporation for the purchase of treated wood
poles on an as-needed basis ($2,476,823.88, plus applicable taxes, with the option to
renew for two one-year periods for a projected contract amount of $4,285,000) [Joe
Parris, T&D Contract Program Manager];
2. Award two-year contract to Tribus Services, Inc., for Advanced Metering Infrastructure
electric and water meter installations and associated work ($14,883,573, plus applicable
taxes, with the option to renew for one additional year) [Pat Bacon, Sr. Project Mgr];
3. Increase contract to Open Systems International, Inc., for implementation of the Energy
Management System software components required to participate in the Western
Energy Imbalance Market as an additional scope of the system software upgrade
($172,200. Cumulative total $666,140, plus applicable taxes) [Terry Gifford, Assistant
Power Section Manager];
4. Award ten-year contract to Zayo Group, LLC, for dark fiber indefeasible rights of use
and monthly maintenance to meet increased demand for bandwidth and data
connectivity at Tacoma Power’s Cushman and Cowlitz generation sites ($727,918 plus
applicable taxes) [John Zwosta, Power Engineer].
Departmental

D-2 Resolution U-11188 - Authorize execution of a letter of agreement as negotiated with the Washington State Council of County and City Employees, Local 120, regarding the pay range for the classification of Senior Buyer, effective January 1, 2020 [Dylan Carlson, Sr. Labor Relations Manager].

D-3 Resolution U-11189 - Authorize execution of a letter of agreement as negotiated with the Professional & Technical Employees Union, Local 17, regarding the voluntary recognition of a classification to be titled Engineering Instrumentation Technician, Senior [Dylan Carlson, Sr. Labor Relations Manager]. To Council 9/15/2020

D-4 Resolution U-11190 - Adopt the proposed Advanced Metering Infrastructure Customer-Side Repair Policy to make specific customer-owned infrastructure repairs in support of the Advanced Metering Project [Matt Hubbard, Power Engineer].

Tacoma Water

D-5 Resolution U-11191 - Authorize Tacoma Water to execute a 20-year franchise agreement with the City of Black Diamond for the operation of water facilities within the City of Black Diamond right of way [Jesse Angel, Utility Service Specialist].

H. Reports of the Director
   • Update on the status and impact of the COVID-19 virus and TPU's response to the emergency declaration.
   • May 2020 Financials for Power, Water, Rail, Fleet, Self-Insurance Fund (written only)
   • Energy Risk Management Quarterly Report (written only)
   • Budget and Rates Outreach and Communications
   • Customer Service Proposed Budget Review
   • Tacoma Power 2021-2022 Revenue Requirement and Update to Rate Proposals
   • Board Discussion on Strategic Directive 13 (Customer Service)
   • Board Discussion on Strategic Directive 14 (Resource Planning)
   • General Updates

I. Comments of the Board

J. Adjournment
<table>
<thead>
<tr>
<th>Specification</th>
<th>Description</th>
<th>Awardee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PW20-0153F</td>
<td>Citywide School Zone Beacon Project</td>
<td>Colvico Inc.</td>
<td>$509,195.03, plus a 20 percent contingency, for a cumulative total of $611,034.04, plus applicable sales tax</td>
</tr>
<tr>
<td>ES20-0086F</td>
<td>Solid Waste Management Compressed Natural Gas (CNG) Fueling Station Upgrade</td>
<td>General Mechanical, Inc.</td>
<td>$2,700,293.01, plus a 20 percent contingency, for a projected contract total of $3,240,351.61, plus applicable sales tax</td>
</tr>
<tr>
<td>CW2227568</td>
<td>Response to COVID-19, Food Distribution Direct Negotiation Waiver</td>
<td>Emergency Food Network</td>
<td>Increase contract by $800,000, plus any applicable taxes, for a cumulative total of $905,000</td>
</tr>
</tbody>
</table>
City Manager Action Memorandum

TO: Elizabeth A. Pauli, City Manager
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer
Darius Thompson, Project Manager, Public Works Engineering
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Tina Eide, Finance/Purchasing
SUBJECT: Citywide School Zone Beacon Project Request for Bids Specification No. PW20-0153F
DATE: August 12, 2020

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

RECOMMENDATION SUMMARY:
The Public Works Department recommends a contract be awarded to Colvico Inc, Spokane, WA, in the amount of $509,195.03, plus a 20 percent contingency, for a cumulative total of $611,034.04, plus applicable sales tax, budgeted from the Transportation Capital Fund 1060, for the purchase and installation of school zone warning beacons.

STRATEGIC POLICY PRIORITY:
- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage thriving residents with abundant opportunities for life-long learning.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

The project will improve roadway safety in school zones through the installation of warning beacons designed to remind motorists to be mindful of students and to slow down.

BACKGROUND:
As the number of buses and parents driving their children to school increases, so does the amount of traffic around schools. To create a safe environment for the students and to support the City’s efforts to complete a comprehensive Safe Routes to School Plan, the warning beacons will emphasize the requirement to reduce vehicle speeds to 20 miles per hour.

ISSUE: The project will purchase and install school zone warning beacons at Annie Wright Elementary, Browns Point Elementary, Bryant Elementary, Crescent Heights Elementary, Faith Lutheran Elementary, Mann Elementary, Sherman Elementary, Stanley Elementary, Stewart Middle School and First Creek Middle School.

ALTERNATIVES:
The alternative is to continue regulating school zones with the existing warning signs. This would not support the City’s effort to complete a comprehensive Safe Routes to School Plan.
COMPETITIVE SOLICITATION:
Request for Bids Specification No. PW20-0153F was opened July 7, 2020. No companies were invited to bid in addition to normal advertising of the project. Five submittals were received.

Colvico Inc submitted a bid that resulted in the lowest evaluated submittal after consideration of Equity in Contracting (EiC) participation goals. The table below reflects the amount of the base award.

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Location (city and state)</th>
<th>Submittal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colvico Inc</td>
<td>Spokane, WA</td>
<td>$509,195.03</td>
</tr>
<tr>
<td>Northeast Electric LLC</td>
<td>Woodland, WA</td>
<td>$605,945.00</td>
</tr>
<tr>
<td>Transportation Systems Inc</td>
<td>Sumner, WA</td>
<td>$707,700.00</td>
</tr>
<tr>
<td>Totem Electric of Tacoma Inc</td>
<td>Tacoma, WA</td>
<td>$935,558.00</td>
</tr>
<tr>
<td>Northwest Cascade Inc</td>
<td>Puyallup, WA</td>
<td>$1,198,000.00</td>
</tr>
</tbody>
</table>

Pre-bid Estimate: $451,495.00
The recommended award is 12 percent above the pre-bid estimate.
Based on the estimated 65 working days staff believes this project will result in 520 labor hours.

CONTRACT HISTORY: New contract

SUSTAINABILITY: The project will improve access to Middle Schools and Elementary Schools, improve the City's infrastructure and the safety of residents by providing enhanced pedestrian crossings in school zone areas.

EIC/LEAP COMPLIANCE: The recommended contractor is in compliance with the EIC regulation requirements per memorandum dated August 5, 2020. The EIC requirements for this project are (MBE 13%, WBE 8% and SBE 18%). The EIC utilization levels of the recommended contractor, Colvico Inc, are (MBE 12.96%, WBE 27.69%, and SBE 18.85%). The Local Employment and Apprenticeship Training Program (LEAP) requirements are Local Employment Goal of 15% and Apprentice Utilization Goal of 15%.

