



WEEKLY REPORT TO THE CITY COUNCIL

March 15, 2018

Members of the City Council
City of Tacoma, Washington

Dear Mayor and Council Members:

ACTION REQUESTED

1. This is a reminder that **you are required to submit** to the Public Disclosure Commission, **no later than Monday, April 16th, your “Personal Financial Affairs Statement.”** In addition, **please provide a copy of your report to the City Clerk’s Office for our records.** The Public Disclosure Commission’s link for filing is: <https://www.pdc.wa.gov/learn/file-online>.

ITEMS OF INTEREST

2. **As a reminder, T-Town: Play, Explore, Learn City Services Expo will be at the Tacoma Dome on Saturday, March 24th, from 10:00 a.m. to 3:00 p.m. This is a free, fun, interactive community event featuring demonstrations and activities for the entire family. Parking is also free.**

Council Members are invited and encouraged to attend. T-Town is a chance for our community members to play, explore and learn about the many services the City provides. It is also an opportunity for our community members to share their thoughts about how the City should use its resources.

T-Town was last held in 2016 and had more than 2,000 participants.

Demonstrations will be interactive and include opportunities for participants to:

- Ride in a Tacoma Public Utilities budget truck
- See Police, Fire, Public Works and Environmental Services vehicles up close
- Experience a number of traffic calming devices and accessible ramps using a bike, pedal car or wheelchair
- Learn about rain gardens and proper food waste cycling
- Be a City code inspector for a day
- Participate in Story time with the Library
- Apply for a job with the City of Tacoma Test their knowledge of Tacoma and the broad array of services the City offers

All local print, radio, TV and online media outlets have been alerted about this event. Paid ads have also run in print and online media, including social media. Flyers have been distributed via Peach Jar to Tacoma Public Schools’ students and their families (see attached). Posters have been shared with the Neighborhood Councils and businesses throughout Tacoma (including translated

versions in Spanish and Vietnamese). The event will also be promoted using the digital read board overlooking I-5 at the Tacoma Dome.

Interested residents are encouraged to visit cityoftacoma.org/playexplorelearn for the most up-to-date information about this event. The Facebook event listing, which alone has already reached 30,398 as of last Friday, will also offer this information.

We are very excited to spend the day with our community members as they learn about all the City has to offer and hope you can join us as well.

3. Planning and Development Services Director Peter Huffman reports that the Tacoma **Planning Commission will conduct a public hearing on April 4, 2018**, at 5:30 PM to receive public comment on the **proposed 2018 Amendments to the Comprehensive Plan and Land Use Regulatory Code** and will keep the record open through April 6, 2018, to accept written comments. An Informational Meeting will be held by staff on March 28th, 5:30 – 7:00 PM, to discuss the proposed amendments with interested parties. Both the Public Hearing and Informational Meeting will be held in the Council Chambers, 747 Market Street, 1st floor. This year's amendment package includes the following: (1) Car Wash Uses in Neighborhood Centers; (2) Vehicle Service and Repair: Outdoor Storage; (3) S 80th Street PDB Rezone; (4) Commercial View Sensitive District Height Measurement; (5) Transportation Master Plan Limited Amendments; (6) Open Space Corridors Phase 1; and (7) Code Cleanups. A copy of the public hearing notice is attached which includes a summary of each proposed amendment. Additional information, including the full text of the proposed amendments, is available at www.cityoftacoma.org/2018Amendments. Please contact Planning Services Division Manager Brian Boudet with any questions at 253-573-2389 or BBoudet@cityoftacoma.org.
4. The **March 21, 2018 Public Utility Board Special Meeting agenda** is attached for your information.

STUDY SESSION/WORK SESSION

5. The **Joint City Council/Public Utility Board Study Session** of Tuesday, March 20, 2018, will be held in Room 16 of the Tacoma Municipal Building North, at Noon. Discussion items will include: (1) **Executive Session – Pending Litigation**; (2) **CTC Energy and Technology Draft RFI/Q Alternative Click! Partnership Models Overview**; (3) **Power Undergrounding Pilot Program**; and, (4) **Update on Recruitment for Director of Utilities**. Immediately following the Joint session, there will be a City Council Study Session. Discussion items will include: (1) **Sound Transit 3 – Tacoma Dome Link Extension, Project and Partnership**; (2) **Other Items of Interest**; (3) **Committee Reports**; (4) **Agenda Review and City Manager's Weekly Report**; and, (5) **Executive Session – Evaluate Interim City Council Position No. 2 Finalists' Qualifications**.

Tuesday's Joint City Council/Public Utility Board meeting will begin with a **Joint Executive Session to discuss pending litigation**. As a second topic, the **CTC Energy and Technology consultant will provide an overview of the draft Request for Information/Qualifications** and process related to the Click! alternative partnership models.

In addition at the Joint Study Session, Tacoma Public Utilities will provide information on the **Power Undergrounding Pilot Program and the Utility Board's recruitment process for the Director of Utilities**.

Immediately following the conclusion of the Joint Study Session, there will be a regular City Council Study Session with staff from **Planning & Development Services and Sound Transit providing an update regarding the Tacoma Dome Link Extension (TLDE) project**, which is the planned extension of Central Link light rail service from Federal Way to the Tacoma Dome area. The City Council will be considering a Partnership Agreement with Sound Transit on this project via a resolution tentatively scheduled for adoption on April 3, 2018. Planning and Development Services Director Peter Huffman provides the attached memorandum with background information for ST3-TDLE.

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

COUNCIL MEETING

7. Planning and Development Services Director Peter Huffman informs the City Council that a **Public Hearing and 1st Reading of Ordinance have been set for City Council on March 20th concerning the proposed Temporary Shelters Permanent Regulations**, as recommended by the Planning Commission. In preparation for the hearing, the Planning Commission Findings of Fact and Recommendation Packet is attached. A follow-up City Council Study Session is scheduled for March 27th, to review testimony and consider potential amendments. The Council's adoption of the regulations is scheduled to occur prior to the current interim regulations expiration date of April 16th.

MARK YOUR CALENDARS

8. You have been invited to the following events:
 - The **Beautiful Game, official launch of Sounders 2, Tacoma's second professional sports franchise, on Friday, March 16th, 7:00 p.m.**, at Cheney Stadium, located at 2502 South Tyler Street.

- **T-Town: Play, Explore, Learn City Services Expo on Saturday, March 24th, from 10:00 a.m. to 3:00 p.m.**, at the Tacoma Dome and parking lot, located at 2727 East D Street.
- **Tacoma Community House 108th Annual Luncheon on Friday, April 13th, Noon**, at the Greater Tacoma Convention Center, located at 1500 Commerce Street.
- **Cheers to a Healthy Bay Benefit Dinner & Auction on Saturday, April 21st, 5:30 to 10:30 p.m.**, at the Foss Waterway Seaport, located at 705 Dock Street.
- **Graduate Tacoma Community Impact Report Forum on Friday, April 27th, 8:00 a.m.**, at the STAR Center, located at 3873 South 66th Street.
- **Pierce County Law Enforcement Memorial Ceremony on Wednesday, May 2nd, 6:00 p.m.**, at the McGavick Student & Conference Center at Clover Park Technical College, located at 4500 Steilacoom Blvd. SW, #23, Lakewood.

Sincerely,



on behalf of

Elizabeth A. Pauli
City Manager

EAP:crh
Attachments

FREE FUN FOR THE WHOLE FAMILY!



T-TOWN

CITY
SERVICES
EXPO

Saturday, March 24, 10 a.m. - 3 p.m. | Tacoma Dome

PLAY.

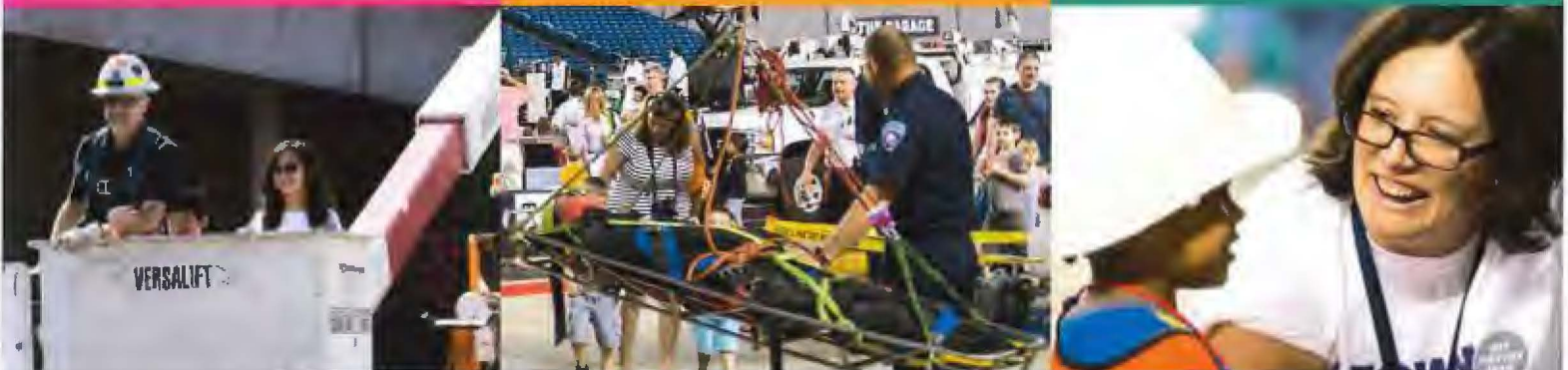
- Children's activities
- Experience the equipment used in City services! Touch a truck!

EXPLORE.

- Historical Tacoma
- Job opportunities with the City

LEARN.

- Interactive demonstrations
- Library activities
- Live demonstrations



You can also provide input on how the City should use its resources.

To learn more, visit cityoftacoma.org/playexplorelearn

Questions? Dial 311 within Tacoma city limits or (253) 591-5000 from anywhere else.





SPECIAL MEETING NOTICE

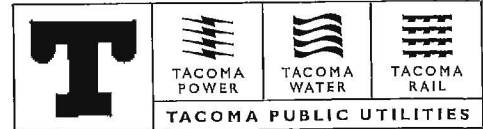
**City of Tacoma
Public Utility Board
Wednesday, March 21, 2018; 11:30
Tacoma Public Utilities
3628 South 35th Street
Third Floor Conference Room (LT1)
Tacoma WA 98409**

1. Call to Order
2. Roll Call
3. Discussion of Recruitment for Director of Utilities Including:
 - a. Creation of evaluation criteria utilizing a card sort methodology;
 - b. Discussion of interview process/questions;
 - c. Discussion of interview location;
 - d. Discussion of schedule and Council process
4. Adjournment



The City of Tacoma does not discriminate on the basis of disability in any of its programs, activities, or services. To request this information in an alternative format or to request a reasonable accommodation, please contact the TPU Director's Office at 253-502-8201. TTY or speech to speech users please dial 711 to connect to Washington Relay Services.

MEMORANDUM



DATE: March 15, 2018
TO: Mayor and Council Members
CC: Chair and Board Members
FROM: Linda McCrea, Interim Director of Utilities
SUBJECT: Undergrounding Pilot Program Resolution

A diversified team of Tacoma Power staff from T&D, Power Management and Economic Development have been working on a Strategic Initiative concerning Economic Development related policies. One potential policy amendment would provide for Tacoma Power to contribute to the cost of conversions from overhead to underground for certain commercial developments.

Tacoma Power's Customer Service Policies, which were amended most recently in 2013, include a 30% contribution for overhead-to-underground conversion for residential locations in which the conversion is done through an LID. Tacoma Power also has several Franchise Agreements with other cities which allow for at least a 30% contribution by Tacoma Power for distribution overhead-to-underground conversions with or without an LID for residential and commercial locations.

The PUB has directed staff to draft a resolution implementing a pilot program for contributions from Tacoma Power toward the costs associated with distribution overhead-to-underground conversions of power infrastructure for commercial and multi-family dwelling development projects.

The Customer Service Policies document will require a change to encompass a pilot program that provides contributions by Tacoma Power of 30% for distribution infrastructure conversions from overhead to underground for commercial and multi-family dwelling development projects whether prepaid or with an LID. To determine the implications of the pilot program and to limit potential fiscal impact, the proposed resolution specifies the following stipulations of area, time duration and fiscal exposure:

- The area will be limited to the Brewery District which is bounded on the north by South 17th Street, on the south by South Tacoma Way, on the west by Tacoma Avenue and on the east by Pacific Street.
- The time duration will extend for a three-year period during which annual updates will be made to the PUB and a summary report will be provided detailing how the pilot program was utilized.
- A maximum of \$10 Million dollars will be allocated for the entire pilot program.

During the year of research, staff has evaluated the benefits of such a program to the City of Tacoma including improved clearance from electrical hazards allowing for zero lot line development for higher density Land Use Planning, opportunities for more coordination and leverage construction efforts with City Street Improvement Projects and harmony with other city policies and objectives. Additionally, Tacoma Power ratepayers would recognize benefits of improved reliability, increased safety, and reduced O&M costs as detailed in the Leidos 2016 study; *Projected Utility Justifiable Contribution for Undergrounding Distribution Electrical Infrastructure*. Additionally, the proposed policy amendment will further City Council goals by allowing for more flexibility and encouraging private sector investment.

The proposed pilot program will be limited to projects that have secured assurance that all overhead infrastructure will be converted to underground. The proposed program also requires a contribution stipulation that would require conversion projects be of a minimum practical size (e.g. at least one city block, where applicable, both sides of the street, etc.) Following the pilot program, permanent changes may be made to the Customer Service Policy document.

Meanwhile Tacoma Power Staff will continue to pursue related items to ensure more practical implementation of this pilot program, which will be brought to the PUB in the near future.

1. Staff will consult with Legal and Finance to pursue assistance for customers' conversion costs in conjunction with a distribution overhead to underground infrastructure conversion.
2. Staff will clarify telecommunication franchise requirements that addresses relocation, replacement, rebuild, removal of poles and underground requirements, including for CenturyLink. This will ensure a more complete overhead to underground conversion by all utilities, mitigating stranded overhead poles.
3. Staff will continue to pursue financial implications and other information related utility requirements for overhead and underground infrastructure relocation related to Public Works projects.

CUSTOMER SERVICE POLICIES



Resolution U-10670 Effective December 18, 2013

Tacoma Power

CUSTOMER SERVICE POLICY

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CUSTOMER SERVICE POLICY

1.0 STATEMENT OF GENERAL POLICY

The Public Utility Board has adopted these Customer Service Policies in the interest of consistency, safety, efficiency, and economy in the distribution of electricity. The purpose of these Policies are to help Customers obtain electrical Service and to guide Tacoma Power employees in providing such Service to Customers. These Policies are subject to revision by the Public Utility Board to achieve these objectives and purposes.

The 2013 revisions to these Policies shall supersede and amend all previously adopted Policies and shall become effective December 18, 2013. These Policies are adopted pursuant to the authority of Tacoma Municipal Code (TMC) Section 12.06.330.

If these Policies conflict with Rate Schedules, the Electrical Code of the City of Tacoma, the TMC, or contract provisions, then the Rate Schedules, the Electrical Code of the City of Tacoma, the TMC, or contract provisions shall apply.

The table below provides a checklist of the sections of this document that generally apply to each major building category. The checklist is not intended to be a comprehensive guide that replaces a careful reading of the entire Customer Service Policies document. Rather, it is intended to aid users by highlighting the sections most generally applicable.

SECTIONS APPLYING BY MAJOR BUILDING CATEGORY

Section	Single-Family Residential	Mobile Home Residential	Multi-Family Residential	Commercial	Industrial	Other
1.0	√	√	√	√	√	√
2.0	√	√	√	√	√	√
3.0	√	√	√	√	√	√
4.0				√		√
5.0	√	√				
6.0			√	√	√	√
7.0	√	√	√			
8.0	√	√	√			
9.0	√	√	√			
10.0	√	√	√			
11.0		√				√
12.0				√	√	√
13.0	√	√	√	√	√	√
14.0	√	√	√	√	√	√
15.0	√	√	√	√	√	√

CUSTOMER SERVICE POLICY

Note that a number of terms used in this document are defined in the Definitions section of this policy.

2.0 ELECTRICAL SERVICE

Prospective Customers are required to contact the Tacoma Power New Services Engineering Office prior to construction for information on available voltages and for assistance in obtaining the desired type of electrical service. Existing customers are required to contact the Tacoma Power Electrical Inspection Office prior to making any changes to their existing wiring or Load. Electrical Services Office hours are 7:30 a.m. to 5:00 p.m., Monday through Friday, excluding City holidays.

Most Tacoma Power Standards that apply to Customers, including information on electrical Service and permit requirements, can be found on the Tacoma Power Website, www.mytpu.org/tacomapower/permitting.

2.1 ELECTRICAL SERVICE AVAILABILITY AND CHARACTERISTICS

- A. Electrical Service is available at 60 hertz, single-phase and three-phase, and in delivery voltages up to 115,000 volts.

Tacoma Power will determine the Service voltage to be furnished depending on the characteristics of the Distribution system near the point of Service and on the Customer's electrical needs.

- B. Service voltages will be provided within the acceptable range established by current American National Standards Institute (ANSI) Standard C84.1-2006.
- C. The quality of power supplied by Tacoma Power is in accordance with Institute of Electrical and Electronics Engineers (IEEE) Standard 446-1980, Section 3.11.3, Table 3-7, and ANSI Standard C84.1a-2006.

2.2 LARGE-LOAD REQUIREMENTS

- A. For the purpose of this section a large electrical Load will be defined as any Load of 8 Megavolt-amperes (MVA) or greater. The following requirements will apply to new or expanded existing single Loads equal to or greater than 8 MVA. Exceptions to these large electrical Load requirements may be granted by Tacoma Power on a case by case basis depending on the Customer's property utilization and Tacoma Power's Distribution system availability.

