



**TO:** Mayor and Council Members  
**FROM:** Rebecca Boydston on behalf of Council Member Hunter  
**COPY:** City Clerk  
**SUBJECT:** **Resolution Authorizing the Use of City Council Contingency Funds for Traffic Control Devices for Neighborhood Business Districts Special Events Program Pilot – June 5, 2018**  
**DATE:** May 22, 2018

**SUMMARY:**

Currently Neighborhood Business Districts are responsible for the costs of obtaining traffic control devices for special events that include street closures. Since these events are of economic and community benefit, seeking City Council approval to authorize the use of up to \$10,000 from the Council Contingency Funds for a piloted partnership with the Cross District Association through the end of first quarter 2019 for the distribution of traffic control cost reimbursements.

**COUNCIL SPONSORS:**

Council Members Beale, Hunter and Ushka

**STRATEGIC POLICY PRIORITY:**

By supporting economic and community events in the Neighborhood Business Districts, this resolution best aligns with the City Council Strategic Policy Priority to: Cultivate a vibrant cultural sector that fosters a creative, cohesive community.

**BACKGROUND:**

When a Special Event produced by our community partners to promote their Neighborhood Business District requires a street closure, the City issued Special Event Permit dictates the number of traffic control devices required via an approved Traffic Control Plan. The event producers are responsible for acquiring barrers and the associated costs, which range from \$2,000-6,000 per event.

At the May 16, 2018 Cross District Association meeting, a memorandum prepared by City staff was shared about a potential pilot program to reimburse the Neighborhood Business Districts, administered by the Cross District Association, for costs associated with traffic control devices. The costs would cover up to \$2,000 per event, for the following events:

- Art on the Ave 6th Avenue, July
- Proctor Arts Fest, Proctor District, August
- South Tacoma Car Show, South Tacoma Way, August
- Hilltop Street Fair, MLK Jr. Way, August
- Lunar New Year Festival, Lincoln District, February

**ISSUE:**

The costs associated with traffic control devices are often a barrier for event producers. Because of the economic and community development benefits of these events, it is in the best interests of the City to provide financial assistance for the rental of traffic control devices for key events so they can continue to take place. In order to authorize the use of the City Council Contingency Funds for this purpose, a resolution must be adopted.

**ALTERNATIVES:**

Neighborhood Business Districts continue to be responsible for costs.



**RECOMMENDATION:**

City Council approval of a resolution to use up to \$10,000 of Council Contingency Funding to undertake a pilot program through the first quarter of 2019; and, to reimburse the Neighborhood Business Districts, administered by the Cross District Association, for costs associated with traffic control devices, up to \$2,000 per event, for the following events:

- Art on the Ave 6th Avenue, July
- Proctor Arts Fest, Proctor District, August
- South Tacoma Car Show, South Tacoma Way, August
- Hilltop Street Fair, MLK Jr. Way, August
- Lunar New Year Festival, Lincoln District, February

Neighborhood Business District will file an end of event analysis to inform the City on the number of vendors, the number of informational booths, and estimated attendance.



**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 Council Contingency Fund	660000	5310100	\$10,000
<b>TOTAL</b>			<b>\$10,000</b>

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 Council Contingency Fund	660000	6311010	\$10,000
<b>TOTAL</b>			<b>\$10,000</b>

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
<b>TOTAL</b>			

*This section should only be completed if a subsequent request will be made to increase or decrease the current position count.*

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$10,000**

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

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

N/A