FISCAL IMPACT:

<table>
<thead>
<tr>
<th>FUND NUMBER &amp; FUND NAME</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>1060-PRGM (PW Street Programs)</td>
<td>PWK-00715-03-03</td>
<td>5330100</td>
<td>$611,034.04</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>Up to $611,034.04</td>
</tr>
</tbody>
</table>

Revised: 07/29/2020
**City Manager Action Memorandum**

**City of Tacoma**

**REVENUES:**

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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<tbody>
<tr>
<td>Streets Initiative Revenues</td>
<td>663020</td>
<td>Various</td>
<td>$611,034.04</td>
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</tbody>
</table>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** $611,034.04

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** N/A

**APPROVED**

Elizabeth A. Pauli, City Manager

Revised: 07/29/2020
City Manager Action Memorandum

TO: Elizabeth A. Pauli, City Manager
FROM: Michael P. Slevin III, P.E., Director, Environmental Services
       John Burk, P.E., Division Manager, Science and Engineering
COPY: City Manager, City Council, City Clerk, LEAP Coordinator, Jody Bratton, P.E., Senior Project Manager, and Samol Hefley, Finance/Purchasing
SUBJECT: Solid Waste Management Compressed Natural Gas (CNG) Fueling Station Upgrade - Request for Bids - Specification No. ES20-0086F
DATE: August 7, 2020

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

RECOMMENDATION SUMMARY:
The Environmental Services Department recommends a contract be awarded to General Mechanical Inc., Tacoma, WA, in the amount of $2,700,293.01, plus a 20 percent contingency, for a projected contract total of $3,240,351.61, plus applicable sales tax, budgeted from the ES Solid Waste Fund 4200, for improvements to the Compressed Natural Gas (CNG) Fueling Station to fuel CNG collection system fleet at the Tacoma Recovery and Transfer Center.

STRATEGIC POLICY PRIORITY:
- Assure outstanding stewardship of the natural and built environment.

Solid Waste Management's (SWM) CNG Fueling Station Upgrade will create facilities to allow for the fueling of the Environmental Services Department (ESD) conversion of SWM's collection system fleet from diesel fuel to CNG. Doing so will create an environmental benefit by reducing greenhouse gas emissions and supporting the use of renewable fuels for transportation purposes.

BACKGROUND:
In accordance with the 2008 Climate Action Plan and the 2016 Environmental Action Plan, the City has committed to reducing its fossil fuel consumption by 15 percent by 2020 compared to 2014 usage. In 2015, the ESD commenced conversion of its diesel-powered collection system fleet to CNG and built a CNG fueling station at the Tacoma Recovery and Transfer Center. The initial CNG fueling facility was built to support up to 25 collection system trucks. Over the past several years, the ESD has continued to convert its collection system fleet and plans to achieve full conversion by end of 2024. The CNG-fueled collection system fleet, when fully converted, will have 75 trucks.

The project includes installation of site improvements to support the City supplied CNG fueling equipment, generator and automatic transfer switch equipment. The project will construct concrete pads, concrete raceways for new fuel pipe, tubing and electrical wiring, and will build a new fueling station with a metal building canopy and fuel management system. In addition, the project construction will provide for improved lighting for fleet, on-site operations, the container maintenance facility and the removal of power poles in the vicinity of the project.
ISSUE: The existing CNG fuel station does not have capacity for the existing and expanded fleet of CNG fueled vehicles. The upgrades are necessary to ensure the collection system fleet can be fueled to provide solid waste collection and disposal services for our citizens. These improvements are paramount to the continuity of operations of the fleet. A failure in proper facilities to fuel our vehicles could result in negative impacts to public health and safety.

ALTERNATIVES: An alternative to the project is to return to use of the diesel-fueled vehicle fleet. This alternative could result in greenhouse gas emissions and will not provide the benefits we are seeking to reduce fossil fuel dependence and decrease these greenhouse gas emissions.

COMPETITIVE SOLICITATION: Request for Bids Specification ES20-0086F was opened on July 28, 2020. Five companies with expertise in CNG equipment and fueling were invited to bid and the project was advertised using the normal outlets. Two bid submittals were received. The low bidder, General Mechanical Inc., met the Equity in Contracting (EIC) regulations and is being recommended for award.

General Mechanical Inc. submitted a bid that resulted in the lowest evaluated submittal after consideration of EIC participation goals. The table below reflects the amount of the base award.

<table>
<thead>
<tr>
<th>Respondent</th>
<th>Location (city and state)</th>
<th>Submittal Amount</th>
<th>Evaluated Submittal</th>
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<tbody>
<tr>
<td>General Mechanical Inc.</td>
<td>Tacoma, WA</td>
<td>$2,700,295.01</td>
<td>$2,700,295.01</td>
</tr>
<tr>
<td>JH Kelly LLC</td>
<td>Longview, WA</td>
<td>$4,927,110.00</td>
<td>$4,927,110.00</td>
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</table>

Pre-bid Estimate: $3,476,000
The recommended award is approximately 22 percent below the pre-bid estimate.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: CNG-fueled vehicles emit up to 20 percent less greenhouse gas compared to traditional diesel fuel and result in a smaller carbon footprint, leaving a better Tacoma now and for future generations.

EIC/LEAP COMPLIANCE: The recommended Contractor is in compliance with the new Equity In Contracting Regulations requirements per memorandum dated July 30, 2020. General Mechanical Inc. met the utilization requirements. General Mechanical Inc. submitted the lowest evaluated bid per EIC regulations requirements. The Local Employment and Apprenticeship Training Program (LEAP) goal is 15 percent.
FISCAL IMPACT:

EXPENDITURES:

<table>
<thead>
<tr>
<th>FUND NUMBER &amp; FUND NAME</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4200 - ES Solid Waste Fund</td>
<td>ENV-02009-12-04</td>
<td>5330100</td>
<td>$3,240,351.61</td>
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<tr>
<td>TOTAL</td>
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<td>$3,240,351.61</td>
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REVENUES:

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<th>FUNDING SOURCE</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>4200 - ES Solid Waste Fund</td>
<td>512000</td>
<td>Various Rates</td>
<td>$3,240,351.61</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$3,240,351.61</td>
</tr>
</tbody>
</table>

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $3,240,351.61, plus applicable sales tax

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

APPROVED

Elizabeth A. Pauli, City Manager (or designee)
City of Tacoma

City Manager Action Memorandum

TO: Elizabeth Pauli, City Manager
FROM: Linda Stewart, Director, Neighborhood and Community Services
Vicky McLaurin, Program Manager, Neighborhood and Community Services
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Jessica, Finance/Purchasing, Ryan Foster, Senior Buyer.
SUBJECT: Response to COVID-19, Food Distribution Direct Negotiation Waiver, Emergency Food Network, Contract No CW2227568
DATE: August 5, 2020

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or designee.

RECOMMENDATION SUMMARY:
Neighborhood and Community Services Department requests approval to increase [CW2227568], to Emergency Food Network (EFN), Lakewood, Washington, by $800,000, plus any applicable taxes, for the one-time use of Department of Commerce, Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") to meet the increased needs of food insecurity due to the COVID-19 pandemic. This increase will bring the contract to a cumulative total of $905,000, plus any applicable taxes.

STRATEGIC POLICY PRIORITY:
• Strengthen and support a safe city with healthy residents.
• Ensure all Tacoma residents are valued and have access to resources to meet their needs.

BACKGROUND:
As a result of COVID-19, there is a 60% increase in the number of people turning to food banks, compared to the same time last year (Kam, 2020). EFN distributes food, funding, and essential items to local food banks within the City of Tacoma. EFN provides support to 67 food banks, hot meal sites, and shelters in Tacoma and Pierce County.