CUSTOMER SERVICE POLICY

1. The connection of large electrical Loads to the electrical system must be at the Transmission voltage level. Proposals for new or expanded Loads of this magnitude will trigger a system study to be performed by Tacoma Power. An exception to the Transmission connection requirement may be granted, but only if Tacoma Power determines through a Customer-funded system study that connection can take place at Distribution voltage without causing Tacoma Power to operate in violation of existing 12.5 kV or 13.8 kV Distribution standards, codes, planning and operation criteria, or regulations governing safe and prudent electric utility practices. If an exception is granted, the Customer will be required to participate in the funding of the installation or upgrading of Distribution feeders, including feeders that will be used as redundant feeds to the Customer's Load.
2. Electrical Service requests that are required to be served at the Transmission voltage level will require negotiation of a power sales contract with Tacoma Power and approval of the power sales contract by the Public Utility Board.
3. Service rates will be defined by the published Tacoma Power rate schedules, or as otherwise defined in the Customer's power sales contract.
4. If an exception is granted to connect an 8 MVA or greater new or expanded Service to Tacoma Power's 12.5 kV or 12.8 kV Distribution system, the metering system can take the form of:
 - a. Primary metered: The number of metering points provided shall be minimized and Tacoma Power will make final determination on the number and location of metering points offered. Where the site is a secure facility, Tacoma Power may require the facility be primary metered. Applicable Primary Service rates will be defined by the published Tacoma Power rate schedules.
 - b. Secondary metered from multiple points: Applicable Secondary Service rates will be defined by the published Tacoma Power rate schedules.
5. In either metering case as defined in section 4 above, a negotiated power sales contract will be required with Tacoma Power to clarify the Customer's costs for the Distribution system and redundancy that is required by the Customer and Tacoma Power's planning and operational criteria. System capital and annual maintenance costs

CUSTOMER SERVICE POLICY

for Transmission and substation capacity may apply. Annual maintenance contracts for Tacoma Power's owned and dedicated substation and Distribution equipment may also apply.

- B. New and expanded existing Loads less than 8 MVA may be required to connect to the electric system at the Transmission level if Tacoma Power determines the customer's Load will cause Tacoma Power to operate in violation of existing 12.5 kV or 12.8 kV Distribution standards, codes, planning and operational criteria, or regulations governing safe and prudent electric utility practices.
- C. All Customers taking Service at Transmission voltages through a Customer-owned switchyard and substation will be subject to Tacoma Power's current Technical Connection Requirements for Load Delivery Facilities, which define the responsibilities for furnishing, installing, owning, and maintaining the substation needed for operation, including structures required for metering transformers, conduits for metering, and Tacoma Power's protective relays.

2.3 ELECTRICAL SERVICE IN DOWNTOWN TACOMA

Special requirements apply to electrical Service in the downtown Tacoma area bounded approximately by South 7th Street to the north, South 17th Street to the south, Interstate 705 to the east, and Fawcett Avenue to the west. The Customer must contact the Tacoma Power New Services Engineering and Electrical Inspection Offices regarding all new or modified Service installations. Customers must submit an application for Electrical service to the New Services Engineering Office early in the design phase of the project.

More information can be found on the Tacoma Power Web site www.mytpu.org/tacomapower/permitting

2.4 GENERAL CONDITIONS FOR SERVICES

A. Electrical Services

- 1. All electrical Services shall conform to current Tacoma Power requirements. Customers are required to properly maintain their equipment on a regular basis. Customers shall be held responsible if their lack of proper maintenance adversely affects Tacoma Power's facilities.

CUSTOMER SERVICE POLICY

2. The Customer shall provide electric Service equipment in accordance with current Tacoma Power Standards, the Electrical Code of the City of Tacoma, applicable city and State Codes, the NEC, and the Electric Utility Service Equipment Requirements Committee (EUSERC) requirements.
 3. The Customer shall pay Tacoma Power the prescribed costs for the Service prior to any construction by Tacoma Power. Such costs shall be as determined in writing by the Director of Utilities per Chapters 12.01 and 12.06, TMC.
 4. Only one Single Phase and/or Three Phase Service per service voltage level will be supplied to each building. Any exceptions require the approval of Tacoma Power New Services Engineering.
 5. When Tacoma Power identifies electrical installations as unsafe and disconnects electrical Service, reconnection will require purchase of a Tacoma Power electrical permit, upgrade of the installation in accordance with the requirements of this section, approval of all required inspections, and payment of required fees and charges.
- B. Tacoma Power reserves the right to access Customer premises for meter reading, inspection, and testing, or for installing, removing, repairing, or replacing Tacoma Power's equipment. As part of the right to access, Tacoma Power reserves the right to de-energize equipment when necessary for maintenance. Access to Tacoma Power's equipment shall be in accordance with Section 12.06.050b of the TMC. Failure to provide access could result in disconnection.
- C. Customers must obtain a Tacoma Power electrical permit before performing any modifications to their electrical installations.
- D. Customers must report Load additions or deletions that may cause damage to Tacoma Power's facilities. Customers will be charged for damages, replacing the metering, and the loss of revenue from inaccurate metering.
- E. Constructing permanent structures beneath primary overhead electrical Distribution lines, Transmission lines, or above buried primary Distribution lines is prohibited. State and NESC codes require clearance between structures and electrical lines. Contact New Services Engineering regarding proper clearances.

CUSTOMER SERVICE POLICY

F. Primary Line Extensions

1. All new Primary Line Extensions of 15 kV and less within the Tacoma city limits must be underground and shall comply with the policies set forth in City Council Resolution No. 19022 adopted January 31, 1967, or related amendatory or superseding resolutions. Primary Line Extension within any other cities or towns that are served by Tacoma Power must comply with the ordinance of the respective cities. When the proposed development is outside the Urban Growth Area of any city in this state, Tacoma Power may exercise its discretion to allow the primary system to be overhead.
2. The Customer must prepay all costs before any construction by Tacoma Power. Payments for Primary Line Extensions will be made in accordance with Tacoma Power's Transmission & Distribution procedures and the Letter of Agreement between Tacoma Power and the Customer or developer.
3. Refunds will be made to Customers for new permanent Services added to a primary extension or a portion of the extension within a three-year period after completion of the primary extension. Refunds will be based on the payments made to Tacoma Power, per Section 2.4.F.2. Cumulative refunds will not exceed the Customer's initial investment in the primary extension. Refunds for Primary Line Extensions will be calculated in accordance with Tacoma Power's Transmission & Distribution procedures.

G. Some equipment, particularly but not solely limited to motors and welders, can cause voltage and current fluctuations that are detrimental to the safe and efficient operation of electrical systems. The Customer is responsible to ensure that proper safeguards exist to ensure that operating any plant or equipment will not cause abnormal voltage fluctuations, overloading, short circuits, ground faults, low voltage, or cause damage or improper operation of Tacoma Power's or other Customer's operations or equipment.

1. If abnormal fluctuations or damage to equipment is detected, Tacoma Power may require that corrective actions be taken at the Customer's expense. If the damages to others are substantial, the electrical Service to the offending Customer may be disconnected until corrective action is taken.

CUSTOMER SERVICE POLICY

2. The Customer will be solely liable for any damages incurred by Tacoma Power and/or other Customers caused by his/her power quality problems.
3. Customers shall meet Tacoma Power's Voltage Flicker Limits standards that apply to motor and other Loads, as specified in Tacoma Power's Electric Service Handbook and in the Tacoma Power Standards, provided on Tacoma Power's Web site www.mytpu.org/tacomapower.

2.5 LIMITATIONS

Tacoma Power is not responsible for losses or expenses directly or indirectly caused by power disturbances, including but not limited to business or production losses or any damage to Customer equipment. It is the Customer's responsibility to provide and maintain power-conditioning devices to protect sensitive electric Loads.

3.0 TEMPORARY SERVICE

Upon receiving a Customer request for temporary Service, Tacoma Power will determine availability, charges, and Service requirements. The Customer shall pay for temporary Service prior to installation.

4.0 SHORT-TERM SERVICE CONNECTIONS

Short-term Service connections for Christmas tree lots, fireworks stands, and other comparable short-term activities are available. Customers requesting such Service shall obtain a permit from the Electrical Inspection Office and shall pay for all charges in advance, including the cost of energy, Service installation, removal, and electrical permit fees.

Additional charges will be assessed if a transformer installation is required. Upon the Customer's request and with Tacoma Power's approval, Service may be furnished from either an overhead or an underground primary system.

5.0 SINGLE-FAMILY DWELLING UNITS, MOBILE HOMES AND DUPLEXES

For the purpose of these Policies, single-family Dwelling Units (with the exception of duplexes) that share a common wall or built under a common roof, shall be considered Multi-Family Dwelling Units as covered in Section 6.0.

CUSTOMER SERVICE POLICY

A. Underground Service

1. For Underground Secondary Service, the Customer will be required to:
 - a. Furnish the trench, install conduit(s) and cable(s), and backfill the trench.
 - b. After Underground Secondary Service has been installed and energized, Tacoma Power will own and maintain the Secondary Service up to the Customer's service point. The service point is defined as the point where the Customer's Service conductors are connected to Tacoma Power's Service utility conductors.
2. Tacoma Power will not be responsible for the cost of replacing or repairing the Secondary Service wires, data wires, and conduits in the event wires or conduits have been damaged by dig-ins or other actions taken by or on behalf of the Customer and beyond the control of Tacoma Power.

B. Overhead Service

1. Tacoma Power will furnish, install, and maintain the Overhead Secondary Service wire.
2. However, Tacoma Power will not be responsible for the cost of replacing or repairing the Secondary Service wires and data wires in the event the wires have been damaged by actions taken by or on behalf of the Customer and beyond the control of Tacoma Power.
3. The Customer will be responsible for trimming and removing trees and other vegetation away from the Service wire(s) on the Customer's property.

6.0 MULTI-FAMILY, COMMERCIAL, AND INDUSTRIAL SERVICES

- A. Customers who require an electrical Distribution system shall sign a Letter of Agreement with Tacoma Power's New Services Engineering Office and pay the appropriate construction charges prior to construction.

CUSTOMER SERVICE POLICY

B. Secondary Service

1. Underground

- a. The Customer will be required to furnish and install civil and electrical systems associated with Underground Secondary Service in accordance with Tacoma Power Standards.
- b. All secondary conductors shall be installed before the transformer is set in place. The Customer shall pay for crew labor costs for removing the transformer to pull the secondary conductors.
- c. Tacoma Power will make all secondary connections at the transformer or Secondary Service box.
- d. In the event of an underground service failure, the customer will be responsible for replacing the secondary service wires, data wires, and the conduits from the Customer's service equipment to the secondary service box or transformer.

2. Overhead

- a. Tacoma Power will furnish, install, and maintain the overhead Service wire.
- b. The Customer will be responsible to trim or remove trees and other vegetation away from the Service wire on his/her property.

C. The Customer will be solely responsible for the cost of replacing or repairing the secondary service wires or data wires in the event said wires have been damaged by causes beyond the control of Tacoma Power Primary Voltage System

1. All primary voltage system (PVS) designs must be approved by an electrical engineer licensed in the State of Washington prior to submittal to Tacoma Power to plan review.
2. The Customer shall install and maintain transformer Vault(s), junction Vault(s), walk-in Vault(s), and transformer guard posts in accordance with current Tacoma Power Standards and meet any additional requirements Tacoma Power deems necessary.

Tacoma Power

CUSTOMER SERVICE POLICY

3. At the discretion of Tacoma Power, civil systems such as trenches, conduit, Vaults, and structures such as slabs, junction boxes, guard posts, metering apparatus for PVS may be installed either by the Customer or Tacoma Power at the Customer's expense.
4. Customer-installed civil systems for PVS shall be installed by a qualified electrical contractor licensed in the State of Washington under RCW 19.28 and in accordance with current Tacoma Power Standards and any additional requirements Tacoma Power deems necessary. A Tacoma Power construction inspector shall inspect the installation.
5. The Customer shall pay for all charges associated with each new or revised Service, including equipment installed by Tacoma Power, prior to any construction by Tacoma Power. For each permanently metered new Service or increase in Service capacity, a credit shall be given for the current cost of a transformer up to and including 500 kVA.
6. Tacoma Power will install the PVS cable and make both the primary and secondary transformer terminations.
7. Tacoma Power will own and maintain the primary conduits, cable, and transformers except Customer-owned primary equipment.

D. Electrical Service to high rise buildings (20+ floors)

1. Developers of high rise buildings shall make provisions for transformer rooms at approximately 20 floor intervals in accordance with current Tacoma Power Standards.
2. Special requirements apply to primary power cable routing and transformer room designs. The building design team must work closely with Tacoma Power engineering to arrive at an acceptable final power system design. Up to 18 months lead time for design coordination is required. Once the utility design is complete, then a construction schedule will be provided that includes the delivery time for long lead time materials. Engineering and material deposits will be required.
3. Unless otherwise established by Tacoma Power's Engineering Office, the power system will be owned and operated by Tacoma Power. An access agreement will be required between the property owner and Tacoma Power to govern access, operation, maintenance, or replacement of equipment.

CUSTOMER SERVICE POLICY

4. A transportation agreement to install and service the transformers, equipment, and power cables will be required between Tacoma Power and the property owner.

7.0 RESIDENTIAL DEVELOPMENTS PRIMARY VOLTAGE SYSTEM

- A. Underground primary systems in residential developments shall conform to current Tacoma Power requirements. The Customer shall pay for all Tacoma Power installed equipment, except transformers, prior to any construction by Tacoma Power.
- B. A developer who requires an electrical Distribution system shall sign a Letter of Agreement with Tacoma Power's New Services Engineering Office and pay the appropriate construction charges prior to construction.
- C. These Policies will cover the installation of the electrical primary system and the Secondary Service to the corner of the lot closest to the transformer. Extending the Secondary Service run, when requested by the developer or property owner, shall be considered to be of special benefit to the property served, and construction charges shall be assessed in accordance with Tacoma Power policies.

8.0 RESIDENTIAL DEVELOPMENTS BY LOCAL IMPROVEMENT DISTRICT

- A. The Local Improvement District (L.I.D.) policy of Tacoma Power is authorized pursuant to Washington State law (Title 35, RCW) for projects initiated by property owners within a specific geographic area to accomplish a specific improvement project in cooperation with Tacoma Power.
- B. Installation of the electrical primary underground system shall not begin until the Customer meets the following conditions:
 1. All roadways shall conform to current Tacoma Power standards. Within the Tacoma city limits, all rights-of-way shall be cleared in accordance with standards of the City of Tacoma.
 2. Property surveys, including setting and maintaining of front lot corners, must be completed.
 3. Installation of all other underground facilities that are not to be included in a common trench with the electrical system (water, sewer, storm, etc.) must be completed.

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9.0 OVERHEAD-TO-UNDERGROUND CONVERSION BY L.I.D.

- A. Converting existing overhead primary electrical Distribution systems to underground can be accomplished when technically and economically feasible. Pursuant to RCW 35, conversion can be financed by an L.I.D. Converting power lines above 15 kV is beyond the scope of this Policy.
- B. Parties in the City of Tacoma interested in initiating an L.I.D. to convert existing overhead Distribution lines to underground Distribution lines, should contact Tacoma Department of Public Works, Engineering Division, L.I.D.
- C. Tacoma Power may require a deposit to cover the actual expenses associated with initial engineering work. Any unused portions of the deposit will be applied toward the project cost if the L.I.D. is formed or returned to the parties if the proposed L.I.D. is not formed
- D. Tacoma Power contributions to L.I.D. projects will be as follows:
 - 1. Residential L.I.D.s
 - a. Seventy percent of the total cost of converting the existing overhead primary electrical Distribution system to underground shall be provided by assessments against the property owners within the L.I.D. Assessments will be determined in accordance with all applicable Washington State laws.
 - b. Tacoma Power will provide 30 percent of the total cost of converting the existing overhead primary electrical Distribution system to underground.
 - 2. Commercial L.I.D.s – One hundred percent of the total cost of converting the existing overhead primary electrical Distribution system to underground shall be provided by assessments against the property owners within the L.I.D. Assessments will be determined in accordance with all applicable Washington State laws.
 - 3. Pilot Program for Brewery District Commercial L.I.D.s - For a three year period beginning April 1, 2018 and ending April 1, 2021, Tacoma Power will implement a ten million dollar pilot program to financially contribute to commercial and multi-family dwelling L.I.D.s and prepaid overhead to underground primary distribution line conversion projects. This program does not apply to transmission line conversion projects.
 - a. L.I.D. property owner assessments shall provide for 70 percent of the total cost of converting the existing overhead primary electrical

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distribution system to underground. L.I.D. Assessments will be determined in accordance with all applicable Washington State laws.

- b. Tacoma Power will provide 30 percent of the total cost of converting the existing overhead primary electrical distribution system to underground for commercial and multi-family dwelling development projects.
- c. Costs associated with forced relocation of existing underground non-electric facilities of enterprise utilities (such as water, sewer and storm) due to displacement by electrical distribution infrastructure being converted from overhead to underground, shall be included in the total cost of conversion, qualify for 30 percent contribution from Tacoma Power. For franchise utilities, Tacoma Power will exercise the City's franchise rights.
- d. The pilot program will be limited to the Brewery District area which is bounded on the north by South 17th Street, on the south by South Tacoma Way, on the west by Tacoma Avenue and on the east by Pacific Street.
- e. A total maximum aggregate of up to ten million (\$10,000,000.00) dollars may be used for the pilot program. The Director will monitor the pilot program and report annually to the TPU Board as to the utilization and implementation of the pilot program.
- f. The pilot program will be limited to projects that have secured assurance that all overhead infrastructure will be converted to underground.
- g. Distribution overhead to underground conversion projects must be of a minimum practical size; at least one block or 850 feet. The utility shall determine the practical limit where a block is defined by a non-alley paved street. Projects should include crossing to the far side of non-alley paved streets. Where applicable, practical, and financially efficient, and if distribution power infrastructure exists on both sides of the street, then infrastructure on both sides of the street shall be converted. Location of termination poles incorporating underground to overhead transitions will be determined by the utility. Said termination poles will be located near intersections where practicable.

