



## WEEKLY REPORT TO THE CITY COUNCIL

November 1, 2018

Members of the City Council  
City of Tacoma, Washington

**Dear Mayor and Council Members:**

### **ITEMS OF INTEREST**

1. Tacoma Fire Chief Jim Duggan provides the attached memorandum related to the **temporary closure of Fire Station 13 to allow for repairs and repainting**. The temporary closure is expected to last six to eight weeks and Ladder 3 will respond from Station 9 and Engine 13 will respond from Station 16 to emergencies.
2. The **Bring Your Own Bag (BYOB) ordinance has been in effect for 16 months**, and the Office of Environmental Policy & Sustainability (OEPS) is in the process of **distributing a retailer reporting survey to an estimated 1,800 retailers in Tacoma**. As outlined in the BYOB ordinance, the purpose of the survey is to determine the number of recycled paper carryout bags distributed between August 1, 2017 and July 31, 2018. The survey also includes voluntary questions regarding the impact on retail establishments, challenges of implementation, improvements that could be made, and impacts to customer experience.

The survey will be distributed to retailers via mail in early November, and will include a self-addressed return envelope for responses. It will also be available for retailers to fill out via an online web form. Responses will be collected until November 30, 2018. OEPS will collect the responses and deliver a report to the City Council in the first quarter of 2019.

Additionally, OEPS will be conducting face-to-face community outreach at local grocery stores in mid-November regarding the BYOB ordinance and the impact on Tacoma residents. As outlined in the ordinance, the purpose of this outreach is to evaluate the impacts of the BYOB ordinance on low-income populations and communities of color. Grocery store locations were selected based on City data of socioeconomic demographics, and will include tabling for 10 hours over the course of 5 days. This information will also be collected and delivered in a report to the City Council during the first quarter of 2019.

3. **Economic Development Report** - Demolition has begun at the 6<sup>th</sup> and Alder site for a residential mixed use project valued at just over \$16,000,000. This will be **one of the first Mixed Use Developments on 6<sup>th</sup> Avenue with 111 residential units and approximately 9,200 sq. feet of retail space.** The project is expected to be completed by end of summer 2019
4. Attached for your information is a **Hilltop Tacoma Link Extension Construction Alert.** In mid-November, Sound Transit will begin replacing **underground utilities** at Commerce Street and 7<sup>th</sup> Street, at Martin Luther King Jr. Way, and in between 16<sup>th</sup> and 19<sup>th</sup> Streets. The work in these areas is anticipated to take one and a half to two months. This extension will more than double the Link's length and will open in 2022.

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

5. Please note the **City Council Study Session/Budget Work Session** of Tuesday, November 6, 2018, will be held in the City Council Chambers of the Tacoma Municipal Building, at Noon. The discussion items will be: (1) **Biennial Budget Presentation – Tacoma Venues and Events Proposed Budget and City Council Requests for the Proposed Budget;** (2) **Other Items of Interest;** (3) **Committee Reports;** (4) **Agenda Review and City Manager's Weekly Report;** and (5) **Executive Session –Pending Litigation.**

At Tuesday's Study Session, the **Tacoma Venues and Events Department will present their proposed 2019-2020 Biennial Budget.** In addition, as a **wrap up to the budget discussions and City Council requests,** the City Manager will address potential adjustments to the Proposed Biennial Budget presented to the City Council on October 2<sup>nd</sup>. There will be a second Public Hearing on the Biennial Budget at Tuesday's City Council meeting and the first reading of the ordinance is scheduled for November 13<sup>th</sup>.

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

#### **COMMITTEE OF THE WHOLE MEETING**

7. Please note there will be a **Special Committee of the Whole meeting next Tuesday, November 6<sup>th</sup>, at 3:00 p.m.,** in the Tacoma Municipal Building North, Room 16. The purpose of the meeting will be to present the new proposed Rental Housing Code. At the September 27<sup>th</sup> Community Vitality and Safety Committee meeting, the Office of Equity and Human Rights shared a recommendation for a new Rental Housing Code to protect tenant rights. The Committee requested that the proposed code be presented to the whole City Council for further policy discussion.

The current Tacoma Municipal Code 1.95 Tenant Rights Protections will sunset on January 31, 2019. **Staff is proposing the enactment of a new TMC 1.95 – Rental Housing Code, effective February 1, 2019.** This proposed code would include the following protections:

- 120-day vacate notification for change of use, substantial rehabilitation, and demolition,
- provide relocation assistance for eligible tenants (State required Public Hearing was conducted October 2, 2018),
- add 60-day notice to vacate for no-cause eviction,
- codify relocation assistance when City declares building unfit and landlord had prior knowledge of the existing conditions,
- 60-day notice required for increase of rent 10% or more within 12-month period,
- requirement for landlords to distribute tenant rights information,
- prohibit retaliation when tenants exercise certain legal rights,
- allow installment payments for security deposits, non-refundable move-in fees, and/or last month rent, and
- update the enforcement section of the code.

Please see the attached **recommendation highlights and the draft proposed Tacoma Municipal Code 1.95.**

### **MARK YOUR CALENDARS**

8. You have been invited to the following events:

- **Tacoma Landmarks Preservation Commission's and the City's Historic Preservation Office's Tin Can Alley Oop, Fifth Annual Holiday Heritage Swing Dance on Sunday, November 4<sup>th</sup>, 6:00 to 9:00 p.m.,** at the Tin Can Alley Tacoma, located at 2620 East G Street.
- **United Way's From Poverty to Possibilities Summit on Wednesday, November 7<sup>th</sup>, 8:00 a.m. to Noon,** at the Hotel Murano, located at 1320 Broadway.
- **Citizens for a Healthy Bay "Stand for Our Sound" event on Thursday, November 15<sup>th</sup>, 7:00 p.m.,** at the new Pacific Seas Aquarium at Point Defiance Zoo & Aquarium, located at 5400 North Pearl Street.
- **Groundbreaking for Hilltop Tacoma Link Extension on Monday, November 19<sup>th</sup> at 11:00 a.m.,** at People's Park, located at 900 Martin Luther King, Jr. Way.

- **Broadway Center for the Performing Arts 73<sup>rd</sup> Annual Holiday Tree Lighting on Saturday, November 24<sup>th</sup>, 5:30 p.m.**, at the Pantages Theater Lobby, located at 9<sup>th</sup> and Broadway.
- **Grand Opening of the Valhalla Court Apartments on Monday, December 3<sup>rd</sup>, 5:30 to 7:00 p.m.**, at the Community Healthcare Facility, located at 1202 MLK Jr. Way.

Sincerely,



Elizabeth A. Pauli  
City Manager

EAP:crh  
Attachments





**City of Tacoma**  
Tacoma Fire Department

**Memorandum**

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TO: Elizabeth Pauli, City Manager  
FROM: James P. Duggan, Fire Chief *JD*  
SUBJECT: Temporary Closure of Fire Station 13  
DATE: October 30, 2018

Fire Station 13, located at 3825 N 25<sup>th</sup> Street in the Proctor Business District, is closed temporarily to allow Public Works to repair and repaint the apparatus bay. The temporary closure is expected to last six to eight weeks. Until the station reopens, Ladder 3 will respond from Station 9 and Engine 13 will respond from Station 16. Tacoma Fire Communications personnel will actively monitor coverage in the area and may relocate Engine 13 to Station 14 when Engine 14 is expected to be out of service for extended periods (such as when conducting fireboat operations.)

In addition to repairing and repainting walls, stairwell, and ceiling on the first floor, Public Works plans to make repairs on the apparatus floor and install new cabinets for storing turnout gear (the protective clothing firefighters wear.) Fire electricians will also upgrade the electrical service.