Using the one-time Department of Commerce CARES Act Funding EFN will:
• Distribute funds to 25 food pantry partners in Tacoma.
• CARES ACT Funding will be used by subcontractor sites to cover:
  o Staff hours
  o Food purchases
  o Equipment rentals
  o Increase and sustain capacity as a result of a 60% volunteer reduction
• Develop culturally specific partnerships with groups from underserved communities.
• Increase their general operating expenses.
City of Tacoma

- Maintain and increase efforts to meet the growing food needs in response to the pandemic.
- Purchase culturally relevant foods.

CARES Act Funds must be spent by October 31, 2020

ISSUE: As a result of the COVID 19 Pandemic and high unemployment numbers, food bank utilization has increased in Tacoma and throughout the United States. An unprecedented number of families are seeking food bank support, many of who have never accessed these services before. EFN estimates that August 2020 will be the highest peak of food bank utilization in the United States based on expert opinion. CARES Act funding will allow food banks to build capacity and purchase more food to meet the growing demands of food insecurity needs within the City of Tacoma.

ALTERNATIVES: If this request is not approved, available CARES Act Funding will need to be allocated elsewhere. (Due to the expedited timeline for spend down of the CARES Act Funding, analyzing other priority needs and contracting with an organization capable of expending the funding within the timeline will likely mean that all of most of the funds will go unspent.)

COMPETITIVE SOLICITATION:
The Emergency Food Networks contract was originally awarded through Direct Negotiation Waiver in December 2018 for the 2019-2020 Biennium. Funding was offered to Emergency Food Network based on their ability to support the structure of food bank services located in Tacoma.

SUSTAINABILITY: Not applicable

EIC/LEAP COMPLIANCE: Not applicable

FISCAL IMPACT:

EXPENDITURES:

<table>
<thead>
<tr>
<th>FUND NUMBER &amp; FUND NAME</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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<tr>
<td>0010 General Fund – NCS</td>
<td>91150/90017141</td>
<td>5330100</td>
<td>$800,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$800,000</strong></td>
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</tbody>
</table>

* General Fund: Include Department
City of Tacoma

**REVENUES:**

<table>
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<tr>
<th>FUNDING SOURCE</th>
<th>COST OBJECT (CC/WBS/ORDER)</th>
<th>COST ELEMENT</th>
<th>TOTAL AMOUNT</th>
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<tbody>
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<td>CARES Act Funding-Fund 0010 General Fund-NCS</td>
<td>91150/90017141</td>
<td>4341000</td>
<td>$800,000</td>
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<tr>
<td>TOTAL</td>
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<td></td>
</tr>
</tbody>
</table>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** $800,000

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** No

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**
Department of Commerce, Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") Funding

**APPROVED**

City Manager (or delegee)

Revised: 07/29/2020
TO:          Elizabeth Pauli, City Manager
FROM:       Peter Huffman, Director, Planning and Development Services
SUBJECT:    Land Use Public Noticing, SeaPort Sound Terminal Project (LU20-0107)
DATE:       August 18, 2020

Please see the information below regarding the public notice for LU20-0107 – SeaPort Sound Terminal Plant Modernization, Shoreline Substantial Development Permit and SEPA Environmental Review.

BACKGROUND:
The SeaPort Sound Terminal has applied for a Shoreline Substantial Development Permit and SEPA Environmental Review to demolish the refining equipment on the site and replace with additional bulk fuel storage tanks. The purpose of the project is to replace aging refinery infrastructure with new storage tanks, piping, and associated equipment; and safety and environmental protection measures, including upgraded wastewater treatment systems to meet functional, operational, and environmental needs at the terminal. The project also includes replacing existing stormwater infrastructure that handles off-site stormwater that is outside of the purview of this facility’s NPDES permit.

The proposal is an allowed use in the S-10 Shoreline District – Port Industrial and the M-2 Heavy Industrial District, as an expansion of an existing permitted use, per the Interim Use Regulations of TMC 13.06.080.G (Ord. 28470). A shoreline substantial development permit is required because portions of the project are within the S-10. SEPA environmental review is required because the capacity of the tanks exceeds the 60,000 gallon threshold for SEPA exemption.

Per the public noticing requirements of TMC 13.05.070.I, Interim Expanded Notification for Heavy Industrial Projects, notice was required to be sent to all property owners and residents within 2500 feet of the Port of Tacoma Manufacture/Industrial Center.

ISSUE:
Multiple errors and technical difficulties with the public noticing resulted in several interested parties not receiving the notice. The issues encountered and the resolution of those issues are as follows:

1. The postcard public notice was only sent to the addresses within the Port of Tacoma Manufacture/Industrial Center and not to addresses within 2500 feet of the area. This was a communication/follow-up error, and the noticing requirements of the TMC were not met.

   Resolution:

   PDS has scheduled another public meeting for September 10, 2020 and public notice period beginning August 20, 2020, with a second, correct, public notice.

   a. Communication with staff generating the mailing list and completing the postcard mailing has been corrected and verified to be the correct methodology.

   b. Land Use Staff (those ultimately responsible for ensuring the TMC requirements are met) have been instructed to review the address map and address list and confirm accuracy before the mailing.

2. There was a change in the URL for the DART (GIS) map and how it communicates with the permitting system (Accela), so the link between the notices and Accela was broken. As a result, (a) the email usually sent out to people who subscribe to land use notices was not sent and (b) the
map to which we refer people on the postcard was not updating correctly and links to the permit documents were not available through that path.

Resolution:

The broken link between GIS and Accela was corrected as soon as the problem was identified. The email listserve has also been repaired and the notice email has recommenced, sending out any public notice within the past two weeks. In addition:

a. PDS Land Use has changed the email and postcard language to provide additional routes to access the documents;

b. PDS has updated the introductory language on the tacomapermits.org public notice page to provide clearer instructions; and

c. Staff contacts are always provided and staff are always available to assist, including direct email or mail of documents, or providing documents in an alternative format.

Please contact Jana Magoon, Planning Manager, at 253-882-9713 or imagoon@cityoftacoma.org with questions.
### MEETINGS FOR THE WEEK OF
### AUGUST 24, 2020 THROUGH AUGUST 28, 2020