- E. Any charges made against the L.I.D. for undergrounding Secondary Services and data conduit, telephone, fire alarm, cable TV, and street lighting circuits

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will not be included when determining the amount to be paid by Tacoma Power. These charges will be allocated per existing laws and franchise agreements.

- F. Converting Secondary Service on private property is not included in the L.I.D. The Customer must supply and install the secondary conductor and conduit from the meter to the Secondary Service box.

10.0 PREPAID OVERHEAD-TO-UNDERGROUND PRIMARY LINE CONVERSION

- A. With the prior approval of Tacoma Power, an overhead Distribution line may be converted to underground at the expense of the Customer. The Customer will be required to designate a representative for the project, collect all costs associated with converting the primary line from the project participants, and pay Tacoma Power in advance of any engineering and construction scheduling.
- B. As part of the pilot program for the Brewery District described in Section 9.D.3, for a three year period beginning April 1, 2018 and ending April 1, 2021, Tacoma Power will implement a ten million dollar pilot program to financially contribute to commercial and multi-family dwelling L.I.D. and prepaid overhead to underground primary distribution line conversion projects. This program does not apply to transmission line conversion projects.
- a. Tacoma Power will provide 30 percent of the total cost of converting the existing overhead primary electrical Distribution system to underground for commercial and multi-family dwelling development projects.
- b. The remaining seventy percent of the total cost of converting the existing overhead primary electrical Distribution system to underground shall be provided by the Developer or Commercial Customer in advance of any engineering and construction scheduling.
- c. Costs associated with forced relocation of existing underground non-electric facilities of enterprise utilities (such as water, sewer and storm) due to displacement by electrical distribution infrastructure being converted from overhead to underground, shall be included in the total cost of conversion, qualify for 30 percent contribution from Tacoma Power. For franchise utilities, Tacoma Power will exercise the City's franchise rights.
- d. The pilot program will be limited to the Brewery District area which is bounded on the north by South 17th Street, on the south by South

CUSTOMER SERVICE POLICY

Tacoma Way, on the west by Tacoma Avenue and on the east by Pacific Street.

- e. A total maximum aggregate of up to ten million (\$10,000,000.00) dollars may be used for the pilot program. The Director will monitor the pilot program and report annually to the TPU Board as to the utilization and implementation of the pilot program.
- f. The pilot program will be limited to projects that have secured assurance that all overhead infrastructure will be converted to underground.
- g. Distribution overhead to underground conversion projects must be of a minimum practical size; at least one block or 850 feet. The utility shall determine the practical limit where a block is defined by a non-alley paved street. Projects should include crossing to the far side of non-alley paved streets. Where applicable, practical, and financially efficient, and if distribution power infrastructure exists on both sides of the street, then infrastructure on both sides of the street shall be converted. Location of termination poles incorporating underground to overhead transitions will be determined by the utility. Said termination poles will be located near intersections where practicable.
- h. Any costs for undergrounding Secondary Services and data conduit, telephone, fire alarm, cable TV, and street lighting circuits will not be included when determining the amount to be paid by Tacoma Power. These costs will be provided by the Developer or Commercial Customer per existing laws and franchise agreements.
- i. Converting Secondary Service on private property is sole financial responsibility of the Developer or Commercial Customer. The Customer must supply and install the secondary conductor and conduit from the meter to the Secondary Service box.

11.0 MOBILE AND FACTORY-BUILT HOME DEVELOPMENTS

The developer of a mobile home or factory-built home development will contact Tacoma Power's New Services Engineering Office for specifications, agreements, and applicable Tacoma Power requirements.

12.0 COMMERCIAL AND INDUSTRIAL PRIMARY-METERED SERVICE (12.5 kV and 13.8 kV)

CUSTOMER SERVICE POLICY

- A. Ownership of primary-metered Service: With the approval of Tacoma Power primary metered Service can be obtained as follows:
1. Customer-owned equipment: The Customer shall furnish, install, own, and maintain primary equipment, including cables, simultaneous disconnect switch, transformer(s), and connection to the Load side of the metering current transformers, in accordance with the Electrical Code of the City of Tacoma, the NEC, and applicable city and State codes.
 2. Tacoma Power-owned equipment: Tacoma Power may consent to furnish, install, own, and/or maintain primary metered equipment, including cables, simultaneous disconnect switch, transformers, and all connections at the metering current transformers and power transformer(s), in accordance with Tacoma Power Standards and design criteria. Electric rates and charges will take into account Tacoma Power's additional cost incurred in this alternative.
- B. Customers owning primary voltage equipment may be allowed to transfer ownership and/or control of some or all of the equipment to Tacoma Power to own, operate, and/or maintain. Upon request by the Customer and on a case-by-case basis, Tacoma Power will review Customer-owned systems. Acceptance of ownership and/or control of such systems will be at Tacoma Power's sole discretion, and will depend upon the system and equipment meeting current Tacoma Power Standards and design criteria and a determination that other Customers will be economically unharmed by such action. After transferring ownership and/or control of primary voltage

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equipment to Tacoma Power, Customers would not be eligible for any applicable rate discount for ownership and maintenance of primary voltage equipment.

- C. Due to fire department safety concerns regarding two or more power sources to a building, Tacoma Power will not provide additional Service to any building served with a primary-metered Service. Multiple-metered Service may be provided to a site that has detached buildings or structures.

13.0 METERS

- A. All metering shall comply with Tacoma Power Standards. Customers should contact Tacoma Power's New Services Engineering and Electrical Inspection Offices for standards governing meter and metering transformer installations. The Electrical Inspection Office, in coordination with Tacoma Power's Meter/Relay Shop, will specify and approve meter installations in accordance with current Tacoma Power Standards, the NEC, and the Electrical Code of the City of Tacoma.
- B. All metering equipment provided by Tacoma Power to serve a Customer shall remain the property of Tacoma Power. All metering equipment furnished by the Customer (including enclosures, cabinets, conduits, and meter sockets) shall remain the property of the Customer. Tacoma Power's electrical Service and responsibility extend from Tacoma Power's system up to, but not beyond, the Service Point as determined by New Services Engineering.
- C. For multiple-metered locations, meter sockets must be permanently and legibly marked and maintained with the permanent service address on the exterior so that it is visible in accordance with the NEC. The property owner is responsible for ensuring that meter socket markings accurately indicate the locations being billed.

If meter sockets are incorrectly marked so that a Customer is billed for another Customer's use (cross-billed), Tacoma Power will determine correct billing quantities for the cross-metered Customer. The property owner will be responsible for any insufficiency of electric revenue recovery from cross-metered Customers plus any reasonable investigation and collection costs incurred by Tacoma Power.

Tacoma Power will notify the property owner of the least-cost method for cross-metered revenue recovery.

- D. When additions or alterations are made that require the relocation of a meter, the Customer will relocate the meter in accordance with current Tacoma

CUSTOMER SERVICE POLICY

Power Standards and the NEC at his or her expense. The Customer must obtain an electrical wiring permit from the Tacoma Power Electrical Inspection Office before starting the work.

- E. The meter location shall not be concealed by materials of any kind and must be readily accessible at all times. If the Customer blocks a clear path to the meter, or if the meter is subject to damage because of its location, the Customer may be required, at his or her expense, to provide a new and suitable meter location and make the necessary wiring changes.

13.1 SUB-METERING

- A. Each newly constructed or updated Dwelling Unit shall be independently metered by Tacoma Power per the Electrical Code of the City of Tacoma.

Additional non dwelling unit metering facilities may be installed on the Load side of the Customer's billing meter(s) at the Customer's expense under the following conditions:

1. There are no adverse impacts to Tacoma Power or other Customers.
2. All materials, devices, appliances, and equipment not exempted in Chapter 19.28 RCW must be tested or field-evaluated by a testing laboratory accredited by the State Department of Labor and Industries. Installation of the equipment shall be in accordance with the NEC and Tacoma Power Standards.
3. If Customer-owned metering is used to apportion the cost of power at the billing meter(s) between the Customer's tenants, only the cost of power at the billing meter(s) plus a nominal administrative fee may be collected solely for the recovery of the cost of power at the billing meter(s). The nominal administrative fee shall not exceed 10 percent of the monthly electric utility billing amount for each tenant, or \$5.00 per month, whichever is less. Revenue so collected from tenants by the Customer will not be considered in violation of TMC, Section 12.06.120, "Resale of Electric Energy Prohibited". Beyond enforcement of these restrictions, Tacoma Power has no role in investigating or resolving private Customer/tenant billing administration disputes.

CUSTOMER SERVICE POLICY

- B. If a sub-metering site is found to be causing damage to Tacoma Power or its Customers, Service to the offending Customer may be suspended until corrective action is taken.

13.2 METER ON PRIVATE POLE

- A. If New Services Engineering determines Underground Service is not practical, Tacoma Power Standards will allow a meter pole for Overhead Service to be installed not greater than 150 feet from the Tacoma Power pole.
- B. The property owner shall be responsible to permanently and legibly mark and maintain the permanent service address on the meter socket so that it is visible in accordance with the NEC.

13.3 METERING TRANSFORMER MINIMUM RATING REQUIREMENTS

When a single Service is metered through current transformers, and the minimum Demand as determined by Tacoma Power during a 12-month period is less than 10 percent of the current transformer nameplate rating, the Customer may be required, at his or her own expense, to replace the existing current transformers with smaller current transformers provided by Tacoma Power. Such a change shall not be required if the Customer can show, to Tacoma Power's satisfaction, that the Load will always exceed the 10 percent minimum during the next 12 months. For Single-phase Services with a Load of 320 amperes or less, Tacoma Power may require that the Customer provide and install a socket for a self-contained meter.

13.4 TOTALIZED AND INTERVAL DATA METERING

Totalized metering is defined as the totaling of consumption measured on multiple meters by feeding the output of the individual meters into one master meter which totals the consumption.

Where a Customer has multiple Services feeding buildings and equipment at one site, Tacoma Power may provide totalized metering when requested. Technical specifications shall be developed and approved by Tacoma Power's New Services Engineering and Meter/Relay groups.

For totalized and/or commercial/industrial interval data metering, the customer will be required to pay in advance for all special metering equipment, communications infrastructure and connections for remote data collection, labor and materials for installation, and any additional ongoing maintenance costs.

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13.5 PULSES

Upon request, Tacoma Power will provide Customers with pulses from the billing meter in accordance with current Tacoma Power Standards. The Customer's equipment for acquiring pulses will not be installed in the same enclosure with Tacoma Power's equipment. The Customer will be responsible for the security, protection and environmental needs of their equipment. The Customer shall reimburse Tacoma Power for all costs required to provide pulses.

13.6 METER TAMPERING AND POWER DIVERSION

Tacoma Power will require the Customer to pay costs incurred to investigate meter tampering, power diversion, or other improper action taken by the Customer or others. If Tacoma Power equipment is damaged as a result of meter tampering, power diversion, or other actions taken by the Customer or others, the Customer is presumed to be responsible for the damages, and unless there is clear evidence to the contrary, shall be held responsible for payment of all estimated power consumption and costs incurred to replace or repair the equipment as per RCW 80.28.240.

13.7 CUSTOMER-REQUESTED METER TEST

Upon Customer request, Tacoma Power will test the billing meter one time at no charge. Tacoma Power will assess a charge for all additional tests requested within two years of an earlier request. If the meter is found to be more than two percent inaccurate, all charges assessed for the most recent test will be refunded.

14.0 CUSTOMER OWNED GENERATION – UTILITY INTERCONNECTION

Customer owned generation is defined as generation owned and operated by the Customer that is connected directly to Tacoma Power's electrical system through Tacoma Power's metering.

- A. All emergency and legally required standby generation installations must comply with Chapter 7 of the NEC and must be inspected by Tacoma Power's Electrical Inspectors. New Services Engineering Office can be contacted for assistance.
- B. Customers may interconnect with Tacoma Power pursuant to Tacoma Power Standards and design requirements which must include approved Load transfer equipment. The facilities and operational requirements associated with interconnection to Tacoma Power's Transmission and Distribution system are governed by the following requirements:

CUSTOMER SERVICE POLICY

1. Tacoma Power's Technical Connection Requirements govern generators larger than 100 kW. Sales of electrical energy to Tacoma Power may be subject to successful negotiation of a contract with Tacoma Power subject to the approval of the contract by the Public Utility Board.
 2. Tacoma Power's Net Metering Requirements govern interconnection requirements that apply to any Customer-owned generation facility with a capacity less than 100 kW.
- C. Small generators intended solely as a back-up power supply must have an Electrical Inspection Department approved protection switch or panel to prevent power from feeding into Tacoma Power's Distribution system.
- D. Connecting Customer owned generation to network systems is limited by the Institute of Electrical and Electronics Engineers (IEEE) 1547.6. Tacoma Power's Central Business District Engineering must pre-approve all installations in the downtown area and at area hospitals.

15.0 PUBLIC AGENCY REQUESTED INSPECTIONS

Tacoma Power will require a property owner to pay all costs incurred for the inspection of electrical wiring of such owner's buildings or other structures when such inspection has been requested by applicable city, State and/or Federal authorities investigating suspected unlawful conditions or activity upon the owner's property and the inspection confirms electrical code violations. The cost assessed for the time spent inspecting, permit fees required to make repairs, and any penalty fees shall be assessed per TMC 2.04. Where Electrical Service has been disconnected, reconnection will require the purchase of a Tacoma Power electrical permit, upgrade of the installation in accordance with current Tacoma Power Standards, the Electrical Code of the City of Tacoma, the NEC, applicable city and State codes, and approval of all required inspections, completion of inspection hold requirements, and payment of required fees and charges.

CUSTOMER SERVICE POLICY

DEFINITIONS

For the purposes of these Policies, the words or phrases shall have the meaning set forth below:

Customer(s) – a person or entity legally responsible for payment of utility rates, charges, and fees pursuant to the TMC and/or applicable State law and includes, but is not necessarily limited to, any person or entity that uses or has contracted for electric Service from Tacoma Power and whether or not designated as a business partner in the business records of the Customer Services' Division.

Demand – the maximum average kilowatt power used by the Customer for a specific period of time during the billing period.

Distribution – that portion of an electrical system that delivers electric energy at less than 110 kV (nominal).

Dwelling Unit – a single unit, providing complete and independent living facilities for one or more persons, including permanent provisions for living, sleeping, cooking, and sanitation.

Electrical Code of the City of Tacoma – Chapter 2.04 of the Tacoma Municipal Code (TMC), entitled Electrical Code.

Electrical Services – electric power and energy available for use by the Customer.

Letter of Agreement – standard agreement executed primarily between developers and Tacoma Power outlining the responsibilities of each party, estimated costs, and the standards that electrical equipment and facilities must adhere to.

Primary Line Extension – extensions of Tacoma Power's Distribution system.

Load – any device that consumes power including, but not limited to motors, lights and/or heating equipment.

NEC – National Electrical Code as adopted per Chapter 2.04, TMC.

Policies – these Tacoma Power Customer Service Policies.

Public Utility Board – the Public Utility Board of the City of Tacoma.

Rate Schedules – Chapter 12.06 of the Tacoma Municipal Code (TMC) entitled Electric Energy – Rates and Regulations.

RCW – Revised Code of Washington

CUSTOMER SERVICE POLICY

DEFINITIONS

Service – by NEC definition, the Service comprises the conductors and equipment for delivering electric energy from the serving utility to the wiring system of the premises served.

Primary Service – Service with voltages greater than 600 volts.

Secondary Service – Service with voltages less than 600 volts.

Overhead Service – conductors from Tacoma Power's pole to the connection point with the Customer's wires at the Service mast.

Underground Service – cables and conduits from Tacoma Power's pole, transformer, or Secondary Service box to the source side of the meter socket lugs.

Single-phase Service – an alternating current supply system using one conductor. This type of service is usually used for residential Loads.

Three-phase Service – an alternating current supply system comprising three or more conductors. This type of Service usually feeds commercial and industrial Loads.

Tacoma Power Standards – The City of Tacoma, Department of Public Utilities, Light Division's Transmission and Distribution Construction Standards, which authorize the design for engineering and construction.

TMC – Tacoma Municipal Code – The Municipal Code of the City of Tacoma.

Technical Connection Requirements – requirements that apply to any generation facility with a capacity exceeding 100 kW and end-use or wholesale Customers taking Service at Transmission voltage.

Temporary Service – a short-term electrical service designed to provide power for construction or other short-term use. Short-term for the purpose of Temporary Service is a period of less than one year.

Transmission – that portion of an electrical system that delivers electric energy at voltages greater than 52.5 kV. For purposes of this document, Transmission voltage is generally considered to be 110 kV (nominal).

Vault – a room or enclosure where switchgear, cables, transformers, and other devices are installed for an electrical system.