City of Tacoma  
Office of Environmental Policy and Sustainability

October 25, 2018

Re: Bring Your Own Bag Ordinance

Dear Tacoma Business Owner or Representative,

The Bring Your Own Bag ordinance has been in effect for over a year now, and it's time to hear from you! As part of the ordinance, retailers are required to report the number of paper checkout bags they provided to customers each year from 2018 to 2020.

You can either:

- Visit this website and complete the online reporting form before Friday, November 30:
  - [cityoftacoma.org/byobreporting](http://cityoftacoma.org/byobreporting)
- Or, fill out the enclosed paper reporting form and survey and return in the provided self-addressed envelope before Friday, November 30.

**Please, only report the number of paper bags distributed between August 1, 2017 and July 31, 2018.**

In addition to the required reporting, you will have the opportunity to complete a brief survey regarding the ordinance impact on your customer's experience, improvements that could be made, and to provide additional comments regarding Bring Your Own Bag.

The City of Tacoma would like to thank you for your continued efforts and participation!

For questions, contact [sustainability@cityoftacoma.org](mailto:sustainability@cityoftacoma.org), or call (253) 591-5172.

Sincerely,

James G. Parvey, P.E., LEED AP  
Chief Sustainability Officer  
Office of Environmental Policy and Sustainability

Enclosure: Bring Your Own Bag Retailer Reporting Survey  
Self-Addressed Return Envelope



City of Tacoma  
Office of Environmental Policy and Sustainability

## Bring Your Own Bag - Retailer Reporting Survey

Please fill out this reporting survey and return in the provided self-addressed envelope before **Friday, November 30**. Or, visit [cityoftacoma.org/byobreporting](http://cityoftacoma.org/byobreporting) to complete online.

### 1. (Required Questions)

\*Business Name: \_\_\_\_\_

\*Business Address: \_\_\_\_\_

\*How many paper bags did your business distribute between August 1, 2017 and July 31, 2018: \_\_\_\_\_

### 2. (Optional Questions)

1. Which of the following best describes your business?

- ☐ Food (grocery, specialty food, convenience store, etc.)
- ☐ Household items (home furnishings, office supplies, electronics, garden, etc.)
- ☐ Specialty retail (apparel, books, beauty supplies, sporting equipment, etc.)
- ☐ Hardware
- ☐ Drugstore
- ☐ Other (please specify)

2. How supportive are you of the current ban on disposable **plastic** bags?

- ☐ Very supportive
- ☐ Somewhat supportive
- ☐ No change
- ☐ Somewhat unsupportive
- ☐ Very unsupportive

3. How supportive are you of the current fee on disposable **paper** bags?

- ☐ Very supportive
- ☐ Somewhat supportive
- ☐ No change
- ☐ Somewhat unsupportive
- ☐ Very unsupportive

*(Continues on back)*

4. Please rate how positively or negatively you think the Bring Your Own Bag ordinance has affected the overall customer experience at your business:

- ☐ Very positively affected
- ☐ Somewhat positively affected
- ☐ No change
- ☐ Somewhat negatively affected
- ☐ Very negatively affected

5. If affected positively or negatively, please use this space to describe how you think the customer experience has been affected:

6. Please use this space to describe how overall bag practices have changed (if at all) following the Bring Your Own Bag ordinance:

7. Please describe any challenges of implementation your business faced following the Bring Your Own Bag ordinance:

8. Please use this space to communicate anything further to the City of Tacoma regarding the Bring Your Own Bag ordinance:





# Hilltop Tacoma Link Extension

Opening 2022

## Construction alert

October 2018

### Replacing underground utilities in mid-November

Sound Transit's contractor will begin replacing underground utilities as early as Nov. 13 at Commerce Street and 7th Street and as early as Nov. 19 at Martin Luther King Jr. Way in between 16th and 19th Streets. The work in these areas is anticipated to take one and a half to two months. Here is the general schedule for replacing underground utilities by location:



**Hilltop - M.L.K. Jr. Wy between S. 19th St. and Division Ave.**

Late-Nov. 2018 – late spring 2020

**Tacoma General Hospital**

Jan. 2019 – fall 2019

**Stadium Dist. N. 1st St. and Division between N. Tacoma Ave. and M.L.K. Jr. Wy**

Early 2019 – fall 2019

**Stadium High School**

Summer 2019

**Commerce Street and 7th Street and going north on S. Stadium Wy**

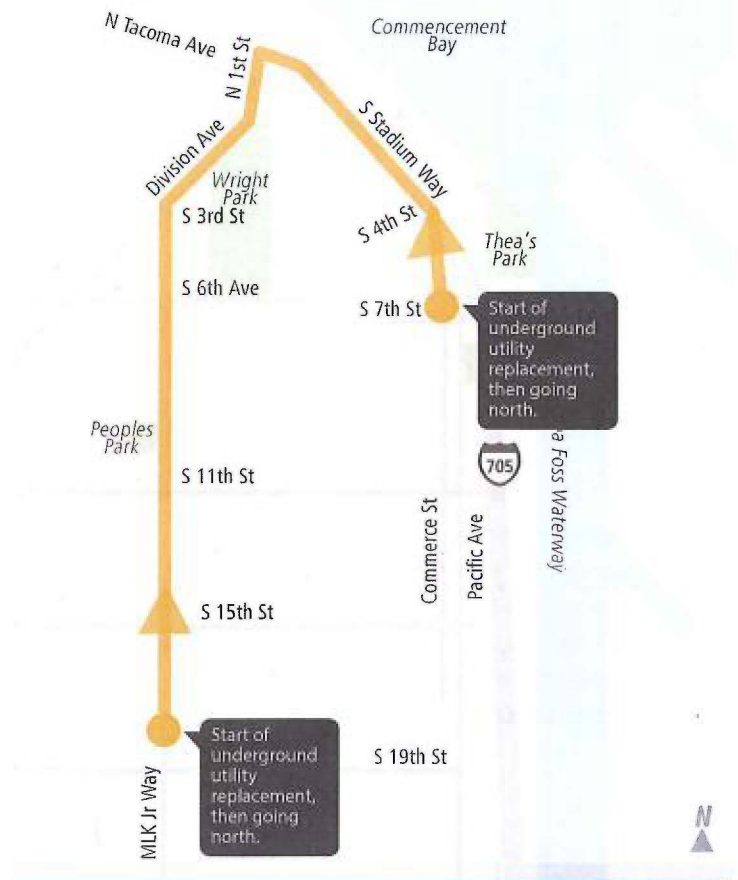
Late-Nov. 2018 – late spring 2019.  
Return in fall 2019 at Commerce & 9th St.

### What to expect

Replacing utilities involves digging a trench in the street, removing the pipes and installing new pipes underground. You will see trenching along each side or in the middle of the street, but one trench at a time. When the trench work is completed, the contractor will restore the street to a drivable, asphalt surface. The City of Tacoma owns these utilities, including sanitary sewer, stormwater and drinking water. Some existing pipes could be 100-years old.

The contractor will work in as many as three separate zones at the same time. Each zone is approximately three blocks long. Workers will replace each utility separately (water, stormwater and sanitary sewer). This means the contractor will return to the same area at different times.

Please note, construction will not take place in the Hilltop and Stadium Business Districts from Thanksgiving to New Year's Day. Construction will not take place in front of Stadium High School during the school year.



### Stay informed

Learn about our project and sign up for email updates:  
[soundtransit.org/htlink](http://soundtransit.org/htlink)

Contact Liz Satterthwaite, Sound Transit's community outreach specialist: 253-208-0586 or [liz.satterthwaite@soundtransit.org](mailto:liz.satterthwaite@soundtransit.org).

### Get updates

[soundtransit.org/subscribe](http://soundtransit.org/subscribe)

### Construction hotline

For construction issues after normal business hours, call Sound Transit's 24-hour Hotline at 888-298-2395.



