



## WEEKLY REPORT TO THE CITY COUNCIL

April 27, 2017

Members of the City Council  
City of Tacoma, Washington

**Dear Mayor and Council Members:**

### **ACTION REQUESTED**

1. As a reminder, there will be a **Special Meeting of the City Council to discuss the City Manager candidates in an Executive Session on Tuesday at 2:30 p.m.**, in Room 16 of the Tacoma Municipal Building North.

### **ITEMS OF INTEREST**

2. Beginning in 2013, the City of Tacoma partnered with Tacoma Public Schools to: reduce teenage violence; improve graduation rates; and, increase youth employment based on a concept developed by Mayor Marilyn Strickland. Because of the City's efforts in reaching these goals, I am pleased to announce the **City has been receiving recognition for its work related to the Human Services Opportunity & Achievement Impact Area:**
  - Tomorrow, the Mayor and the City will receive recognition from the Washington Association of School Administrators for leveraging partnerships that strengthen pathways for the residents of Tacoma and Pierce County to fill in-demand, family-wage job opportunities.
  - Program Manager Christopher Wright was recently awarded a "Gold Star" award from Tacoma Public Schools for his leadership and collaboration to provide opportunities for high-school students to engage in career pathways.
  - Summer Jobs 253 was chosen to participate in the National Governors Association Learning Lab, which is intended to inform policy makers across the country in best practices and policies for career connected learning.
3. The **11<sup>th</sup> Annual National Arts Program in Tacoma visual art exhibit will be on display** in the Tacoma Municipal and Tacoma Public Utilities Buildings **starting May 1<sup>st</sup> through July 28<sup>th</sup>**. This program allows employees, retirees, volunteers, and their families an opportunity to share and be recognized for their talents and brings people together, working in all different fields. The exhibit brightens up the buildings we work in and brings inspiration to artists of all skill levels to show off their creativity. I hope you will take some time to visit the sixth, seventh, and twelfth floors of the Tacoma Municipal Building and view the artwork on display.

### **STUDY SESSION/WORK SESSION**

4. The **City Council Study Session** of Tuesday, May 2, 2017, will be held in Room 16 of the Tacoma Municipal Building North, at Noon. Discussion items will include: (1) **Historic Preservation Annual Update**; (2) **Other Items of Interest – Council Consideration Requests: Temporary Homeless Camp Regulations Review, and Youth Age Eligibility for Committees, Boards and Commissions**; (4) **Committee Reports – Council Consideration Request Process Discussion**; and, (5) **Agenda Review and City Manager's Weekly Report**.

At Tuesday's Study Session, **Historic Preservation** staff will provide an update on the **program activities and achievements over the past year, current program initiatives, and an overview of activities and events planned for National Preservation Month during the month of May**.

Under Other Items of Interest at Tuesday's Study Session, Council Member Blocker will be sharing a **Council Consideration Request (CCR) for the Planning Commission to reexamine the City's regulations regarding temporary homeless camps** (Ordinance No. 28216) to increase flexibility for faith-based organizations to participate and provisions to allow temporary homeless encampments on other private or public properties. The request includes policy discussions and recommendations to be coordinated through the Infrastructure, Planning and Sustainability Committee.

In addition, Council Member Mello will share a CCR to forward a resolution to the full City Council for **consideration to change the age of eligibility for youth positions on our Committees, Boards and Commissions from 16-18 to 16-24**.

Under the topic of Committee Reports, Government Performance and Finance Committee Chair, Council Member Lonergan provides the attached memorandum related to a **discussion at the April 19<sup>th</sup> Committee meeting on the Council Consideration Request process**.

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

### **COUNCIL REQUESTS/INQUIRIES**

6. At last Tuesday's Study Session during the discussion on the financial report, Council Members requested a description of the **Tacoma Police and Tacoma Fire Departments' hiring process**, to include timelines, update on vacancies and the filling of newly authorized positions during this budget biennium. Police Chief Ramsdell provides the attached memorandum, Police's 2017 Recruitment



Process, and a hiring process flowchart in response. In addition, Fire Chief Duggan provides the attached memorandum with Fire's hiring status and process.

7. Assistant to the City Manager and Neighborhood and Community Services (NCS) Director Nadia Chandler Hardy forwards the attached memorandum related to an **update on the NCS department's homeless strategies and the hot spot clean-up in the two areas of the East 26<sup>th</sup> Street Bridge and under the I-705 overpass.**
8. In response to some citizen complaints received in the last week related to **homeless individuals/campers**, I am providing a memorandum from the City Attorney's Office and Neighborhood and Community Services on what **behaviors may be a violation of our Tacoma Municipal Code and the challenges in enforcement.**

#### **MARK YOUR CALENDARS**

9. You have been invited to the following events:
  - **15<sup>th</sup> Annual Sister Cities International Film Festival every Monday, March 6<sup>th</sup> through May 29<sup>th</sup>, 6:30 p.m., at the Grand Cinema, located at 606 Fawcett Avenue.**
  - **Graduate Tacoma 2017 Community Impact Report on Friday, April 28<sup>th</sup>, 8:00-10:00 a.m., at the STAR Center located at 3873 South 66<sup>th</sup> Street.**
  - **The Pierce County Police Chief's Association Annual Memorial Ceremony Honoring Law Enforcement Officers killed in the line of duty and those who continue to serve on Wednesday, May 3<sup>rd</sup>, 6:00 p.m., at the McGavick Student & Conference Center at Clover Park Technical College, located at 4500 Steilacoom Blvd. SE, #23, Lakewood.**
  - ***Tacoma's Maritime History: Rails to Sails* Amazing Preservation Race on Sunday, May 7<sup>th</sup>, 11:00 a.m., at the University of Washington Tacoma campus stairs, located at 1754 Pacific Avenue.**
  - **REACH Center's College 5K event to promote post-secondary opportunities for youth on Saturday, May 13<sup>th</sup>, at 9:00 a.m., at Wright Park, located at 501 South I Street.**

- **2017 Memorial Day and Dedication Ceremony on Monday, May 29<sup>th</sup>, 11:30 a.m.**, at Camp Lewis Cemetery, Joint Base Lewis-McChord.