Tacoma Power

Undergrounding Existing Overhead Electric Distribution Facilities – Pilot Program

Rachel Allen, T&D Assistant Section Manager
Erik Andersson, TPU Business Development Manager

City Council/Public Utility Board Joint Study Session Discussion – March 20, 2018



Purpose

Provide clarity regarding optimal Tacoma Power contribution for undergrounding overhead distribution lines to aid development and redevelopment within Tacoma

Ensure Tacoma Power collaborates in development

Strengthen partnership with the City

Conform to other City Policies

Create clear policy direction for staff and developers

Ensure application of the Policy provide benefit to the electrical system and the public



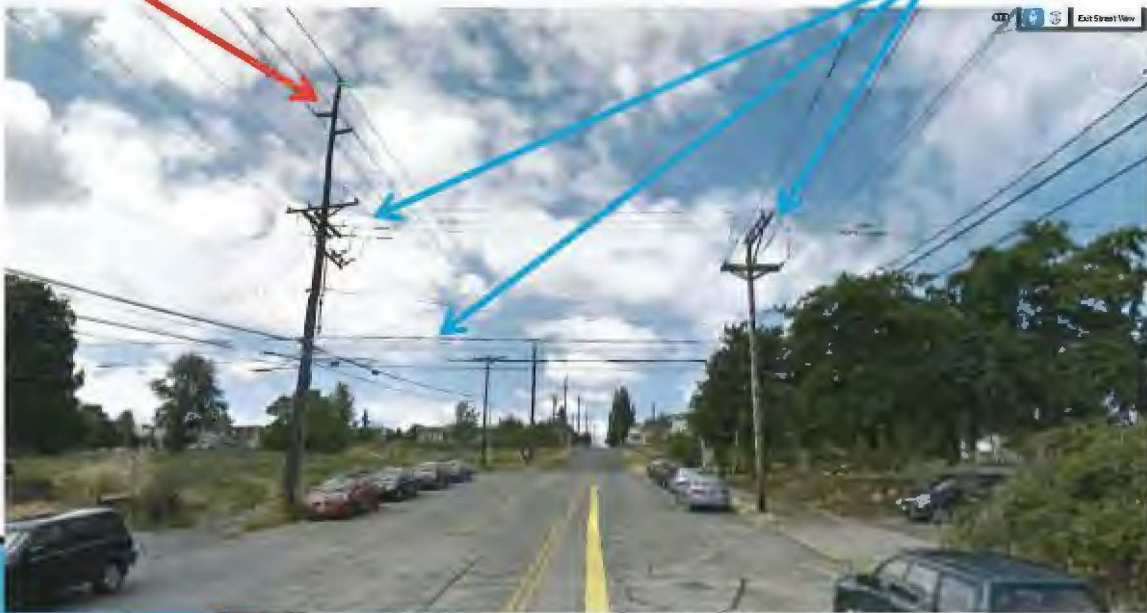
Context

Undergrounding Distribution Power Lines.

Seeking specific policy decisions and PUB direction regarding Commercial Distribution Undergrounding.

Transmission

Distribution



Recommended Policy Action

Tacoma Power provides contribution of 30% for distribution infrastructure conversions from overhead to underground for commercial and multi-family dwelling development projects whether prepaid or with an LID.

Mitigate financial exposure:

- **Limit geographic area to Brewery District**
- **Cap budget for contributions at \$10 million**
- **3-Year pilot program; annual check-ins with PUB**
- **Minimum practical size (e.g., 1 block, both sides of street, etc.)**
- **Exceptions require PUB action**



Next Steps

City Council

- ▶ Review Pilot Program Policy (March 20)

PUB

- ▶ Approve Resolution Pilot Program Policy (March 28)

Power Staff

- ▶ Work with City to explore options to address customer conversion costs





Human Resources Department

March 15, 2018

To: Mayor Victoria Woodards and Members of the City Council

CC: Public Utility Board

From: Gary Buchanan, Human Resources Director

Subject: Tacoma Public Utilities Executive Recruitment Status Update

I am writing to provide you with an update on the recruitment and selection process for the Tacoma Public Utilities Director. Monique Trudnowski, Tacoma Public Utility Board Chair, and I will also be attending the March 20, 2018 joint City Council/TPU Board Study Session to provide you with an update in person.

The position was posted on February 20, 2018 and advertised in a variety of publications and websites. The Human Resources Department is managing the process and conducting candidate outreach in collaboration with the executive recruiter, Carl Mycoff (Consultant). On March 21, 2018, the Tacoma Public Utility Board (Board) and the Human Resources Department will be conducting a Korn Ferry Card Sort to determine competencies that, along with information gathered in the public outreach process, will be the basis for the evaluation criteria I will use to identify the semifinalists from the applications received. The position closes on March 23, 2018. The Board, Consultant, and I are scheduled to interview the semi-finalists the week of April 23, 2018 through April 27, 2018. Once that process is complete, the Board will make a decision on which candidates will move forward as finalists at its May 9, 2018 public meeting. A detailed recruitment schedule is also attached for your information.

The City Council has expressed interest in meeting the candidates, and I would like to suggest using the same approach that was used in filling the interim council member position temporarily vacated by Council Member Robert Thoms. A detailed description of the suggested process is as follows:

- The City Council and Board hold a joint study session on May 15, 2018 for the City Council to meet the candidates in a public forum that is televised and recorded.
- The finalists are asked to prepare a brief (five to ten minute) presentation about their experience and education and what they feel makes them exceptionally qualified for the position. City Council Members then have the opportunity ask each candidate questions.
- A joint closed executive session follows to allow the City Council and the TPU Board to discuss the qualifications of the candidates.

- Once the Board has selected the choice for the position, a conditional offer will be made pending contract agreement and City Council affirmation. We project bringing this appointment to City Council for consideration on June 5, 2018.

I look forward to hearing the City Council's thoughts on this suggested process or alternative suggestions on what the process should look like. Thank you for making time for this discussion at the March 20, 2018 Study Session and for your engagement in this important hiring decision.

**Tacoma Public Utilities
Director Executive Search**

**Recruitment Plan
WORKING DRAFT – 3.14.18**

Due Date	Action	Assigned to	Outcomes/Assignments
November 29-30, 2017	MFP met with TPU Board, available sitting City Council members, and outgoing City Council members for information gathering.		
January 9,10,11,16, & 17, 2018	MFP met with the Mayor, available incoming City Council members, and stakeholders for information gathering.		
January 16, 2018	MFP launched outreach to solicit candidates.		
January 24, 2018	MFP reported stakeholder outreach findings.		
January 31, 2018	MFP provided proposed documents to City HR for review.		
February 2, 2018	MFP met with TPU Board to finalize recruitment documents.		
February 2 – 7, 2018	Prepare content for job posting, recruitment brochure, and profile.	Fritz	<ul style="list-style-type: none"> Combine edits received and ensure all three documents are in alignment.
	Develop advertisement venue list and social media strategy.	Fritz	<ul style="list-style-type: none"> Combine advertising venue list from MFP and City; determine appropriate social media and listservs.
	Determine if application process can be simplified in City's applicant tracking system (NEOGOV).	Fritz	
February 5, 2018	Meeting with Mayor regarding recruitment update.	McCrea Jones	
February 5 – 9, 2018	Schedule two meetings for TPU Board during period of February 20-March 23: <ul style="list-style-type: none"> Korn Ferry Card sort with Cathy Journey and Rodney Croston Discuss evaluation criteria and 	Jacobs	<ul style="list-style-type: none"> Each meeting should be a minimum of two hours.

Due Date	Action	Assigned to	Outcomes/Assignments
	develop evaluation tool		
February 9, 2018	Content of job posting, recruitment brochure, and profile are sent to TPU Board for review.	Fritz	<ul style="list-style-type: none"> Approve or modify advertisement and social media strategy – provide edits by February 12, 2018 to Shelby Fritz. Reminder to send edits to job posting, recruitment brochure, and profile to Shelby Fritz by February 12, 2018.
February 12, 2018	Edits for job posting, recruitment brochure, and profile due to Shelby Fritz.	All	<ul style="list-style-type: none"> Email to sfritz@cityoftacomia.org
February 14, 2018	TPU Board meeting to discuss process.		<ul style="list-style-type: none"> Determine process for interviewing candidates during the semi-finalist stage and moving candidates from the semi-finalist to finalist stage. Determine the point in which reference checks are completed and who will complete them. Discuss strategy for communicating to the public, managing media inquiries, etc.
February 20, 2018	Position is posted in NEOGOV and appropriate advertising venues.	Fritz Croston Mycoff	
March 20, 2018	Joint Board/Council study session – Director search update on agenda.	Trudnowski	<ul style="list-style-type: none"> Confirm with City Council date and structure of meeting between CC and 3 finalists
March 21, 2018	TPU Board meets to complete Korn Ferry Card Sort, which will help determine criteria used for evaluation tool. TPU Board determines evaluation criteria and develops evaluation tool.	Journey Croston Drennan	<ul style="list-style-type: none"> Review outreach feedback and proposed interview questions suggested by stakeholders.
March 23, 2018	Position closes.		
March 23 – March 28, 2018	Applications reviewed using evaluation tool.	Buchanan	<ul style="list-style-type: none"> Gary Buchanan will be decision maker as to which candidates will move forward as semi-finalists for interviews with the Board.
March 28, 2018	TPU Board Meeting (executive session)	Buchanan	<ul style="list-style-type: none"> Gary, Shelby, and Consultant meet with the Board to discuss the qualifications of the candidates

Due Date	Action	Assigned to	Outcomes/Assignments
April 2, 2018	TPU Board Meeting (executive session)		<ul style="list-style-type: none"> Gary, Shelby and Consultant meet with the Board to further discuss the qualifications of the candidates.
April 3, 2018	Gary determines the Semi-finalists and they are contacted and scheduled for interviews.	Fritz Jacobs	
April 23 – April 27, 2018	TPU Board Meetings (executive sessions)		<ul style="list-style-type: none"> Gary, Consultant and Board interview semi-finalists in executive session
April 30 – May 4, 2018	Gary Buchanan selects finalists to move forward in the process. Anticipate 3 finalists.		<ul style="list-style-type: none"> Consider creating bios for each candidate for public part of process.
May 4, 2018	Finalists are contacted and scheduled for public meeting with City Council. Reference checks and background checks are completed for each finalist.	Jacobs Fritz Fritz	
May 9, 2018	TPU Board Meeting <ul style="list-style-type: none"> Motion to identify candidates publicly. 	Fritz/Morrill Utility Board	<ul style="list-style-type: none"> Information on finalists sent to Council
May 15, 2018	Joint City Council/TPU Board study session for the Council to meet the candidates in a public forum.	City Council/Utility Board	<ul style="list-style-type: none"> The Council process may include an opportunity for the candidates to share their background and qualifications for the job (approx. 10 minutes) followed up by a (15 to 20 minutes) question period for the council members. This would be a public, open meeting. Thereafter the Board and Council would go into closed session to discuss the qualifications of the candidates.
May 16 or 17, 2018	Special Board meeting to select finalist. Conditional offer made pending contract agreement and City Council approval.	Trudnowski	<ul style="list-style-type: none"> Negotiate contract.
May 23, 2018	TPU Board resolution to appoint selected candidate.	TPU Board	<ul style="list-style-type: none"> Board approval.
April 30, 2018	Interim Director contract ends.		
June 5, 2018	City Council consideration of Director	Trudnowski	<ul style="list-style-type: none"> City Council approval.

Due Date	Action	Assigned to	Outcomes/Assignments
	appointment.		
July 1, 2018	TPU Director begins.		



TO: Elizabeth A. Pauli, City Manager
FROM: Peter Huffman, Director, Planning and Development Services
Brian Boudet, Planning Manager, Planning and Development Services
CC: Tadd Wille, Assistant City Manager
SUBJECT: Sound Transit ST3 Update
DATE: March 14, 2018

At the City Council Study Session on March 20, 2018, staff from Planning & Development Services and Sound Transit will provide an update regarding the Tacoma Dome Link Expansion (TDLE) project, which is the planned extension of Central Link light rail service from Federal Way to the Tacoma Dome area. The corridor planning and community process will be kicking off fairly soon, and the City will play a key role as one of the primary partners for this multi-jurisdictional transit project.

BACKGROUND:

The TDLE project is part of the Sound Transit 3 (ST3) package, which was approved by voters in 2016. TDLE includes two key elements, each of which is further described in the project detail sheets that are attached:

- Central Link light rail expansion from Federal Way to Tacoma Dome area
- An operations and maintenance facility along the corridor

As noted in the attached news release, Sound Transit has just completed the process of selecting its consultant to begin the initial planning phase. The public kickoff/community engagement for this project will begin fairly soon, as the intent is to narrow down the list of project alternatives and identify a "preferred alternative" in the next approximately 18 months. The general timeline for the project is shown below:

**ISSUE:**

Moving forward, the City will play a key role as one of the primary partners for this multi-jurisdictional transit project. In order to facilitate a smooth planning, design, and construction process, Sound Transit is approaching this round of projects in a slightly different manner by pursuing Partnership Agreements with each of the jurisdictions along the route at the beginning and moving the Alternatives Analysis phase earlier in the process. The idea is to facilitate more and earlier community and inter-jurisdictional engagement, with the intent of better ensuring that solid, supported decisions can be made progressively through the process and then sustained as the design and development process continues forward. To that end, providing early direction on City/local goals, priorities and issues is one way in which the City can support the shared goal of moving this project forward efficiently and ensuring that it results in a regional transit project that appropriately balances and best meets both regional and local goals.

RECOMMENDATION:

The City Council will be considering a Partnership Agreement on this project via a resolution tentatively scheduled for adoption on April 3, 2018. In addition to expressing the City's general commitment to this project and working cooperatively with Sound Transit and the other jurisdictions on project, this is an opportunity for the City to provide some early direction and thoughts on high-level City/local goals, priorities and issues that should be considered as part of the upcoming planning process.

ATTACHMENTS:

1. ST3 System Expansion Map
2. Tacoma Dome Link Expansion (TDLE) Project Overview
3. Sound Transit News Release regarding TDLE (December 22, 2017)
4. ST3 Project Detail Sheet – Federal Way Transit Center to Tacoma Dome Light Rail
5. ST3 Project Detail Sheet – Light Rail Operations and Maintenance Facilities

Sound Transit – ST3 System Expansion Map





Tacoma Dome

Link Extension

December 2017

Project Overview

The Tacoma Dome Link Extension will connect Pierce and South King County residents to the regional light rail network, including direct access to SeaTac Airport and downtown Seattle, with stations at Tacoma Dome, East Tacoma, Fife and South Federal Way. The Tacoma Dome station will serve as a multi-modal transit hub, with transfer options to and from Sounder service, Tacoma Link, and Pierce Transit and Sound Transit buses.

★ Planning phase

Alternatives development

Benefits

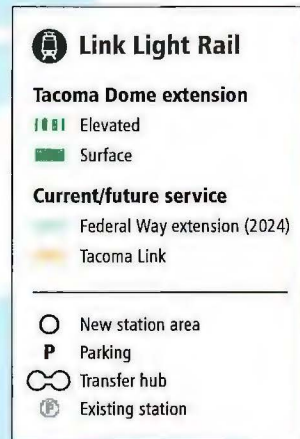
- › 9.7 new miles of light rail service connecting Pierce and South King County to the regional network.
- › 4 new light rail stations, from the Federal Way Transit Center station (2024) to Tacoma Dome station.
- › Parking garages at the South Federal Way and Fife stations; each with approximately 500 stalls.
- › Average projected daily riders by 2040: 27,000 – 37,000.
- › Open for service in 2030.

Stay informed

Get project updates: soundtransit.org/subscribe.

Contact Sound Transit's Community Outreach team at 206-370-5516 or via email at wilbert.santos@soundtransit.org.

Learn more about the project: soundtransit.org/tacomadomelink.



Tacoma Dome Link Extension



Fast and frequent service to destinations

- › Federal Way to Tacoma Dome station in 20 minutes.
- › Tacoma Dome station to SeaTac Airport in 35 minutes.
- › Federal Way to CenturyLink Field in 45 minutes.

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Sound Transit moves forward with Tacoma Dome light rail project

Dec 22, 2017

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Board approves contract with key consultant; public involvement to begin by mid-2018

The Sound Transit Board yesterday approved the Tacoma Dome Link Extension, establishing a \$125.7 million budget for preliminary engineering for the project and giving the green light to extend light rail further south from South King into Pierce County, one of the most rapidly growing areas in the region. In a related action, the Board executed a \$10.3 million consultant contract with HDR Engineering, Inc. to begin project development services.

"The Board took an exciting step forward to make light rail service a reality for the thousands of people who travel up and down the South Sound corridor every day," said Sound Transit Board Vice Chair and Tacoma Mayor Marilyn Strickland. "With more people choosing to live and work in Tacoma, our imperative to deliver light rail service to Pierce County is critical to supporting our quality of life and growing economy."

"Our commitment to build light rail further south, from Angle Lake to Federal Way and ultimately Tacoma, follows years of work to push ahead while traffic throughout the region only gets worse," said Sound Transit Board member and King County Councilmember Pete von Reichbauer. "Voters' investment in the Tacoma Dome Link Extension will pay huge dividends for South Sound communities."

"The light rail extension to Pierce County will be one of the first public transit projects to be delivered under our recently-approved system expansion plan," said Sound Transit Chief Executive Officer Peter Rogoff. "Delivering Link service to South Federal Way, Fife and the Tacoma Dome by 2030 will require Sound Transit, our partner cities, and the Puyallup Tribe to work closely together to gather community input and to make project decisions in an efficient manner. This will allow us to provide a safe and convenient transportation option for residents throughout the Puget Sound."

The Tacoma Dome Link Extension is part of the Sound Transit 3 (ST3) Plan approved by voters last November. The project extends light rail 9.7 miles to the cities of Federal Way, Milton, Fife, Tacoma and the Puyallup Tribe of Indians Reservation, with service beginning by 2030. Sound Transit will initiate technical work on the project next year, which will include an extensive community engagement to reach consensus on a Locally Preferred Alternative, and other alternatives, to study in the Environmental Impact Statement (EIS) to be completed by mid-2019.