<table>
<thead>
<tr>
<th>TIME</th>
<th>MEETING</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY, AUGUST 24, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Local Improvement District Meeting *</td>
<td>Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a></td>
</tr>
<tr>
<td>5:30 PM</td>
<td>Bicycle &amp; Pedestrian Technical Advisory Group</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/91672262812">https://zoom.us/j/91672262812</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting ID: 916 7226 2812    Passcode: 762319</td>
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<td>5:30 PM</td>
<td>Commission on Immigrant and Refugee Affairs</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/97327575553">https://zoom.us/j/97327575553</a></td>
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<td>Meeting ID: 973 2757 5553    Passcode: 712464</td>
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<tr>
<td>6:00 PM</td>
<td>Citizen Commission on Elected Salaries – SPECIAL MEETING</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/87538966234">https://zoom.us/j/87538966234</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting ID: 875 3896 6234    Passcode: CCES</td>
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<tr>
<td>6:00 PM</td>
<td>Metro Parks Tacoma Board of Commissioners</td>
<td>Please visit <a href="https://metroparkstacoma.org">https://metroparkstacoma.org</a></td>
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<tr>
<td><strong>TUESDAY, AUGUST 25, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Hearing Examiner's Hearing *</td>
<td>Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a></td>
</tr>
<tr>
<td>10:00 AM</td>
<td>Economic Development Committee</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/86824127684">https://zoom.us/j/86824127684</a></td>
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<td></td>
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<tr>
<td>11:00 AM</td>
<td>Bid Opening</td>
<td>Please visit <a href="http://www.tacomapurchasing.org">http://www.tacomapurchasing.org</a></td>
</tr>
<tr>
<td></td>
<td>City Council Study Session</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/84809438889">https://zoom.us/j/84809438889</a></td>
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<tr>
<td></td>
<td></td>
<td>Meeting ID: 848 0943 8889    Passcode:</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>City Council Meeting</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/89027150863">https://zoom.us/j/89027150863</a></td>
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<tr>
<td></td>
<td></td>
<td>Meeting ID: 890 2715 0863    Passcode:</td>
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<td><strong>WEDNESDAY, AUGUST 26, 2020</strong></td>
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<tr>
<td>3:00 PM</td>
<td>Public Utility Board Study Session - CANCELLED</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/91309700411">https://zoom.us/j/91309700411</a></td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Public Utility Board – SPECIAL MEETING</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/86227234162">https://zoom.us/j/86227234162</a></td>
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<tr>
<td></td>
<td></td>
<td>Meeting ID: 862 2723 4162    Passcode: 614650</td>
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<td>4:30 PM</td>
<td>Infrastructure, Planning and Sustainability Committee – SPECIAL MEETING</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/6267029359">https://zoom.us/j/6267029359</a></td>
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<tr>
<td></td>
<td></td>
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<td>4:45 PM</td>
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</tr>
<tr>
<td>5:00 PM</td>
<td>Metro Parks Tacoma Board of Commissioners – Capital Improvement Committee</td>
<td>Please visit <a href="https://metroparkstacoma.org">https://metroparkstacoma.org</a></td>
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<tr>
<td>5:30 PM</td>
<td>Landmarks Preservation Commission</td>
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<tr>
<td></td>
<td></td>
<td>Meeting ID: 854 7250 7424    Passcode:</td>
</tr>
<tr>
<td>6:30 PM</td>
<td>Public Utility Board Meeting - CANCELLED</td>
<td></td>
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<td><strong>THURSDAY, AUGUST 27, 2020</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30 AM</td>
<td>Tacoma Community Redevelopment Authority Board</td>
<td>Please contact Danai Mangum at <a href="mailto:DMangum2@cityoftacoma.org">DMangum2@cityoftacoma.org</a></td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Hearing Examiner’s Hearing *</td>
<td>Please visit <a href="https://cityoftacoma.org/hearingexaminer">https://cityoftacoma.org/hearingexaminer</a></td>
</tr>
<tr>
<td>10:30 AM</td>
<td>Economic Development Committee – SPECIAL MEETING</td>
<td>Join Zoom Meeting at: <a href="https://zoom.us/j/84403310094">https://zoom.us/j/84403310094</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting ID: 844 0331 0094    Passcode: 982466</td>
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<tr>
<td>1:00 PM</td>
<td>Deferred Compensation Administrative Committee</td>
<td>Please contact Diane Peterson at <a href="mailto:DPeterson@cityoftacoma.org">DPeterson@cityoftacoma.org</a></td>
</tr>
<tr>
<td>4:30 PM</td>
<td>Community Vitality and Safety Committee – CANCELLED</td>
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</tr>
<tr>
<td>5:00 PM</td>
<td>Land Use Public Meeting *** - CANCELLED</td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Community Council Meeting - CANCELLED</td>
<td></td>
</tr>
</tbody>
</table>
Meeting sites are accessible to people with disabilities. People with disabilities requiring special accommodations should contact the appropriate department(s) 48 hours prior to the meeting time.

* Hearing Examiner’s Hearings and Local Improvement District Meetings meet on an as-needed basis. Please contact the Hearing Examiner’s Office at (253) 591-5195 to confirm whether a meeting will be held this week. Hearings may be held at various times throughout the day.
June 15, 2020

The Honorable Mayor and City Council
City of Tacoma
747 Market Street, Suite 1200
Tacoma, WA 98402

RE: Transit-Oriented Development Advisory Group – Progress Report No. 1

Honorable Mayor Woodards and Members of the City Council,

On behalf of the Tacoma Transit-Oriented Development Advisory Group (TODAG), we are submitting our Progress Report No. 1 (attached). This document summarizes and outlines our progress to date and in particular relays our thoughts and recommendations concerning the Tacoma Dome Link Extension (TDLE) project to Sound Transit in a timely manner, as the project is quickly moving into the Draft Environmental Impact Statement (DEIS) process.

The TODAG is a broad-based advisory group established by the City Council on April 16, 2019, per Resolution No. 40303, to review and make recommendations on the various projects impacting regional and local public transportation facilities in neighborhoods and business districts where transit-oriented development (TOD) opportunities are transpiring. We are currently tasked to review three projects, i.e., the TDLE, the Pierce Transit Pacific Avenue Bus Rapid Transit (BRT) project, and the City’s pending Puyallup Avenue design project.

Since our first monthly meeting in August 2019, we have been focusing our reviews and deliberations on the TDLE project, for reasons stated in the opening paragraph. Our monthly meeting agendas have consisted of detailed evaluation, presentation and discussion with various organizations, case study analysis, and review and analysis of existing relevant reports and documents. We also conducted a walking tour and on-site discussion of the Tacoma Dome Station Area in February 2020.

To guide our review and assessment of the TDLE project, we developed the following Design Principles, which are based on Sound Transit’s Guiding Principles while providing an clearer emphasis on local social, cultural and equity considerations:

1. Multimodal Connectivity
2. Economic Development Opportunities
3. Placemaking/Urban Form
4. Social + Cultural Impacts
5. Community Benefit

As detailed in the attached Progress Report No. 1, we offer the following preliminary recommendations:

A. Design Principles – The above mentioned five Design Principles, along with the respective subsets of criteria, have proven to be a very practical and effective tool that guided us through the review of the TDLE project. We will continue to apply these principles for the review of other TOD related projects. We recommend that Sound Transit incorporate the five Design Principles into the TDLE’s EIS process.

B. Tacoma Dome Station Area – For the Tacoma Dome Station area, we recommend that the “Close-to-Sounder” alignment and station option be the Preferred Alternative. We believe it exemplifies the optimal realization of the five Design Principles and represents a consensus of our group’s deliberations. Conditions exist with this recommendation, as it will involve air-rights...
considerations over existing private property or possibly the acquisition of the Freighthouse Square site. Either way this will require the development of public/private partnerships and development agreements. Critical to this option will be the development of interlocal agreements between Sound Transit and the City of Tacoma to ensure that the areas between East 'G' Street and East 'D' Street under the elevated tracts and station above, will be developed with retail and other pedestrian-oriented uses at street-level along the East 25th Street frontage, with possible mixed-use office/housing uses above.

C. East Tacoma Station Area – For the East Tacoma Station area, we defer our recommendation at this time, since we feel further study and engagement with the Puyallup Tribe and WSDOT are required for making a sound recommendation. We expect to formulate our recommendations for this station area in a subsequent Progress Report No. 2 in the near future.

D. Future Considerations – As we continue to stay engaged in the TDLE and other significant projects, we recommend that the Puyallup Tribe and WSDOT be invited to actively participate in our dialogue and review process, especially at the East Tacoma Station Area. We also recommend that the City of Tacoma build on this unique opportunity and advance TOD in these areas by pursuing and updating effective planning and development activities, such as but not limited to: subarea master planning, massing analysis, connectivity and accessibility analysis, integration of transportation and land use, parking studies, public/private partnership strategies, and capital improvement program and financing strategies.