Sincerely,

A handwritten signature in blue ink, appearing to read "Elizabeth A. Pauli", with a stylized flourish at the end.

Elizabeth A. Pauli  
Interim City Manager

EAP:crh  
Attachments





**CITY OF TACOMA, WASHINGTON  
OFFICE OF THE CITY COUNCIL  
COUNCIL CONSIDERATION REQUEST (CCR)**

**TO:** Members of the City Council  
**FROM:** Councilmember Keith Blocker  
**COPIES TO:** Elizabeth Pauli, Interim City Manager; Executive Leadership Team; File  
**SUBJECT:** **Ordinance 28216**  
**DATE:** May 2, 2017

**ITEM/ISSUE PROPOSED FOR COUNCIL CONSIDERATION:**

I ask for your support for the inclusion of the following item on the agenda at the earliest available meeting of the Study Session:

I respectfully ask for City Council concurrence to direct the City Manager to have staff and the Planning Commission reexamine the City's regulations regarding Temporary Homeless Camps (Ordinance No. 28216). This review should, at a minimum, consider increased flexibility for faith-based organizations to participate and provisions to allow temporary homeless encampments on other private or public properties. Policy discussions and recommendations should be coordinated through the IPS Council Committee.

**BRIEF BACKGROUND:**

The City Council adopted the land use regulations concerning the Temporary Homeless Camp Permitting Process on April 22, 2014, by Ordinance No. 28216, after conducting a public hearing on April 1, 2014, and based on the Planning Commission's recommendation of February 19, 2014.

There is continuing and growing interest in the community to better address homelessness and to provide options for those experiencing homelessness. RCW 35.21.915 was enacted in 2010 by the State to ensure religious organizations were authorized to provide temporary homeless encampments on property they owned or controlled.

The City responded by establishing a permitting process in 2014 which, based on the Planning Commissions' recommendations, lays out the maximum time they may exist at one site, basic requirements for the sites, and other regulations to ensure the health and safety of the camp residents and the community at large.

Since the adoption of this ordinance only one religious organization has participated in this program, and that was only for a limited duration shelter during cold weather season. We have received feedback that some of the regulations are overly onerous, or limit the ability of religious organization's to participate. In addition, cities such as Bothell have established procedures allowing any organization to apply, not just religious institutions.

In light of a growing homeless population and the urgent and desperate need, I respectfully request Ordinance No. 28216 be reexamined to find potential flexibility to allow more religious



**CITY OF TACOMA, WASHINGTON  
OFFICE OF THE CITY COUNCIL  
COUNCIL CONSIDERATION REQUEST (CCR)**

organizations to participate, and to allow any organization to apply to host a temporary camp, while adhering to appropriate public health and safety requirements.

**SUBMITTED FOR COUNCIL CONSIDERATION BY:**

**SUPPORTING COUNCILMEMBERS SIGNATURES (2 SIGNATURES ONLY)**

*(Signatures demonstrate support to initiate discussion and consideration of the subject matter by City Council for potential policy development and staff guidance/direction.)*

1.

POS # 6

2.

POS# 1



**CITY OF TACOMA, WASHINGTON  
OFFICE OF THE CITY COUNCIL  
COUNCIL CONSIDERATION REQUEST (CCR)**

**TO:** City Council  
**FROM:** Councilmember Ryan Mello  
**COPIES TO:** Elizabeth Pauli, City Manager; Executive Leadership Team; file  
**SUBJECT:** Citizen Committees, Boards, and Commissions youth positions age eligibility  
**DATE:** May 2, 2017

**ITEM/ISSUE PROPOSED FOR COUNCIL CONSIDERATION:**

I respectfully ask for City Council concurrence to forward a resolution to the full City Council for consideration to change the age of eligibility for youth positions on our Committees, Boards and Commissions from 16-18, to 16-24.

**BRIEF BACKGROUND:**

Resolution No 38668 created the addition of a two-year youth position for several Citizen Committees, Boards, and Commissions (CBC's), including the Human Services Commission, Tacoma Arts Commission, Commission on Disabilities, and Sustainable Tacoma Commission.

Currently the youth positions are for two years for those between the ages of 16 and 18. As several CBCs have struggled to find youth to fill those positions, and given our desire to engage young people and college students in our community, I would like to propose a resolution that would change the age requirements of the youth positions to between 16 and 24 years of age for eligibility to serve in the youth positions on the aforementioned commissions.

**SUBMITTED FOR COUNCIL CONSIDERATION BY:**

**SUPPORTING COUNCILMEMBERS SIGNATURES (2 SIGNATURES ONLY)**

*(Signatures demonstrate support to initiate discussion and consideration of the subject matter by City Council for potential policy development and staff guidance/direction.)*

1.

POS # 3

2.

POS# 2





## City of Tacoma

Joe Lonergan  
*Position 5*

April 27, 2017

On April 19, 2017, the Government Performance and Finance Committee held a discussion on the Council Consideration Request (CCR) process in response to some concerns raised by councilmembers. It was determined that enhancements could be made to the process to clarify next steps for councilmembers as well as staff.

One of the main issues we are attempting to address is the lack of clearly defined expectations for next steps. Currently, CCRs are not addressed in any of our adopted rules or procedures for the Council or committees. While CCRs are addressed in some meeting notes and minutes from 2013, those notes do not adequately outline even a suggested process for introducing, presenting, or processing these requests. As a result, CCRs are sometimes introduced the day of the meeting with council and the public given no chance for review. Occasionally this results in staff drafting resolutions for city council business meeting that same evening. During the meeting, staff indicated that only having a few hours to draft resolutions does not make for the best work product; I would contend it is also not in the best interest of the public. In order to provide a more transparent process and give policy the proper time to be vetted, the committee suggested the following:

- A CCR should include a clear statement of policy and intent which generally will require further research and possibly recommendations from staff.
- CCRs should always include signatures of a sponsor and two co-sponsors. This ensures there is enough support for staff to proceed in developing the policy.
- CCRs should be included as part of the study session agenda. This would include the item listed on the agenda with the written CCR attached. This would allow council and the public to adequate time to read the item prior to its presentation at study session. This would allow sufficient time for additional questions and comment.
- The CCR should include anticipated next steps. This should include laying out whether we anticipate the content of the CCR going to the appropriate committee or straight to city council for a formal action. This will allow timelines and expectations to be more clear.