Tacoma Dome Link Extension

This project will extend light rail from the Federal Way Transit Center to Tacoma on a primarily elevated guideway with a new rail-only fixed span crossing the Puyallup River. The plan calls for stations in South Federal Way, Fife and East Tacoma in the vicinity of Portland Avenue, with a terminus station at the Tacoma Dome. Approved by voters in the ST3 Plan, the representative project—which serves as the starting point for project development—includes two parking garages in South Federal Way and Fife, a pedestrian bridge connecting the Tacoma Dome Station to Freighthouse Square, and a new light rail bridge over the Puyallup River.

Operation and Maintenance Facility

The Tacoma Dome project includes the construction of a new light rail operations and maintenance facility (OMF) to accommodate additional fleet capacity of an expanded regional light rail system. The specific location of this facility will be determined during project development. The OMF needs to be ready to receive light rail vehicles before the start of revenue service on the Tacoma Dome and West Seattle Link Extensions. While the facility will be part of the Tacoma Dome Link Extension project, its design and size will support the operation of the Sound Transit Link light rail system as a whole.

Sound Transit's consultant team, HDR, will be responsible for providing planning, engineering, environmental and community outreach technical services to support the first phase of project development work for the Tacoma Dome Link Extension. Other firms on the HDR team include Parametrix and EnviroIssues.

More information about the Tacoma Dome Link Extension project, including how to sign up for project updates, is available at www.soundtransit.org/tacomadomelink.

Learn About

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Link light rail

Souder train

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System expansion

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Federal Way Transit Center to Tacoma Dome Light Rail

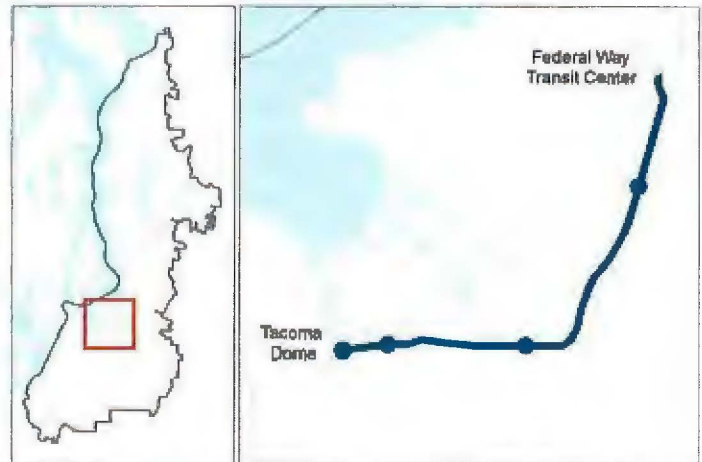
Subarea	South King/Pierce
Primary Mode	Light Rail
Facility Type	Corridor
Length	9.7 miles
Date Last Modified	July 1, 2016

SHORT PROJECT DESCRIPTION

This project would extend light rail from the Federal Way Transit Center to Tacoma adjacent to I-5 with three elevated stations at South Federal Way, Fife, and East Tacoma and one at-grade/retained station at Tacoma Dome.

Note: The elements included in this representative project will be refined during future phases of project development and are subject to change.

PROJECT AREA AND REPRESENTATIVE ALIGNMENT



KEY ATTRIBUTES

REGIONAL LIGHT RAIL SPINE <i>Does this project help complete the light rail spine?</i>	Yes
CAPITAL COST <i>Cost in Millions of 2014 \$</i>	\$1,894 — \$2,026
RIDERSHIP <i>2040 daily project riders</i>	27,000 — 37,000
PROJECT ELEMENTS	<ul style="list-style-type: none"> Approximately 9.7 miles of light rail in a mixture of at-grade and elevated guideway 3 elevated stations: South Federal Way, Fife, and East Tacoma (in the vicinity of Portland Avenue), sized to accommodate 4-car trains 1 at-grade/retained cut station: Tacoma Dome sized to accommodate 4-car trains Parking garages at the South Federal Way and Fife stations, each with approximately 500 stalls; the scope of the transit parking components included in this project could be revised to include a range of strategies for providing rider access to the transit facility; along with, or instead of, parking for private vehicles or van pools, a mix of other investments could be accomplished through the budget for this project A pedestrian bridge connecting the Tacoma Dome Station to Freighthouse Square A new light rail bridge over the Puyallup River Peak headways: 6 minutes 1 percent for art per Sound Transit policy Non-motorized access facilities (bicycle/pedestrian), transit-oriented development (TOD)/planning due diligence, bus/rail integration facilities, and sustainability measures (see separate document titled "Common Project Elements")
NOT INCLUDED	<ul style="list-style-type: none"> Light rail vehicles not included Costs for operations and maintenance facility not included, but assumed to be built along corridor See separate documents titled "Common Project Elements," "Light Rail Operations and Maintenance Facilities," and "Light Rail Vehicles"
ISSUES & RISKS	<ul style="list-style-type: none"> Potential future WSDOT project at I-5/SR 161/SR 18 (Triangle project, Phase 2) and ongoing WSDOT planning for the Puget Sound Gateway Project (SR 167 Extension)

Federal Way Transit Center to Tacoma Dome Light Rail

KEY ATTRIBUTES	
ISSUES & RISKS	<ul style="list-style-type: none">• Clearance of the Bonneville Power Administration high-voltage transmission lines• At-grade profiles included in this project could result in more potential conflicts with other modes; this could affect speed and reliability• Requires FHWA/WSDOT approvals for use of interstate right-of-way• Complexity of the Puyallup River bridge crossing will require coordination and approval from the Puyallup Tribe of Indians; the new bridge may also require coordination with Coast Guard if levee is impacted• Geotechnical challenges and potential archeological discoveries at/near the Puyallup River and Tacoma Dome area• Construction near active freight and passenger rail lines• Potential impacts of climate change and future sea level rise in the vicinity of the Puyallup River• Light rail is not currently a permitted use in Federal Way but is specifically defined as an essential public facility; the Comprehensive Plan includes light rail• Light rail is not currently a permitted use in Milton; Milton considers transit facilities special uses• In Fife, light rail is not defined as an essential public facility but would be permitted in certain zones as a conditional use under EPF definition; the Comprehensive Plan includes light rail.• Light rail currently operates in Tacoma and specific station area standards are codified; the Comprehensive Plan includes light rail

Federal Way Transit Center to Tacoma Dome Light Rail

Sound Transit developed a conceptual scope of work for this project for the purpose of generating a representative range of costs, both capital and operating; and benefits, including ridership forecasts, TOD potential, multi-modal access and others. This information was developed to assist the Sound Transit Board as it developed the ST3 system plan, including phasing of investments and financial plan, for voter consideration. Final decisions on project elements (e.g., alignment, profile, station locations, and number of parking stalls) will be determined after completion of system planning, project level environmental review, and preliminary engineering during which additional opportunities for public participation will be provided. Therefore, this scope definition should not be construed as a commitment that all representative features will be included in the final developed project.

Long Description:

This project would construct an extension of Link light rail from the Federal Way Transit Center to the Tacoma Dome Station generally along or near I-5. The alignment would begin at the Federal Way Transit Center and have stations at South Federal Way, Fife, East Tacoma, and the Tacoma Dome. From the Federal Way Transit Center Station the alignment would curve east to meet I-5 near S 324th Street. It would have a short at-grade section from S 322nd Street to S 333rd Street in order to cross underneath the Bonneville Power Administration high-voltage transmission lines. The alignment would then parallel the west side of I-5 with the South Federal Way Station located just south of the I-5/SR 18 interchange at S 352nd Street. The station platform would be elevated and adjacent to a 500-stall parking garage.

The alignment would continue adjacent to the west side of I-5 and be elevated. The alignment would have short at-grade sections where I-5 curves to the west as it enters Fife, where the alignment would be located underneath the proposed WSDOT – Puget Sound Gateway Project (SR 167 Extension), and between approximately 70th Avenue E and 62nd Avenue E in Fife. The alignment would remain elevated. The Fife Station would be located east of 54th Avenue E above the I-5 southbound off-ramp, and a 500-stall parking garage would be located just west of the Emerald Queen Casino.

From the Fife Station, the alignment would remain elevated. It would follow I-5 until it crosses the Puyallup River where it would follow E Bay Street to a station in East Tacoma in the vicinity of E Portland Avenue. Alternatively, the East Tacoma Station could be located on E 27th Street and E Portland Avenue. A parking facility would not be associated with either East Tacoma Station location. The alignment would continue along East 26th Street to the Tacoma Dome Station area. The station is located parallel to the existing Tacoma Dome Station and Freighthouse Square on East 26th Street between East F Street and East D Street. The station has an at-grade/retained cut platform with a pedestrian bridge connecting to Freighthouse Square.

Assumptions:

- Reconstruction of the Federal Way/320th Park-and-Ride lot may be required; these anticipated costs are included in the cost estimate
- Raising the Bonneville Power Administration high-voltage transmission lines may be required; these anticipated costs are included in the cost estimate
- WSDOT noise wall replacement may be required, these anticipated costs are included in the cost estimate
- Completion of the WSDOT – Puget Sound Gateway Project (SR 167 Extension)
- A long span structure to cross the Puyallup River
- Reconstruction of E 26th Street may be required; these anticipated costs are included in the cost estimate
- Crossover and tail track storage are included
- For non-motorized station access allowances, the South Federal Way Station, the Fife Station, and the East Tacoma Station are categorized as Suburban stations and the Tacoma Dome station is characterized as an Urban station and an intermodal transit center
- For bus/rail integration, facilities have been assumed at the South Federal Way Station and the Fife Station
- Budget for operations is included in the cost estimate. An operations and a maintenance facility is assumed to be built along this corridor. (See project titled "Operations and Maintenance Facilities")

Environmental:

Sound Transit will complete project-level state and federal environmental reviews as necessary; provide mitigation for significant impacts; obtain and meet the conditions of all required permits and approvals; and strive to exceed compliance and continually improve its environmental performance.

Utilities:

Utility relocation as needed to complete the project, including fiber optics, sewer, water, overhead electric/communications, etc.

Right-of-Way and Property Acquisition:

Property acquisitions anticipated at stations and traction power substations

Federal Way Transit Center to Tacoma Dome Light Rail

Potential Permits/Approvals Needed:

- Building permits: electrical, mechanical, plumbing
- Utility connection permits
- Construction-related permits (clearing and grading, stormwater management, street use, haul routes, use of city right-of-way)
- Land use approvals (conditional use, design review, site plans, comprehensive plan or development code consistency, special use permits)
- Requires FHWA/WSDOT approvals for use of interstate right-of-way
- All required local, state and federal environmental permits
- NEPA/SEPA and related regulations
- US Coast Guard Bridge Permit
- Corps of Engineers Section 10

Project Dependencies:

- Completion of Link Extension to the Federal Way Transit Center
- Purchase of additional light rail vehicles is required to operate service on this corridor
- Construction of new operations and maintenance base capacity is required to accommodate the fleet required for this corridor

Potential Project Partners:

- | | |
|---|---|
| <ul style="list-style-type: none"> • City of Federal Way, Milton, Fife, and Tacoma • Puyallup Tribe of Indians • WSDOT • FTA • FHWA • Bonneville Power Administration | <ul style="list-style-type: none"> • King County • Pierce County • Coast Guard • Army Corps of Engineers • Transit partners serving project: King County Metro, Pierce Transit |
|---|---|

Federal Way Transit Center to Tacoma Dome Light Rail

Cost:

Sound Transit developed a conceptual scope of work for this project for the purpose of generating a representative range of costs, both capital and operating; and benefits, including ridership forecasts, TOD potential, multi-modal access and others. This information was developed to assist the Sound Transit Board as it developed the ST3 system plan, including phasing of investments and financial plan, for voter consideration. Final decisions on project elements (e.g., alignment, profile, station locations, and number of parking stalls) will be determined after completion of system planning, project level environmental review, and preliminary engineering during which additional opportunities for public participation will be provided. Therefore, this scope definition should not be construed as a commitment that all representative features will be included in the final developed project.

In Millions of 2014\$

ITEM	COST	COST WITH RESERVE
Agency Administration	\$100.14	\$107.15
Preliminary Engineering & Environmental Review	\$62.73	\$67.12
Final Design & Specifications	\$124.62	\$133.34
Property Acquisition & Permits	\$72.71	\$77.80
Construction	\$1,271.12	\$1,360.10
Construction Management	\$112.16	\$120.01
Third Parties	\$25.72	\$27.52
Vehicles	\$0.00	\$0.00
Contingency	\$124.62	\$133.34
Total	\$1,893.81	\$2,026.38

Design Basis:












Conceptual

The costs expressed above include allowances for TOD planning and due diligence, Sustainability, Bus/rail integration facilities, and Non-Motorized Access. These allowances, as well as the costs for Parking Access included above, are reflected in the following table. Property acquisition costs are not included in the table below, but are included within the total project cost above. For cost allowances that are not applicable for this project, "N/A" is indicated.

ITEM	COST	COST WITH RESERVE
TOD planning and due diligence	\$1.22	\$1.30
Sustainability	\$12.85	\$13.75
Parking access	\$52.22	\$55.87
Non-motorized (bicycle/pedestrian) access	\$31.85	\$34.08
Bus/rail integration facilities	\$5.50	\$5.89

Federal Way Transit Center to Tacoma Dome Light Rail

Evaluation Measures:

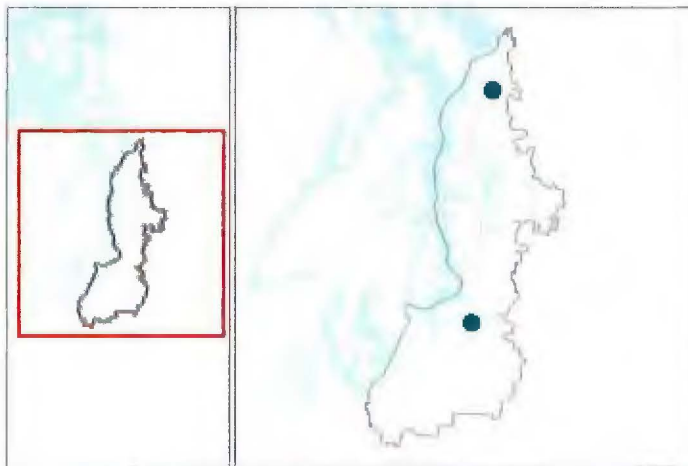
MEASURE		MEASUREMENT/RATING	NOTES
	Regional Light Rail Spine <i>Does project help complete regional light rail spine?</i>	Yes	
	Ridership <i>2040 daily project riders</i>	27,000 — 37,000	
	Capital Cost <i>Cost in Millions of 2014 \$</i>	\$1,894 — \$2,026	
	Annual O&M Cost <i>Cost in Millions of 2014 \$</i>	\$22	
	Travel Time <i>In-vehicle travel time along the project (segment)</i>	19 min	
	Reliability <i>Quantitative/qualitative assessment of alignment/route in exclusive right-of-way</i>	High	100% in exclusive right-of-way
	System Integration <i>Qualitative assessment of issues and effects related to connections to existing local bus service and potential future integration opportunities</i>	Medium	Low to medium-high number of existing daily transit connections; multi-modal integration opportunities at Tacoma Dome
	Ease of Non-motorized Access <i>Qualitative assessment of issues and effects related to non-motorized modes</i>	Medium Low	Low to medium intersection density providing non-motorized access, freeways as barriers, improved arterial crossing of I-5 at 54 th Ave E
	Percent of Non-motorized Mode of Access <i>Percent of daily boardings</i>	20-35%	
	Connections to PSRC-designated Regional Centers <i>Number of PSRC-designated regional growth and manufacturing/industrial centers served</i>	2 centers	Downtown Tacoma, Port of Tacoma MIC
	Land Use and Development/TOD Potential <i>Quantitative/qualitative assessment of adopted Plans & Policies and zoning compatible with transit-supportive development within 0.5 mile of potential stations</i>	Medium	Moderate support in local and regional plans; approx. 35% land is compatibly zoned
	<i>Qualitative assessment of real estate market support for development within 1 mile of potential corridor</i>	Low	Limited market support
	<i>Density of activity units (population and employment for 2014 and 2040) within 0.5 mile of potential station areas</i>	Pop/acre: 2014: 2; 2040: 5 Emp/acre: 2014: 5; 2040: 7 Pop+Emp/acre: 2014: 7; 2040: 12	
	Socioeconomic Benefits <i>Existing minority / low-income populations within 0.5 mile of potential station areas</i>	44% Minority; 17% Low-Income	
	<i>2014 and 2040 population within 0.5 mile of potential station areas</i>	Pop: 2014: 4,800; 2040: 9,200	
	<i>2014 and 2040 jobs within 0.5 mile of potential station areas</i>	Emp: 2014: 8,900; 2040: 14,700	

For additional information on evaluation measures, see <http://soundtransit3.org/document-library>

Light Rail Operations and Maintenance Facilities

Subarea	All
Primary Mode	Light Rail
Facility Type	N/A
Length	N/A
Date Last Modified	July 1, 2016

PROJECT AREA AND REPRESENTATIVE ALIGNMENT



SHORT PROJECT DESCRIPTION

This project would construct two new light rail operations and maintenance facilities to accommodate additional fleet capacity. *Note: The elements included in this representative project will be refined during future phases of project development and are subject to change.*

KEY ATTRIBUTES

REGIONAL LIGHT RAIL SPINE <i>Does this project help complete the light rail spine?</i>	N/A
CAPITAL COST <i>Cost in Millions of 2014 \$</i>	\$1,166 — \$1,248
RIDERSHIP <i>2040 daily project riders</i>	N/A
PROJECT ELEMENTS	<ul style="list-style-type: none"> Two operations and maintenance facilities: one in Lynnwood to Everett corridor and one in Federal Way to Tacoma corridor
NOT INCLUDED	<ul style="list-style-type: none"> See separate document titled "Common Project Elements"
ISSUES & RISKS	<ul style="list-style-type: none"> Facility siting could be near existing residential and/or commercial uses Current zoning may not be compatible with use Noise generation Facility siting and design should consider potential future expansion needs Jurisdictional coordination will be required for implementation of this project

Light Rail Operations and Maintenance Facilities

Sound Transit developed a conceptual scope of work for this project for the purpose of generating a representative range of costs, both capital and operating; and benefits, including ridership forecasts, TOD potential, multi-modal access and others. This information was developed to assist the Sound Transit Board as it developed the ST3 system plan, including phasing of investments and financial plan, for voter consideration. Final decisions on project elements (e.g., alignment, profile, station locations, and number of parking stalls) will be determined after completion of system planning, project level environmental review, and preliminary engineering during which additional opportunities for public participation will be provided. Therefore, this scope definition should not be construed as a commitment that all representative features will be included in the final developed project.