This Progress Report No. 1 is being forwarded to the City’s Transportation Commission, as Resolution No. 40303 requires that “proposals by the TODAG will be forwarded to and reviewed by the City’s Transportation Commission, for concurrence with adopted transportation and land use plans and policies.” We are hereby respectfully soliciting the Commission’s feedback on the report. We are confident that our thoughts and recommendations are consistent with all TOD-related policies of the One Tacoma Comprehensive Plan.

This Progress Report No. 1 is also being forwarded to Sound Transit’s project development director for the TDLE. We hereby request that this report be incorporated into the DEIS process as part of the public comments. We also acknowledge and appreciate that Sound Transit has been well represented in our monthly meetings and deliberations.

We appreciate the opportunity to reflect the community vision and the values of Tacoma on this important project through the collective expertise, knowledge, talents and passion of the TODAG membership. We are optimistic for a great future for the Dome District and the East Tacoma area. If you have any questions about this submittal, please contact TODAG’s staff liaison, Brian Boudet, Planning Manager, Planning and Development Services Department, at (253) 573-2389 or bboudet@cityoftacoma.org.

Respectfully,

Imad H. Bahbah, RA, SARA
Chair of TODAG

Enclosure: TODAG Progress Report No. 1, May 2020

c. Elizabeth Pauli, City Manager
Brian Boudet, Planning Manager, Planning and Development Services Department
Tacoma Planning Commission
Tacoma Transportation Commission
Curvie Hawkins Jr., TDLE Project Development Director, Sound Transit
A. Executive Summary

About This Report

This Progress Report No. 1 summarizes and outlines the accomplishments to date and the next steps of the Tacoma Transit-Oriented Development Advisory Group (TODAG). In particular, the report delivers the TODAG’s current thoughts and recommendations concerning Sound Transit’s Tacoma Dome Link Extension (TDLE) project, which is moving into the Draft Environmental Impact Statement (DEIS) phase. This report includes the following sections:

A. Executive Summary
B. Evaluation Methodology
C. Sites Under Consideration
D. Recommendations
E. Next Steps
F. Membership

Establishment of TODAG

The TODAG is a broad-based advisory group established by the City Council on April 16, 2019, per Resolution No. 40303, to review and make recommendations on the various projects impacting regional and local public transportation facilities in neighborhoods and business districts where TOD opportunities are transpiring. The TODAG is currently tasked to review three projects, i.e., the TDLE, the Pierce Transit Pacific Avenue Bus Rapid Transit (BRT) project, and the City of Tacoma’s Puyallup Avenue design project. The TODAG’s website, which includes membership information and meeting agenda, presentations, and notes, is: www.cityoftacoma.org/TODAdvisoryGroup.

Evaluation Methodology and Design Principles

The TODAG has been meeting monthly since August 2019 (up until March when meetings were temporarily placed on-hold due to the COVID-19 pandemic) and focusing our reviews and deliberations on the TDLE project. Our monthly meeting agendas have consisted of detailed evaluation, presentation and discussion with various organizations, case study analysis, and review and analysis of existing relevant reports and documents. We conducted a walking tour and on-site discussion of the Tacoma Dome Station Area in February 2020.

We developed five Design Principles along with review criteria to guide our review and assessment of the TDLE project. These principles and criteria have proven to be a very practical and effective tool, which we will continue to apply for the review of other TOD-related projects. The five design principles are:

(1) Multimodal Connectivity
(2) Economic Development Opportunities
(3) Placemaking/Urban Form
Recommendations

The TODAG offers the following recommendations concerning the TDLE project:

1. **Design Principles:**
   We recommend that Sound Transit incorporate the above-mentioned five Design Principles into the TDLE’s DEIS process.

2. **Tacoma Dome Station Area:**
   For the Tacoma Dome Station area, we recommend that the “Close-to-Sounder” alignment and station option be the Preferred Alternative. We believe it exemplifies the optimal realization of the five Design Principles and represents a consensus of our group’s deliberations. Conditions exist within this recommendation, which can be found in the body of this report. At the same time, the other 3 station locations have been identified as adding negative attributes to the neighborhood. See the body of this report for details.

3. **East Tacoma Station Area:**
   For the East Tacoma Station area, we defer our recommendation at this time, since we feel further study and engagement with the Puyallup Tribe and WSDOT are required for making a sound recommendation. We also recognize that the two design alternatives still under consideration are fairly similar.

4. **Future Considerations:**
   We recommend that the Puyallup Tribe and WSDOT be invited to actively participate in our dialogue and review process, especially at the East Tacoma Station Area.
   
   We also recommend that the City of Tacoma build on the opportunities in both station areas by continuing to pursue effective planning and development activities and implementation strategies.

We appreciate the opportunity to reflect the community vision and the values of Tacoma on this important project through the collective expertise, knowledge, talents and passion of the TODAG membership. We are optimistic for a great future for the Dome District and the East Tacoma area.

This report is prepared and submitted by Imad Bahbah, Chair, and Donald Erickson, Vice-Chair, as entrusted by the TODAG membership and with technical assistance provided by staff of the City’s Planning and Development Services Department.
B. Evaluation Methodology

Governance and Guidance

1. The Tacoma Transit-Oriented Development Advisory Group (TODAG) is a broad-based advisory group established by the City Council to review and make recommendations on the various projects impacting regional and local public transportation facilities in neighborhoods and business districts where TOD opportunities are transpiring.  
   (City Council Resolution No. 40303, April 16, 2019, establishing TODAG)

2. The TODAG is tasked to review three major projects: the Sound Transit Tacoma Dome Link Extension (TDLE), the Pierce Transit Pacific Avenue Bus Rapid Transit (BRT) project, and the City’s pending Puyallup Avenue design project.  
   (City Council Resolution No. 40303, April 16, 2019, establishing TODAG)

3. The TODAG is to provide a multiparty venue for the discussion of the project details from the TDLE and the BRT, somewhat comparable to the earlier Amtrak Station Design Citizen Advisory Committee that helped make recommendations about design considerations, routing, and how to leverage the transit to promote TOD in the Dome District.  
   (Comment by Councilmember Robert Thoms, District 2, August 19, 2019)

4. Having additional citizen input into the design of these major transit projects is very useful, which could help shape future transportation funding decisions.  
   (Comment by State Representative Jake Fey, Transportation Committee Chair, August 19, 2019)

5. For the TDLE to truly function as a catalyst for transit-oriented development, the system, and particularly the stations, must be developed as "development-oriented transit" – a system designed to maximize the opportunities for dense development and limit the impacts to the function of the urban environment, particularly in well-established, high-intensity, mixed-use urban areas and neighborhoods such as the Dome District of Tacoma’s Downtown Regional Growth Center.  
   (Part of City Council’s comments on the EIS Scoping for TDLE, Resolution No. 40346, June 11, 2019)

Leadership and Administration

The TODAG meets on the 3rd Monday of each month, at 4:00 p.m., and has met on the following dates: August 19, September 16, October 21, November 18, and December 16 of 2019, and January 27 and February 24 of 2020. The scheduled meetings in March, April and May 2020 were canceled due to the COVID-19 pandemic.

The TODAG elected Imad Bahbah as the Chair and Donald Erickson as the Vic-Chair at the meeting on January 27, 2020. In the absence of a presiding officer, all meetings in 2019 were facilitated by Keith Walzak, VIA Architecture. Staffing support has been provided by the City’s Planning and Development Services Department.