While acknowledging there may be need for exceptions, I believe any resolution or ordinance coming out of a CCR should not be placed on the city council agenda for consideration until the week after being discussed at study session. Once again this allows proper notice to the public so that they may have time to review the matter and attend city council to comment on it if so desired.



## City of Tacoma

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Joe Lonergan  
*Position 5*

I believe these changes would give council additional time to craft responsible legislation, as well as allow staff additional time to draft and review legislation. This would culminate in better public policy and allow the public additional opportunities to comment and enjoy increased transparency in the policy making process.

I would hope that we might be able to formalize the finalized process by amending our Rules of Procedure or more simply by adding the process to Section 4 of our Standing Committee Process Manual.

I would welcome any additional suggestions from my colleagues on how to craft a more transparent process for advancing our policy goals.

Thank you very much.

A handwritten signature in black ink that reads "Joe Lonergan". The signature is written in a cursive, flowing style.

Joe Lonergan  
Tacoma City Council  
District 5

## City of Tacoma 2017

Date	Meeting	Subject	Department	Background
May 2, 2017	Study Session	Historic Preservation Annual Update	PDS	Historic Preservation Program activities & achievements and current initiatives & events
		Other Items of Interest - CCR Temp Homeless Camp Review & CBC Youth age eligibility	Council Member Blocker	Request for staff/Planning Commission to reexamine temp homeless camp regs & change CBC youth age eligibilty to 16-24
	Special Meeting of the City Council at 2:30 p.m., TMBN Room 16	Executive Session - Review City Manager Candidate Qualifications	HR/Council	
	City Council Meeting	Budget Reappropriations Ordinance	OMB	
May 9, 2017	Joint Utility Board Study Session	Tacoma Power's Solar Power Program and Incentives Update	TPU	Solar Power Program, incentives and legal limitations presentation
		Executive Session - Pending & Potential Litigation (Jt Council/U-Board)	CAO	
	City Council Meeting			
May 16, 2017	Study Session	Tacoma Smelter Plume Project Update	PDS/WDOE	Update on Tacoma Smelter Plume soils samples, cleanups, and long term education plan
		Bring Your Own Bag Ordinance	ESD/OEPS	BYOB Ord implementation roll-out plan, including outreach & assistance for effective date of 7/12/17
	City Council Meeting			
May 23, 2017	Study Session	Chronic Disease and Disparate Health Outcomes	Dr. Chen TPCHD	TPCHD will present on social and economic factors that affect our residents' health
		Washington State Legislative Updates	GRO	Government Relations Officer will provide an update on the WA State Legislative Session
	City Council Meeting			
May 30, 2017	CANCELLED			



## City of Tacoma 2017

Date	Meeting	Subject	Department	Background
June 6, 2017	Study Session			
	City Council Meeting			
June 13, 2017	Study Session			
	City Council Meeting			
June 20, 2017	Study Session			
	City Council Meeting			
June 27, 2017	Study Session	Pierce Transit High Capacity Transit Corridor Briefing	Pierce Transit	PT High Capacity Transit Corridor Proj, 14.4 mile corridor from Tacoma Dome Station past the Roy Y
	City Council Meeting			
July 4, 2017	<b>CANCELLED</b>			
July 11, 2017	Study Session			
	City Council Meeting			
July 18, 2017	Study Session			
	City Council Meeting			
July 25, 2017	Study Session			
	City Council Meeting			

Community Vitality and Safety		
<b>Committee Members:</b> Blocker (Chair), Campbell, Lonergan, Walker Lee, Alternate-Mello <b>Executive Liaison:</b> Nadia Chandler-Hardy; Staff Support - India Adams	<b>2nd and 4th Thursdays</b> <b>4:30 p.m.</b> <b>Room 248</b>	<b>CBC Assignments:</b> • Citizen Police Advisory Committee • Human Services Commission • Human Rights Commission • Housing Authority • Commission on Disabilities • Library Board • Tacoma Community Redevelopment Authority
<b>Future:</b> <b>May 11, 2017</b> <i>Cancelled</i> <b>May 25, 2017</b> Proposed Code Amendments - Human Rights Commission Closed Captioning Initiative <b>June 8, 2017</b>	<b>Andreta Armstrong, Office of Equity and Human Rights</b> <b>Lucas Smiraldo, Management Analyst, Office of Equity and Human Rights Commission on Disabilities</b>	OEHR Staff will propose code amendments for the Human Rights Commission updating language and bringing our requirements for notarizing in line with neighboring jurisdictions HR and OEHR staff will present a request from the Tacoma Area Commission on Disabilities for a policy requiring closed captioning on televisions in public places in Tacoma