Long Description:

This project would construct two new light rail operations and maintenance facilities: one in the Lynnwood to Everett corridor and one in the Federal Way to Tacoma corridor. Specific locations will be determined as part of light rail project development in each corridor.

Assumptions:

- North OMF would be sized to accommodate approximately 152 light rail vehicles
- South OMF would be sized to accommodate approximately 108 light rail vehicles
- Both facilities would be full service facilities and would include all heavy maintenance equipment
- Includes employee parking
- Additional future expansion could be accommodated

Environmental:

Sound Transit will complete project-level state and federal environmental reviews as necessary; provide mitigation for significant impacts; obtain and meet the conditions of all required permits and approvals; and strive to exceed compliance and continually improve its environmental performance.

Utilities:

Utility relocation as needed to complete the project, including fiber optics, sewer, water, overhead electric/communications, etc.

Right-of-Way and Property Acquisition:

Property acquisition required

Potential Permits/Approvals Needed:

- Building permits: Electrical, Mechanical, Plumbing
- Utility connection permits
- Construction-related permits (clearing and grading, stormwater management, street use, haul routes, use of city right-of-way)
- Land use approvals (Conditional use, design review, site plans, Comprehensive Plan or development code consistency, Special Use Permits)
- All required local, state, and federal environmental permits; NEPA/SEPA and related regulations.

Project Dependencies:

This project requires construction of the Lynnwood to Everett and Federal Way to Tacoma light rail projects.

Potential Project Partners:

- Local jurisdictions
- WSDOT

Light Rail Operations and Maintenance Facilities

Cost:

Sound Transit developed a conceptual scope of work for this project for the purpose of generating a representative range of costs, both capital and operating; and benefits, including ridership forecasts, TOD potential, multi-modal access and others. This information was developed to assist the Sound Transit Board as it developed the ST3 system plan, including phasing of investments and financial plan, for voter consideration. Final decisions on project elements (e.g., alignment, profile, station locations, and number of parking stalls) will be determined after completion of system planning, project level environmental review, and preliminary engineering during which additional opportunities for public participation will be provided. Therefore, this scope definition should not be construed as a commitment that all representative features will be included in the final developed project.

In Millions of 2014\$

North OMF

ITEM	COST	COST WITH RESERVE
Agency Administration	\$35.76	\$38.27
Preliminary Engineering & Environmental Review	\$16.14	\$17.27
Final Design & Specifications	\$32.29	\$34.55
Property Acquisition & Permits	\$182.79	\$195.59
Construction	\$329.31	\$352.36
Construction Management	\$29.06	\$31.09
Third Parties	\$6.46	\$6.91
Vehicles	\$0.00	\$0.00
Contingency	\$32.29	\$34.55
Total	\$664.09	\$710.58

Design Basis:

Conceptual

The costs expressed above include allowances for TOD planning and due diligence, Sustainability, Bus/rail integration facilities, and Non-Motorized Access. These allowances, as well as the costs for Parking Access included above, are reflected in the following table. Property acquisition costs are not included in the table below, but are included within the total project cost above. For cost allowances that are not applicable for this project, "N/A" is indicated.

ITEM	COST	COST WITH RESERVE
TOD planning and due diligence	N/A	N/A
Sustainability	N/A	N/A
Parking access	N/A	N/A
Non-motorized (bicycle/pedestrian) access	N/A	N/A
Bus/rail integration facilities	N/A	N/A

Light Rail Operations and Maintenance Facilities

South OMF

ITEM	COST	COST WITH RESERVE
Agency Administration	\$26.59	\$28.45
Preliminary Engineering & Environmental Review	\$16.11	\$17.24
Final Design & Specifications	\$32.23	\$34.48
Property Acquisition & Permits	\$30.68	\$32.83
Construction	\$328.71	\$351.72
Construction Management	\$29.00	\$31.03
Third Parties	\$6.45	\$6.90
Vehicles	\$0.00	\$0.00
Contingency	\$32.23	\$34.48
Total	\$501.99	\$537.13

Design Basis:











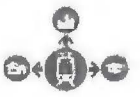
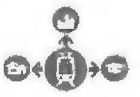
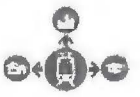



N/A

The costs expressed above include allowances for TOD planning and due diligence, Sustainability, Bus/rail integration facilities, and Non-Motorized Access. These allowances, as well as the costs for Parking Access included above, are reflected in the following table. Property acquisition costs are not included in the table below, but are included within the total project cost above. For cost allowances that are not applicable for this project, "N/A" is indicated.

ITEM	COST	COST WITH RESERVE
TOD planning and due diligence	N/A	N/A
Sustainability	\$0.08	\$0.08
Parking access	N/A	N/A
Non-motorized (bicycle/pedestrian) access	N/A	N/A
Bus/rail integration facilities	N/A	N/A

Light Rail Operations and Maintenance Facilities

Evaluation Measures:

MEASURE	MEASUREMENT/RATING	NOTES
 Regional Light Rail Spine <i>Does project help complete regional light rail spine?</i>	N/A	
 Ridership <i>2040 daily project riders</i>	N/A	
 Capital Cost <i>Cost in Millions of 2014 \$</i>	\$1,166 — \$1,248	
 Annual O&M Cost <i>Cost in Millions of 2014 \$</i>	\$6	
 Travel Time <i>In-vehicle travel time along the project (segment)</i>	N/A	
 Reliability <i>Quantitative/qualitative assessment of alignment/route in exclusive right-of-way</i>	N/A	
 System Integration <i>Qualitative assessment of issues and effects related to connections to existing local bus service and potential future integration opportunities</i>	N/A	
 Ease of Non-motorized Access <i>Qualitative assessment of issues and effects related to non-motorized modes</i>	N/A	
 Percent of Non-motorized Mode of Access <i>Percent of daily boardings</i>	N/A	
 Connections to PSRC-designated Regional Centers <i>Number of PSRC-designated regional growth and manufacturing/industrial centers served</i>	N/A	
 Land Use and Development/TOD Potential <i>Quantitative/qualitative assessment of adopted Plans & Policies and zoning compatible with transit-supportive development within 0.5 mile of potential stations</i>	N/A	
 <i>Qualitative assessment of real estate market support for development within 1 mile of potential corridor</i>	N/A	
 <i>Density of activity units (population and employment for 2014 and 2040) within 0.5 mile of potential station areas</i>	N/A	
 Socioeconomic Benefits <i>Existing minority / low-income populations within 0.5 mile of potential station areas</i>	N/A	
 <i>2014 and 2040 population within 0.5 mile of potential station areas</i>	N/A	
 <i>2014 and 2040 employment within 0.5 mile of potential station areas</i>	N/A	

For additional information on evaluation measures, see <http://soundtransit3.org/document-library>

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
March 20, 2018	Joint U-Board Study Session (TMBN 16, Noon)	Joint Utility Board Executive Session - Pending Litigation	CAO	
		CTC Energy and Technology Draft RFI/Q Alternative Click! Partnership Models Overview	CAO	The CTC Energy and Technology consultant will provide the Council and U-Board an overview of the draft RFI/Q and process related to the Click! alternative partnership models.
		Undergrounding Utilities	TPU	
		Update on Recruitment for Director of Utilities	TPU	
	Council Study Session (TMBN 16, Noon)	Sound Transit 3 - Tacoma Dome Link Extension, Project and Partnership Agreement	PDS	PDS and ST will provide an update regarding the Tacoma Dome Link Extension project, which is the planned extension of Central Link light rail service from Federal Way to the Tacoma Dome area. The City will play a key role as one of the primary partners for the corridor planning and community process.
		Executive Session - Evaluate Interim City Council Position No. 2 Finalists' Qualifications	Council	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
March 27, 2018	City Council Study Session (TMBN 16, Noon)	Streets Initiative - 2017 accomplishments and 2018 work plan	PW	Public Works staff will provide a 2017 Streets Initiative Progress Report with the work performed last year and a preview of the 2018 work plan.
		TacomaFIRST311 Customer Service Update	CMO	Update on the City's Customer Support Center, which provides a "one-stop shop" for services through their reception, 311 phone support, online resources, and mobile app connectivity.
		Emergency Temporary Shelters Permanent Regulations	PDS	Review the proposed code amendments recommended by the Planning Commission to supersede the interim regulations currently in effect; consider potential modifications to the proposal based on public comments received at the Council's public hearing the prior week; and prepare for the first reading of adopting ordinance the same night.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
April 3, 2018	City Council Study Session (TMBN 16, Noon)	Legislative Session Updates	GRO	
		Six-Year Transportation Improvement Program	PW	Draft Annual Amendment of the Six-Year Transportation Improvement Program, which is required to be annually updated by state law (RCW 35.77.010)
		Single Family Residential Permit Fee, Permit Process Changes and Fund Restructuring	PDS	
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority - Homelessness Discussion		At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how to achieve the components identified under the priority of homelessness.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
April 10, 2018	City Council Study Session (TMBN 16, Noon)	Affordable Housing Update	CED	Community and Economic Development staff have been working with an internal task force and a consultant and will provide an update on an Affordable Housing Action Strategy.
		Two-Year Funding Priorities for HUD Funds	CED	
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority - Affordable Housing Discussion		At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how best to achieve the components identified under the priority of affordable housing.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
April 17, 2018	City Council Study Session (TMBN 16, Noon)			
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority - Economic Development Discussion	CED and Council	At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how to achieve the components identified under the priority of economic development.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
April 24, 2018	City Council Study Session (TMBN 16, Noon)	One Tacoma Comprehensive Plan Overview	PDS	One Tacoma is the City's Comprehensive Plan which guides our community's development over the long term and describes how our community's vision for the future is to be achieved (blueprint for future character of the City).
		Tacoma Mall Neighborhood Subarea Plan	PDS	Council will consider, gather public input and take action on the Tacoma Mall Neighborhood Subarea Plan, a package of zoning and standards changes, and conceptual streetscape designs. The Subarea Plan is intended to guide long-term growth and change in the Tacoma Mall Regional Growth Center and proposed expansion area.
	Special Committee of the Whole (TMBN 16, 3:00)	Council Strategic Priority - Public Safety		At the February 23rd Council Strategic Planning Work Session, the Council identified their top four strategic priorities. At this meeting, staff will provide Council an update on their discussions on how to achieve the components identified under the priority of public safety.
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan Public Hearing	PDS	

**City of Tacoma 2018
City Council Forecast Schedule**

Date	Meeting	Subject	Department	Background
May 1, 2018	City Council Study Session (TMBN 16, Noon)	Tacoma Mall Neighborhood Subarea Plan	PDS	Council will receive a summary of input provided during the City Council Public Hearing.
	Special Committee of the Whole (TMBN 16, 3:00)	Tacoma Public Utilities: Cushman Substation and Low Income Program Update	TPU	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
May 8, 2018	City Council Study Session (TMBN 16, Noon)			
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan First Reading	PDS	
May 15, 2018	Study Session (TMBN 16, Noon)	Director of Utilities Top Three Candidates Interview	Council/TPU	
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Tacoma Mall Neighborhood Subarea Plan Final Reading	PDS	
May 22, 2018	Joint Utility Board Study Session (TMBN 16, Noon)	CTC Energy and Technology Recommendation for Proposals on the Alternative Click! Partnership Model	CAO	The CTC Energy and Technology consultant will provide the Council and U-Board recommendations for the proposed Click! alternative partnership model.
	Study Session (TMBN 16, Noon)	Local Food Access and Equity Research and Projects	ESD/OEPS	Harvest Pierce County and the Puyallup Watershed Initiative's Just and Healthy Food Community presentation on local food access and equity research, projects, and the community they are growing.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
May 29, 2018	CANCELLED			

Economic Development Committee			
Committee Members: Thoms (Chair), McCarthy, Ushka, Woodards, Alternate-Beale Executive Liaison: Tadd Wille; Staff Support - Lynda Foster		2nd, 4th, and 5th Tuesdays 10:00 a.m. Room 248	CBC Assignments: •Tacoma Arts Commission •Greater Tacoma Regional Convention Center Public Facilities District •Foss Waterway •City Events and Recognition Committee
CBC Assignments: <ul style="list-style-type: none"> • Tacoma Arts Commission • Greater Tacoma Regional Convention Center Public Facilities District 		<ul style="list-style-type: none"> • Foss Waterway • City Events and Recognition Committee 	
March 27, 2018	Election of interim Committee Chair and Vice chair		
	LEAP proposed changes (request for action)	<i>Clifford Armstrong, Contract & Program Auditor, CED LEAP</i>	Staff will present a request for action on LEAP code changes to update code to be consistent with state and federal laws.
Future:			
April 10, 2018	Small Works Roster	<i>Patsy Best, Financial Manager, Finance Procurement & Payables Division</i>	Staff will summarize proposed revisions to the City of Tacoma Municipal Code 10.27 to update the Small Works Roster Program to be consistent with the estimated contract amount thresholds and bond waiver authority established by Washington State Law, and to provide program incentives for City of Tacoma Small Business enterprise members to participate in Small Works Roster projects.
	Community & Economic Development Department strategy - current and desired state	<i>Kim Bedler, Interim Community and Economic Development Division Director</i>	
April 24, 2018	Tentative: CEDD candidate presentations	<i>TBD</i>	
	Office Market Opportunities	<i>Elly Walkowiak</i>	Staff and representatives from the Economic Development Board will present on how to leverage the Amazon HQ2 proposal to market Tacoma and fill office space vacated by State Farm

Community Vitality and Safety			
Committee Members: Blocker (Chair), Beale, Thoms, Ushka, Alternate-McCarthy Executive Liaison: Linda Stewart; Staff Support - Will Suarez		2nd and 4th Thursdays 4:30 p.m. Room 248	CBC Assignments: • Citizen Police Advisory Committee • Human Services Commission • Human Rights Commission • Housing Authority • Commission on Disabilities • Library Board • Tacoma Community Redevelopment Authority
March 22, 2018	Tacoma Community Redevelopment Authority Board, Commission on Immigrant and Refugee Affairs, and Human Rights Commission Interviews	Clerk's Office	TCRA has 3 vacancies, Human Rights Commission has 2 vacancies, and Commission on Immigrant and Refugee Affairs has 11 vacancies.
	PY 2018-19 CDBG, HOME and ESG Funding Recommendations for Annual Action Plan (request for resolution)	Daniel Murillo, Housing Division Manager, Community and Economic Development, and Erica Azcueta, Program Manager, Neighborhood & Community Services	Staff will present the Program Year 2018-19 Community Development Block Grant (CDBG) funding recommendations for housing assistance, economic development, community development and public service projects as well as Emergency Solutions Grant (ESG) funding recommendations for homeless services related projects. Staff will also present the new CDBG and HOME sub-recipient agreements between the City, TCRA, Lakewood and individual contractors.
Future:			
April 12, 2018	Human Services Commission Annual Report (informational briefing)	Jovan Dumas, Chair, Human Services Commission	Informational discussion regarding the 2017 year-end report for the Human Services Commission.
	Domestic Violence Assessment (Informational briefing)	Vicky McLaurin, Neighborhood and Community Services	
April 26, 2018	2018 Innovative Grant Application and Schedule	Shari Hart, Program Development Specialist, Community and Economic Development	Update on the 2018 Innovative Grant Application and schedule to include a presentation of recommended neighborhood projects
	Human Rights Commission Annual Report (informational briefing)	Rebecca Stith, Chair, Human Rights Commission	Presentation about the accomplishments of the Human Rights Commission in 2017 and future projects.