## The Hilltop Tacoma Link Extension

This project will more than double the length of Tacoma Link with a relocated Theater District station and six new stations. These will connect to popular destinations such as Old City Hall, the Stadium District, Wright Park and major medical facilities before reaching its new Hilltop neighborhood terminus. Tracks will run in existing road lanes and will be compatible with on-street parking and existing bicycle facilities. Station platforms will be located in the center roadway. The project also includes expansion of the Operations and Maintenance Facility located on East 25th Street to accommodate storage and maintenance of five additional new light rail vehicles.

### Coffee with the Contractor: Nov. 14, 8 a.m. at the Red Elm

Sound Transit and the contractor, Walsh Construction Co. II, LLC, will be available to talk about upcoming construction work and answer your questions at informal "Coffee with the Contractor" events. Stop by our first Coffee with the Contractor on Wednesday, Nov. 14, at the Red Elm Cafe, 1114 Martin Luther King Jr. Way.

## Hilltop Tacoma Link construction alert



Union Station  
401 S. Jackson St.  
Seattle, WA 98104-2826

PRESORTED  
STANDARD  
U.S. POSTAGE  
**PAID**  
SEATTLE, WA  
PERMIT NO. 1801

Construction is underway on the Sound Transit Hilltop Tacoma Link Extension project. The overall construction work will take approximately two and a half years. Then Sound Transit will test the trains and light rail system for approximately one year. Service begins in 2022.

**Sign up for project news:**

➔ [soundtransit.org/htlink](https://soundtransit.org/htlink)

## Construction on Hilltop Tacoma Link route

In general, construction on the light rail route will occur in phases:

- Replace aging underground utilities.
- Install tracks, station platforms, transmission power substations and overhead wires.
- Relocate the existing Theater District Station one block north in front of Old City Hall.
- Restore the streets, including new ADA curb ramps, street lighting and a few traffic signals.

## Being a good neighbor

Sound Transit and our contractor are committed to being good neighbors during construction. You can expect:

- Access to driveways, sidewalks and businesses will be open, although access might be different.
- Traffic cones and flaggers will direct traffic near the construction zones.
- Construction work will generally take place during daytime hours.
- We'll keep the areas clean and minimize noise and dust.
- We'll notify you in advance of construction work.

To request accommodations for persons with disabilities or information in alternative formats, call 1-800-201-4900/TTY Relay: 711 or email [accessibility@soundtransit.org](mailto:accessibility@soundtransit.org).  
Para información acerca del proyecto llame al: 1-800-823-9230 // 要瞭解項目資訊，請致電：1-800-823-9230  
Звоните 1-800-823-9230, чтобы получить информацию о проекте. 프로젝트에 관한 정보는 다음으로 연락하십시오: 1-800-823-9230

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

Date	Meeting	Subject	Department	Background
<b>November 6, 2018</b>	City Council Study Session (TMB Council Chambers, Noon)	General Government Budget Presentation	TVE	Tacoma Venues and Events proposed biennial budget will be presented.
		Executive Session - Pending Litigation	CAO	
	Special Meeting Committee of the Whole ( TMBN 16, 3:00 PM)	Rental Housing Code	OEHR	OEHR staff will share a proposal for a new Rental Housing Code which will protect tenant rights, effective February 1, 2018.
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Biennial Budget Second Public Hearing	OMB	
<b>November 13, 2018</b>	City Council Study Session (TMBN 16, Noon)	Joint Metro Parks Board of Park Commissioners		Overview of MPT accomplishments, on-going projects, future projects, and issues of concern. Work product produced by the joint MPT/City staff interagency coordinating committee.
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Biennial Budget First Reading and Tideflats Interim Regulations Ordinance Final Reading	OMB/PDS	
<b>November 20, 2018</b>	City Council City Council Study Session (TMBN 16, Noon)	2019/2020 Neighborhood and Community Services Contracts	NCS	NCS staff will present the contracts recommended for the 2019-2020 biennium.
		Water Resource Plan	TPU/Tacoma Water	
		Workforce Connect Project	TPU	
	Special Joint City Council/Puyallup Tribal Council Meeting (TMBN 16, 2:30 p.m.)	This meeting is tentatively scheduled and discussion topics will be noticed prior to the meeting	City and Tribal Councils	
	City Council Meeting (TMB Council Chambers, 5:00 PM)	Biennial Budget Final Reading	OMB	
	Special Meeting Transportation Benefit District Meeting (TMB Council Chambers, TBD)	Resolution to Adopt the 2019/2020 Transportation Benefit District's Budget and Spending Plan	PW	

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

Date	Meeting	Subject	Department	Background
November 27, 2018	City Council Study Session (TMBN 16, Noon)	Health and Medicine Academy at Stadium High	TPS	Tacoma School District's Health and Medicine Academy at Stadium High School. Tacoma Health Careers Collaborative provides students with equitable access to world-class learning focused on medical careers.
		3 <sup>rd</sup> Quarter Financials & Biennium-End Modification	OMB	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			



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

Date	Meeting	Subject	Department	Background
December 4, 2018	City Council Study Session (TMBN 16, Noon)	Neighborhood Council Program Review	CED	
		Proposed State and Federal Legislative Agendas	GRO	Government Relations Office staff will share the proposed 2019 State and Federal Legislative Agendas for Council's review and input prior to the resolution to adopt.
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
December 11, 2018	Joint Utility Board Study Session (TMBN 16, Noon)	Continuing Disclosure Update	Finance	
	City Council Study Session	Fast Ferry Feasibility Study	PDS/Pierce Transit	Pierce Transit will present the final results of the Fast Ferry Feasibility Study, which was coordinated and paid for by the City, Pierce Transit and the Port of Tacoma.
		Executive Session - Mid-Year City Manager Performance Review	City Council	
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
December 18, 2018	City Council Study Session (TMBN 16, Noon)	Youth Council	CMO	Staff is proposing a process to explore youth engagement in Tacoma.
	Special Meeting Committee of the Whole ( TMBN 16, 3:00 PM)			
	City Council Meeting (TMB Council Chambers, 5:00 PM)			
December 26, 2018	CANCELLED			

<b>Community Vitality and Safety</b>			
<b>Committee Members:</b> Blocker (Chair), Beale, Thoms, Ushka, Alternate-Hunter		<b>2nd and 4th Thursdays 4:30 p.m.</b>	<b>CBC Assignments:</b> • Citizen Police Advisory Committee • Human Services Commission • Human Rights Commission
<b>November 8, 2018</b>	Citizen Police Advisory Committee Interviews	Doris Sorum, City Clerk	5 vacancies
	Gender Neutral Labeling of Single-occupancy Restrooms	Andreta Armstrong, Manager, Office of Equity and Human Rights; Jen Haggard, Commissioner, Human Rights Commission	The Human Rights Commission, Pride at Work group, and OEHR are proposing that gender neutral labeling be required for all existing or new single-occupancy restrooms in places of public accommodation, facilities of the City, and facilities of taxing authorities located within the City, known as public restrooms.
<b>FUTURE:</b>			
<b>November 22, 2018</b>	CANCELLED		<b>Thanksgiving</b>
<b>December 13, 2018</b>	Proposed Contract with the Humane Society	Shawn Stringer, Captain, Tacoma Police Department; Danielle Larson, Finance Tax and License Division	



<b>Economic Development Committee</b>			
<b>Committee Members:</b> McCarthy (Chair), Thoms, Ushka, Woodards, Alternate-Beale <b>Executive Liaison:</b> Tadd Wille; Staff Support - Lynda Foster		<b>2nd, 4th, and 5th Tuesdays</b> <b>10:00 a.m.</b> <b>Room 248</b>	<b>CBC Assignments:</b> •Tacoma Arts Commission •Greater Tacoma Regional Convention Center Public Facilities District •Foss Waterway •City Events and Recognition Committee
<b>November 13, 2018</b>	Interviews for City Events and Recognitions Committee	Clerk's office	
	Interviews for Tacoma Arts Commission	Clerk's office	4 vacancies
<b>FUTURE:</b>			
<b>November 27, 2018</b>	CANCELLED		
<b>December 11, 2018</b>	Introduction to Greater Seattle Partners -- the newly created three-county economic development organization. (tentative)	Brian McGowan, CEO, Greater Seattle Partners	This presentation will introduce the new organization, how and why it was created and the current and future activities that will make it operational.