Economic Development Committee				
<b>Committee Members:</b> Campbell (Chair), Mello, Strickland, Thoms, Alternate-McCarthy		<b>2nd, 4th, and 5th Tuesdays</b> <b>10:00 a.m.</b> <b>Room 248</b>	<b>CBC Assignments:</b> •Tacoma Arts Commission •Greater Tacoma Regional Convention Center Public Facilities District •Foss Waterway •City Events and Recognition Committee	
<b>Executive Liaison:</b> Mark Lauzier; Staff Support - Brad Forbes				
<b>CBC Assignments:</b>	• Tacoma Arts Commission • Greater Tacoma Regional Convention Center Public Facilities District	• Foss Waterway • City Events and Recognition Committee		
<b>Future:</b>	<b>May 9, 2017</b>	Retail Strategies for Downtown Revitalization [Informational Briefing]	<b>Pat Beard, Project Manager, Community and Economic Development</b>	Bena Mauk from UW Tacoma and Downtown Works will come to discuss the work they have done to revitalize retail districts
	<b>May 23, 2017</b>	Q4 2016 & Q1 2017 Economic Dashboard [Informational Briefing]	<b>Debbie Bingham, Program Development Specialist, Community and Economic Development</b>	This is the regularly occurring update relating to economic trends, opportunities, and challenges through Q1 2017.
		Minority Business Development Agency (MBDA) Business Center Program Grant [Informational Briefing]	<b>Linda Womack, Housing Division, Community and Economic Development</b>	This will be a summary of the first three quarters.
		Point Ruston Update [Informational Briefing]	<b>Ricardo Noguera, Director, Community and Economic Development</b>	The developer, Loren Cohen, will provide a status report on current and planned residential and retail activities at the mixed use community on the waterfront in North Tacoma.
	<b>June 13, 2017</b>	Annual Update on Economic Development Framework Strategy [Informational Briefing]	<b>Ricardo Noguera, Director, Community and Economic Development</b>	This presentation by Director, Ricardo Noguera represents an annual briefing of economic development activities which summarizes the results from 2016 and forecasts for 2017.
		Update on Biotech Incubators [Informational Briefing]	<b>Pat Beard, Project Manager, Community and Economic Development</b>	Dr. David Hirschberg from UW Tacoma will provide an update on this project since the property was recently purchased and the consortium of startup biotech firms will soon move into the



**Government Performance and Finance Committee**

**Committee Members:** Lonergan (Chair), Campbell, Ibsen, Walker Lee, Alternate-Strickland

**Executive Liaison:** Andy Cherullo; Staff Support - David Nash-Mendez

**1st, 3rd, and 5th Wednesdays  
4:30 p.m.**

**Room 248**

**CBC Assignments:** •Public Utility Board •Board of Ethics  
•Audit Advisory Board •Civil Service Board

**May 3, 2017** Cancelled

**Future:**

**May 17, 2017**

Permit Fees and Cost Recovery

***Peter Huffman, Director, PDS; Steve Standley, Division Manager for PDS***

Discussion regarding cost recovery and fees for service for the Permit Enterprise Fund. Brought at request of CM Lonergan after April 4 study session.

2016 24/7 Performance Management Year End Report

***Jared Eyer, Senior Management and Budget Analyst, Office of Management and Budget***

Staff will provide a report on the City's performance management tracking program and will share detailed budget book measures.

**May 31, 2017**

**Infrastructure, Planning and Sustainability Committee**

**Committee Members:** Mello (Chair), Ibsen, McCarthy, Thoms, Alternate-Blocker

**Executive Liaison:** Mark Lauzier; Staff Support - Rebecca Boydston

**2nd and 4th Wednesdays**  
**4:30 p.m.**  
**Room 16**

**CBC Assignments:** •Sustainable Tacoma Commission  
 •Planning Commission •Landmarks Preservation Commission  
 •Board of Building Appeals •Transportation Commission

<b>Future:</b>	<b>May 10, 2017</b>	Bring Your Own Bag Implementation	<i>Kristi Lynett, Sustainability Officer, ES/Jim Parvey, ES</i>	This will be an introduction and brief overview of the Environmental Services strategic planning process that will occur this year for the 2018-2025 Plan.
		Environmental Services Strategic Plan Update [Informational Briefing]	<i>Shane Pettit/Jessica Knickerbocker, ES</i>	
	<b>May 24, 2017</b>			The presentation will provide a general overview of the naming process currently in place, especially City Council Resolution 38091 which adopted policies to ensure proposed place name (and street name) changes are thoroughly vetted. The presentation will also likely discuss how honorary street and place names are reviewed and approved, how street name changes are made, and other basic conventions and
		Street Naming Process [Informational Briefing]	<i>Josh Diekmann, Reuben McKnight</i>	
		Historic Demolition Review [Informational Briefing]	<i>Reuben McKnight, Historic Preservation Officer, PDS</i>	
		Planning Work Program	<i>Brian Boudet, PDS</i>	Review adjustments to the Planning Work Program for 2016-2018 being considered in response to a large number of private applications for the 2018 Amendment cycle, Council Requests, and emerging priorities. The work program was part of the Planning Commission's Annual Report for 2015-2016 approved by the Committee, with minor modifications, in September 2016.
	<b>June 14, 2017</b>	2018 Amendments Progress and Key Issues	<i>Stephen Atkinson, Sr Planner, PDS</i>	
		Bring Your Own Bag Implementation	<i>Kristi Lynett, Sustainability Officer, ES</i>	
		Revolving Loan for Historic Buildings Pilot Program [Informational Briefing]	<i>Reuben McKnight, Historic Preservation Officer, PDS</i>	



**TO:** Elizabeth Pauli  
Interim City Manager

**FROM:** Donald L. Ramsdell *DR #347*  
Chief of Police

**DATE:** April 26, 2017

**SUBJECT: TACOMA POLICE DEPARTMENT HIRING PROCESS**

At the April 25, 2017, Study Session, Council Members requested a description of our hiring process, to include timelines, as well as a status update on vacancies and on filling newly authorized positions. Below is a brief synopsis of our current status:

- There are currently 13 vacant positions which include the additional positions that were budgeted as of April 2017 – Specifically, one Advanced Training Officer, two Property Crimes Detectives and the Violence Reduction Team. These positions cannot be filled until our Patrol staffing needs are met.
- **Positions assigned to the lateral list** – interviews are scheduled for May 10<sup>th</sup> and 12<sup>th</sup>. There are currently 14 candidates on the list for interview and hiring consideration. \*We are currently accepting applications for Lateral Police Officer and will continue to merge qualified candidates to this list until the application deadline of May 31, 2017.
- **Positions assigned to the recruit list** – all candidates have been through the department's preliminary background screening and are now being contacted to schedule interview dates. Tentative interview dates include: May 17<sup>th</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>. There are currently 53 candidates on the list for interview and hiring consideration. \*We are currently accepting applications for Police Officer Recruit (4201-17). This position closes May 19, 2017, with a testing date of June 23, 2017, at which point a new list will be established.
- **Computer Support Technician** – this job is posted and we are accepting applications until Friday, April 28, 2017.
- **Police Community Relations Specialist** – candidates for this position are at the point of receiving the initial personal history questionnaire for minimum background review.
- **Animal Control and Compliance Officer** - all candidates have been through the department's preliminary background screening (PHQ) and are now being contacted to schedule interview dates.

