



## WEEKLY REPORT TO THE CITY COUNCIL

May 11, 2017

Members of the City Council  
City of Tacoma, Washington

**Dear Mayor and Council Members:**

### **ACTION REQUESTED**

1. As a reminder, this **Saturday, May 13<sup>th</sup>, at 10:00 a.m., there will be a Special Meeting of the City Council in the Council Chambers.** The purpose of the meeting will be to have an Executive Session to discuss the qualifications of the City Manager finalists. At the conclusion of the Executive Session, there will be motions prepared for your consideration to appoint one of the finalists.

### **ITEMS OF INTEREST**

2. The Neighborhood and Community Services Department provides the following **update on the Youth and Young Adult Drop-in Center, located at 5401 South Tacoma Way:**

#### **What has happened:**

- A notification to vacate by June 1<sup>st</sup> was issued to the residential tenant in March, 2017.
- Facilities Management conducted interviews for architects on May 3<sup>rd</sup>.

#### **What is happening (Week of May 8):**

- Human Services staff will inform pertinent service providers of this tenant's potential need for (Veteran) housing services.
- Environmental Services will be notified to provide on-site waste removal services during current tenant's occupancy.
- Project Team to submit memorandum to the Interim City Manager requesting authorization under emergency declaration for expedited process for public works and contracted services.

#### **What will happen:**

- The order of bringing services online at this point is:
  1. Retail
  2. Drop-in Center
  3. Overnight Shelter
- During the Design Phase of this project, Talcott Broadhead of Catholic Youth Services will be asked to be part of the Design Team.

3. Public Works Director Kurtis Kingsolver provides the attached memorandum related to the **review of rail crossing operations and ongoing coordination with BNSF Railroad for the implementation of McCarver Street rail crossing improvements.**
4. **Economic Development Weekly Update Report** – Please see the attached May 8, 2017 update report on projects and initiatives from the Community and Economic Development Department. These update reports will now be provided on a weekly basis.

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

5. The **City Council Study Session** of Tuesday, May 16, 2017, has been cancelled.
6. The updated **Tentative City Council Forecast and Consolidated Standing Committee Calendars** are attached for your information.

#### **COUNCIL REQUESTS/INQUIRIES**

7. During the discussion at last Tuesday's Study Session related to Deputy Mayor Thoms' **Council Consideration Request for a 1,000 foot buffer between Marijuana businesses and Metro Parks Tacoma's parks, facilities and recreational centers**, Council Member Campbell requested that the definition of a playground be clearly defined and also asked where the measurement takes place to determine the 1,000 foot buffer.

The City Attorney's Office responds that the 1,000 foot buffer restriction, does not apply to privately owned playgrounds (or parks or recreation centers or facilities). Per Washington State WAC 314-55-010 (24), "Playground" means a public outdoor recreation area for children, usually equipped with swings, slides, and other playground equipment, owned and/or managed by a city, county, state, or federal government. Regarding the 1,000 foot buffer standard per WAC (314-55-050, section 10), the Washington State Liquor and Cannabis Board shall not issue a new Marijuana license if the proposed licensed business is within one thousand feet of the perimeter of the grounds of any of the following entities. The distance shall be measured as the shortest straight line distance from the property line of the proposed building/business location to the property line of the entities listed below:

- |                                     |   |
|-------------------------------------|---|
| (a) Elementary or secondary school; | (f) Public Transit Center;                |
| (b) Playground;                     | (g) Library; or,                          |
| (c) Recreation center or facility;  | (h) Any game arcade                       |
| (d) Child care center;              | (not restricted to age 21 years or older) |
| (e) Public park;                    |   |

The disconnect that is generating citizen concerns at present arises from the State's omission of Metropolitan Parks Districts from the ownership element of "Playground" and "Recreation center or facility." Staff understands that the State intends to fix these omissions. In the meantime, it would make sense for the City to eliminate the definition disconnect by adding local definitions of "Playground" and "Recreation center or facility" to the Tacoma Municipal Code that include ownership by Metropolitan Parks Districts. In the near future, an ordinance will be prepared for your consideration to provide this remedy.

### **GRANT APPLICATIONS**

8. The City has applied for the following Grant:

- **Petition to Modify Highway-Rail Grade Crossing Active Warning Devices** – Funding request to install fencing, striping, traffic control devices, signage, and sidewalk and pedestrian gates at the BNSF/McCarver Railroad Crossing. The City is requesting \$50,000, with no City match required. The estimated cost for the work is approximately \$320,000.

### **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.
- **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.
- **Hilltop Action Coalition Inaugural Luncheon on Friday, May 19<sup>th</sup>, from 11:30 a.m. to 1:00 p.m.**, at the Peace Community Center, located at 2106 South Cushman Avenue.
- **Multicare Spring 2017 Community Leaders Luncheon on Monday, May 22<sup>nd</sup>, from 11:30 a.m. to 1:30 p.m.**, at Multicare Tacoma General Hospital, Jackson Hall Medical Center, located at 314 Martin Luther King Jr. Way.
- **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.