Agendas, notes and review materials associated with these meetings are posted on the TODAG’s website at www.cityoftacoma.org/TODAdvisoryGroup.

Evaluation Methodology

Since August 2019, we have been focusing our reviews and deliberations on the TDLE project. Our monthly meeting agendas have consisted of detailed evaluation, presentation and discussion with various organizations, case study analysis, and review and analysis of existing relevant reports and documents. We also conducted a walking tour and on-site discussion of the Tacoma Dome Station Area on February 24, 2020.
Listed below are some of the subjects reviewed and discussed:

- TDLE Status Report (presented by City staff, 8/19/19)
- Tacoma Dome Area Visioning (VIA Architecture, 8/19/19)
- Sound Transit ST3, TDLE and Tacoma Hilltop Link Expansion (Sound Transit, 11/18/19)
- Dome District TOD – Urban Land Institute Technical Assistance Panel Report (ULI, 11/18/19)
- Amtrak Station Design Context (Don Erickson, 11/18/19)
- Tacoma Dome District Overview (City staff, 12/16/19)
- Station Design Best Practices – Design Principles and Case Studies (VIA Architecture, 12/16/19)
- TDLE Station Design Concepts (Sound Transit staff, 12/16/19 and 1/27/20)
- Walking Tour – Tacoma Dome Station Area (Imad Bahbah, 2/24/20)

- Additional resources referred to TODAG members for review:
  - South Downtown Subarea Plan and EIS (document)
  - Sound Transit TDLE (website)
  - Pierce Transit BRT (website)
  - The Urbanist (article)
  - Railway Age (article)
  - The Suburban Times (article)
  - City of Tacoma websites for Planning and Development Services, Community and Economic Development, Public Works, and Tacoma Venues

**Design Principles and Evaluation Matrix**

We have also developed five Design Principles along with the respective subsets of criteria to guide our review and assessment of the TDLE project. These principles and criteria have proven to be a very practical and effective tool, which we will continue to apply for the review of other TOD related projects.

The five design principles are:

1. Multimodal Connectivity
2. Economic Development Opportunities
3. Placemaking/Urban Form
4. Social + Cultural Impacts
5. Community Benefit

Depicted on the next two pages are a summary of the five design principles and the associated criteria (Figure 1), followed by an example of how these principles and criteria are used to evaluate the TDLE station design options (Figure 2).
Sound Transit is seeking input on the 6 preliminary station locations and design concepts as presented as part of the Draft EIS process. The TODAG is asked to consider Sound Transit’s proposed Guiding Principles as well as the Design Principles presented and provide input on the preliminary designs. The TODAG input is NOT intended to compare the 6 alternatives at this time (that will happen later in the process), but rather provide input on each alternative presented, taking into consideration how the preliminary, high-level station and track alignments may be adjusted (basic layout, location, station components, and access features), if at all, to better address the Design Principles below.

### Multi Modal Connectivity
- Does the option enable multiple modal connections in close proximity to the station location?
- Does the option provide direct and safe connections between the station and Sounder, Tacoma Link, city bus, Amtrak Station and others?
- Does the option provide for legible wayfinding and navigation?
- Does the option optimize pedestrian and bike safety/security?
- Does the option help improve traffic management (access to parking, Amtrak Station, Tacoma Link, businesses, residential uses, and Dome entertainment activities)?

### Economic Development Opportunities
- Is the station located in a way to stimulate development/redevelopment opportunities?
- Does the option provide for opportunities to support new mix-use, affordable housing and/or civic spaces adjacent to the station site?
- Will the station location help promote employment opportunities in the area?

### Placemaking / Urban Form
- Does the option provide for a unique placemaking experience?
- Does the station provide for a potential iconic architectural response (if desired?)
- Does the option enhance the District neighborhood identity?
- Does the option provide for a signature amenity space or other public spaces?

### Social + Cultural
- Does the option support local culturally sensitive/significant resources (building structures)?
- Does the option provide for street level activation?
- Does the option provide opportunities for future public art enhancements?

### Community Benefit
- Is the option consistent with the District’s vision and character objectives?
- Does the option support local retail businesses at and around the station location?
- Does the option provide opportunities for future programmed events? (Farmers markets, Dome events)
**Figure 2. Evaluation Matrix**
(Transit-Oriented Development Advisory Group, December 2019)

### ST CENTRAL LINK EXTENSION | CONCEPTUAL STATION LOCATION INPUT
CITY OF TACOMA TODAG (6/2/2019)

#### DESIGN PRINCIPLES

<table>
<thead>
<tr>
<th>STATION LOCATION OPTION</th>
<th>MULTIMODAL CONNECTIVITY</th>
<th>ECONOMIC/DEVELOPMENT</th>
<th>QUALITY OF LIFE</th>
<th>SOCIAL/CULTURAL</th>
<th>COMMUNITY BENEFIT</th>
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</tr>
<tr>
<td>B. PORTLAND AVE. OPTION B</td>
<td></td>
<td></td>
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<tr>
<td>1. TACOMA DOME 25TH WEST</td>
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<td></td>
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</tr>
<tr>
<td>2. TACOMA DOME 25TH EAST</td>
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</tbody>
</table>

- **STATION CONCEPT MEETS EXPECTATIONS**
- **STATION CONCEPT EXCEEDS EXPECTATIONS**
- **STATION CONCEPT FALLS SHORT OF EXPECTATIONS**

---

**Figure 2. Evaluation Matrix**
(Transit-Oriented Development Advisory Group, December 2019)

### ST CENTRAL LINK EXTENSION | CONCEPTUAL STATION LOCATION INPUT
CITY OF TACOMA TODAG (6/2/2019)

#### DESIGN PRINCIPLES

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<tr>
<th>STATION LOCATION OPTION</th>
<th>MULTIMODAL CONNECTIVITY</th>
<th>ECONOMIC/DEVELOPMENT</th>
<th>QUALITY OF LIFE</th>
<th>SOCIAL/CULTURAL</th>
<th>COMMUNITY BENEFIT</th>
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<tbody>
<tr>
<td>A. PORTLAND AVE. OPTION A</td>
<td></td>
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<tr>
<td>B. PORTLAND AVE. OPTION B</td>
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<tr>
<td>1. TACOMA DOME 25TH WEST</td>
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<tr>
<td>2. TACOMA DOME 25TH EAST</td>
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<tr>
<td>3. TACOMA DOME 26TH STREET</td>
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<tr>
<td>4. TACOMA DOME CLOSET TO SOUNDER</td>
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</tbody>
</table>

- **STATION CONCEPT MEETS EXPECTATIONS**
- **STATION CONCEPT EXCEEDS EXPECTATIONS**
- **STATION CONCEPT FALLS SHORT OF EXPECTATIONS**

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TODAG Progress Report No. 1 (May 2020)  Page 6 of 11
C. Sites Under Consideration

The TODAG reviewed the following six station location alternatives and the associated preliminary design concepts (all with an elevated station platform), the first four in the Tacoma Dome Station Area and the last two in the East Tacoma Station Area, as also illustrated in Figure 3:

1. Tacoma Dome Close to Sounder – Located between Freighthouse Square and the Sounder railroad tracks, along the eastern half of the Freighthouse Square building;
2. Tacoma Dome 25th West – Located on East 25th St. to the west of East ‘G’ St.;
3. Tacoma Dome 25th East – Located on East 25th St. to the east of East ‘G’ St.;
4. Tacoma Dome 26th – Located on East 26th St. straddling East ‘D’ St.;
5. Portland Avenue – Located along East 26th St. to the east of Portland Ave.; and
6. Span Portland Avenue – Located along East 26th St. straddling Portland Ave.