It is also very important to note that we are almost always in a state of recruitment and that a list of 90 candidates may only yield 8-9 qualified candidates for hiring; which is exactly what happened with the 2016 recruit list. For your information, I have also attached a document that outlines the Tacoma Police Department recruitment process as well as a map of the process. If you have any questions, please do not hesitate to contact me.

/attachments:  
Recruitment Process Outline and map

*"To create a safe and secure environment in which to live, work, and visit by working together with the community, enforcing the law in a fair and impartial manner, preserving the peace and order in our neighborhoods, and safeguarding our constitutional guarantees."*



## Tacoma Police Department Recruitment Process: 2017

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1. Job Posted/Applications Accepted: March 1, 2017 – May 19, 2017
2. Minimum Qualifications Screening:
  - Minimum age of 20.5 at time of application (see RCW 41.12.070)
  - Minimum education: Proof of high school graduation or a certified GED (see WAC 139-07-020(1)(b)(ii))
  - Citizenship: Must be a United States Citizen, in order to be hired (see RCW 41.12.070 and WAC 139-07-020(1)(b)(i))
  - Valid Washington State Driver's License prior to being hired (RCW 46.20.001) and CPR card upon hire with maintenance thereafter.
  - Military Record (when applicable): The applicant must have been discharged under honorable conditions (see WAC 139-07-020(1)(b)(iii))
3. Initial Personal History Questionnaire: Screening for Minimum Background
  - Successfully complete and pass a background investigation (see WAC 139-070-020 and 139-05-220)
  - 5 groups of Initial Personal History Questionnaires (IPHQ) are sent to candidates who meet the minimum qualifications. Groups are created based on application received date.

IPHQ Sent	Review Deadline
03/13/2017	03/24/2017
04/03/2017	04/14/2017
04/26/2017	05/05/2017
05/15/2017	05/26/2017
05/22/2017	06/02/2017

4. Tacoma Police Recruitment Workshop
  - Candidates who pass the IPHQ are invited to an all-day workshop. The Saturday workshops go over the entire hiring process from start to finish, give applicants the opportunity to ask questions and to participate in a mock oral board and a mock Physical Abilities Test (PAT).
  - The purpose of the workshops is to demystify the hiring process, give applicants an opportunity to ask questions of Police Officers and to ultimately help applicants to be successful in the testing process.

2017 Recruitment Workshops
Saturday, March 25, 2017
Saturday, April 22, 2017
Saturday, May 20, 2017
Saturday, June 3, 2017

5. Examination Process: PAT/Written scheduled for **Friday, June 23, 2017**

- Physical Abilities Test (PAT): applicant must pass the Washington State Criminal Justice Training Commission (WSCJTC) fitness ability test
- Written Exam: provided by Fire & Police Selection, Inc.( FPSI)
- Industrial/Organizational Solutions (I/O Solutions)

- Candidates who pass the physical abilities test are invited to take the written exam (same day as PAT or next day to accommodate out-of-town candidates)

6. Eligible List:

- Candidates rank on the eligible list is determined by their score on the written exam.
- The eligible list is not “established” until the previous eligible list is exhausted.

7. Certification:

- Once the department has exhausted the previous eligible list, Human Resources will certify the new list of eligible candidates for interview and hiring consideration.

8. Formal Personal History Questionnaires (FPHQ): Requires the candidate to complete a 45-50 page document detailing their own personal history.

- Candidates are given two weeks to complete the FPHQ
- FPHQs are reviewed by background investigators
- Candidates who pass the FPHQ are then invited to the Oral Board
- Candidates who fail the FPHQ are notified by Human Resources per Personnel Rule 1.24.620(K) Failure to pass the law enforcement or firefighter pre-employment interview or background investigation, the purpose of which is to determine if the applicant has the background and ability to function as an effective law enforcement officer or firefighter.

9. Oral Board: Interview and scenario based questions.

- Interview dates are scheduled based on staff availability.
- Tacoma Police will invite **all** candidates who have successfully passed the FPHQ to an Oral Board.
- Oral Boards are scored interviews with a minimum score required to continue in the recruitment process. Candidate must receive a minimum passing score of 70%.

Background investigation:

- Candidates who pass the oral board interview are assigned to a background investigator
- Background investigators conduct several interviews with the candidate, their families, neighbors, co-workers, etc. and review all documents and reference information submitted by the candidate.
- Candidates who pass the background investigation may receive a Conditional Offer of Employment.
- Candidates who fail the background investigation are notified by Human Resources per Personnel Rule 1.24.620(K) Failure to pass the law enforcement or firefighter pre-employment interview or background investigation, the purpose of which is to determine if the applicant has the background and ability to function as an effective law enforcement officer or firefighter.