- **KBTC's Community Breakfast on Wednesday, May 31<sup>st</sup>, from 8:00 a.m. to 10:00 a.m., at the Hotel Murano, located at 1320 Broadway.**
- **Puget Sound Regional Council's 2017 General Assembly on Wednesday, May 31<sup>st</sup>, from 11:30 a.m. to 1:30 p.m., at the Washington State Convention Center, located at 8<sup>th</sup> and Pike in Seattle.**

Sincerely,



Elizabeth A. Pauli  
Interim City Manager

EAP:crh  
Attachments



**TO:** Elizabeth A. Pauli, Interim City Manager  
**FROM:** Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer  
**CC:** Mark Lauzier, Assistant City Manager  
**SUBJECT:** Rail Crossing Improvements  
**DATE:** May 10, 2017

*KDK*

The Public Works Department is providing updated information regarding the review of rail crossing operations and the ongoing coordination with BNSF Railroad for the implementation of the McCarver Street rail crossing improvements.

**McCarver Street Actions to Date:**

- January 27, 2017 – Public Works upgraded the traffic and pedestrian control signs and pavement markings.
- March 24, 2017 – Public Works installed supplemental graphical-based signs indicating a two-track crossing for pedestrians.
- April 12, 2017 – Public Works received confirmation from BNSF that, at this time, BNSF's Signal Design Department was not in favor of installing the "Another Train Warning" sign connected to the existing railroad signal system. BNSF also advised the City to begin the permitting process for access to BNSF right-of-way for the purpose of a field survey to establish the permanent easement required for fencing and sidewalk installation.
- April 19, 2017 – City staff completed a survey of the elements outside of the BNSF right-of-way which would complement the pending survey of the elements within the BNSF right-of-way.
- April 27, 2017 – Public Works submitted a Washington Utilities and Transportation grant application to BNSF for review and approval. The grant opportunity is provided to assist with costs associated with rail crossing improvement projects.
- April 27, 2017 – BNSF expressed that it would expedite review of the City's temporary access permit for survey of the elements within the BNSF right-of-way to support the design of fencing and sidewalk plans.

**McCarver Street Next Steps:**

- Coordinate City survey and BNSF flagging crews to conduct the field survey of existing rail equipment on BNSF right-of-way by the end of May 2017.
- Utilize surveyed information to complete engineering plans for crossing area improvements including fencing, sidewalk modifications and signal/pedestrian gates by early June 2017.
- Submit project plans to determine the BNSF property easement and project costs to BNSF for review and approval by mid-June 2017.
- Negotiate/execute Grade Crossing Construction Agreement between the City and BNSF, which will include a Notice to Proceed for BNSF to complete their signal design,

determine the cost to construct, and establish City maintenance responsibilities. Public Works should receive the draft Agreement during the third week of May and will expedite review with the Legal Department for a swift turnaround.

- Public Works is pushing to install permanent fencing by July 4, 2017, designed to direct pedestrians to the future gated crossing and discouraging dangerous short cuts across the tracks; however, the previous steps discussed must be completed and may delay the desired schedule. To proceed as quickly as possible, staff has selected a fence design, is scheduling the contractor and will be ordering materials. Staff will meet with stakeholders to review the fence design and schedule. Fence installation is estimated to take between one and two weeks.
- If the permanent fencing cannot be installed by July 4, 2017, temporary chain link fencing will be installed. The temporary fencing will remain in place until the permanent fencing is installed and will extend approximately 200 feet from both sides of McCarver Street and parallel to the tracks. The standard Tacoma Freedom Fair event crowd control fencing will also be installed from McCarver Street to past Oakes Street to keep people off of the BNSF right-of-way. The crowd control fencing will be removed after the event.
- Following execution of the Agreement, the City will proceed with the installation of the permanent fencing and sidewalk improvements. Coordination with BNSF for final location of new signal/pedestrian gates will be needed.

#### Additional Rail Crossing Actions:

- Public Works is reviewing other City rail crossings to determine if it is appropriate to install special and customized warning and regulatory signing similar to the McCarver Street crossing. The review will include the 6th Avenue/Titlow Park rail crossing and the Tacoma Dome Station crossings at East C Street and East D Street.
- On May 9, 2017, Public Works reviewed the 6th Avenue/Titlow Park railroad crossing for existing conditions with respect to both vehicle and pedestrian traffic control features. The next step involves assessing potential traffic control enhancements (e.g., signs) as they relate to the crossing and the existing conditions.
- By the end of May 2017, staff will determine a short-term plan for the 6th Avenue/Titlow Park crossing control enhancements that can be readily implemented. Other control elements that would require coordination with BNSF will also be identified during this time.
- Public Works is currently finalizing specifications to issue a Request for Qualifications for railroad consulting firms. The consultant selected with the appropriate rail experience will perform an evaluation of rail crossing options at the City's mainline rail crossings. The rail crossing options will include gates, grade separation, quiet zone and wayside horn operations.