**Government Performance and Finance Committee**

<b>Committee Members:</b> Ibsen (Chair), Blocker, Hunter, Mello, Alternate-Thoms <b>Executive Liaison:</b> Andy Cherullo; Staff Support - Bucoda Warren		<b>1st and 3rd Tuesday</b> <b>10 a.m.</b> <b>Room 248</b>	<b>CBC Assignments:</b> •Public Utility Board •Board of Ethics •Audit Advisory Board •Civil Service Board
<b>November 6, 2018</b>	Board of Ethics Interviews	Doris Sorum, City Clerk	2 positions open
	Audit Advisory Board Interviews	Doris Sorum, City Clerk	1 position open
	Director's and Council Appointment Process	Shelby Fritz, Assistant Director, Human Resources	
	Fee Schedule Adjustments	Sam Benscoter, Management Analyst, Office of Management and Budget	A presentation on the proposed biennial adjustments to the fee schedule.
<b>FUTURE:</b>			
<b>November 20, 2018</b>	Livable Wages for Service Contracts	Debra Casparian, Attorney, City Attorney's Office	Discussion of whether the City can require those vendors who enter into service contracts with the City to pay their employees a "livable wage", and what the definition of "livable" is.
	Minimum Wage for Disabled Persons	Debra Casparian, Attorney, City Attorney's Office	Follow up discussion of whether the City can require employers to pay disabled persons the standard minimum wage generally applicable to employees. State law, allows employers to pay "worker with a disability" less than standard minimum wage.
	Responsive Bidding Process	Martha Lantz, Deputy City Attorney, Civil Division, City Attorney's Office	
<b>December 4, 2018</b>	Joint Audit Advisory Board Meetings		

**Infrastructure, Planning and Sustainability Committee**

<b>Committee Members:</b> Mello (Chair), Beale, Ibsen, McCarthy, Alternate-Hunter <b>Executive Liaison:</b> Kurtis Kingsolver; Staff Support - Rebecca Boydston		<b>2nd and 4th Wednesdays</b> <b>4:30 p.m.</b> <b>Room 16</b>	<b>CBC Assignments:</b> •Sustainable Tacoma Commission •Planning Commission •Landmarks Preservation Commission •Board of Building Appeals •Transportation Commission
November 14, 2018	Proposed changes to the state's Energy Facility Site Evaluation Council (EFSEC)	Kathleen Drew, Chair, Energy Facility Site Evaluation Council	EFSEC is seeking state legislative changes in local government representation on EFSEC, adding clean energy to statutory intent and streamlining energy facility application process for renewable energy. We are seeking input from stakeholders and interested parties on this proposal.
	Safe Routes to School Update	Jennifer Kammerzell, Engineer, Public Works	Carrie Wilhelme, Safe Routes to School Coordinator, and Jennifer Kammerzell, Engineer, will provide an overview of the Safe Routes to School Action Plan. The informational presentation will include a status report on Safe Routes to School Action Plan targets and Safe Routes to School projects.
	Traffic Calming	Jennifer Kammerzell, Engineer, Public Works	Kurtis Kingsolver, Public Works Director, and Jennifer Kammerzell, Engineer, will provide an overview of the City's Neighborhood Traffic Calming Program, which works with neighborhoods to address speeding and collision concerns
<b>FUTURE:</b>			
November 28, 2018	Landmarks Preservation Commission Interviews [request for recommendation]	Doris Sorum, City Clerk	5 vacancies
	Electric Vehicles		
	Co Mingled Recycling	Lewis Griffith, Environmental Services Solid Waste Division	We will provide an update on the impacts China's policies have had on Tacoma's commingled recycling program and the region. We will present some options for actions we can take to address these impacts in the short term.
December 12, 2018	Urban Agriculture Community Report	Kristi Lynett, Office of Environmental Policy and Sustainability	
	Accessory Dwelling Units	Lauren Flemister, Senior Planner, Planning and Development Services	Staff will provide an summary and facilitate the Committee's review of the Planning Commission's recommendations for Zoning Code amendments related to Accessory Dwelling Units (ADUs).

## **Rental Housing Code Recommendations City of Tacoma Highlights**

- Sunset Tacoma Municipal Code 1.95, Tenant Rights Code, effective January 31, 2019.
- Replace with the Rental Housing Code, effective February 1, 2019
  - Change of use, substantial rehabilitation, demolition, etc.
    - Increases notice to vacate from 90 days to minimum of 120 days
    - Provides relocation assistance
      - \$2000/qualified dwelling unit (50% of median income adjusted for family size in Tacoma)
      - Owner responsible for 50% and City responsible for 50% of relocation assistance
  - Adds 60-day notice to vacate for no-cause eviction
  - Codifies relocation assistance when City declares building unfit or derelict when landlord knew or should have known of the existence of conditions
    - \$2,000 or 3 times the monthly rent
    - Landlord required to pay full amount
  - Adds 60-day notice requirement for 10% or more rent increase within proceeding 12-month period
  - Adds requirements for landlord to distribute information
  - Prohibits retaliation when tenant exercises certain legal rights
  - Allows installment payments for security deposits, non-refundable move-in fees, and/or last month's rent
  - Updates enforcement section



**DRAFT FOR THE NOVEMBER 6, 2018,  
COMMITTEE OF THE WHOLE**



**Chapter 1.95**  
**RENTAL HOUSING CODE**

**Sections:**

**1.95.010 Purpose and Intent.**

**1.95.020 Definitions.**

**1.95.030 Distribution of information required.**

**1.95.040 Deposit requirements and installment payments permitted.**

**1.95.050 Notice requirement generally—reasonable accommodation request.**

**1.95.060 Notice to increase rent requirements.**

**1.95.070 Notice to vacate requirements.**

**1.95.080 Tenant relocation assistance for low income tenants when residential property demolished, substantially rehabilitated, or upon the change of use.**

**1.95.090 Tenant relocation assistance for condemned or unlawful dwelling.**

**1.95.100 Retaliation prohibited.**

**1.95.110 Compliance and enforcement.**

**1.95.120 Severability.**

**1.95.010 Purpose and Intent.** The purpose of this chapter is to establish regulations supporting the topic of increasing housing security, and to establish standards and enforcement mechanisms as they relate to rental housing within the City limits of Tacoma.

It is the City's intent to continue its long-term commitment to maintain vibrant and diverse neighborhoods within Tacoma. The regulations contained in this chapter balance the needs of the landlord, tenant, and the City while creating a partnership to ensure safe, healthy, and thriving rental housing in Tacoma. The City recognizes that the renting of residential property is a commercial venture where owners and landlords must evaluate risk, profit, and loss. Providing housing for Tacoma residents directly impacts quality of life at the most basic level, and therefore requires regulations to ensure that it is equitably undertaken. This chapter strives to ensure housing security for current and future residents, and addresses potential retaliation against tenants who make complaints about housing conditions.

**1.95.020 Definitions.** Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter:

**"Assisted housing development"** means a multifamily rental housing development that either receives government assistance and is defined as federally assisted housing in RCW 59.28.020, or that receives other federal, state, or local government assistance and is subject to use restrictions.