10. Conditional Offer of Employment (COE):

- Successful completion of:
  - Polygraph
  - Medical Examination
  - Psychological Examination

11. Final Offer of Employment (FOE):

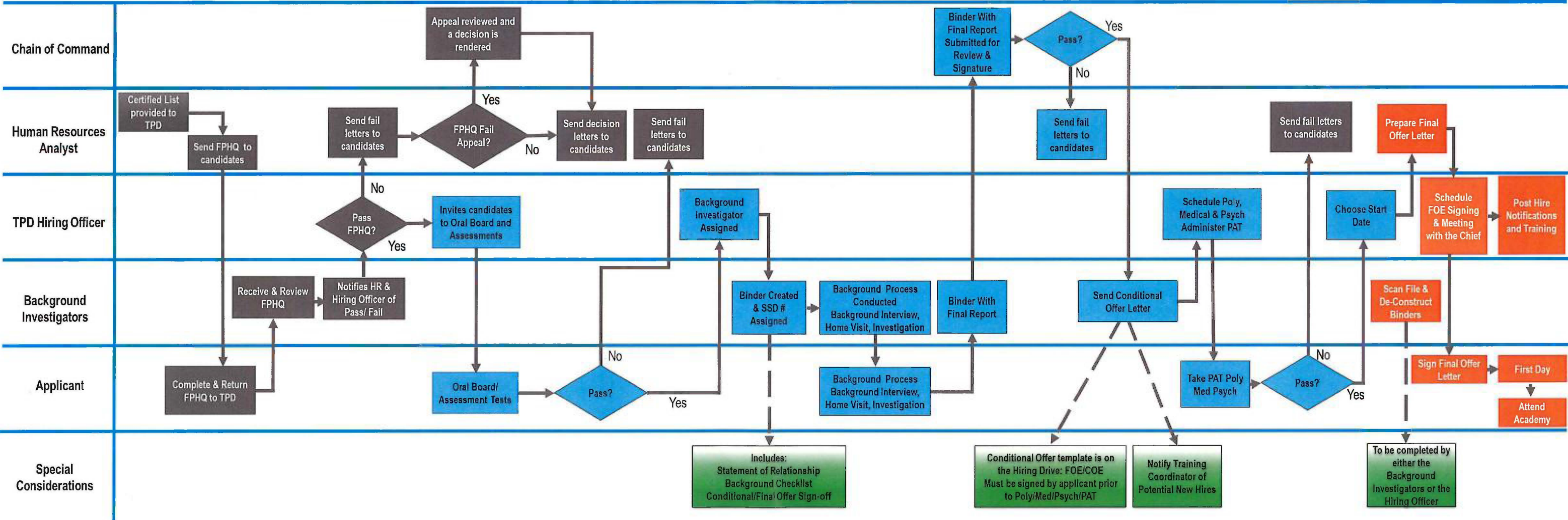
- Upon successful completion of the Polygraph, Medical Examination and Psychological Examination candidates will receive a final offer letter to include start date, starting pay rate/step, probation information, union representation, etc.

12. Academy Start dates: determined by the Washington State Criminal Justice Training Commission

2017 - 2018 Basic Law Enforcement Academy Schedule		
Selection Deadline	Academy Start Date	Academy Graduation Date
03/02/2017	04/18/2017	08/23/2017
04/06/2017	05/31/2017	10/06/2017
05/19/2017	06/20/2017	10/26/2017
06/09/2017	07/11/2017	11/16/2017
06/28/2017	07/25/2017	12/01/2017
07/13/2017	08/03/2017	12/13/2017
07/27/2017	08/24/2017	01/05/2018
08/10/2017	09/06/2017	01/18/2018
09/08/2017	10/03/2017	02/13/2018
09/21/2017	10/17/2017	02/28/2018
10/05/2017	10/31/2017	03/14/2018
10/19/2017	11/14/2017	03/27/2018
11/02/2017	11/28/2017	04/06/2018



TPD Hiring Process





**City of Tacoma**  
Tacoma Fire Department

**Memorandum**

TO: Elizabeth Pauli, Interim City Manager

FROM: James P. Duggan, Fire Chief <sup>D</sup>  
Tory Green, Deputy Chief <sup>TG</sup>

SUBJECT: **COUNCIL REQUEST: TACOMA FIRE DEPARTMENT'S (TFD)  
CURRENT HIRING STATUS AND HIRING PROCESS**

DATE: April 27, 2017

**Hiring Status**

To fill the newly authorized firefighter positions, TFD hired 16 recruit firefighters on April 17. The 16-week recruit academy will run through August 4. Upon graduation, half of the recruit class will be assigned to the field as probationary firefighters, while the other half of the class remains at the Training Center to complete a pump academy. After three weeks, the two cohorts will alternate assignments. We expect all the successful new hires to be assigned to front-line probationary firefighter positions by September 18. At that time we will have sufficient uniformed personnel to staff Engine 15 full-time, Squad 13 full-time, and an aid vehicle part time. (The deployment plan for the aid vehicle is currently under development and is expected to be completed by mid-summer.)

Including the new hires, TFD's count of uniformed personnel is currently nine full-time equivalents above our budgeted level; however, seven existing personnel are expected to retire by the end of May, bringing TFD's staffing in line with its budgeted positions.

**Hiring Process**

The Tacoma Fire Department hiring process includes the following eight key components:

1. Recruitment

TFD maintains a recruitment team of approximately 50 diverse firefighters. This team is utilized to represent the department at job fairs and other community events that provide opportunities to promote the Tacoma Fire Department as an

employment and career option. During these recruitment events, interested individuals are provided with information about the hiring process and recommendations to successfully compete for the position of firefighter. Recruitment efforts are conducted continuously, although efforts are increased during the 6–12 months preceding a written exam.

## 2. Application Period

As with all City positions, applicants for the position of firefighter are required to submit an application through the City's Human Resources Department. The requirements for eligibility include: (1) being 18 years of age or older, (2) having a high school diploma, GED, or equivalent, (3) being a non-smoker for at least two years, and (4) having a valid Washington State driver's license by the first day of the academy. The application period is opened every three years to reestablish the eligibility list and is typically opened for 6–12 months each time to maximize the applicant pool.