## **Week of May 8, 2017 Council News: Community & Economic Development**

**Disparity Study.** Early this year, our internal team worked with a disparity expert, a professor from the University of Minnesota, to assist in drafting the Request for Proposal (RFP) used in the recruitment of a consultant to prepare the Disparity Study. After an exhaustive screening process, Griffin & Strong, P.C., a nationally recognized firm from Atlanta, GA was selected to conduct the Study. This firm presented an extensive set of nationally recognized experts for our Study. The firm has wide experience with city focused studies and will use a local subcontractor to assist in the Study. References cite this firm as excellent to work with, adaptive and focused on their particular needs. The Study will take approximately nine months to complete. The month of May is dedicated to negotiate the contract.

**Industrial Development.** Prologis, a California-based industrial developer, is constructing a 1.6 million square foot logistics facility at 5200 12<sup>th</sup> Street East in Tacoma (intersection of SR-509 and Taylor Way) on 80 acres that it leases from the Port of Tacoma. This site is located in close proximity to the cargo terminals, intermodal railyard and Interstate-5. It can accommodate tenants needing between 100,000 sf and 1.1 million sf with abundant car and trailer parking available. UPS will lease nearly 750,000 sf in this industrial park. Construction is expected to be completed in Summer/Fall 2017.

**Small Business Technical Workshop.** This past week, CEDD hosted a small business workshop at Bates Technical College with about 25 small business owners in attendance. Representatives from First Western Properties and CBRE provided the “do’s and don’ts” on negotiating a lease for restaurants. More workshops will be scheduled in the future.

**Convention Center Hotel.** Work is underway to install a new ramp into the Convention Center garage off Commerce Street so that parking access can be maintained to this facility while construction proceeds on the surface lots to the south of the structure. Staff is also in the final stages of completing a 4<sup>th</sup> Amendment on the Development Agreement with closing on the site scheduled for June and construction to follow immediately thereafter.

**Restaurants Moving Southward from Seattle.** The migration continues! (<http://q13fox.com/2017/04/19/a-new-aroma-in-tacoma/>) As success continues for restaurants expanding from Seattle to Tacoma, El Boraccho Mexican Restaurant will soon open on 6<sup>th</sup> Avenue with more to follow. The new multi-family developments are creating fresh opportunities for residents and workers, and Downtown Tacoma and Neighborhood Business Districts are rapidly becoming the place to be.

## City of Tacoma 2017

Date	Meeting	Subject	Department	Background
May 16, 2017	Study Session	<b>CANCELLED (Study Session only)</b>		
	City Council Meeting	Public Hearing - Six-Year Transportation Improvement Plan	PW	Proposed Six-Year Comprehensive Transportation Improvement Plan 2018-2023 (amended 2016-2017)
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
		Cushman and Adams Streets Substation Nominations for Register of Historic Places	PDS-Historical Preservation Office	Recommendations by staff/Landmarks Preservation Commission for Cushman & Adams Substations to be on the Tacoma Register of Historic places.
	City Council Meeting			
May 30, 2017	CANCELLED			



## City of Tacoma 2017

Date	Meeting	Subject	Department	Background
June 6, 2017	Study Session	Washington State Dept of Transportation Updates on Ongoing and Upcoming Construction Projects	WSDOT/PW	WSDOT update on ongoing & upcoming projects as part of the Tacoma/Pierce County HOV program.
		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			
June 13, 2017	Joint Metro Parks Study Session	City/Metro Parks Master Interlocal Agreement Update	COT/MPT	City and Metro Parks Master Interlocal Agreement accomplishments, 2017-2018 Work Plan & next steps
	Regular Council Study Session	Washington State Legislative Updates	GRO	Government Relations Officer will provide an update on the WA State Legislative 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	CANCELLED			
July 11, 2017	Study Session			
	City Council Meeting			
July 18, 2017	Study Session	Tacoma Smelter Plume Project Update	PDS/WDOE	Update on Tacoma Smelter Plume soils samples, cleanups, and long term education plan
	City Council Meeting			
July 25, 2017	Study Session			
	City Council Meeting			

Community Vitality and Safety				
<b>Committee Members:</b> Blocker (Chair), Campbell, Loneragan, Walker Lee, Alternate-Mello <b>Executive Liaison:</b> Mark Lauzier; 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	
May 25, 2017	Proposed Code Amendments - Human Rights Commission	<b>Andreta Armstrong, Office of Equity and Human Rights</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	
	Closed Captioning Initiative	<b>Lucas Smiraldo, Management Analyst, Office of Equity and Human Rights Commission on Disabilities</b>	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	
Future:				
June 8, 2017				
June 22, 2017				