Figure 3. TDLE Station Location Alternatives and Design Concepts
(Sound Transit, Tacoma Dome Link Extension, www.SoundTransit.org/TDLink, November 2019)
D. Recommendations

Through thoughtful evaluation and vigorous deliberations, members of the TODAG have reached a consensus on the following recommendations concerning the TDLE project. We are submitting these recommendations to Sound Transit for their timely consideration as the TDLE project is moving forward into the Draft Environmental Impact Statement phase. We are also providing these recommendations to the Transportation Commission, as Resolution No. 40303 requires that “proposals by the TODAG will be forwarded to and reviewed by the City’s Transportation Commission, for concurrence with adopted transportation and land use plans and policies.” We are confident that our thoughts and recommendations are consistent with all TOD-related policies of the One Tacoma Comprehensive Plan.

1. Design Principles:
   We recommend that Sound Transit incorporate the above mentioned five Design Principles (also listed below) into the TDLE’s DEIS process: (1) Multimodal Connectivity, (2) Economic Development Opportunities, (3) Placemaking/Urban Form, (4) Social + Cultural Impacts, and (5) Community Benefit.

2. Tacoma Dome Station Area:
   For the Tacoma Dome Station area, we recommend that the “Close-to-Sounder” alignment and station option be the Preferred Alternative. We believe it exemplifies the optimal realization of the five Design Principles and represents a consensus of our group’s deliberations.

   Conditions exist with this recommendation, as it will involve air-rights considerations over existing private property or possibly the acquisition of the Freighthouse Square site. Either way, this will require the development of public/private partnerships and development agreements.

   Critical to this option will be the development of interlocal agreements between Sound Transit and the City of Tacoma to ensure that the areas between East ‘G’ Street and East ‘D’ Street under the elevated tracts and station above, will be developed with retail and other pedestrian-oriented uses at street-level along the East 25th Street frontage, with possible mixed-use office/housing uses above.

   In contrast, our group feels that the other three elevated station locations would create a negative urban environment in this neighborhood in many ways including:

   - Hindering the pedestrian experience by creating dark, shadowy streetscapes
   - Diminishing the vitality and viability of adjacent development sites because of a direct physical adjacency
   - Reducing the potential for activated pedestrian and vehicular plazas, especially at the two East 25th St. station alternatives.
   - Impacting traffic and parking by nature of a multi-story structure over the urban street grid
   - Impacting vehicular and pedestrian traffic during Tacoma Dome events, especially at the East 26th St. station alternative.
3. **East Tacoma Station Area:**
   For the East Tacoma Station area, we defer our recommendation at this time, since we feel further study and engagement with the Puyallup Tribe and WSDOT are required for making a sound recommendation. We expect to formulate our recommendation for this station area in a subsequent Progress Report No. 2 in the near future.

4. **Future Considerations:**
   As we continue to stay engaged in the TDLE and other significant projects, we recommend that the Puyallup Tribe and WSDOT be invited to actively participate in our dialogue and review process, especially at the East Tacoma Station Area.

   We also recommend that the City of Tacoma build on this unique opportunity and advance TOD in these areas by pursuing and updating effective planning and development activities, such as but not limited to: subarea master planning, massing analysis, connectivity and accessibility analysis, integration of transportation and land use, parking studies, public/private partnership strategies, and capital improvement program and financing strategies.
E. Next Steps

Moving forward, the first priority for the TODAG is to finalize our Work Plan for 2020-2021, based on the draft Work Plan for 2020 that we had started developing in December 2019. Once finalized, the work plan will provide a road map for us to continue fulfilling the directives from the City Council as set forth in Resolution No. 40303.

The TODAG Work Plan for 2020-2021 is expected to include the following work items, subject to modifications and further elaborations. Many of them are referenced in the section of “Recommendations” above, as part of the “Future Considerations.” These work items are numbered for easy reference, but not necessarily presented in order of priority:

1. Continue to review/monitor the Tacoma Dome Link Extension and relevant ST3 projects
2. Develop recommendations for TDLE’s East Tacoma Station
3. Review TDLE Station Design Concepts
4. Develop visualization concepts
5. Review Pierce Transit’s Pacific Avenue Bus Rapid Transit Project
6. Review City’s Puyallup Avenue Design Project
7. Engage Puyallup Tribe and Washington State Department of Transportation in the TDLE review process, especially at the East Tacoma Station Area
9. Develop TOD policies for the Dome District
10. Review Tacoma Dome District Parking and Access Report
11. Review Sound Transit and Pierce Transit ridership studies and projected ridership demographics for the light rail and local transit
12. Review upcoming development plans and new initiatives
13. Review Tacoma Link (“streetcars”) Hilltop Extension
14. Review City’s Street Operations & Maintenance Program
15. Define “Transit Oriented Development”
16. Review historic preservation and owner rehab programs in relation with TOD
17. Review affordable housing issues in relation with TOD
18. Conduct subarea master planning – updating the South Downtown Subarea Plan
19. Conduct massing analysis
20. Conduct connectivity and accessibility analysis
21. Conduct parking studies
22. Develop public/private partnership strategies
23. Review City’s and Pierce Transit’s infrastructure/capital improvement programs
24. Develop capital improvement program and financing strategies
25. Seek feedback from developers on TOD related pros/cons
26. Refine Dome District Urban Design Program Priorities
27. Explore the formation of a Public Development Authority
F. Membership

Members
- Imad Bahbah, Chair
- Donald Erickson, Vice-Chair
- Kim Bedier (Adam Cook, Alt.)
- Brendan Nelson
- James Ceccanti
- Daren Crabill
- David Daniello
- Kiara Daniels
- Ben Ferguson
- Ryan Givens
- Kerri Hill
- Rory Jens
- Chris Karnes
- Justin Leighton
- Evette Mason
- Janice McNeal
- Cathy Reines
- Roberta Schur
- Rick Semple
- Amber Stanley
- Andrew Strobel
- Micah Tucker

Supporting Staff
- Brian Boudet, Planning Manager, Planning and Development Services Department
- Ian Munce (retired), Planning and Development Services Department
- Lihuang Wung, Planning and Development Services Department
- BT Doan, Planning and Development Services Department
- Aubrey Pike, Planning and Development Services Department
- Pat Beard, Community and Economic Development Department
- Dana Brown, Public Works Department
- Keith Walzak, VIA Architecture

Transit Representatives
- Sue Comis, Sound Transit
- Austin Neilson, Sound Transit
- Andrew Austin, Sound Transit
- Tina Lee, Pierce Transit
- Rebecca Japhet, Pierce Transit