Government Performance and Finance Committee				
Committee Members: Ibsen (Chair), Blocker, Hunter, Mello, Alternate-Thoms Executive Liaison: Andy Cherullo; Staff Support - Chris Bell		1st and 3rd Tuesday 10 a.m. Room 248	CBC Assignments: •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board	
March 20, 2018	Joint Audit Advisory Board Meetings	Linda Mastin, State Auditor, State Auditors Office	Informational presentation regarding the 2016 Accountability Audit Exit and 2017 Audit Entrance conference.	
Future:				
	Tacoma 24/7 End of 2017 Report	Jared Eyer, Sr Management & Budget Analyst, Office of Management and Budget	Presentation regarding the 2017 year-end performance management and open data report.	
April 3, 2018	To Be Determined			
April 17, 2018	To Be Determined			

Infrastructure, Planning and Sustainability Committee			
Committee Members: Mello (Chair), Beale, Ibsen, McCarthy, Alternate-Hunter Executive Liaison: Kurtis Kingsolver; 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
March 28, 2018	Nature's Scorecard		at the request of Beale and Mello: Puget Soundkeeper Alliance and WA Environmental Council recently released Nature's Scorecard – a tool to determine how well Puget Sound cities and counties are protecting our waters and using green solutions when planning for growth. All 1 large cities and counties were required to update their development codes and regulations in 2016 to make low-impact development the "preferred and commonly used approach" under their NPDES stormwater municipal permits. The presentation would recap what the scorecard is and then discuss how Tacoma was designated as a green star
	2018 Amended and 2019-2024 Transportation Improvement Program [request for recommendation]	Diane Sheesley, Engineer, PW	Follow up from 2/28 meeting with any revisions to the added and deleted list including a draft of the document.
	Commercial Carry Service Charge [request for recommendation]	Lewis Griffith, Division Manager, Environmental Services Solid Waste Division	The Environmental Services Department, Solid Waste Management Division plans to add a commercial carry service charge to section TMC 12.09.120 Commercial Services, which will allow the City to offer a new service to manually move commercial garbage and recycling containers from a storage location to a location accessible by collection trucks. The commercial carry service charge would be applied each time a container is moved. This is a request for recommendation to take this to the City Council via ordinance.
Future:			
April 11, 2018	Title 2.21 Housing Code Requirements for Temporary Shelters	Sue Coffman, Building Official, PDS	Washington Administrative Code (WAC) 51-16-030 allows the adoption of exemptions from the state building code requirements for temporary changes of use or occupancy to existing buildings in order to provide housing for individuals and families who are homeless. This proposed code establishes permitting and operational requirements that provide health and life safety provisions where those code exemptions are being allowed.
April 25, 2018	Sustainable Tacoma Commission Annual Update [briefing]	Kristi Lynett, OEPS	
	Environmental Action Plan Year Two Progress Report [briefing]	Kristi Lynett, OEPS	be to recap what the scorecard is and then discuss how we designated you as a green star.
	Tree Planing Policy/Urban Forestry	Mike Carey, OEPS Urban Forestry	overview of City's tree planting policy, and feasibility of urban forestry work crew



City of Tacoma
Planning Commission

Stephen Wamback, Chair
Anna Petersen, Vice-Chair
Carolyn Edmonds
Ryan Givens
Jeff McInnis
Brett Santhuff
Andrew Strobel
Dorian Waller
(vacant)

February 21, 2018

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

RE: Proposed Temporary Shelters Permanent Regulations

Mayor Woodards and Members of the City Council:

On behalf of the Planning Commission, I am pleased to forward our recommendations regarding the **Proposed Temporary Shelters Permanent Regulations**, for your consideration for adoption before the current emergency interim regulations expire in April 2018. Enclosed is the *Planning Commission's Findings of Fact and Recommendations Report* that summarizes the proposal, the public review process, and the Commission's deliberations.

Since the Tacoma City Council enacted emergency interim zoning regulations in June 2017, the Planning Commission has heard from the public and engaged in discussions on this topic that so deeply affects the lives of every citizen in Tacoma. The issue of homelessness has captured the attention of this City over the last many months and working on these code changes have illuminated issues, both large and small. While achieving the goal of reducing homelessness is quite difficult, the *One Tacoma* Comprehensive Plan, the City's blueprint for the future, clearly states that our charge is to "prevent homelessness and reduce the time spent being homeless by ensuring that a continuum of safe and affordable housing opportunities and related supportive services are allowed and appropriately accommodated, including but not limited to transitional housing, emergency shelters, and temporary shelters."

Better understanding the needs of the homeless population and then the needs of the generous organizations interested in stepping in to assist our homeless community informed the Planning Commission throughout this process. While homelessness can sometimes feel like an intractable issue, the Commission felt compelled to amend code to find a better response to deficits in the housing continuum that have led to ongoing suffering of individuals, families, and unaccompanied youth occupying homeless encampments, and the threat to the public health and safety. We remain encouraged by the response and engagement of the faith-based, non-profit, and educational communities to be a part of the solution towards addressing homelessness. Our role was to reduce barriers and streamline the processes, while considering impacts to neighborhoods and municipal resources.

Our recommendations achieve this goal, but continued work must be done to broaden the continuum and to continue supporting the good work of those in our community. The Planning Commission's recommendations, if adopted, will require continued engagement and a willingness to listen to those affected by and assisting in addressing the issues surrounding homelessness.

On February 21, 2018, the Planning Commission voted unanimously to recommend that the City Council adopt permanent regulations including the following key elements:

- **Sponsoring Entity**
 - Includes non-profit and educational institutions, in addition to the already allowed religious or faith-based organizations
- **Types of Sheltering**
 - All wording suggesting specific sheltering types has been removed. Recognizing that there are a wide variety of sheltering models, some of which may be appropriate or not appropriate in different circumstances, and that sheltering models are continuously evolving, the regulations are designed to ensure sufficient flexibility for different or innovative models to be requested, reviewed, and considered.
- **Maximum Duration of Shelter**
 - Based on best practices and needs of potential providers, the duration to 185 consecutive days with an inclement weather season and natural disaster provision to allow shelter extensions during extreme conditions.
- **Recurrence of Shelter at a Specific Site**
 - Recurrence period shortened to six (6) months between end and start date of a shelter hosting period.
- **Number of Shelters Allowed in the City of Tacoma**
 - Increases the total number to six (6) shelters. Additionally, a maximum of two (2) shelters shall be allowed in any single Police Sector at any given time and a minimum of one-mile must separate each temporary shelter site. Prior to approving a request for a second temporary shelter location within a sector, all other sectors should have a temporary shelter location. As part of process for approving a second location within a sector, the City shall determine whether there are adequate City services to support the second location in a sector. In a change from an earlier draft, City-run or –funded facilities will not be exempted from these location requirements.
- **Site Requirements**
 - Additional flexibility, particularly in regards to screening and types of structures, has been achieved by limiting prescriptive regulations in favor of working with providers on a case-by-case basis to ensure that security, health, and life safety issues are addressed.
- **Age of Shelter Inhabitants**
 - Children aged under 18 accompanied by a guardian may be allowed access to faith-based organization and non-profit run temporary homeless shelters.
- **Facility and Service Provision**
 - Interim regulations maintained, although some of the very detailed standards, such as mandating the specific location of certain types of facilities, has been removed in favor of a more flexible process of evaluation through the site-specific temporary use permit process.

- **Application Requirements**

- Requires the filing of a signed trespass order with the Tacoma Police Department, which would allow police and emergency services to access private property in case of disruption or emergency.
- If a faith-based organization is not able to hire a manager or provide 24-hour volunteer support, a self management-oversight model can be proposed. Shelter leadership could select a member to serve as a manager and the rest of the residents would be responsible for additional self management, which would include security and safety concerns. City staff, in consultation with site leadership and the participating faith-based organization or non-profit, would serve in a site monitoring and oversight capacity.

Thank you for the opportunity to work on this important matter. Please contact me if the Planning Commission can be of any assistance as you deliberate permanent regulations.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Wamback". The signature is fluid and cursive, with a large, stylized "S" at the beginning.

STEPHEN WAMBACK
Chair, Planning Commission

Enclosure



Temporary Shelters Permanent Regulations (Revisions to TMC 13.05 and 13.06)

Planning Commission Findings of Fact and Recommendations Report February 21, 2018

A. Subject:

The proposal is to replace emergency interim zoning regulations with permanent regulations pertaining to temporary shelters (see **Exhibit "A"**). The interim zoning regulations were enacted by the City Council on June 6, 2017, per Ordinance No. 28432 (**On file with City Clerk's Office**), and subsequently modified on October 17, 2017, per Ordinance No. 28460 (**On file with City Clerk's Office**).

B. Summary of the Proposed Permanent Regulations:

The Proposed Temporary Shelters Permanent Regulations, after Council and Planning Commission consideration, would amend or maintain the Tacoma Municipal Code, Chapters 13.05 and 13.06, as follows:

Definitions:

- Amend the municipal code to provide clear definitions of "Police Sector" and "Temporary Shelters".

General (Temporary Use and Notice Process):

- Replaces the words "camp", "camps", or "homeless camp" with the words "shelter", "shelters" or "temporary shelter".

Temporary Use Permits:

Key areas are highlighted in detail below:

- **Sponsoring Entity**
 - Includes governmental institutions, in addition to the already allowed religious (previous code) or non-profit organizations (interim regulations)
- **Number of Residents**
 - Maintains the number of residents per shelter at the 100 person limit during the period of the interim regulations.
 - Number of residents per shelter shall be proposed by organization running the shelter and population being served.
 - Planning and Development Services staff shall work alongside Neighborhood and Community Services staff to recommend appropriate numeric thresholds for shelters based on targeted population, capacity of provider, site conditions, and access to facilities and services as part of the permit process.

- **Types of Sheltering**
 - All wording suggesting specific sheltering types has been removed. Recognizing that there are a wide variety of sheltering models, some of which may be appropriate or not appropriate in different circumstances, and that sheltering models are continuously evolving, the regulations are designed to ensure sufficient flexibility for different or innovative models to be requested, reviewed, and considered.
- **Site Area and Number of People per Area**
 - Maintains the specific minimum site area required based on the number of people to be housed in the facility.
- **Maximum Duration of Shelter**
 - Based on best practices and needs of potential providers, the duration to 185 consecutive days with an inclement weather season and natural disaster provision to allow shelter extensions during extreme conditions.
- **Recurrence of Shelter at a Specific Site**
 - Recurrence period shortened to six (6) months between end and start date of a shelter hosting period.
- **Number of Shelters Allowed in the City of Tacoma**
 - Increases the total number to six (6) shelters. Additionally, a maximum of two (2) shelters shall be allowed in any single Police Sector at any given time and a minimum of one-mile must separate each temporary shelter site. Prior to approving a request for a second temporary shelter location within a sector, all other sectors should have a temporary shelter location. As part of process for approving a second location within a sector, the City shall determine whether there are adequate City services to support the second location in a sector.
 - City-run or –funded facilities will not be exempted.
- **Site Requirements**
 - Additional flexibility, particularly in regards to screening and types of structures, has been achieved by limiting prescriptive regulations in favor of working with providers on a case-by-case basis to ensure that security, health, and life safety issues are addressed.
- **Age of Shelter Inhabitants**
 - Children aged under 18 accompanied by a guardian may be allowed access to faith-based organization and non-profit run temporary homeless shelters.
- **Facility and Service Provision**
 - Interim regulations maintained, although some of the very detailed standards, such as mandating the specific location of certain types of facilities, has been removed in favor of a more flexible process of evaluation through the site-specific temporary use permit process.

- **Application Requirements**

- Requires the filing of a signed trespass order with the Tacoma Police Department, which would allow police and emergency services to access private property in case of disruption or emergency.
- If a faith-based organization is not able to hire a manager or provide 24-hour volunteer support, a self management-oversight model can be proposed. Shelter leadership could select a member to serve as a manager and the rest of the residents would be responsible for additional self management, which would include security and safety concerns. City staff, in consultation with site leadership and the participating faith-based organization or non-profit, would serve in a site monitoring and oversight capacity.
- More clear language about the pre-application meeting requirement has been included.

The proposed amendments to the various sections of the Tacoma Municipal Code are shown in **Exhibit “A”**.

C. Findings of Fact:

Part One – Legislative Intent:

1. Comprehensive Plan and Land Use Regulatory Code

The *One Tacoma* Comprehensive Plan, updated in 2015 by Ordinance No. 28335, is Tacoma's comprehensive plan as required by the State Growth Management Act (GMA) and consists of several plan and program elements. As the City's official statement concerning future growth and development, the Comprehensive Plan sets forth goals, policies and strategies for the health, welfare and quality of life of Tacoma's residents. The Land Use Regulatory Code, Title 13 of the Tacoma Municipal Code (TMC), is the key regulatory mechanism that supports the Comprehensive Plan. The following policies in the housing element clearly state the City's position regarding homelessness:

Policy H-4.6 Facilitate and support regional cooperation in addressing housing needs in the Tacoma metropolitan area and greater Puget Sound, especially for the homeless, low- and moderate-income households, and historically under-served and under-represented communities.

Policy H-4.7 Promote a range of affordable housing strategies that extend from basic emergency shelter for the homeless to temporary transitional housing to permanent rental housing and to home ownership.

Policy H-4.8 Prevent homelessness and reduce the time spent being homeless by ensuring that a continuum of safe and affordable housing opportunities and related supportive services are allowed and appropriately accommodated, including but not limited to transitional housing, emergency shelters, and temporary shelters.

2. Planning Mandates and Guidelines

GMA requires that any amendments to the Comprehensive Plan and/or development regulations conform to the requirements of the Act, and that all proposed amendments, with certain limited exceptions, shall be considered concurrently so that the cumulative effect of the various changes can be ascertained. Proposed amendments to the Comprehensive Plan and/or development regulations must also be consistent with the following State, regional and local planning mandates and guidelines:

- The State Growth Management Act (GMA);
- The State Environment Policy Act (SEPA);
- The State Shoreline Management Act (SMA);
- The Puget Sound Regional Council's *VISION 2040* Multicounty Planning Policies;
- The Puget Sound Regional Council's *Transportation 2040*, the action plan for transportation in the Central Puget Sound Region (adopted on May 20, 2010);
- The Puget Sound Regional Council's Subarea Planning requirements;
- The Countywide Planning Policies for Pierce County;
- TMC 13.02 concerning the procedures and criteria for amending the Comprehensive Plan and development regulations.

3. Interim Regulations Procedures

Tacoma Municipal Code 13.02.055 describes the procedural requirements for establishing interim regulations. The code requires the following procedural elements:

- Interim regulations must be initiated by the City Council or Planning Commission at a public meeting;
- The Council or Commission must determine, through findings of fact, that interim regulations are warranted;
- The ordinance must address the scope and duration of the interim regulations;
- The ordinance must include a work plan to develop permanent regulations;
- The Interim regulations may be effective for up to 1-year, and may be renewed every 6 months thereafter.

This process began as part of the response to a direction to prepare a 3-Phase Emergency Temporary Aid and Shelter Program on May 2, 2017 and a declaration of a state of public emergency on May 9, 2017, which went through City Council.

The Planning Commission acknowledges and understands the following key recitals as set forth in Ordinances No. 28432 and No. 28460 that enunciate the City Council's legislative intent and rationale for imposing the emergency interim regulations:

- a) On May 2, 2017, the City Council adopted Resolution No. 39716, directing the City Manager to promptly prepare and present to the City Council an Emergency Temporary Aid and Shelter Program to respond to the homelessness crisis and to prepare and present an ordinance declaring a state of emergency.

- b) On May 9, 2017, the City Council passed Ordinance No. 28430, declaring a state of public health emergency relating to the conditions of homeless encampments located in the City.
- c) The City Council concluded therein, inter alia, that the ongoing suffering of individuals, families, and unaccompanied youth occupying homeless encampments, and the threat to the public health and safety, will continue in the absence of the immediate implementation of interim measures designed to meet the survival and safety needs of those persons, such as the provision of hygiene facilities; trash collection; sanitary facilities; temporary shelters; outreach and gateway services; safe and stable shelter; linkage to tailored services to meet each individual's unique needs; a connection to housing, social, public and mental health services; storage of property and safety; potable drinking water; solid waste disposal; and human waste disposal.
- d) The City Manager has proposed and presented to the Mayor and City Council a three-phase Emergency Temporary Aid and Shelter Program to respond to the homeless crisis and the emergent conditions endangering the public health, safety, and welfare.
- e) The three-phase plan consists of mitigation of the conditions in homeless encampments in the first phase, providing emergency sheltering and transition services in the second phase, and providing long-term housing in the third phase.
- f) The second phase will include the City's establishment of temporary emergency shelter sites on public property, or private property made available by the owners to the City, to be managed and operated by the City.
- g) Such temporary emergency shelter sites provide needed community services in response to the declared public health emergency.
- h) The provisioning of basic emergency shelter, temporary transitional shelters, and related supportive services for persons experiencing homeless is consistent with Policies H-4.7 and H-4.8 of Goal H-4 of the Housing Element of the City's Comprehensive Plan, Policy PFS-6.9 of Goal PFS-6 of the Public Facilities and Services element of the Comprehensive Plan, and is consistent with the human and social needs community priorities identified in Tacoma 2025, to increase housing security so that everyone has shelter.
- i) The current zoning and land use controls governing emergency housing do not address the need for establishment and operation of temporary emergency shelters by the City under the circumstances of a public emergency, and require additional review and public hearings to develop suitable land use controls applicable during a declared state of emergency.
- j) The Interim Regulations, as modified, are an important element of the Program to address homelessness, and, with the inclusion of additional opportunities for faith-based organizations and non-profits, members of the community will, be able to support additional people as means and methods to combat this epidemic are developed.
- k) The City Council further acknowledges the need to include temporary amendments to Tacoma Municipal Code 13.06.635.B.4, to provide more flexibility for religious and non-profit organizations to host temporary shelters.

Part Two – Additional Facts, Observations, and Concerns:

In addition to the City Council's legislative intent, the Planning Commission has also identified the following factual information, observations, and concerns associated with the interim regulations:

- The Building Division is in the process of modifying code language to permit the City-run temporary shelter to run outside of the state of emergency (TMC 2.20).
- The success of the shelters will be largely tied to access to services and transit.
- Access to all forms of transit versus just buses is a small, but important code change.

- A City exemption prevents an absolute number of shelters, particularly if the threshold to define City-funded is low.
- A fee waiver fund can be used to pay for permit fees associated with the temporary shelter use permit.
- Neighborhood and Community Services has a source of funding for background checks, so providers do not have to cover that expense.