Economic Development Committee				
<b>Committee Members:</b> Campbell (Chair), Mello, Strickland, Thoms, Alternate-2nd, 4th, and 5th Tuesdays McCarthy		<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>10:00 a.m.</b> <b>Room 248</b>		
<b>CBC Assignments:</b>				
• Tacoma Arts Commission		• Foss Waterway		
• Greater Tacoma Regional Convention Center Public Facilities District		• City Events and Recognition Committee		
May 23, 2017	Q4 2016 & Q1 2017 Economic Dashboard [Informational Briefing]	Debbie Bingham, Program Development Specialist, Community and Economic Development	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]	Linda Womack, Housing Division, Community and Economic Development	This will be a summary of the first three quarters.	
	Point Ruston Update [Informational Briefing]	Ricardo Noguera, Director, Community and Economic Development	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.	
Future:				
June 13, 2017	Annual Update on Economic Development Framework Strategy [Informational Briefing]	Ricardo Noguera, Director, Community and Economic Development	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]	Pat Beard, Project Manager, Community and Economic Development	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	
June 27, 2017	International Development & World Trade Council [Informational Briefing]	Ricardo Noguera, Director, Community and Economic Development	This informational briefing will update the Committee on international trade activities and accomplishments since the last Council update on July 26, 2016. The focus will be on	



<b>Government Performance and Finance Committee</b>				
<b>Committee Members:</b> Lonergan (Chair), Campbell, Ibsen, Walker Lee, Alternate-Strickland		<b>1st, 3rd, and 5th Wednesdays</b> <b>4:30 p.m.</b>	<b>CBC Assignments:</b> •Public Utility Board •Board of Ethics	
<b>Executive Liaison:</b> Andy Cherullo; Staff Support - David Nash-Mendez		<b>Room 248</b>	•Audit Advisory Board •Civil Service Board	
<b>May 17, 2017</b>	Permit Fees and Cost Recovery	<b>Peter Huffman, Director, PDS; Steve Standley, Division Manager for PDS</b>	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	<b>Jared Eyer, Senior Management and Budget Analyst, Office of Management and Budget</b>	Staff will provide a report on the City's performance management tracking program and will share detailed budget book measures.	
<b>Future:</b>				
<b>May 31, 2017</b>	Paid Leave Program	<b>Melanie Harding, Employment Standards P</b>	With the passage of Initiative 1442, implementing statewide paid leave standards, City of Tacoma must develop path towards integrating with state standards	
<b>June 7, 2017</b>	Joint Audit Advisory Board			

<b>Infrastructure, Planning and Sustainability Committee</b>			
<b>Committee Members:</b> Mello (Chair), Ibsen, McCarthy, Thoms, Alternate-Blocker <b>Executive Liaison:</b> Mark Lauzier; Staff Support - Rebecca Boydston		<b>2nd and 4th Wednesdays</b> 4:30 p.m. Room 16	<b>CBC Assignments:</b> •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
<b>May 24, 2017</b>	Historic Demolition Review/Code Updates [Informational Briefing]	<i>Reuben McKnight, Historic Preservation Officer, PDS</i>	Staff will brief the Committee on ongoing development of municipal code language, including demolition review and historic inventory analysis, as well as general areas of potential code clean up."
	Revolving Loan for Historic Buildings Pilot Program [Informational Briefing]	<i>Reuben McKnight, Historic Preservation Officer, PDS</i>	
	Long Term Solid Waste Contract Extension	<i>Mike Slevin/Gary Kato, ES</i>	
<b>Future:</b>			
<b>June 14, 2017</b>	2018 Amendments Progress and Key Issues	<i>Stephen Atkinson, Sr Planner, 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.
	Foss Stormwater/Sediment Program		In 2016, the City performed the tenth year of monitoring in the Thea Foss Waterway since the sediment cleanup of the Superfund site was completed. In addition, 15 years of stormwater monitoring has been performed in the waterway under both Ecology and EPA oversight. The purpose of this briefing is to present a brief summary of results of both of these ongoing monitoring efforts and to provide the current status of work on the project. This presentation is for information sharing purposes and no response from the committee is required.
<b>June 28, 2017</b>	Planning Commission Interviews	<i>Doris Sorum, City Clerk</i>	Interview applicants seeking to fill term-expiring positions representing District No. 1, Development Community, and Public Transportation, and recommend candidates for the Council's consideration for appointment.
	Board of Building Appeals Interviews [Request for Recommendation]	<i>Doris Sorum, City Clerk</i>	1 open position
	Infill Pilot Program Update	<i>Lauren Flemister, Sr Planner, PDS</i>	