**"Change of use"** means: the conversion of any dwelling unit from a residential use to a nonresidential use; conversion from one type residential use to another type residential use, such as a conversion to a retirement home, emergency shelter, transient hotel, or short-term rental as defined in Tacoma Municipal Code ("TMC") 13.06.700; the removal of use restrictions, including those in an assisted housing development; the sale of a property; provided that an owner displacing a tenant so that the owner or immediate family member can occupy the rental dwelling unit shall not constitute a change of use.

**"Days"** means calendar days unless otherwise provided.

**"Demolition"** means the destruction of any dwelling unit.

**"Director"** means the Director of the City of Tacoma Neighborhood and Community Services Department, or the Director's designee.





1 "Displacement" or "displaced" means the demolition, substantial rehabilitation, or change of use  
2 requiring existing tenants to vacate the dwelling unit, but shall not include the relocation of a tenant  
3 from one dwelling unit to another dwelling unit with the tenant's consent.

4 "Dwelling unit" means a structure or part of a structure used as a home, residence, or sleeping place  
5 by one, two, or more persons maintaining a common household, including, but not limited to,  
6 single-family residences and multiplexes, apartment buildings, and mobile homes.

7 "Housing costs" means the compensation or fees paid or charged, usually periodically, for the use  
8 of any property, land, buildings, or equipment for residential purposes. For purposes of this chapter,  
9 housing costs include the basic rent charge, but do not include utility charges that are based on  
10 usage and that the tenant has agreed in the rental agreement to pay, unless the obligation to pay  
11 those charges is itself a change in the terms of the rental agreement.

12 "Immediate family member" includes the spouse or domestic partner, dependent children, and other  
13 dependent relatives.

14 "Landlord" means a landlord as defined in and within the scope of RCW 59.18.030 and  
15 RCW 59.18.040 of the Residential Landlord-Tenant Act of 1973 ("RLTA") in effect at the time the  
16 rental agreement is executed. As of the effective day of this ordinance, the RLTA defines  
17 "landlord" as "the owner, lessor, or sublessor of the dwelling unit or the property of which it is a  
18 part, and in addition means any person designated as representative of the owner, lessor, or  
19 sublessor including, but not limited to, an agent, a resident manager, or a designated property  
20 manager."

21 "Non-refundable move-in fees" means non-refundable payment paid by a tenant to a landlord to  
22 cover administrative, pet, or damage fees, or to pay for cleaning of the dwelling unit upon  
23 termination of the tenancy, but does not include payment of a holding fee authorized by  
24 RCW 59.18.253(2).

25 "Owner" means one or more persons, or entities, jointly or severally, in whom is vested:

26 A. All or any part of the real title to property; or

B. All or part of the beneficial ownership, and a right to present use and enjoyment of the property.

"Rental agreement" means a rental agreement as defined in and within the scope of RCW 59.18.030  
and RCW 59.18.040 of the state RLTA in effect at the time the rental agreement is executed. As of  
the effective day of this ordinance, the state RLTA defines "rental agreement" as "all agreements  
which establish or modify the terms, conditions, rules, regulations, or any other provisions  
concerning the use and occupancy of a dwelling unit."

"Security deposit" means a refundable payment or deposit of money, however designated, the  
primary function of which is to secure performance of a rental agreement or any part of a rental  
agreement. "Security deposit" does not include a fee.

"Substantial rehabilitation" means extensive structural repair or extensive remodeling and requires  
a building, electrical, plumbing, or mechanical permit for the tenant's dwelling unit at issue.

"Tenant" means any person who is permitted to occupy a dwelling unit primarily for living or  
dwelling purposes under a rental agreement and includes those persons who are considered to be  
tenants under the state RLTA, chapter 59.18 RCW and those tenants whose living arrangements are  
exempted from the state RLTA under RCW 59.18.040(3). For purposes of this chapter, "tenant"  
shall not include the owner of a dwelling unit or members of the owner's immediate family.





#### 1.95.030 Distribution of information required.

##### A. Distribution of resources by landlord.

1. At the time a prospective tenant applies to reside in a dwelling unit, the landlord shall provide the prospective tenant with the landlord's written rental criteria and, once created by the City, with a City of Tacoma informational website address designated by the City for the purpose of providing information about the property, which may include, but is not limited to, local code enforcement information relating to properties within City limits.

2. In the event a prospective tenant cannot reasonably access the internet and at their request, a landlord shall provide the prospective tenant a paper copy of the property information that can be found on the website identified above.

##### B. Distribution of information packets by landlord.

1. The Director shall prepare and update annually, as necessary, summaries of this chapter, the Minimum Buildings and Structures Code (TMC 2.01), state RLTA (RCW 59.18), Forcible Entry and Forcible and Unlawful Detainer (RCW 59.12), and Fair Housing laws, describing the respective rights, obligations, and remedies of landlords and tenants, including information about legal resources available to tenants.

2. A landlord shall provide a copy of the summaries prepared by the Director to any tenant or prospective tenant when a rental agreement is offered, whether or not the agreement is for a new or renewal agreement.

3. Where there is an oral rental agreement, the landlord shall give the tenant copies of the summaries described herein, either before entering into the oral rental agreement or as soon as reasonably possible after entering into the oral rental agreement.

4. For existing tenants, landlords shall, within 30 days after the summaries are made available by the City, distribute current copies of the summaries to existing tenants.

5. The initial distribution of information to tenants must be in written form and landlords shall obtain the tenant's signature documenting tenant's receipt of such information. If a tenant refuses to provide a signature documenting the tenant's receipt of the information, the landlord may draft a declaration stating when and where the landlord provided tenant with the required information. After the initial distribution of the summaries to tenants, a landlord shall provide existing tenants with annual updated summaries by the City, and may do so in electronic form unless a tenant otherwise requests written summaries.

6. The packet prepared by the Director includes informational documents only, and nothing in the summaries therein shall be construed as binding on or affecting any judicial determination of the rights and responsibilities of landlords and tenants, nor is the Director liable for any misstatement or misinterpretation of the applicable laws.

C. Notice of resources. A landlord is required to provide a copy of a resource summary, prepared by the City, to any tenant when the landlord provides a notice to a tenant under RCW 59.12.030.

#### 1.95.040 Deposit requirements and installment payments permitted.

A. Installment payments, generally. Upon a tenant's written request, tenants may pay security deposits, non-refundable move-in fees, and/or last month's rent in installments as provided herein; except that the tenant cannot elect to pay the security deposit and non-refundable move-in fees in installments if (1) the total amount of the security deposit and nonrefundable move-in fees does not exceed 25 percent of the first full month's rent for the tenant's dwelling unit; and (2) payment of last month's rent is not required at the inception of the tenancy. Landlords may not impose any fee, charge any interest, or otherwise impose a cost on a tenant because a tenant





elects to pay in installments. Installment payments are due at the same time as rent is due. All installment schedules must be in writing, signed by both parties.

B. Fixed-term tenancies for three months or longer. For any rental agreement term that establishes a tenancy for three months or longer, the tenant may elect to pay the security deposit, non-refundable move-in fees, and last month's rent, excluding any payment made by a tenant to the landlord prior to the inception of tenancy to reimburse the landlord for the cost of obtaining a tenant screening report, in three consecutive, equal monthly installments that begin at the inception of the tenancy.

C. Month-to-month, or two month, tenancy. For any rental agreement term that establishes a tenancy from month-to-month or two months, the tenant may elect to pay the security deposit, non-refundable move-in fees, and last month's rent, excluding any payment made by a tenant to the landlord prior to the inception of tenancy to reimburse the landlord for the cost of obtaining a tenant screening report, in two equal installments. The first payment is due at the inception of the tenancy, and the second payment is due on the first day of the second month or period of the tenancy.