Planning Commission acknowledges receiving public testimony and written comment, as well as staff response to said testimony and comments. Several items may be considered by City Council while assessing the permanent regulations or future changes to code:

- Regional coordination and cooperation by way of a model ordinance that could be adopted by multiple jurisdictions
- A shelter classification system that could class “minor” and “major” shelters with smaller per shelter numbers, but more shelters allowed citywide
- A operations agreement in lieu of specific codes standards
- Youth sheltering options are extremely limited in Tacoma and Pierce County generally. Considering housing homeless youth is an essential part of the program to address homelessness

Part Three – Planning Commission’s Review Process for Permanent Regulations:

1. The Planning Commission began the process of developing permanent regulations in December 2017 for the City Council’s consideration for adoption before the interim regulations expire on April 16, 2018.
2. At the January 3, 2018 meeting, the Commission authorized the distribution of the proposed permanent regulations for public review and set February 7, 2018 as the date for a public hearing. A Public Review Packet was compiled by staff for the public hearing. The packet is on file with the Planning and Development Services Department (PDS).
3. At the public hearing on February 7, 2018, the Commission received oral testimony from 9 citizens, and through closure of the public hearing record on February 9, 2018, the Commission received written comments submitted by 10 individuals or organizations. A compilation of the public comments is attached (**On file with PDS-Long Range Planning**).
4. At the next meeting on February 21, 2018, the Commission will review public comments received, review staff’s observations and responses to public comments, review additional information, and formulate its recommendations to the City Council.
5. The Commission will forward its recommendations to the City Council with the intent to assist the Council in taking actions before the current interim regulations expire on April 16, 2018. The Council’s review timeline could be as follows:
 - March 20 – Public hearing
 - March 27 – First reading of adopting ordinance
 - April 3 – Final reading of adopting ordinance

D. Conclusions and Recommendations:

The Planning Commission acknowledges and understands the City Council's intent and objectives in enacting the interim regulations per Ordinances No. 28432 and No. 28460, which highlight community concerns about temporary shelters generally as well as how they are currently regulated in the City's zoning code.

The Planning Commission has formulated its recommendations on the proposed temporary shelters permanent regulations for the City Council's consideration for adoption upon the expiration of the interim regulations on April 16, 2018. The proposed regulations seek to achieve the following general objectives:

- Respond to changing circumstances and deficits in the housing continuum that have led to ongoing suffering of individuals, families, and unaccompanied youth occupying homeless encampments, and the threat to the public health and safety.
- Encourage response and engagement by the faith-based, non-profit, and educational communities to be a part of the solution towards addressing homelessness by reducing barriers and streamlining processes, while considering impacts to neighborhoods and municipal resources.
- The Commission believes this is a transitional solution and only one element in the continuum of provision for homeless sheltering and housing; additional programs and facilities should be pursued along this continuum, which will increase the chances of success for the temporary shelters and not unduly burden citizen volunteers with a model intended for short- to medium-term provision.

The Planning Commission recommends that the City Council adopt the proposed amendments to the Tacoma Municipal Code, as set forth in **Exhibit "A"**.

E. Exhibit:

"A" – Proposed Amendments to the Tacoma Municipal Code



EXHIBIT "A"

Temporary Shelters Draft Permanent Regulations

PROPOSED LAND USE REGULATORY CODE CHANGES

Note: These amendments show all of the changes to existing Land Use regulations. The sections included are only those portions of the code that are associated with these amendments. New text is underlined and text that has been deleted is shown as ~~strikethrough~~.

Chapter 13.06 – Zoning

13.06.635 Temporary use.

A. Purpose. The purpose of this section is to allow listed temporary uses which:

1. Are not contrary to the various purposes of this chapter;
2. Will not impede the orderly development of the immediate surrounding area, as provided for in the Comprehensive Plan and the zoning district in which the area is located; and
3. Will not endanger the health, safety, or general welfare of adjacent residences or the general public.

B. Temporary uses.

1. General. A temporary use shall be subject to the standards of development specified in this section.
2. Duration and/or frequency. Where permitted as a temporary use, the following uses may be authorized for the time specified in Table 1, and subject to Section 13.06.635.B.

Table #1: TEMPORARY USES ALLOWED – NUMBER OF DAYS ALLOWED	
Temporary Use Type	Days Allowed Per Year
Seasonal sales	45
Carnival	14
Temporary housing	See Section 13.06.635.B.3.a
Temporary office space	See Section 13.06.635.B.3.b
Temporary storage	See Section 13.06.635.B.3.d
Temporary shelters <u>homeless camps</u>	See Section 13.06.635.B.4

a. The duration of the temporary use shall include the days the use is being set up and established, when the event actually takes place, and when the use is being removed.

b. A parcel may be used for no more than three temporary uses within a calendar year; provided, the time periods specified in Table 1 are not exceeded. Multiple temporary uses may occur on a parcel concurrently; provided, the time periods in Table 1 are not exceeded.

4. Temporary ~~Shelters~~Homeless Camps.

a. Purpose. In recognition of the need for temporary housing for homeless persons, it is the purpose of this section to allow sponsoring religious, non-profit, and governmental organizations to use property owned or controlled by them for temporary homeless ~~shelters~~camps, while preventing harmful effects associated with such uses, including the use of open flames, the possibility of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws.

b. Application. In order to allow sponsoring religious, non-profit, and governmental organizations to establish a temporary ~~shelters~~homeless-camp on qualifying property, a permit must be obtained from Planning and Development Services in accordance with TMC 13.05, Land Use Permit Procedures, and the following:

(1) The Director of Planning and Development Services is authorized to issue permits for temporary ~~homeless camps~~shelters only upon demonstration that all public health and safety considerations have been adequately addressed, and may administratively adjust standards upon providing findings and conclusions that justify the requirements. A permit allowing a temporary shelter site may be terminated if the City determines the site is unfit for human habitation based on safety, sanitary conditions or health related concerns.

(2) An application for a temporary ~~homeless-camp~~shelter shall include the following:

(a) The dates of the start and termination of the temporary ~~homeless-camp~~shelter;

(b) The maximum number of residents proposed;

(c) The location, including parcel number(s) and address(es);

(d) The names of the managing agency, proposed self management plan (the self management plan would require consultation with the sponsor and oversight by City staff), or manager and sponsor;

(e) A site plan showing the following shall be prepared and reviewed by staff, which will make recommendations for best practices, including Crime Prevention through Environmental Design (“CPTED”) principles:

(i) Property lines;

(ii) Property dimensions;

(iii) Location and type of fencing/screening (must be a minimum of ten feet from property lines);

(iv) Location of all support ~~tents~~/structures (administrative, security, kitchen, and dining areas) or planned space to be used inside an on-site structure;

(v) Method of providing and location of potable water;

(vi) Method of providing and location of waste receptacles;

(vii) Location of required sanitary stations (latrines, showers, hygiene, hand washing stations);

(viii) Location of vehicular access and parking;

(ix) Location of ~~tents and/or~~ dwellings for each person (must meet Tacoma-Pierce County Health Department requirements);

(x) Entry/exit control points;

(xi) Internal pathways, and access routes for emergency services.

(f) A statement from the sponsoring religious, ~~non-profit, or governmental~~ organization regarding its commitment to maintain liability insurance in types and amounts sufficient to cover the liability exposures inherent in the permitted activity during the existence of any sponsored temporary ~~homeless-camp~~shelter;

(g) a signed trespass order filed with the Tacoma Police Department

(h) a mandatory preapplication meeting to be attended by city representatives, such as agents from Planning and Development Services and Neighborhood and Community Services, as deemed appropriate.

(i) transition plan for assisting residents in moving to another location

c. Safety and health requirements. A temporary ~~homeless-camp~~shelter shall be established in accordance with the following standards:

(1) No more than 100 residents shall be allowed per ~~camp~~shelter location. The City may further limit the number of residents as site conditions dictate.

(2) A minimum of 7,500 square feet of site area shall be required for ~~camp~~ shelters serving up to 50 people. The minimum site area may be proportionally reduced if adjacent existing buildings are used for sleeping or support facilities such as kitchen, dining hall, showers, and latrines.

(3) For a ~~camp~~ shelter serving more than 50 residents, the minimum 7,500 square-foot ~~camp~~ site area shall be increased by 150 square feet for each additional resident, up to a total of 100 residents.

(4) The maximum duration of a ~~homeless camp~~ temporary shelter shall be ~~93~~ 185 consecutive days. ~~Gravel or paved camp sites and sites not zoned for residential use may extend the maximum duration of the camp to 123 consecutive days.~~

(a) A one-time extension of up to 40 days, or longer in the case of:

i. inclement weather, natural disaster, or other emergency, may be granted by the Director if unforeseen problems arise regarding ~~camp~~ shelter relocation. An extension must be requested before the last 30 days of the temporary permit and will not be granted if any violation of the ~~camp~~ temporary shelter permit has occurred.

(5) A ~~camp~~ temporary shelter may only return to the same ~~church-owned~~ site after ~~two years~~ six months has lapsed since the ~~start~~ end date of the previous ~~camp~~ temporary shelter. ~~Gravel or paved camp sites and sites not zoned for residential use may decrease the relocation time to 18 months from the start date of the previous camp.~~

(6) In no event shall more than ~~two~~ six ~~homeless camp~~ temporary shelter sites be permitted within the City at any given time. Additionally, a maximum of two (2) camps should be allowed in any single Police Sector at any given time and a minimum of one-mile must separate each temporary shelter site. Prior to approving a request for a second temporary shelter location within a sector, all other sectors should have a temporary shelter location. As part of process for approving a second location within a sector, the City shall determine whether there are adequate City services to support the second location in a sector.

(7) Outdoor shelters ~~The encampment~~ shall be enclosed on all sides with a minimum six-foot tall, ~~sight~~ obscuring fence. No fence will be required if the site is out of view of adjacent properties.

(8) Permanent structures are prohibited from being constructed within the ~~camp~~ temporary shelter site. Existing permanent structures may be used for sheltering, or service provision.

(9) Temporary ~~homeless camps~~ shelters are prohibited in Shoreline Districts, critical areas, and their buffers.

(10) The sponsoring religious, non-profit, or governmental organization shall work with Neighborhood and Community Services and other agencies to find more permanent housing solutions for the inhabitants of the ~~camp~~ shelter during its operation.

(11) One security/office/operations ~~tent or~~ structure shall be provided for the ~~camp~~ site manager. The manager must be on site at all times. Persons who are acting as the on-site manager must be awake while on shift to monitor the security of the ~~camp~~ shelter and be ready and able to alert police and/or other emergency responders if the need arises.

(12) The minimum age for unaccompanied camp-shelter residents ~~inhabitants~~ is 18 years of age. Individuals under the age of 18 will only be allowed if accompanied by a guardian.

(13) Each resident shall be pre-screened for warrants and a background check shall be completed by the sponsor religious, non-profit, or governmental organization. No sex offenders will be permitted as ~~camp~~ shelter residents.

(14) The temporary ~~homeless camp~~ shelter must be located within one-~~quarter~~ half mile of a ~~bus route~~ transit stop that is in service seven days per week.

(15) The following facilities and provisions must be made available on-site and approved for adequacy and location by the Tacoma-Pierce County Health Department prior to occupancy:

(a) Potable water as approved or provided by local utilities. Estimated usage is four to five gallons per day, per resident.

(b) Provide sanitary ~~portable~~ toilets as provided in the following table:

Number of camp residents	1-20	21-40	41-60	61-80	81-100
Number of toilets required	1	2	3	4	5

~~(c) Provide hand washing stations with warm water, soap, paper towels and covered garbage cans and recycling containers at the following locations:~~

(i) Hand washing stations next to ~~portable~~ toilets provided in the following manner:

Number of camp residents	1-15	16-30	31-45	46-60	61-75	76-90	91-100
Number of stations required	1	2	3	4	5	6	7

~~(ii) One at the entrance to the dining area; and~~

~~(iii) One at the food preparation area.~~

(d) Showering facilities are required as provided in the following table:

Number of camp residents	1-33	34-66	67-100
Number of showers required	1	2	3

(e) At least one food preparation area ~~tent~~ with refrigeration, sinks, and cooking equipment. If food is prepared on-site, adequate dishwashing facilities must be available.

(f) Food preparation, storage, and serving. No children under the age of ten shall be allowed in food preparation or storage areas.

(g) An adequate water source must be made available to the ~~camp~~ site.

(h) Indoor ~~S~~leeping ~~shelters~~ facilities must meet the following standards:

(i) Must comply with all life safety and building code requirements.

(i) Outdoor sleeping facilities must meet the following standards:

~~(i) Minimum two-foot separation is required on sides and rear of tents from other tents, and a clear area of four feet is required at the entrance to all tents. All tents will be flame retardant. Appropriate spacing is required between all temporary, semi-permanent, and permanent sleeping structures of all types, materials, and sizes. Appropriate spacing will be specified during application intake and review.~~

~~(ii) Minimum of 30 square feet per resident in group tents.~~

~~(iii) Minimum 40-50 cubic feet of air space per resident in group tents.~~

~~(iv) Beds arranged at least three feet apart in group tents.~~

~~(j)~~ Waste water disposal, ~~including mop sink~~, which drains to sanitary sewer.

~~(k)~~ Solid waste: Garbage and recycling removal by local utilities. Adequate scheduled dumping to prevent overflow. ~~Estimate 30-gallon capacity per 10 residents.~~ Infectious waste/sharps disposal shall be made available.

~~(l)~~ Premises must be maintained to control insects, rodents, and other pests.

(16) Premises must be maintained as approved by the Tacoma Fire Department ("TFD"), including:

(a) Approval letter from the TFD, should the ~~camp~~ shelter site contain structures in excess of 200 square feet or canopies in excess of 400 square feet.

(b) Provide fire extinguishers in quantity and locations as specified by TFD. at least one fire extinguisher, as specified by TFD, within 75 feet from every tent, and at least one fire extinguisher in the kitchen facility and security office/tent.

(c) Adequate access for fire and emergency services, with a minimum of two access points, shall be maintained.

(d) No smoking or open flames shall be allowed in tents sleeping or food prep structures. Smoking within the ~~camp~~ shelter site will be within designated smoking areas only.

(e) Electrical inspections, in coordination with a Planning and Development Services electrical inspector, shall occur to ensure safe installation of power, if provided, including to support ~~tents and~~ facilities (administration, security, kitchen, dining, shower, hygiene, and latrine facilities) and any individual living tents sleeping structures.

(f) Security Plan. The security plan shall:

(i) List the contact name and phone number of the on-site manager;

(ii) Contain an evacuation plan for the ~~camp~~temporary shelter;

(iii) Contain a controlled access plan for residents; and

(iv) Contain a fire suppression and emergency access plan.

(17) Parking standards.

(a) Parking spaces, layouts, and configuration shall be designed in accordance with TMC 13.06.510.

(b) A minimum of two off-street parking spaces per 25 residents are required for all temporary ~~homeless camps~~shelters.

(c) Any required parking for the principal/existing use on-site shall not be displaced as a result of the temporary ~~homeless camp~~shelter.

(18) Refuse and recycling containers shall be provided on-site, with service provided by Solid Waste Management and paid for by the applicant.

* * *

13.06.700 Definitions and illustrations.

* * *

13.06.700.P

Police Sector – areas created by the Tacoma Police Department to support its Community Policing Division, which focuses on proactive policing in partnership with the community.

* * *

13.06.700.T

Temporary Shelters – A temporary type of accommodation for persons without permanent housing or a fixed address that provides shelter by means of a structure or dwelling unit.

Chapter 13.05 – LAND USE PERMIT PROCEDURES

13.05.020 Notice process.

* * *

H. Notice and Comment Period for Specified Permit Applications. Table H specifies how to notify, the distance required, the comment period allowed, expiration of permits, and who has authority for the decision to be made on the application.

Table H – Notice, Comment and Expiration for Land Use Permits

Permit Type	Preapplication Meeting	Notice: Distance	Notice: Newspaper	Notice: Post Site	Comment Period	Decision	Hearing Required	City Council	Expiration of Permit
Interpretation of code	Recommended	100 feet for site specific	For general application	Yes	14 days	Director	No	No	None
Uses not specifically classified	Recommended	400 feet	Yes	Yes	30 days	Director	No	No	None
* * *									
Temporary Homeless Camp Shelters Permit	Required	400 feet	Yes	Yes	14 days	Director	No	No	1 year
Minor Variance	Optional	100 feet ⁷	No	No	14 days	Director	No ¹	No	5 years
Variance	Optional	100 feet	No	Yes	14 days	Director	No ¹	No	5 years
* * *									

INFORMATION IN THIS TABLE IS FOR REFERENCE PURPOSE ONLY.

* Programmatic Restoration Projects can request 5 year renewals to a maximum of 20 years total.

When an open record hearing is required, all other land use permit applications for a specific site or project shall be considered concurrently by the Hearing Examiner (refer to Section 13.05.040.E).

¹ Conditional use permits for wireless communication facilities, including towers, shall expire two years from the effective date of the Director's decision and are not eligible for a one-year extension.

² Comment on land use permit proposal allowed from date of notice to hearing.

³ Must be recorded with the Pierce County Auditor within five years.

⁴ Special use permits for wireless communication facilities, including towers, are limited to two years from the effective date of the Director's decision.

⁵ If a public meeting is held, the public comment period shall be extended 7 days beyond and including the date of the public meeting.

⁶ Refer to Section 13.05.070 for preliminary plat expiration dates.

⁷ Public Notification of Minor Variances may be sent at the discretion of the Director. There is no notice of application for Minor Variances.