## 3. Written Exam

A written exam is administered only when it is necessary to establish a new eligibility list and, for this reason, is not conducted with each hiring process (each eligibility list is valid for one year but can be renewed for an additional year, up to a maximum of three years). The written exam is created and graded by a contracted third-party nationally recognized public safety testing organization and is administered by the City's Human Resources Department. The written exam is based upon a study booklet that is created by the contracted testing company. The material within the study booklet includes information from firefighting textbooks and other general education components. The study booklets are made available for purchase by the applicants. To eliminate the barrier of purchasing a study booklet, TFD typically purchases approximately 100 booklets for distribution throughout the community, including the following locations: Tacoma Public Libraries, the Black Collective, Tacoma Ministerial Alliance, Tacoma Urban League, Centro Latino, the Korean Women's Association, and the Asian-Pacific Cultural Center.

The test booklets are sealed and shipped to the Human Resources Department just days prior to the testing dates, and the seals are broken by the applicants to ensure the integrity of the exam. All Scantron answer sheets are collected by Human Resources Department personnel and returned to the contracted testing company for grading. The exam results are sent directly to the Human Resources Department where they are used to create the eligibility list.



#### 4. Personal History Questionnaire

Once an eligibility list has been established, TFD requests from the Human Resources Department a list of the eligible applicants for the current hiring process, based upon the personnel rules. All applicants provided to TFD are sent a personal history questionnaire (PHQ) and given approximately two weeks to complete it. The PHQ is essentially a long form résumé, including limited questions related to any criminal history and several essay questions related to the applicant's motivations for applying. A panel of TFD executive staff reviews the submitted PHQs and selects from among them those that will be invited to an oral interview. Criteria for selection include quality of application content, a demonstrated interest in the fire service and/or a clear indication of commitment to service.

#### 5. Oral Interview

The oral interview consists of a panel of four to five TFD and City representatives, including non-uniformed personnel from the Office of Equity and Human Rights. The interview questions focus on revealing the internal values and principles of the candidate and their ability to do the right thing, even when difficult. Typically, three to four candidates are interviewed for each position being filled. The candidates are selected for recommendation for hire through consensus of the panel and forwarded to the Fire Chief for approval to offer employment contingent upon passing the medical physical and background/reference check.

#### 6. Medical Physical

Selected candidates must successfully complete a medical exam conducted by a third party contracted medical provider that specializes in performing entry-level firefighter medical exams compliant with NFPA 1582. TFD is provided with confirmation from the medical provider that the candidate is either capable of performing the duties of a firefighter or not.

#### 7. Background and Reference Check

Background checks are conducted by a third party contracted service (currently Sound Screening) for all candidates offered employment. Results are reviewed by the Fire Chief and TFD hiring manager, as well as City Human Resources and Legal departments.

#### 8. Physical Abilities Test

During the first eight weeks of the recruit academy, newly hired recruit firefighters are required to successfully complete the nationally recognized Candidate Physical Ability Test (CPAT) to remain employed by the department. This test includes an eight-week training program with two orientations and two timed practices. Any recruits unable to complete the CPAT by the end of the eight weeks are terminated from employment.

In addition to the eight key components listed above, each new hire must successfully complete the 16-week recruit academy, including obtaining EMT certification, and a one-year firefighter probation in order to achieve the rank of Firefighter with the department.

JPD:mw



**TO:** Nadia Chandler Hardy, Assistant to the City Manager  
Director, Neighborhood and Community Services  
**FROM:** Pamela Duncan, Division Manager, Human Services  
**COPY:** Lisa Wojtanowicz, Division Manager, Community Services  
**SUBJECT:** UPDATE: NCS Homeless Outreach Strategies—Hot Spot Clean-up: The Jungle  
**DATE:** April 27, 2017

**SUMMARY:**

This memo represents the weekly update (shown in **red**) for the phased cleaning of the area known as “The Jungle” which includes two areas (E. 26<sup>th</sup> Street Bridge and under the 705 overpass).

**TIMELINE:**

**Phase I: East 26<sup>th</sup> Street Bridge – All work completed**

- April 7—Staff meet with abatement contractor to determine the scope of the work
- April 10—Veterans (CCS) and youth/young adult (CYS) outreach conducted on site
- April 11—Clean up of area surrounding East 26<sup>th</sup> Street Bridge by Nordic  
Meet with Secoma Fencing contractor to determine scope of fencing
- April 13—City abatement contractor to perform site reclamation work  
Secoma Fencing to install/repair fencing

**Phase II: 705 Overpass –All work completed**

- April 10—WSDOT post notices of pending clean-up  
Veterans (CCS) and youth/young adult (CYS) outreach conducted on site
- April 10-28—City of Tacoma, Positive Interactions, TPD CLOs conduct outreach
- May 1—WSDOT begin phased clean up of 705 property in Phase

**Note:** fencing installed to prevent access to site has been breached and repaired three times, including four lock breaks, which have also been replaced.

As a result of the clean-up, three encampment occupants took advantage of shelter beds at TRM. Five went into inpatient treatment. Other displaced encampment occupants have moved to other encampment sites; approximately 5-10 individuals are now on the A Street walkway. Staff continue to deploy Positive Interactions to work these individuals and City staff have forwarded a memo to the Interim City Manager regarding citizen complaints arising from these individuals (attached).

**Phase III: Site Hardening**

- May 15—Closing off East 26<sup>th</sup> and C site entrance to encampment





**TO:** Elizabeth Pauli, Interim City Manager  
Council Member Robert Thoms

**FROM:** William C. Fosbre, Acting City Attorney *WCF*  
Jennifer J. Taylor, Deputy City Attorney *JJT*  
Colin DeForrest, Homeless Services Manager, NCS *CD*

**SUBJECT:** Citizen Complaints – Homeless Individuals/Campers

**DATE:** April 26, 2017

The City has received two complaints in the last week from different citizens regarding homeless activity occurring in the downtown area. One complaint, from Julie Kramer, centers on a group of individuals who have set up an encampment under an overpass near the 15th Street Bridge. The other complaint, from Barbi Leifert, relates to some homeless individuals who are loitering in the A Street pedestrian underpass. It is unclear whether the individuals are camping under the A Street underpass or just congregating. The Legal and Neighborhood Community Services Departments were tasked with preparing a response to the concerns voiced by the citizens.