D. A tenant's failure to pay a security deposit, non-refundable move-in fees, and last month's rent according to an agreed payment schedule is a breach of the rental agreement and subjects the tenant to a ten-day notice pursuant to RCW 59.12.030(4), and shall mean that the entire amount of any outstanding payments shall become due when the next rent payment is due, unless otherwise agreed to in writing by the landlord and tenant.

E. Paying in installments does not apply to a landlord obtaining a tenant screening report, which report cost paid by the tenant shall be limited to the standard and actual cost of the tenant screening report.

F. No security deposit may be collected by a landlord unless the rental agreement is in writing and a written checklist or statement specifically describing the condition and cleanliness of or existing damages to the premises and furnishings, including, but not limited to, walls, floors, countertops, carpets, drapes, furniture, and appliances, is provided by the landlord to the tenant at the beginning of the tenancy. The checklist or statement shall be signed and dated by the landlord and the tenant, and the tenant shall be provided with a copy of the signed checklist or statement.

G. A landlord must place any required security deposit in a trust account and provide a written receipt and notice of the name, address, and location of the depository and any subsequent change thereof to the tenant, in compliance with the requirements of RCW 59.18.270.

H. Nothing in this Chapter 1.95 prohibits a landlord from bringing an action against a tenant to recover sums exceeding the amount of the tenant's security deposit for damage to the dwelling unit for which the tenant is responsible. The landlord may seek attorney's fees for such an action as authorized by chapter 59.18 RCW.

**1.95.050 Notice requirement generally – reasonable accommodation request.** A landlord shall review and comply with all reasonable accommodation requests related to disability received from a tenant related to the service of any notice required by this chapter.

**1.95.060 Notice to increase rent requirements.** A landlord is required to provide a minimum of 60 days' prior written notice whenever the periodic or monthly housing costs to be charged a tenant will increase by 10 percent or more over the periodic or monthly rental rate charged the same tenant for the same housing unit for any period or month during the preceding 12-month period.

**1.95.070 Notice to vacate requirements.**

A. The notice requirements provided in this subsection apply when premises are rented with monthly or other periodic term.





1 B. Requirement for notice to tenant when tenant displaced. When a tenant is to be displaced, a  
2 landlord may only terminate the tenancy by providing a tenant with written notice of at least  
3 120 days preceding the end of the month or period of tenancy; provided that an owner of four or  
4 fewer such dwelling units is only required to provide written notice to terminate of at least 60 days.  
5 For any notice provided under this subsection, the landlord shall also serve at the same time the  
6 Tenant Relocation Information Packet and further comply with the Tenant Relocation Assistance  
7 requirements in TMC 1.95.080.

8 C. Requirement for notice to tenant for no cause termination. Unless provided otherwise under  
9 federal or state law applicable to low-income or affordable housing programs or under subsection B  
10 above, a landlord may only terminate a tenancy for no cause by providing the tenant written notice  
11 of at least 60 days preceding the end of the month or period of tenancy. Notices that are exempt  
12 from this subsection include, but are not limited to, three-day notice to pay or vacate, three-day  
13 notice for waste or nuisance, or ten-day notice to comply with the terms of the rental agreement or  
14 vacate.

15 D. Notice requirements, generally.

16 1. The notice to tenant shall be served either (a) by delivering a copy personally to the person  
17 entitled thereto; or (b) if the person is absent from the premises, by leaving there a copy, with some  
18 person of suitable age and discretion, and sending a copy through the mail addressed to the person  
19 entitled thereto at the person's place of residence; or (c) if the person to be notified is a tenant and  
20 the person's place of residence is not known, or if a person of suitable age and discretion there  
21 cannot be found, then by affixing a copy of the notice in a conspicuous place on the premises and  
22 also delivering a copy to a person there residing, if such a person can be found, and also sending a  
23 copy through the mail addressed to the tenant at the rented dwelling unit. Service upon a subtenant  
24 shall be made in the same manner.

25 2. The notice shall list the name of the tenant and the dwelling unit number.

26 3. Proof of any service under this section must be made by the affidavit or declaration of the person  
providing the notice. When a copy of the notice is sent through the mail as provided in this section,  
service shall be deemed complete when such copy is deposited in the United States mail.

E. Tenant meeting. A tenant who receives a 120-day notice as provided herein may request an  
in-person meeting with the landlord to discuss the upcoming termination. If such request is made,  
the landlord shall schedule, notify tenants in writing, and hold such a meeting within 20 days of  
such request, at a time and location reasonably convenient for the parties. A landlord may schedule  
and hold one meeting for multiple tenants and requests. A landlord holding such meeting at a  
reasonable time and location shall meet the requirements herein, regardless of whether the impacted  
tenants attend.

F. The notices required herein do not apply when:

1. A landlord terminates for nonpayment of rent or for other cause allowed by the state RLTA,  
chapter 59.18 RCW, or the Forcible Entry and Forcible and Unlawful Detainer Act, chapter 59.12,  
RCW; or

2. A landlord is required to repair the dwelling unit due to a violation of the Minimum Building and  
Structures Code, TMC 2.01.050, and is found to be either derelict or unfit.

**1.95.080 Tenant relocation assistance for low-income tenants when residential property**  
**demolished, substantially rehabilitated, or upon the change of use.**

A. When tenant relocation assistance applies. This section shall apply to low-income tenants when  
a notice is required under TMC 1.95.070.B, except as otherwise expressly required by state or  
federal law, and with the exception of displacement of tenants from the following:





1. Any dwelling unit demolished or vacated because of damage caused by an event beyond the landlord's control, including that caused by fire, civil commotion, malicious mischief, vandalism, tenant waste, natural disaster, or other destruction;

2. Any dwelling unit ordered vacated or demolished pursuant to TMC 2.01.050, Minimum Building and Structures Code, because of damage within the landlord's control;

3. Any dwelling unit owned or managed by the Tacoma Housing Authority;

4. Any dwelling unit located inside the boundaries of a major educational institution which is owned by the institution and which is occupied by students, faculty, or staff of the institution;

5. Any dwelling unit for which relocation assistance is required to be paid to the tenants pursuant to another state, federal, or local law; and

6. Any dwelling unit functioning as emergency or temporary shelter for homeless persons (whether or not such persons have assigned rooms or beds, and regardless of duration of stay for any occupant) operated by a nonprofit organization or public agency owning, leasing, or managing such dwelling unit.

B. Tenant Relocation Information Packet. When a landlord intends to displace a tenant, prior to the landlord providing the notice outlined in TMC 1.95.070.B, the landlord shall obtain from the City one Tenant Relocation Information Packet for each dwelling unit where tenants will be displaced. The Tenant Relocation Information Packet shall contain the following:

1. A Relocation Assistance Certification Form with instructions for its submission to the Director; and

2. A description of the relocation benefits potentially available to eligible tenants.

C. Delivery of Tenant Relocation Information Packet. When a landlord serves the notice required under TMC 1.95.070.B, the landlord shall also deliver a Tenant Relocation Information Packet to each dwelling unit where the tenants will be displaced.

D. Within 20 days of providing the Tenant Relocation Information Packet to tenants, the landlord shall provide the Director with a list of names of the legal tenants and number of dwelling units for the dwelling units at issue.

E. Tenant eligibility for relocation assistance. Low-income tenants who are parties to a rental agreement for the dwelling unit may be eligible for relocation assistance only if the tenant to be displaced resides in a dwelling unit at issue when the landlord delivers the Tenant Relocation Assistance Packet. As used in this section, "low-income tenants" means tenants whose combined total income per dwelling unit is at or below 50 percent of the median income, adjusted for family size, in Pierce County.