-END-
## City of Tacoma 2020
### City Council Forecast Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Subject</th>
<th>Department</th>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25, 2020</td>
<td>City Council Study Session</td>
<td>CARES Act Funding</td>
<td>Pierce County Executive Bruce Dammeyer and Director of Finance Gary Robinson</td>
<td>The Pierce County Executive Office will be giving an update on the CARES Act Funding</td>
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<tr>
<td></td>
<td>(dial-in, Noon)</td>
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<tr>
<td></td>
<td></td>
<td>Transit-Oriented Development Advisory Group (TODAG) Update</td>
<td>Brian Boudet, Planning Manager, PDS; Imad Bahbah, Chair,TODAG; and Don Erickson, Vice-Chair, TODAG</td>
<td>Briefing of TODAG's Progress Report No. 1 regarding recommendations on the Tacoma Dome Link Extension project</td>
</tr>
<tr>
<td>September 1, 2020</td>
<td>City Council Study Session</td>
<td>City Manager presents self-evaluation</td>
<td>Elizabeth Pauli</td>
<td>Office of Management &amp; Budget will provide an update on 2020 revenue, expenses, and impact projections for the remainder of the year and 2021-2022</td>
</tr>
<tr>
<td></td>
<td>(dial-in, Noon)</td>
<td>Budget Updates</td>
<td>Office of Management &amp; Budget</td>
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<tr>
<td></td>
<td></td>
<td>Systems Transformation</td>
<td>Elizabeth Pauli</td>
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<tr>
<td>September 8, 2020</td>
<td>Cancelled</td>
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<tr>
<td>September 15, 2020</td>
<td>Joint Utility Board Study Session (dial-in, Noon)</td>
<td>At Home in Project</td>
<td>Elliott Barnett / Jacques Colon</td>
<td>PDS will provide an update on the AT Home in Tacoma Project</td>
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<td>Systems Transformation</td>
<td>Elizabeth Pauli</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Executive session after study session</td>
<td></td>
<td>Council Will Prepare draft City Manager Review</td>
</tr>
<tr>
<td>September 22, 2020</td>
<td>City Council Study Session</td>
<td>Tideflats Interim Regulations renewal-Prep for Public Hearing</td>
<td>PDS</td>
<td>Council will review final document of City Manager Performance review</td>
</tr>
<tr>
<td></td>
<td>(dial-in, Noon)</td>
<td>Systems Transformation</td>
<td>Elizabeth Pauli</td>
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<tr>
<td></td>
<td></td>
<td>Executive session after study session</td>
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<tr>
<td>September 29, 2020</td>
<td>City Council Study Session</td>
<td>State Legislative Priorities</td>
<td>Anita Gallagher</td>
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<tr>
<td></td>
<td>(dial-in, Noon)</td>
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This Document is a Tentative Schedule and Subject to Change
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<th>Background</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Executive Session</td>
<td>HR</td>
<td>Conduct Final Review with the City Manager-voting will take place during Council meeting</td>
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<td>City Council Meeting (dial-in, 5:00 PM)</td>
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<th>Date</th>
<th>Topic</th>
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<th>Description</th>
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<tr>
<td>August 27, 2020</td>
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<tr>
<td>September 10, 2020</td>
<td>Provider Funding Approaches</td>
<td>Allyson Griffith, Assistant Director, Neighborhood and Community Services; Jason McKenzie, Resource Manager, Neighborhood and Community Services</td>
<td></td>
</tr>
<tr>
<td>CPAC Community Trauma Response Team Vendor Procurement Update</td>
<td>Allyson Griffith, Assistant Director, Neighborhood and Community Services; Tanisha Jumper, Director, Media and Communications</td>
<td>An update on the work of CPAC, police, fire, and NCS on implementation of a community trauma response team</td>
<td></td>
</tr>
<tr>
<td>Interviews for the Human Rights Commission</td>
<td>Doris Sorum, City Clerk</td>
<td>Tentative date pending other CBC interview schedules</td>
<td></td>
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<tr>
<td>September 24, 2020</td>
<td>South Sound Housing Affordability Partners</td>
<td>Cedar River Group Consultants</td>
<td>Mayor Woodards, Executive Dammier, and County Councilmember Ladenburg have been collaborating with a Countywide group of elected leaders on how a regional approach to keeping housing attainable. This Pierce County group has come to be known as SSHAP (pronounced Shape).</td>
</tr>
<tr>
<td>Topic</td>
<td>Presenters</td>
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<tr>
<td><strong>August 25, 2020</strong></td>
<td>Tacoma Creates Interviews</td>
<td>Doris Sorum, City Clerk</td>
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<tr>
<td><strong>Future</strong></td>
<td>Tacoma Creates Interviews</td>
<td>Doris Sorum, City Clerk</td>
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<tr>
<td><strong>August 27, 2020 (special meeting, 10:30 am - noon)</strong></td>
<td>Tacoma Creates Interviews</td>
<td>Doris Sorum, City Clerk</td>
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<tr>
<td><strong>September 8, 2020</strong></td>
<td>Cancelled</td>
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<tr>
<td><strong>September 22, 2020</strong></td>
<td>Port of Tacoma Strategic Plan</td>
<td>Anita Gallagher, Assistant to the City Manager for Policy Development and Government Relations, and Port Commissioner John McCarthy, Port of Tacoma</td>
<td></td>
</tr>
<tr>
<td><strong>September 29, 2020</strong></td>
<td>City Events and Recognition Committee Interviews</td>
<td>Doris Sorum, City Clerk</td>
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</table>

**CBC Assignments:**
- Tacoma Arts Commission
- Greater Tacoma Regional Convention Center Public Facilities District
- Foss Waterway
- City Events and Recognition Committee
- Tacoma Creates Advisory Board

**Committee Members:** Thoms (chair), Blocker, McCarthy, Ushka, Alternate-2nd, 4th, and 5th Tuesdays
**Executive Liaison:** Tadd Wille; Staff Support - Lynda Foster
**Executive Liaison:** 2nd, 4th, and 5th Tuesdays
**Room 248**
**10:00 a.m.**
<table>
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Presenters</th>
<th>Description</th>
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<tr>
<td>September 1, 2020</td>
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<tr>
<td>September 15, 2020</td>
<td>TBD</td>
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<tr>
<td>October 6, 2020</td>
<td>TPU Rate Changes</td>
<td>Ebony Pebbles</td>
<td>To be confirmed w/ Chair Hunter</td>
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<tr>
<td><strong>August 26, 2020</strong></td>
<td></td>
<td>The Planning and Development Services Department will present the history of mixed-use zoning in Tacoma and considerations for potential master planning.</td>
<td></td>
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<tr>
<td>History of Mixed-Use Centers and Master Planning</td>
<td>Peter Huffman, Planning and Development Services Director</td>
<td>Staff will provide an update on recent efforts and opportunities to increase food security, community health and resiliency through more proactive activation of unused City right of way and other parcels.</td>
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<tr>
<td><strong>September 9, 2020</strong></td>
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<td>Informational presentation to provide an update on the progress of the 2017 Council approved Safe Routes to School Action Plan. Presentation will include an overview of current and future projects related to the six Es of Safe Routes to School.</td>
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<tr>
<td>Urban Food Security through Trees and urban agriculture on public lands</td>
<td>Jim Parvey, Environmental Services Division Manager, Office of Environmental Policy and Sustainability; Mike Carey, Urban Forester, Office of Environmental Policy and Sustainability</td>
<td>Each agency will discuss their programs and projects targeted to ecological restoration, fishery habitat, and water quality as it relates to the vitality of local fisheries. The discussion will include past projects, lessons learned, future projects and opportunities for collaboration.</td>
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<tr>
<td><strong>September 23, 2020</strong></td>
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<tr>
<td>Water Quality and Fish Habitat Preservation</td>
<td>Jim Parvey, Office of Environmental Policy and Sustainability; Angela Gallard, Office of Environmental Policy and Sustainability; Jason Jordan and Tony Warfield, Port of Tacoma; Andrew Strobel, Puyallup Tribe; Joel Baker, UW Puget Sound Institute</td>
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<tr>
<td>Environmental Action Plan Progress Report</td>
<td>Jim Parvey, Environmental Services Division Manager, Office of Environmental Policy and Sustainability; Kristi Lynett, Sustainability Officer, Office of Environmental Policy and Sustainability</td>
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