Staff understands that the issue of homeless activity continues to be a dominant concern from citizens and business owners, especially in the downtown core. City staff has been responsive, in collaboration with non-profit and private-sector service providers, when possible, in trying to connect these individuals to a wide range of tailored services. When engaged in services, providers are able to help assist those who are experiencing homelessness. These interventions will assist in reducing the impacts of undesirable behaviors and maximize the effectiveness of the City's overall response.

Ms. Kramer, the citizen concerned with homeless activity under the 15th Street Bridge, asked what her rights are as neighboring property owner. Ms. Leifert expressed concern about the individuals in the A Street pedestrian underpass. While some of the behaviors exhibited by those experiencing homelessness can be criminal in nature, homelessness itself is not a crime. Some potential unlawful behaviors that may be occurring include:

- TMC 8.12.025 – Trespass
- TMC 8.12.050 – Littering (generally punished by civil fine)
- TMC 8.13.010 – Obstructing Sidewalk or Streets
- TMC 8.27.080 – Possession / Consumption of Alcohol in Park (civil fine)
- TMC 8.27.085 – Smoking in Park (civil fine)
- TMC 8.27.210 – Overnight Use of Parks (Illegal Camping)
- TMC 8.29.060 – Various narcotics possession offenses
- TMC 8.33.010 – Urinating or Defecating in Public
- RCW 66.44.100 – Liquor in Public Place (a civil fine under state law)

Attempts by law enforcement to enforce those crimes above, for example, is a challenge and will continue to be such. First, under state law, a misdemeanor (or non-felony crime) must generally, in most circumstances, be committed in an officer's presence to subject an individual to custodial arrest, which limits the officer's ability to eliminate the concern. Second, limited jail space means that the Pierce County Jail is often unlikely to keep these individuals in custody even if they are booked for an offense such as those outlined above. However, citizens are encouraged to contact the police whenever they see criminal activity occurring. In this way, the community and the City can continue to work together to address the most salient issues affecting the community at large.

Other behaviors people may find offensive and/or unsightly, such as panhandling or sitting/sleeping on sidewalks, are not necessarily unlawful. The Washington Supreme Court has recently ruled that panhandling in public can be protected speech under the First Amendment. City of Lakewood v. Willis, 186 Wn.2d 210, 375 P.3d 1056 (2016). As such, the City must be careful to avoid enacting laws prohibiting it, and law enforcement officers cannot enforce laws that would infringe upon that right. Unless a panhandler is truly being disorderly or assaultive, or blocking vehicular or pedestrian traffic from passing, there is little legal recourse that the City can undertake.

The United States Court of Appeals for the Ninth Circuit, which includes the state of Washington, has also ruled that sleeping is a basic human function, is protected by the Constitution, and has been consistent in warning municipalities from undertaking legislative enactments which serve to criminalize homelessness. See, e.g. Desertrain v. Los Angeles, 754 F.3d 1147 (9th Cir. 2014); Jones v. City of Los Angeles, 444 F.3d 1118 (9th Cir. 2006), vacated by 505 F.3d 1006 (9th Cir. 2007).

Although the City can, to some degree, control in what manner and where people sleep, the City cannot arrest people for sleeping or loitering. They can be arrested for trespassing if they are sleeping on private property or on closed public property, such as Metro Parks after hours. If they are creating a health hazard with excessive debris or human waste, the City may, under certain circumstances, initiate enforcement under the civil Nuisance Code against the property owner for maintaining a nuisance.

However, a homeless person sleeping or loitering in a public space or in a public right-of-way (even with their belongings) is not illegal, unless he or she is obstructing pedestrian or vehicular traffic, in which case they are potentially subject to arrest. See TMC 8.13.030. To violate TMC 8.13.030, the person has to impede a specific person or driver, and have the intent to do so. Typically, someone sitting or loitering on the sidewalk does not have the intent to block another person from passing. Just inconveniencing another person will not be enough for probable cause for arrest.

The City understands that this is a challenging issue, and is always looking for innovative and humane ways it can improve its approach for those experiencing homelessness, in light of all of the interests and equities involved. Staff is working to



locate encampments, provide outreach to individuals, and work with them to find stable housing options. The City prides itself in working seamlessly across departments and safely serving individuals in need. This allows service providers the ability to reach out to clients in the field and police are able to strike a balance between enforcement and outreach. The City has been partnering with service providers to help place homeless individuals in temporary or emergency housing, or to connect them with mental health or chemical dependency treatment providers. Many persons currently experiencing homelessness are also struggling with significant mental health and/or substance use disorders, which contributes to the difficulty of housing them in facilities not specifically designed to address their specific health needs.

Tacoma Police Department's Sector One Community Liaison Team, which helps coordinate proactive policing in the City, is an additional resource for helping to locate and identify homeless encampments in the downtown core. The contact numbers for the Sector One officers is below. TPD collaborates with other agencies, both internal and external, to help provide support on homelessness issues. Staff has also increased coordination efforts with other entities, such as the Washington State Department of Transportation ("WSDOT"), to help increase the effectiveness of the encampment clean-up, site reclamation, and monitoring process. For example, last week the City assisted in clearing out a large encampment on property under the ownership of WSDOT. The City is aware of and investigating the situation relating to an encampment under the overpass near 15th Street to determine whether another entity, such as WSDOT or Burlington Northern Santa Fe Railroad, is being impacted. Finally, the City is continuously reviewing its own ordinances and policies to improve enforcement and outreach efforts.

We hope this has been of some assistance. Please let us know if you have questions or need any additional information.

**TPD Sector One – Helpful Numbers**

Lt. Leroy Standifer	(253) 591-5431
Officer Martin Price	(253) 591-5685
Officer Pamela Rush	(253) 591-7892
Officer Michael McQuade	(253) 594-7849
Officer Brandon Showalter	(253) 594-7951

JJT/bn

cc: Nadia Chandler, Director, NCS  
Lisa Wojtanowicz, Division Manager, NCS  
Pamela Duncan, Manager, Human Services Division, NCS