F. Tenant income verification.

1. Within 20 days after the date of delivery of the Tenant Relocation Information Packet, each displaced legal tenant of a dwelling unit wanting to apply for relocation assistance must submit to the Director a signed and completed Relocation Assistance Certification Form certifying the names and addresses of all occupants of the dwelling unit, the total combined annual income of the legal occupants of the dwelling unit for the previous calendar year, the total combined income of all of the adult occupants for the current calendar year, and any other information that the Director may require to determine eligibility for this program. A tenant who, with good cause, is unable to return the certification form within 20 days may, within 20 days after the date of delivery of the Tenant Relocation Information Packet, submit to the Director a written request for an extension of time which details the facts supporting the claim of "good cause." If the request is submitted within the 20-day period and the facts constitute good cause in accordance with rules adopted pursuant to this chapter, the deadline for submission of the Relocation Assistance





1 Certification Form may be extended by the Director another 20 days. The Director shall review  
2 the request and notify the tenant and landlord if an extension has been granted within ten business  
3 days.

4 2. If information submitted by a tenant on a Relocation Assistance Certification Form is  
5 incomplete or appears to be inaccurate, the Director may require the tenant to submit additional  
6 information to establish eligibility for relocation assistance.

7 3. Any tenant who fails or declines the opportunity to submit the Relocation Assistance  
8 Certification Form, who refuses to provide the information in a timely manner as required, or  
9 who is found to have intentionally misrepresented any material information regarding income or  
10 eligibility to relocation benefits, shall not be eligible for relocation assistance under this chapter.

11 G. Relocation assistance verification. Within 14 days of the Director's receipt of the signed  
12 Relocation Assistance Certification Forms from all tenants who are parties to a rental agreement  
13 in a dwelling unit, or within 14 days of the expiration of the same tenants' 20-day period for  
14 submitting signed Relocation Assistance Certification Forms to the Director, whichever occurs  
15 first, the Director shall send to each dwelling unit household who submitted a signed certification  
16 form and to the landlord, by both regular United States mail and certified mail, return receipt  
17 requested, a notice stating whether the dwelling unit's certification form indicates eligibility for  
18 relocation assistance.

19 H. Relocation assistance payments.

20 1. Low-income tenants who are displaced, who comply with the requirements of this chapter, and  
21 are determined to be eligible by the Director, may receive a total relocation assistance payment of  
22 \$2,000 for their eligible dwelling unit. The amount of relocation assistance shall be adjusted  
23 annually on or before January 1 by the percentage amount of change in the housing component of  
24 the Consumer Price Index, as published by the United States Department of Labor, Bureau of  
25 Labor Statistics. The relocation assistance payment shall be in addition to the refund from the  
26 landlord of any deposits or other sums to which the tenant is lawfully qualified to receive.

2. The landlord that is displacing a tenant is responsible for payment of one-half of the total  
amount of relocation assistance due to eligible tenants pursuant to this chapter and the City is  
responsible for one-half the relocation assistance due to eligible tenants pursuant to this chapter,  
subject to appropriation of sufficient funds for such purpose by the City.

3. A tenant may be eligible to obtain a relocation assistance payment only after receipt of a notice  
from the Director of eligibility for tenant relocation assistance or, if an appeal was taken as  
outlined herein, after receipt of a final unappealed decision from the Hearing Examiner or a court  
that the tenant is eligible for relocation assistance.

4. An eligible tenant may obtain the relocation assistance payment by completing a request for  
relocation assistance. The Director shall notify the landlord obligated to pay such relocation  
assistance of the request. Within 21 days after submission of the tenants' request to the Director,  
the landlord and the City, subject to appropriation, shall provide eligible tenants who will be  
displaced with their portion of the relocation assistance. A landlord must submit written proof to  
the City that it provided the eligible tenants with the required payment within five business days  
of such payment.

5. If the City does not appropriate sufficient funds for the City's portion of relocation.

I. Appeal.

1. Either the tenant or the landlord may file an appeal with the Hearing Examiner, pursuant to  
TMC Chapter 1.23, of the Director's determination of the tenant's eligibility for relocation  
assistance or to resolve a dispute between the parties relating to unlawful detainer actions during





1 relocation. An appeal regarding eligibility for relocation assistance shall be filed within ten days  
2 after the landlord or tenant receives the Director's notice of tenant eligibility. All requests for an  
3 appeal shall be in writing and shall clearly state specific objections and the relief sought, and  
4 shall be filed with the City Clerk. A record shall be established at the hearing before the Hearing  
5 Examiner. Appeals shall be considered de novo. The Hearing Examiner shall issue a decision  
6 within 30 days of a request for a hearing by either the tenant or landlord.

7 2. Judicial review of an administrative hearing decision relating to relocation assistance may be  
8 made by filing a petition in Pierce County Superior Court within ten days of the Hearing  
9 Examiner's decision. Judicial review shall be confined to the record of the administrative hearing  
10 and the court may reverse the decision only if the administrative findings, inferences, conclusions,  
11 or decision is:

12 a. In violation of constitutional provisions;

13 b. In excess of the authority or jurisdiction of the administrative hearing officer;

14 c. Made upon unlawful procedure or otherwise is contrary to law; or

15 d. Arbitrary and capricious.

16 **1.95.090 Tenant relocation assistance for condemned or unlawful dwelling.**

17 A. If the City notifies the landlord that a dwelling will be condemned, or will be unlawful to occupy  
18 due to the existence of conditions that violate TMC 2.01, the Minimum Building and Structures  
19 Code, a landlord who knew or should have known of the existence of these conditions shall be  
20 required to pay relocation assistance to the displaced tenants, except that a landlord shall not be  
21 required to pay relocation assistance to any affected tenant in a case in which the condemnation or  
22 notice to vacate affects one or more dwelling units and:

23 1. Results from conditions caused by a tenant's or any third party's illegal conduct without the  
24 landlord's prior knowledge;

25 2. Results from conditions arising from a natural disaster such as, but not exclusively, an earthquake,  
26 tsunami, windstorm, or hurricane; and

3. Is a direct result of the acquisition of the property by eminent domain.

B. Relocation assistance provided to displaced tenants under this subsection shall be the greater  
amount of \$2,000 per the tenant's eligible dwelling unit or three times the tenant's monthly rent. In  
addition to relocation assistance, the landlord shall be required to pay to the displaced tenants the  
entire amount of any deposit prepaid by the tenant and all prepaid rent.

C. The landlord shall pay relocation assistance and any prepaid deposit and prepaid rent to  
displaced tenants within seven days of the City sending the notice of violation under TMC 2.01, the  
Minimum Building and Structures Code, to the landlord. The landlord shall pay relocation  
assistance and any prepaid deposit and prepaid rent by making individual payments by certified  
check to displaced tenants.

D. During the period from the date that the City first notifies the landlord of conditions that violate  
applicable codes to the time that relocation assistance payments are paid to eligible tenants, or the  
conditions leading to the notification are corrected, the landlord may not:

1. Evict, harass, or intimidate tenants into vacating their units for the purpose of avoiding or  
diminishing application of this section;

2. Reduce services to any tenant; or

3. Materially increase or change the obligations of any tenant, including, but not limited to, any rent  
increase.





E. Displaced tenants shall be eligible to recover any relocation assistance, prepaid deposits, and prepaid rent required by this section.

**1.95.100 Retaliation prohibited.**

A. As long as a tenant is in compliance with the state RLTA (RCW 59.18), the landlord shall not take or threaten to take reprisals or retaliatory action against the tenant because of any good faith and lawful:

1. Complaints or reports by the tenant to a governmental authority concerning the failure of the landlord to substantially comply with any code, statute, ordinance, or regulation governing the maintenance or operation of the premises, if such condition may endanger or impair the health or safety of the tenant; or

2. Assertions or enforcement by the tenant of the tenant's rights and remedies under this chapter; or

3. Tenants actions in the right to organize.

B. For purposes of this section, "reprisal or retaliatory action" shall mean and include, but not be limited to, any of the following actions or threats of the following actions by the landlord when such actions or threats are intended primarily to retaliate against a tenant because of the tenant's good faith and lawful act:

1. Eviction of the tenant;

2. Increasing the rent required of the tenant;

3. Reduction of services to the tenant; and

4. Increasing the obligations of the tenant.

C. Initiation by the landlord of any "reprisal or retaliatory action" within 90 days after a good faith and lawful act by the tenant as outlined herein shall create a rebuttable presumption affecting the burden of proof, that the action is a reprisal or retaliatory action against the tenant; PROVIDED, that if, at the time the landlord gives notice of termination of tenancy pursuant to this chapter, the tenant is in arrears in rent or in breach of any other lease or rental obligation, there is a rebuttable presumption that the landlord's action is neither a reprisal nor retaliatory action against the tenant; PROVIDED FURTHER, that no presumption against the landlord shall arise under this section, with respect to an increase in rent, if the landlord, in a notice to the tenant of increase in rent, specifies reasonable grounds for said increase, which grounds may include a substantial increase in market value due to remedial action under the state RLTA (RCW 59.18); PROVIDED FURTHER, that the presumption of retaliation, with respect to an eviction, may be rebutted by evidence that it is not practical to make necessary repairs while the tenant remains in occupancy.

**1.95.110 Compliance and enforcement.**

**A. Compliance.**

1. Any rental agreement or renewal of a rental agreement in a residential unit in the City of Tacoma entered into after February 1, 2019, shall include, or is deemed to include, a provision requiring the provisions outlined in this chapter.

2. Pursuant to provisions of the state RLTA (Chapter 59.18 RCW), landlords may not evict residential tenants without a court order, which can be issued by a court only after the tenant has an opportunity in a show cause hearing to contest the eviction (RCW 59.18.380).

a. In addition to any other legal defense a tenant may have, it is an additional affirmative defense to an unlawful detainer action that a landlord failed to:

(1) Give a 120- day or 60-day "no cause" notice to a monthly or periodic tenant as provided in Section 1.95.070, with service conforming with RCW 59.12.040, prior to the end of such month or period, unless a different for cause notice period is specifically authorized by law; or





(2) Provide relocation assistance in a timely manner as provided in Sections 1.95.080 or 1.95.090.

b. Any rental agreement provision which waives or purports to waive any right, benefit or entitlement created by this section shall be deemed void and of no lawful force or effect.

3. Joint and Several Responsibility and Liability. Responsibility for violations subject to enforcement under this chapter is joint and several, and the City is not prohibited from taking action against a person where other persons may also be potentially responsible persons, nor is the City required to take action against all potentially responsible persons.

#### B. Rebuttable Presumption.

1. If the City initiates an enforcement action for a landlord's failure to provide the required notice to terminate pursuant to TMC 1.95.070.B, there shall be a rebuttable presumption that the landlord intended to displace the tenant if the landlord commences activity to demolish or substantially rehabilitate or change the use of the dwelling unit within 90 days after the tenant vacates the dwelling unit.

2. To overcome the rebuttable presumption in subsection B.1, the landlord must demonstrate by a preponderance of evidence that either the termination was due to proper cause or, in the case of substantial rehabilitation, that the tenant left the dwelling uninhabitable such that substantial rehabilitation was necessary to rent the dwelling.

#### C. Powers and duties of the Director.

1. The Director is authorized to enforce this chapter, and may promulgate rules and regulations consistent with this chapter, provided that the Director shall hold one or more public hearings prior to adoption of final rules and regulations.

2. The Director shall attempt to settle by agreement any alleged violation or failures to comply with the provisions of this chapter; provided that nothing herein shall create a right or entitlement of a landlord to settlement by agreement..

3. The Director is authorized to request records from landlord and the landlord shall allow the Director access to such records, as well as a complete roster of tenants names and contact information when requested, with at least five business days' notice and at a mutually agreeable time, to investigate potential violations of the requirements of this chapter.

#### E. Notice of Violation.

1. If a violation of this chapter occurs, the Director shall issue a Notice of Violation. A Notice of Violation shall include:

a. The street address or a description of the building, structure, premises, or land in terms reasonably sufficient to identify its location where the violation occurred;

b. A description of the violation and a reference to the provisions of the this chapter which have been violated;

c. A description of the action required to comply with the provisions of this chapter;

d. A statement that the landlord to whom a Notice of Violation is directed may request a hearing. Such request for hearing must be submitted in writing and must be received by the City Clerk no later than ten days after the Notice of Violation has been issued;

e. A statement that penalties will accrue as provided in this chapter;

f. An Advisory Letter to provide the Landlord with a timeline of the process and an invitation to conciliate.

2. The Notice of Violation shall be delivered, in writing, to the person to whom the Notice of Violation is issued by personal delivery or first-class mail.

#### F. Civil Penalties.





1. Any person violating a provision of this chapter shall be subject to the penalties as outlined below.

a. For a violation of Distribution of information required (TMC 1.95.030), Deposit requirements and installment payments (TMC 1.95.040), Notice requirement generally (TMC 1.95.050), or Notice to increase rent requirements (TMC 1.95.060), a landlord shall be subject to the following penalties :

(1) For the first violation for each affected dwelling unit, \$500; and

(2) For each affected dwelling unit for each subsequent violation within a three-year period, \$1,000.

b. For a violation of a Notice to vacate (TMC 1.95.070), Tenant Relocation Assistance (TMC 1.95.080 and 1.95.090), and Retaliation prohibited (TMC 1.95.100), a landlord shall be subject to the following penalties:

(1) For each violation from the date the violation begins for the first ten days of noncompliance, \$250 per day, per dwelling unit;

(2) For each violation for each day beyond ten days of noncompliance until compliance is achieved, \$500 per day, per dwelling unit.

3. If the tenants have already relocated, but a violation of the notices required pursuant to Section 1.95.070 can be demonstrated by the City by a preponderance of the evidence, then any person violating any provision of this chapter shall be subject to a penalty in the amount of \$1,000 per dwelling unit for which the violation occurred.

4. The Director may waive or reduce the penalty if the landlord comes into compliance within ten days of the Notice of Violation or shows that its failure to comply was due to reasonable cause and not willful neglect. If the Director finds a willful violation of this chapter, which resulted in a Notice of Violation outlined above, the Director may issue a Penalty that shall be \$1,000.

5. Any civil penalties paid by the landlord shall be kept by the City.

#### F. Administrative Review by Director.

1. General. A person to whom a Notice of Violation or penalty is assessed may request an administrative review of the Notice of Violation or penalty.

2. How to request administrative review. A person may request an administrative review of the Notice of Violation or penalty by filing a written request with the Director within ten days from the date the Notice of Violation or penalty was issued. The request shall state, in writing, the reasons the Director should review the Notice of Violation or penalty. Failure to state the basis for the review in writing shall be cause for dismissal of the review. Upon receipt of the request for administrative review, the Director shall review the information provided. The City has the burden to prove a violation exists by a preponderance of the evidence.

3. Decision of Director. After considering all of the information provided, the Director shall determine whether a violation has occurred and shall affirm, vacate, suspend, or modify the Notice of Violation or penalty. The Director's decision shall be delivered, in writing, to the person to whom the notice of violation was issued by personal delivery or first-class mail.

H. Appeals to the Hearing Examiner of Director's Decision. Appeal of the Director's decision shall be made within ten days from the date of the Director's decision by filing a written notice of appeal, clearly stating the grounds that the appeal is based upon, with the Hearing Examiner, which appeal shall be governed by TMC 1.23.

**1.95.120 Severability.** If any provision or section of this chapter shall be held to be void or unconstitutional, all other parts, provisions, and sections of this chapter not expressly so held to be void or unconstitutional shall continue in full force and effect.